

OTA APPLICATION CHECKLIST

Initial each box below to affirm you completed that step prior to applying. SUBMIT THIS PAGE WITH APPLICATION.

- Are you college ready? Have you completed the . . .
1. "Apply Texas" application for admission to St. Philip's College if necessary?
2. Assessment tests or submitted assessment scores; or are you exempt?
See [How to Apply](#) for details
- Have you completed program prerequisite courses if applicable?
Check program website and/or Quick Reference Checklist: English, Math & Biology.
- Have you completed (and included) the ATI TEAS pre-entrance exam score?
Only include the [score page](#). Minimum score is 65.
- Have you included any additional healthcare licensure documents, if applicable?
In the case of **Felony** you must provide documentation from NBCOT and TBOTE.
- Have you checked if you meet the overall minimum grade point average (GPA) requirement?
You must have minimum of 2.75 on a 4.0 scale to apply for the OTA program.
- Did you include official transcripts?
Official transcripts from all colleges (**including St. Philip's College if applicable**) attended are required. *An official transcript is one printed on official paper from the Registrar's office and in a sealed envelope.* Students should request the transcript(s) be sent to their home address. **DO NOT OPEN.** Submit official transcripts with all other application documents in one sealed envelope. **A separate official transcript must also be provided to the records and registration office to be admitted as a St. Philip's College student.**
- Did you include documentation of 20 hours of work or volunteer in an OT setting?
May use SPC form or letterhead from facility with required information and signatures.
- Did you check the program website or the Quick Reference Checklist to make sure you will meet the program application deadline?
The application packet must be postmarked by the last day of March, it will not be accepted after that date.
- Did you include an essay?
A one-page, double-spaced, typed essay stating reasons for pursuing the OTA program is required.
- Did you read the NOTICE TO PROGRAM APPLICANTS statement?
Include with the application with your signature.
- Did you complete and include the OTA STUDENT APPLICATION FORM?
Fill out the entire form legibly and completely. You must sign and date the form.
- Did you include the completed APPLICATION CHECKLIST?
This page with initials to indicate your packet is complete.
- Did you place all documents in **ONE** sealed envelope addressed with the OTA Program name?
Documents mailed separately from the application form will NOT be considered.
Application and required documents [must be mailed USPS](#) to:

Department of Health Science - St. Philip's College
OTA Program
1801 Martin Luther King Drive
San Antonio, TX 78203-2098