



Dear OTD Applicant Name,

Thank you for your interest in the Doctor of Occupational Therapy (OTD) Program at **South College**. Below is a comprehensive outline of the academic and professional criteria required for admission:

Academic Requirements

1. Bachelor's Degree

- Complete a baccalaureate degree from a regionally accredited institution **before classes begin** (conditional admission possible pending final transcripts)

2. Prerequisite Coursework

- Courses must be completed with a **minimum grade of "C"**, and overall prerequisite GPA must be ≥ 3.00 on a 4.0 scale .
- Coursework includes:
 - Human Anatomy & Physiology I & II (lecture + lab): 4 semester hours each
 - Statistics: 3 sem. hrs
 - English (writing/composition): 6 sem. hrs
 - Communications: 3 sem. hrs
 - General Psychology: 3 sem. hrs
 - Human Growth & Development (lifespan): 3 sem. hrs
 - Abnormal Psychology: 3 sem. hrs
 - Medical Terminology: 2 sem. hrs
 - Sociology or Social/Behavioral Science: 3 sem. hrs

3. GPA Requirements



- Cumulative GPA of **3.00+** on a 4.0 scale
- If below 3.00, competitive last-60-credit GPA (≥ 3.00) and strong life/experiential justification may suffice

Application Materials

Applications are submitted through **OTCAS** (Occupational Therapist Centralized Application Service), provided by the American Occupational Therapy Association. Application instructions can be found on the South College program page at <https://otcas.liaisoncas.com/>.

Materials required:

- **Official Transcripts**
 - From all U.S. and Canadian institutions.
 - International transcripts require evaluation by WES
- **References (minimum 2)**
 - At least one from a licensed occupational therapist; others may include professors, advisors, or employers (no family or clergy)
- **OTCAS Essay**
 - Aligns with program's mission
- **Resume**
 - Same style as for a job application
 - Include a brief cover letter
- **English Proficiency**
 - TOEFL required if English is not your first language or degree was earned abroad .
- **Supplemental Application & Fee**



- Additional application and a **\$60 fee**, submitted directly to South College via <https://dynamicforms.ngwebsolutions.com/Submit/Start/861dce0e-3efd-44d4-a18c-a2b87303849e>
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Observation, Interview & Clearances

- **Observation Hours (recommended)**
 - At least **40 hours** in two varying OT practice areas (optional but encouraged)
 - **Admission Interview**
 - Conducted virtually via the Kira platform; participation is mandatory for admission consideration * The admission interview will occur after a verified application in OTCAS and the admissions committee has decided to move forward with the applicant.
 - **Technical Standards Compliance**
 - Evidence of meeting physical, sensory, cognitive, and communication abilities required for safe clinical practice
 - **Background Check**
 - A clear criminal background check is mandatory prior to matriculation
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Additional Information

- **Timeline**
 - OTCAS application opens July 18, 2025.
 - Candidates selected for interviews on a rolling basis based on receipt of complete applications
- **Accreditation & Cohort Start**



- The Knoxville OTD program holds **Candidacy Status** from ACOTE and will begin its inaugural cohort in **October 2025**, with accelerated hybrid format and a maximum of 100 students
 - **U.S. Citizenship Requirement**
 - Due to visa restrictions, applicants must be **U.S. citizens or permanent residents**
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Sample Letter Structure

[Your Name]

[Your Address]

[City, State ZIP]

[Email Address]

[Phone Number]

[Date]

Admissions Committee Chair
Doctor of Occupational Therapy Program
South College

Dear Admissions Committee,

Paragraph 1 – Introduction

Express your intent to apply for the Doctor of Occupational Therapy Program and briefly highlight your motivation and background.

Paragraph 2 – Academic Preparation

Document your completed bachelor's degree and list relevant pre-requisite coursework with grades/GPA, emphasizing any repeated courses or improvements.

Paragraph 3 – Professional Exposure & Experience

Mention OT observation hours (ideally ≥ 40), shadowing experiences, and any work or volunteer roles that demonstrate exposure to the profession.

**Conclusion**

Reiterate your enthusiasm for the hybrid OTD program, your commitment to occupational therapy, and your hope to contribute to the inaugural cohort. Provide contact details and thank them for their consideration.

Warm regards,

[Your Name]