**Occupational Therapy Application Procedure for Non WVU Students**

1. Click on the application link on the OT web page - <https://medicine.hsc.wvu.edu.ot>

1. Create your account and login. You will create a password. You can come back to your application, using your existing password to login. Keep track of your password.

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**NOTE: If you have a bachelor’s degree already DO NOT FILL OUT THE GRADUATE APPLICATION. CONTINUE WITH THESE DIRECTIONS.**

1. Select application: West Virginia University, Morgantown Campus.
2. Click start application.
3. **IMPORTANT:** What type of student are you: Click, Health Sciences Transfer. **UNLESS YOU HAVE COMPLETED A BACHELOR’S DEGREE. If you have completed a bachelor’s degree select Second Degree.**
4. Select Occupational Therapy as your Intended Major and summer 2019 as the Term/Year you are applying.
5. Enter all information under the **Person Information** section. For the **Main Contact Information** and **Emergency Contact Information** sections, you may enter just the fields with an \* by it. These are required fields and even though you have completed them when you first applied to WVU, you must fill them out again.

**NOTE: If it’s been several years since you have been here, you should complete all items even if not required.**

1. Complete all information under the **Health Sciences Applicant Information** section. You will upload your personal statement, extracurricular, community activities, and honors, etc. If you cannot upload all information, you can deliver to Brenda Wolfe,

8707-E HSC South.

1. Complete all information under the **College Education** section. You will need to enter a month, day, and year for Attendance from date (if you do not know the date, enter 16), and Attendance to Date, ( if you are enrolled for Spring 2019, enter January 7, 2019)
2. **College courses: Enter Spring 2019 classes only.**
3. Complete the **Occupational Therapy Supplemental** section. You will upload your Volunteer/Shadowing forms. There are 6 download sections.
4. Submit application.