

## OTD Application Guide for Current USC Chan Master's Students

### HOW TO APPLY FOR A FEE WAIVER

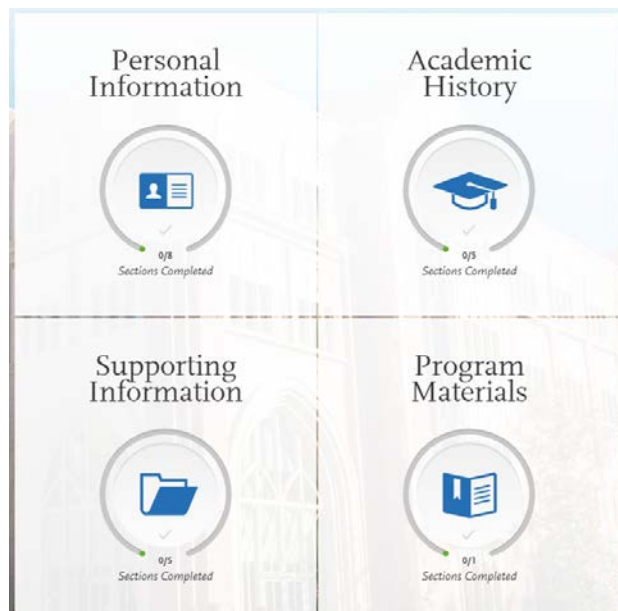
- Current USC students can have the \$90 OTD application fee waived by completing the following steps:
  1. Create an OTD application at <https://gradadm.usc.edu/apply/> (**\*\*DO NOT SUBMIT IT YET\*\***)
  2. Submit a fee waiver request using this [contact form](#) for Graduate Admissions
    - a. Be sure to include your USC ID number
    - b. For "Select an Area," enter "Graduate Admission – Ostrow School of Dentistry"
    - c. For "Category," enter "Application Fee Waivers – USC degree-seeking student or alumni"
    - d. For "Subject," enter "Fee waiver request"
    - e. For "Question," type the following: "Hello, I am a current occupational therapy master's student applying to the OTD program. I have an application in progress- can you please process my request for a fee waiver? Thank you."
  3. Once your request has been processed, graduate admissions will email you a coupon code (**\*\*PLEASE NOTE THIS CAN TAKE UP TO 1 WEEK\*\***)
  4. Complete your OTD application
    - a. Enter the coupon code you received to bypass the payment screen
    - b. **Submit your application**

### HOW TO COMPLETE THE OTD APPLICATION

- Go to <https://gradadm.usc.edu/apply/>
  - Select "Checklist for USC Students" or "Checklist for International Students"
  - Click "Ready to Apply"
  - Click on the link in the second sentence that says "please complete our online graduate application for your intended program here"

### DASHBOARD

- All four sections of the Dashboard will turn green once you have completed all the required sections of the application



## **PERSONAL INFORMATION**



Release Statement	✓
Biographic Information	✓
Contact Information	✓
Citizenship Information	✓
Race & Ethnicity	✓
Other Information	✓
Financial Aid, Awards and Fellowships	✓
USC Background Information	✓

- There are required fields to complete in the following sections:
  - Release Statement
  - Biographic Information
  - Contact Information
  - Citizenship Information
  - Other Information

## **ACADEMIC HISTORY**



High School Attended
Colleges Attended
GPA Entries
Educational Gap
Standardized Tests

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- You DO NOT have to enter anything for GPA Entries
- There are required fields to complete in the following sections:
  - High School Attended
    - Add your high school
  - Colleges Attended
    - Add the University of Southern California and indicate that your degree is still in progress
    - You do not need to add any other colleges
  - GPA Entries
    - Add GPA and select “I don’t have a GPA to add”
  - Educational Gap
    - Indicate Yes or No
  - Standardized Tests
    - Select “I am not adding any standardized tests”

### **SUPPORTING INFORMATION**



- Select “I am not adding any....” for Experiences, Achievements, Conferences Attended, and Memberships
- There are required fields to complete in the following sections:
  - Documents
    - Upload your CV/Resume only

### **PROGRAM MATERIALS**



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- In this section there are four tabs:
  - Home (no action needed)
  - Documents
    - Select “I am not adding any documents” [MA2 STUDENTS]
    - Upload your Personal Statement [MA1 STUDENTS]
  - Recommendations
    - Select “I am not adding any recommendations”
  - Questions (no action needed)