

# INSTRUCTIONS FOR APPLYING TO THE PHYSICAL THERAPY PROFESSIONAL PROGRAM

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The University of Kentucky Physical Therapist Education Program will participate in the Physical Therapist Centralized Application Service, known as **PTCAS**. Applicants applying to the program for the class entering in the fall of 2010 will apply online using the **PTCAS** application. Applicants can begin their PTCAS application on July 15, 2009. **The PT program application deadline is December 15, 2009.** To learn more about the PTCAS application process, please visit the PTCAS web site at [www.ptcas.org](http://www.ptcas.org).

**In addition** to the PTCAS application, a **supplemental application** must be completed and mailed to the University of Kentucky, College of Health Sciences Office of Student Affairs. The deadline for the **supplemental application is January 11, 2010.** Instructions for the supplemental application are below:

This is a **SELF-ASSEMBLED SUPPLEMENTAL APPLICATION PACKET**, which requires that the applicant collect all supplemental application materials and then send or hand deliver in one **complete** packet to:

Office of Student Affairs  
College of Health Sciences  
University of Kentucky  
900 South Limestone  
111 CTW Building  
Lexington, KY 40536-0200

**Completed applications for the Hazard &/or Lexington campuses should be mailed or delivered to the above address.** Office of Student Affairs personnel will process them according to the program location requested. If applying to both Hazard and Lexington campuses, your application will be copied after processing and sent to the Center for Rural Health. If selected for an interview, you will be interviewed only once. This interview is usually completed at the Center for Rural Health. You will then be invited to attend the interview day in Lexington to meet the students and see the campus. Final placement for students acceptable to both campuses is based on multiple factors at both sites and determined by the PT admissions committee.

In order to qualify for application to the program located in Hazard, KY, students must be from a rural area as defined by AHEC or have evidence of having lived in a rural area for a significant period of time. If you are not sure if you qualify and would like to know more, contact Pam Bates at the Center for Rural Health (800-851-7512 ext. 83508).

## **SUPPLEMENTAL APPLICATION PACKET (Should be completed and downloaded from the web site and include the following)**

**CONTENTS:** Physical Therapy Professional Supplemental Application (Form A), a University Studies Program Worksheet (Form C), a Courses in Progress form (Form D), Prerequisite Completion form (Form F), Kentucky Scholars Application (admission prior to receipt of a Bachelor's Degree) (Form G), and application instructions (which you are now carefully reading)..

**DEADLINE:** The deadline for the supplemental application is January 11, 2010. If your application packet is received incomplete, it will not be considered regardless of the date you submit it, so please follow the instructions below. All supplemental application packets must be received or be post marked by January 11, 2010, complete and assembled as instructed on the last page of the PT supplemental application instructions.

## **SUPPLEMENTAL APPLICATION MATERIALS**

**PT. Supplemental Application (Form A)** All applicants must submit this application with a \$50.00 PT supplemental application fee (non-refundable). Your check should be made payable to:  
*University of Kentucky - College of Health Sciences*, write on memo line:  
*Physical Therapy/Your Social Security #.*

### **Letter of Application**

**Hazard Campus only** All applicants to the Center for Rural Health, Hazard Campus are required to write an application essay stating your reasons for choosing to apply to the Center for Rural Health Campus, the characteristics that make you appropriate for this campus, and your plans after graduation from the College of Health Sciences. This application letter must accompany all applications for the Hazard Campus whether that application is for Hazard only or either Hazard or Lexington. **(Limit: one page, double spaced, 10-12 point font)**

## **REFERENCES**

References are included in the PTCAS application and are not necessary for the supplemental application. However, if you would like to include any extra letters of reference from people other than those required in the PTCAS application, you may include them with the supplemental application.

## **UNIVERSITY STUDIES PROGRAM WORKSHEET (Form C):**

All applicants who will not have a Bachelor's degree by the time the program starts must complete this form to verify the University Studies requirements already completed, in process, or planned for the spring and summer semesters. If an applicant will have a Bachelor's degree prior to the start of the program, include this form and write NA on the front.

## **COURSES IN PROGRESS/DATE OF GRADUATION FORM (Form D):**

This form should be completed with all required information if you are taking classes in the spring or summer. It should indicate your ability to complete all pre-requisites and University Studies (if you will not have a bachelor's degree) prior to the start of the program. Please include the date you anticipate receiving a bachelor's degree or the date you have received it. (Even if you need not complete this form please include it in your packet - blank).

## **TRANSCRIPTS:**

All college coursework is submitted on line through the PTCAS process. **Additionally, please include one (1) transcript (it may be unofficial for the supplemental application) from each university/college you have attended in the supplemental application packet. This transcript should include all course work completed through Fall 2009.**

### **Non UK Students:**

Your supplemental PT application must include one (1) transcript from all universities/colleges which you have **ever** attended. Courses and grades from one school printed on other college's transcripts are not acceptable! For those applying who will not have a Bachelor's Degree prior to starting the PT program, if using High School foreign language to satisfy the USP (you must have taken either 2 years of the same language in High School or have completed two semesters at the college level), you must send an official High School

transcript with your application. Remember, the university/college transcripts you send with the supplemental application do not have to be official.

### **UK Students:**

Currently enrolled UK students do not need to send UK transcripts in their supplemental application. UK students with work at other colleges/universities must submit one transcript for each and every school attended.

**REMEMBER to update your college coursework from the Fall semester beginning December 15 on the PTCAS website and send a transcript including Fall 2009 semester work to the College of Health Sciences in the supplemental application. It is expected that the final coursework update will be complete by January 15, 2010.**

### **GRE SCORE:**

The GRE is mandatory for application to the Physical Therapy Program. If you requested your scores be sent to the Physical Therapy Program at the University of Kentucky, the scores will be sent directly to the Office of Student Affairs. If you did not request that scores be sent to UK, you must request them to be sent to the PT Department Code #2915. The GRE score is good for 5 years. All scores must have been generated a maximum of 5 years prior to September 1, 2009. It is suggested that you send a copy of your GRE score sheet in with the supplemental application.

If you have never taken this exam you must do so before applying. Your application will not be considered without completion and documentation of this exam. It is recommended that you take the GRE a minimum of 6 weeks prior to the December 15 deadline. Scores on tests accepted after the December 15 deadline will not be accepted during the current application process.

### **PHYSICAL THERAPY EXPERIENCE HOURS:**

PT experience verification is completed through the PTCAS process.

### **PREREQUISITE COMPLETION FORM (Form F):**

Document the course numbers you believe fulfill the Physical Therapy Program Prerequisites including biology, physics and chemistry as well as statistics, psychology, oral communication, and medical terminology. For any courses taken at institutions outside of Kentucky, please include a course description.

### **KENTUCKY SCHOLARS PROGRAM APPLICATION AND VERIFICATION OF SENIOR STATUS (Form G)**

Students wishing to apply to the University of Kentucky Physical Therapist Education Program who will not have completed a Bachelor's Degree prior to the start of the program may apply under the [Kentucky Scholars Program](http://www.uky.edu/Registrar/bull0203/front/bullspeca.html). See the web site for information regarding the program at <http://www.uky.edu/Registrar/bull0203/front/bullspeca.html>.

### **NOTIFICATION:**

If you wish to be certain that your application arrived at the college, we suggest that you send it via registered mail, or hand deliver it. **We will not be able to answer phone calls regarding its arrival.** Should we need more information from you or have any questions regarding your application, we will contact you via email, so be sure it is clearly and correctly written and that you check it frequently.

**QUESTIONS: For Hazard & Lexington applicants:** Email Linda Allen at [laalle1@uky.edu](mailto:laalle1@uky.edu).

## ASSEMBLY INSTRUCTIONS and CHECKLIST

I. **Physical Therapy Supplemental Application Packet (Please include this checklist in the PT application packet):**

**ALL THESE MATERIALS MUST BE RECEIVED AT ONE TIME IN ONE PACKET. IF THIS IS NOT POSSIBLE, CONTACT THE OFFICE OF STUDENT AFFAIRS OR YOUR APPLICATION WILL NOT BE CONSIDERED. EXCEPTIONS TO THIS WILL BE MADE BY THE OFFICE OF STUDENT AFFAIRS OR THE PHYSICAL THERAPY PROGRAM, NOT THE APPLICANT.**

- PT. Professional Supplemental Application and \$50.00 fee (Form A)
- One (1) transcript from each college/university attended (may be unofficial)
- Center for Rural Health Application essay (if applying to the Hazard Campus)
- Additional Reference Letters (sealed and signed if you choose to include)
- University Studies Program Worksheet (Form C)
- Courses in progress (Form D)
- Prerequisite Completion (Form F)
- Kentucky Scholars Program Application  
Verification of Senior Status (Form G)

**Office of Student Affairs  
College of Health Sciences  
University of Kentucky  
CTW Building Room 111  
900 South Limestone  
Lexington, KY 40536-0200**