Welcome to SPOT!

Qualifying Year for the Master of Science (Applied) in Occupational Therapy Program

APPLICANT GUIDEBOOK
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Qualifying Year for the MScA
Occupational Therapy
2019 Admission

For more information on our program, please refer to our website:  http://www.mcgill.ca/spot/programs/ot/curriculum

Alternatively, you can also refer to the Health Sciences calendar: https://www.mcgill.ca/study/2018-2019/
Qualifying Year (QY)

Completion of the Qualifying Year (QY) for the Master of Science, Applied, in Occupational Therapy (MScA-OT) program is **required without exception** before candidates may enter the MScA-OT program. This entry point is only available to candidates who have completed a previous bachelor (baccalaureate) program. Following the QY and MScA-OT, graduates are eligible to apply for licensure. There is no distinction or quota for Canadian (Quebec), Canadian (other provinces) or International Applicants, unless specified as otherwise.

The QY program begins in the fall semester and consists of 29 credits over 2 semesters (8 months) of professional content specific to the practice of occupational therapy. After successfully completing the QY and maintaining a cGPA of 3.0, students can apply for the five semester (1.5 year) MScA-OT program. **A place in the MScA-OT program is guaranteed for QY students**, as long as they maintain a cGPA of 3.0 and remain in satisfactory standing throughout the Qualifying Year. Only applicants entering from the QY or Bachelor of Rehabilitation may enter the MScA.

The McGill Occupational Therapy program encourages applications from First Nations, Inuit, and Métis applicants. Please see **Particular Applicants** for more information.
Master of Science, Applied, in Occupational Therapy (MScA-OT)

The MScA-OT program is a 64-credit program to be completed in 1.5 years over five semesters and includes several clinical practica of >1,000 hours leading to professional licensure to practice. The educational approach is consistent with adult learning and reflective clinical practice. The curriculum uses a case-based, problem-solving, self-directed approach across the lifespan. Strong links between academic and clinical fieldwork education are emphasized throughout the educational process. Coursework will focus on client-centered and evidence-based practice, clinical reasoning, ethics, and professionalism as essential components for the development of a humanistic, ethical, knowledgeable, competent, critical thinking, and problem-solving Occupational Therapist. The master’s project is designed to develop research and scholarly skills.
For information on tuition fees, please refer to the Student Accounts webpage (fee calculator) on the McGill website: [https://www.mcgill.ca/student-accounts/tuition-charges/fallwinter-term-tuition-and-fees/graduate-fees](https://www.mcgill.ca/student-accounts/tuition-charges/fallwinter-term-tuition-and-fees/graduate-fees)

For information on scholarships and financial aid, please refer to the Scholarships and Student Aid webpage on the McGill website: [http://www.mcgill.ca/studentaid/scholarships-aid](http://www.mcgill.ca/studentaid/scholarships-aid). This program is eligible for Quebec Student Loans and Bursaries and many other provincial or national student funding schemes.

Please note that as this is a professional program, departmental and university funding is limited.
Overview:
Those wishing to apply to this program should first review the following conditions to ensure they are eligible. Once applications open in the autumn of 2018, candidates may open a uApply application by following the directions in this guide. As requirements may be subject to minor changes, please frequently review your uApply messages, email, and our website.

Requirements:

1. **An undergraduate (bachelor) degree**
   - **Any subject.** Must be completed before the start of the QY;
   - A McGill equivalent **cumulative** grade point average (cGPA) of 3.0 (B) in the bachelor degree only.
   - **Only credits obtained as part of one’s undergraduate degree** will be factored into GPA calculations. Completing additional courses after graduation will not affect the cGPA ranking.
   - McGill uses a 4.0 scale which does not include C- (1.7) and A+ (4.3) marks. Please see our [cGPA Conversion Worksheet](cGPA_Conversion_Worksheet) to determine your application cGPA.
   - A cGPA adjustment of 0.1 will be awarded for completing at least one graduate program prior to the start of the QY and a bonus point of 0.1 will be awarded for completing at least one doctoral program prior to the start of the QY. The cGPA of graduate and doctoral studies will not otherwise affect the cGPA calculation;
   - The average cGPA for 2018 candidates was 3.61 (A-);
   - Applicants with an occupational therapy degree from a university other than McGill must follow the same process as other applicants.
2. **Completion of CASPer** (Canadian Professional Health Sciences)
   - CASPer (Computer-based Assessment for Sampling Personal characteristics) is an online situational judgement test intended to evaluate key non-cognitive competencies for healthcare professionals, as identified by accreditation standards;
   - CASPer is administered by Altus Assessments. Candidates must complete the CASPer test before the application deadline. SPOT Accepts the Canadian Professional Health Sciences Test (CASPER Sciences de la santé niveau 2);
   - There are a limited number of eligible English and French testing dates. The test must be done in the current admission year (2018-2019);
   - Candidates must make a request to the CASPer provider (Altus Assessments) that the test results be disclosed to SPOT McGill;
   - The CASPer FAQ provides information on registering for CASPer. Please review this document before registering.

3. **A Curriculum Vitae (CV)**
   - Also called a Résumé;
   - This document is not scored, but will be used to support other parts of file review;
   - Please follow the format provided in the CV template. We also provide instructions and an example on our website;
   - Note: We do not accept references.
4. **Background Courses Form**
   - No prerequisite courses are required;
   - Courses must be recognised as accredited university level;
   - Applicants will be given points for having completed at least one three-credit equivalent course in each of the following subject areas: Human Anatomy; Human Physiology; Psychology; Neuro-anatomy or Neuroscience; and Research Methods/statistics;
   - **Courses must be completed prior to the start of the QY.**
     Successful completion of an in-progress course will be a condition of admission;
   - Each course will be assessed following receipt of your final application. SPOT cannot determine equivalencies beforehand;
   - These courses should be identified on the background courses form. If no courses are taken, the form still must be uploaded, with the course items left blank;
   - An example of a completed form can be seen on our website.

5. **Language Requirement Component**
   - Students will be required to interact with francophone patients during their placements. French is highly recommended.
   - English proficiency requirement is generally waived for Canadians, mother-tongue Speakers, and students who completed university education in English;
   - If uApply flags an ESL requirement, candidates should contact us via uApply messenger;
   - Various tests accepted. Results must be sent electronically directly to McGill (institution code 0935).
     A) TOEFL IBT of 86, no less than 20 or;
     B) IELTS of 7.0 or;
     C) Additional options available;
6. Video Statement

- Applicants must submit a video (2 minutes or less) that is a verbal, personal expression of engagement allowing the admissions committee to evaluate:
  
a. Motivation: What motivated you to choose a career in OT?

b. Suitability: What personal attributes distinguish you as a candidate for the OT profession?

c. Preparedness: How did your work, life and/or volunteer experience(s) prepare you to become an OT student?

d. Why our program: Why do you want to study OT at McGill?

- The video statement may be in English or French;

- Please state your full name at the beginning of the video;

- The video should be a simple head or upper-body shot using a plain background without the use of digital enhancements or special effects;

- Only MP4 format is accepted. The file must be under 60 MB.

- Videos must be submitted on UApply.
Indigenous Applicants:

We encourage applications from First Nations, Inuit and Métis communities. As such, two seats in our QY program are designated for Canadian candidates who are status members of the First Nations, inscribed on the Register of Inuit Beneficiaries, or are a Métis person registered with one of the five provincial Métis organizations recognised by the Métis National Council (Métis Nation of Ontario, Manitoba Métis Federation, Métis Nation of Saskatchewan, Métis Nation of Alberta, Métis Nation BC).

Should an applicant wish to be considered for this alternative file review process, they should contact the QY Admission Coordinator using uApply messenger in addition to selecting the Indigenous identify checkbox on uApply. Indigenous applicants must complete the same procedure as all other applicants; however, their file will be reviewed with consideration for the designated places. We encourage Indigenous applicants to self-identify to SPOT and welcomes any questions regarding our admissions and applications processes.

Mitigating Circumstances:

Applicants who feel that exceptional mitigating circumstances should be taken into account during the review of their application should communicate their request via uApply messenger. Should your request be in order, the Admissions Coordinator will create a document upload place on uApply for a Letter of Mitigating Circumstances. This formal letter should be addressed to the SPOT Admissions Committee and provide a detailed reason for why you believe your file should be given special considerations. We recommend including documentation for the reason of your request—such as a medical note, death certificate, or legal attestation.

Should you have trouble completing or submitting an application requirement due to extenuating circumstances, we encourage applicants to reach out the QY Admissions Coordinator via uApply messenger as early as possible. In exceptional documented circumstances, we may consider alternative arrangements.
Creating your Application:

After reviewing this guide, and our admissions website, candidates may apply using the paperless uApply system. To do so, one must first create an account, being sure to enter all university education attempted (including abandoned programs, exchanges, transfer credit, online courses, etc). Please note that failure to disclose all university education undertaken may be considered academic fraud. College (non-university) and CEGEP education should not be included; however, candidates with college credit which was transfer for credit to a university must include the college transcript in a merged file with the university transcript.

Please be sure to enter the correct degree and university name exactly as stated on the academic record (transcript, relevé de notes). The system cannot process an application for which the education history entry does not correspond to the name written on the actual transcript. Once an application is submitted (paid for), applicants can only change the education history by a request via uApply messenger.

Deadlines:

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<th>Canadian Candidates</th>
<th>International Candidates</th>
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<tbody>
<tr>
<td>Payment &amp; Submission</td>
<td>February 10th</td>
<td>January 15th</td>
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<tr>
<td>Final CASPer Testing Date</td>
<td>January 20th (English)</td>
<td>January 20th (English)</td>
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<td></td>
<td>January 30th (French)</td>
<td>January 30th (French)</td>
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<tr>
<td>Document Upload</td>
<td>February 10th</td>
<td>February 10th</td>
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Application Selection:

Application Type: Degree, certificate or diploma
Program: Qualifying for MScA
Area of Study: Occupational Therapy
Term: FALL 2019
Concentration: Qualifying

*This is the only way to apply to this program - entering any other option is incorrect. The Concentration is required*

Following the creation of an application profile, Candidates must submit (pay for) the application. Please be sure to use the correct variables as indicated above to apply to the QY to the MScA in OT. Entering the wrong information will result in SPOT being unable to review your file. Note that submit does not mean submit for review. Rather, submitting an application allows applicants to access all the uApply features, including document upload and communication with the admissions coordinator.

During submission, applicants will need to pay the application fee (approx. $110 for up to two applications). Then, applicants are able to upload their unofficial transcripts, CV, and background courses form any time prior to the document upload deadline. Incorrect or out-of-date documents can be replaced by uploading a new document prior to early review or the document upload deadline. SPOT does not accept anything by post or courier—all submissions must be electronic. If the system requests a proof of English proficiency requirement, please communicate with the Admission Coordinator via uApply messenger. Unofficial transcripts for in-progress studies should be uploaded; however, if they are not available, a receipt or proof of registration will suffice. Please also note that SPOT requires marks for all courses completed in the autumn 2018 semester. Kindly ensure you have provided an updated transcript which includes your Autumn 2018 marks prior to the deadline. Should they not be available, please communicate with us via uApply messenger.
Following the Document Upload deadline, all files will be locked from editing and subsequently reviewed by an evaluator. Files found to be incomplete will not be accepted. Note that a file is automatically submitted for review at the document upload deadline—there is nothing one needs to do in order to submit an application for review.

Should an applicant be ready for review prior to the document upload deadline, the candidate may request an early review by writing to us on uApply messenger. In this case, the Admissions Coordinator will review the file for completion before it is sent to an evaluator. Should there be any incomplete items, the coordinator will inform the candidate. Please note that early review is only available in limited quantities and on a first-come first-serve basis. As such, SPOT recommends candidates wishing to take advantage of early review make the request prior to January. It is unlikely SPOT will be able to provide this additional support as the document upload deadline draws near.

Any questions about the process can be directed to the QY Admission Coordinator using the uApply messenger system—please do not call or email for regular questions. uApply messages are always responded to before all other inquiries.

Davis House Lounge
Evaluation Process

Pre-Review
Files reviewed for minimum requirements (cGPA, a CASPer), and completion.
Approx. 300 applicants
January – February

File Review
Top files sent to evaluators for review and scoring based on:
cGPA, CASPer score, background courses, and video statement.
Approx. 250 files reviewed
February – April

File Ranking
Files ranked by File Review Score, and top candidates sent offer to nominate.
Approx. 55 initial offers
May – June

GPS Review
Applicants who accept the offer to nominate have files sent to GPS.
Files reviewed for compliance, fraud, error, etc.
Approx. 35 files sent
May – July

Offer of Admission
GPS communicates any concerns with applicants. Accepted files sent
Offer of Admission Letter
Approx. 35 letters sent ( + waiting list)
June – July

Student Confirmation
Offers must be accepted on uApply within one week and require a non-refundable
deposit of $300. Student status is confirmed and registration info sent by email.
Approx. 35 spaces
June – July
File Status:
An application that has been submitted (paid for) will be reviewed by an evaluator following the document upload deadline or earlier should the applicant request an early review. **No further action is needed to send your file for review**—following the deadline, review begins. Requesting an [early review](#) permits the applicant to profit from a preliminary check by an admissions coordinator to ensure a file is complete. Please note this service is only available in limited quantities and on a first-come first-served basis.

To check the progress of SPOT’s admission process, candidates may wish to visit our [Deadline & Application Status](#) page. Also, we suggest regularly checking [uApply](#) and your email for messages from the Admissions Team. Please note that the File Status listed on your application may remain as Submitted or be changed to another status. This is normal.

Refusals & Waitlist Status:
Should a file be [deficient](#), we will communicate with you via [uApply](#) messenger before cancelling or refusing an application. In the event that a candidate does not meet a requirement, a letter of refusal will be sent via uApply. Following the [file review process](#), SPOT will also reduce the candidate pool to top candidates and those shortlisted for a waiting list. Candidates who are not among the top candidates and waitlist pool will be sent a refusal letter via uApply. Those selected for waitlist, will be informed via uApply. Please note that SPOT draws from the waiting list as candidates cancel their offer of admission—consequently, waitlisted candidates could be send an offer as late as late August. The waitlist is determined in a predetermined order as based on file review score. SPOT does not disclose individual places on its waiting list.
Read the entire admissions website, this guide, CASPer guide, and supporting documents—being sure to check back frequently to see any updates;

Verify I meet the requirements for cGPA, CASPer, ESL, and Education;

Open and submit application on uApply as early as possible;

Enter all my university education information exactly how it reads on my unofficial university transcript(s);

Verified I am applying for the correct program—being sure to include the concentration in my submission;

Register for, complete, and request the results be sent to SPOT for the Canadian professional Health Sciences CASPer test (CASPer Sciences de la santé niveau 2);

Submit (pay for) my application before the deadline;

Upload all my unofficial transcripts and supporting documents before the deadline;

Verify ESL requirements (international only). Request my ESL testing centre send the test results to McGill electronically (if needed) before February 10th;

Double check all my documents to make sure my transcripts are complete and my supporting documents meet the requirements before the deadline;

Cross-check uApply Education History against my unofficial transcripts to make sure the information is identical before the deadline;

Do not modify my application after 11:59 pm on February 10st (Note: I do not need to do anything to submit it in its final form);

Wait for an update on my file in late May or June
Offer of Admission:
Following file review, SPOT ranks all candidates based on the components of your application. The top candidates will be sent an email offer to nominate their file to GPS. Usually this happens in late May or June; however, early and late nominations are perfectly normal. Should the offer to nominate be accepted, SPOT will recommend the candidate to GPS. This department reviews the admission file to ensure the applicant meets McGill’s admissions standards. This may take anywhere between two and four weeks. Should the file be accepted, an offer of admission will be sent via uApply. SPOT will also contact you if any concerns arise or you do not reply to our offer(s) in a timely delay.

Upon receipt of an offer of admission, applicants will need to confirm the uApply offer and pay a non-refundable deposit. The $300 deposit will be applied to your first semester’s tuition. Please note that candidate who no longer wish to join our program should please inform us as soon as possible so another deserving candidate may be offered a place. Further note that nominated files are only refused by GPS for reasons of misrepresentation, error, or extenuating circumstances.

Deferrals:
Candidates may defer their offer of acceptance in very specific circumstances. A deferral will be granted only for reasons of maternity/paternity, health, bereavement, or family crises. Requests for deferred admissions must be submitted in writing at the earliest possible convenience via email to the QY Admission Coordinator. Such a request should include a signed letter outlining the reason for the request addressed to the OT Program Director. The request should, when possible, also include documentation, such as a medical note.
Applicants who are not selected to continue in the admissions process will be informed via uApply as soon as possible. Following the file review process, SPOT sends offers to nominate and waiting list seats. The waiting list remains open until late August. Should a place become available, SPOT will contact the candidate in a predetermined order based on file review score.

Applications are not held over year to year. If an applicant wishes to re-apply in a future year, a new application, including documentation, will be required. Repeat applicants are not penalized or otherwise affected by past applications except in extenuating circumstances.

Candidates who are not offered a place in the program will be provided with a reason in the letter of refusal. Candidates may not be selected because of ineligibility due to a low cGPA, CASPer score, or missing documentation; or because of program capacity. Should a candidate wish for additional information on the reasons for their refusal, they should first review their application against the admission requirements. One may also make a written request for additional information between June 20th and July 30th by emailing the Admissions Coordinator. Please be sure to include your McGill ID, and which program you applied for (OT—QY). To protect the confidentiality of candidates, requests must be sent from the email used to register on uApply and cannot be made in person or via telephone. Due to the number of requests, please allow six weeks for a reply. Please note that SPOT does not have access to your CASPer test and is not able to reveal your specific CASPer score.
Getting in Touch:
To provide the best service to our candidates and students, SPOT asks applicants to carefully first review this guide and the SPOT Admission page. Our guide and website has been carefully prepared to assist candidates in submitting the strongest application possible. Should your unique situation not be addressed in the guide, questions should be directed to the QY Admission Coordinator using uApply messenger. If you do not have access to uApply messenger, please contact us via email at OTQYadmissions.spot@mcgill.ca - please include your McGill ID (if you are a past applicant or student) and application type (OT or PT).
While we are happy to assist applicants, SPOT does not offer pre-admissions meetings in regular circumstances. Note that uApply messages are always prioritized over email.

Please also note that SPOT welcomes communications, and documentation in either official language (English or French).

Useful Links:
- SPOT Admissions & Documents: mcgill.ca/spot/admissions
- SPOT Program Guide: mcgill.ca/spot/programs
- Graduate Studies Admissions: mcgill.ca/gradapplicants/apply
- Undergraduate Admissions: mcgill.ca/undergraduate-admissions
- English Requirements: mcgill.ca/gradapplicants/International/apply/proficiency
- Tuition Information: mcgill.ca/student-accounts/tuition-charges/fallwinter-term-tuition-and-fees/graduate-fees

*This guide is provided by McGill’s graduate students’ association. We do not endorse the contents of this guide or attest to its validity.