



APPLICATION PACKET COMPLETION CHECKLIST

For Occupational Therapy Assistant Program

Please be sure these items are in your Application Packet envelope before you submit it to the Allied Health Admissions. If the deadline falls on a holiday or weekend the following weekday will be the deadline.

_____ **Completed Application (Be sure it is signed and dated.) Keep a copy for your records.**

_____ **Official transcripts from each college attended other than Delgado Community College to ensure that graduation requirements are met. If transcript is for a college outside Louisiana, you must submit course descriptions to aide in determining course equivalencies. (Course descriptions MUST be printed from college catalog).**

_____ **Completed Autobiographical Form**

_____ **2 Documentation of Experience Forms in sealed, signed envelopes**

Acknowledgement and Notification of Missing Credentials via email provided on application.

This application is considered completed only when ALL supplemental information requested has been received by the allied health admissions office. This includes transcripts, autobiographical form, documentation of experience forms and the completed and signed application. Be sure to sign and date the application.

PLEASE NOTE: Only complete application packets will be processed.