

School of Occupational Therapy Application Checklist

Use this form to ensure you have ticked off all the tasks that are required to complete your application

- Referee report x2 (PLEASE DO NOT ask family members or close friends)**
Give the provided report to your chosen referees for them to complete and submit directly to the School of Occupational Therapy, by scanning and emailing directly to ebsTOO@op.ac.nz.
- Medical Examination report**
Complete and sign the first page, then give the report to your GP for them to complete their section and submit to the School of Occupational Therapy, by scanning and emailing to ebsTOO@op.ac.nz.

The following documents can be uploaded and submitted with your online application, or scanned and emailed to ebsTOO@op.ac.nz (please only use JPG, PDF, Word or Excel file formats).

- Cover Letter**
Outline the skills and knowledge you currently have that you feel will be of benefit to you in this career. Please also include details of any current study you are enrolled in this year.
- Academic Entry requirements**
Provide us with a copy of your current NCEA results, or any study results since leaving school e.g.: University, Polytechnic transcripts. Any pending results must be sent separately as soon as available.
- First Aid certificate**
Provide us with a copy of your current Level 2 Comprehensive First Aid certificate, or evidence that you are enrolled to complete this before the course start date in February 2019.
- Fieldwork Agreement**
Carefully read and then return the signed form to us, to ensure you understand and agree to the requirements for travel as part of Fieldwork Placements.
- Criminal Convictions History report (Ministry of Justice (MOJ))**
Follow the instructions online <https://www.justice.govt.nz/criminal-records/get-your-own/> and send us a copy of the report you will receive from the MOJ.

As soon as all required information is received your application will be forwarded to the Bachelors Coordinator for consideration.

The School of Occupational Therapy reserves the right to request further documentation they require to assess your application, this may include but is not limited to an additional referee report, essay, a current CV or IELTS test.

Should your application be successful, but you have results pending, you will be given a conditional offer of place. You will be required to forward your final results to be assessed, we will then advise if you have been successful in gaining a place on the programme.

- Immunisation Status form**
This ONLY should be completed on receipt of a conditional or unconditional offer. Further instructions will be sent with your offer letter.

Please feel free to contact us should you have any questions or require assistance; ebsTOO@op.ac.nz or 0800 762 786.

Good luck with your application from the School of Occupational Therapy.