

**THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA  
PHYSICAL THERAPY PROGRAM  
GRADUATE APPLICATION MATERIALS CHECKLIST**

It is required that all application materials are submitted to the **UTC Graduate School** in a **single application packet**. Exceptions to this requirement for official transcripts may be made through negotiations with the Graduate School, but only in advance of the application deadline.

- \_\_\_\_\_ UTC Graduate School Application (Note: See G application instructions for specific guidelines)
- \_\_\_\_\_ Graduate School Application Fee (Note: See G application instructions for specific guidelines; attach check to the Graduate School application OR apply online)
- \_\_\_\_\_ Physical Therapy Application (no application fee for the physical therapy application) and Prerequisite Declaration Form
- \_\_\_\_\_ Two official copies of transcripts from ALL colleges or universities attended (including the most recent semester) **CURRENT UTC STUDENTS ONLY NEED TO SEND RAP SHEET to reflect UTC coursework.**
- \_\_\_\_\_ UTC Rap Sheet (UTC students only)
- \_\_\_\_\_ Two completed reference packets from licensed physical therapists. **SEND ONLY 2 REQUIRED REFERENCES PLEASE!** Additional references may be submitted in narrative, letter format.

Note: International students should contact Nancy Amberson, Foreign Student Services Coordinator, regarding other required admissions materials. [http://utc.edu/International Students/Administration.htm](http://utc.edu/International%20Students/Administration.htm)

**COMMON ERRORS IN THE SUBMISSION OF APPLICATION MATERIALS**

Several common errors have been identified in the submission of application materials. In order to assist in the completion of your packet, we wish to share the following information with you.

1. **Late Transcripts:** Transcripts must be requested from institutions within a timeframe that allows for processing and mailing in order to meet the application deadline. Follow-up with the institution is recommended.
2. **Transcripts lacking coursework from latest semester:** The latest semester course work must appear on applicable transcripts.
3. **Coursework which appears on other transcripts but the original transcript is not submitted:** Examples are summer courses or coursework completed several years ago for which original transcripts are not requested. Oftentimes, these courses appear on other transcripts that are submitted. The university requires an original transcript for all coursework completed. Except for those courses completed at UTC.
4. **Completion of reference forms by individuals who are not licensed physical therapists:** Reference forms must be completed by licensed physical therapists. Forms completed by other individuals are not accepted (i.e. physicians, physical therapist assistants). **SEND ONLY 2 REQUIRED REFERENCES PLEASE!**

<p><b>Mailing Address:</b> Graduate School The University of Tennessee at Chattanooga ATTN: DPT Liaison 103 Race Hall Department 5305 615 McCallie Avenue Chattanooga, TN 37403</p> <p>(423)425-4666</p>
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