

OTCAS – Application Status Designation [Quick Start Guide and FAQ](#)

Grand Valley State University's Occupational Therapy program requires your OTCAS application to be **VERIFIED** by the stated deadline.

How do you know if your application is VERIFIED? Go to the home page of your OTCAS application and 'Check Status'

My Application

Add Program

Submit Application

Check Status



What is Verification? Verification is the process used to ensure all of your coursework was entered correctly and consistently. Since credit values, grade values, and course subjects vary widely from school to school, your programs need some type of standardization so they can accurately compare applicants. This standardization is achieved by using your coursework to create a standard set of GPAs, ensuring you are compared to other applicants fairly and equally.

What happens during the VERIFICATION process?

Each course you entered in the [Transcript Entry](#) section gets placed under a specific [course subject category](#).

Each grade you entered in the [Transcript Entry](#) section gets converted to a OTCAS [grade value](#).

[GPAs are calculated](#) using the converted grade values.

Your degrees are confirmed as awarded, if applicable.

If significant mistakes are found in your application during the verification process, your application will be [undelivered](#), or returned to you for corrections.

Timeline Once all of your required application materials are received, your application's status changes to Complete and your application is placed in line to be verified. Verifications occur in chronological order and on average take two weeks to complete. Once your application is verified, you will receive a notification and your application's status will change to **Verified**.

Definitions

In-Progress – your application has not been submitted or you haven't paid the application fee.

Received – your application has been submitted but you are missing required materials

Complete – all required materials were received and your application is in line for verification and considered complete. Once your application enters this status it can take up to four weeks to move to the Verified status.

Undelivered – an error was found in your application and it was returned to you to correct. See [Correcting an Undelivered Application](#).

Verified – Your application was processed and if applicable your GPA was calculated. You'll receive a confirmation notification that your application was verified. Once your application is verified you should direct any questions about its status to the programs you applied to.