Incoming Students

The following information is for students who have accepted an offer of admission to the DPT program.

All students must check their email accounts daily for new updates. UCSF email accounts will serve as the primary source of communication.

To-dos by the deadline specified in your offer notice:

1. **Notify the program of your decision.**
   
   Email PTadmissions@ucsf.edu [1] to accept or decline your offer of admission.


3. **Pay a Nonrefundable Registration Fee Deposit**
   
   Payments must be made electronically via the UCSF Supplemental Application [2].

4. **Acceptance Form**
   
   Read, sign, and send a copy of your acceptance form (available in your offer notice).

   Email a scanned, signed copy of the signature page to PTadmissions@ucsf.edu [1]

   OR

   Mail a signed copy of the signature page to:
This form must be postmarked by the deadline.

If you are sending via FedEx, UPS, etc., or US Mail Registered, Certified, Insured or Express for which a signature is required, use the Zip Code 94158.

5. CSU Mentor Application

You will receive an email from the SFSU Graduate Studies Office with instructions for completing the CSU Mentor application and admissions process at SFSU.

You must use the same email address as the one used for your PTCAS application to log onto CSU Mentor.

Your application will be incomplete until ALL transcripts have been received and reviewed.

6. Transcripts

Request OFFICIAL, individually sealed transcripts from EVERY college you attended immediately for SFSU when you complete all your outstanding courses and your undergraduate degree is conferred. It is not necessary to send official transcripts to UCSF unless changes to the transcripts of been made.

Your admissions status is contingent upon receipt and evaluation of all official transcripts and bachelor's degree conferral at both institutions.

PTCAS will not forward your incomplete transcripts.

A degree conferral transcript is an official copy of your transcript that includes the following:

- the degree you earned (BA, BS, MS, etc.)
- the major in which your degree was earned (e.g., Biological Sciences, Art History), and
- the date the degree was awarded.

If your transcript does not note the information list above, it is not considered a degree conferral transcript.

Transcripts for SFSU

- Collect TWO complete sets of your OFFICIAL, individually sealed transcripts from EVERY college you attended and are currently attending immediately.

- Place both sets in one envelope and mail them directly to Jill Lienau in the Physical Therapy Department at San Francisco State University at the address below.
If you are currently enrolled in courses, you must submit **TWO additional transcripts** at the end of the term with final grades and/or degree conferral posted.

- DO NOT mail your transcripts to the SFSU Graduate Division. Jill will personally deliver your transcripts to the Graduate Division to ensure that they do not get lost.

- If you have any further questions regarding transcript requirements for SFSU, please contact Jill Lienau by phone at (415) 338-2001 or by email at jlienau@sfsu.edu.

**Transcripts for UCSF**

- You must submit **one official, individually sealed** transcripts from **ALL** institutions that you have attended **ONLY** if changes have been made (updated grades, degree conferral). Final grades and/or degrees conferrals must be posted on the transcripts.

- Place all transcripts in one envelope and mail them directly to in the Physical Therapy Department at UCSF at the address below:

  UCSF/SFSU PT Admissions  
  1500 Owens St., Suite 400  
  UCSF Box 0736  
  San Francisco, CA 94143-0736

*Effective Jun 19, 2015, the United States Postal Service (USPS) requires all UCSF departments in San Francisco use the zip code 94143 regardless of location.*

**Packages from commercial carriers and accountable mail should be addressed with the geographic zip code 94158.**

**Commercial carriers**? FedEx, UPS, etc.

**Accountable mail**? Registered, certified, insured and/or express mail for which a signature is
required.

**UCSF Notes:**

- If you are currently enrolled in courses, you must submit **one additional transcript** at the end of the term with final grades and/or degree conferrals posted.

**Immediately Upon Accepting Your Offer of Admission**

1. **Apply for financial aid** as soon as possible but no later than March 15, 2018!
   - Note that financial aid is processed through UCSF only; DO NOT apply for financial aid through San Francisco State University.
   - You will be receiving MyAccess log on credentials *in the mail* from the Office of the Registrar to complete the UCSF Financial Aid Questionnaire.

2. **Meet immunizations and Clinical Education Requirements**
   - Student Health & Counseling and Clinical Education (Castle Branch) have slightly different requirements.
   - Please begin collecting all of your required health documentation now. It may take up to **2-3 months** to obtain all required immunizations.

   Note: You will not be able to enroll in courses if you have outstanding immunizations.

3. **Find housing.** Explore the Housing Services [10] website to apply for on-campus housing and learn about off-campus housing options.

   If you are interested in on-campus housing, you are strongly encouraged to apply for on-campus housing now.

   You may download a copy of your acceptance letter from your UCSF Supplemental Application [2]

4. **Academic Schedule**
   - Report any changes to your current or planned course schedule by emailing PTadmissions@ucsf.edu [1]
   - This includes any courses that have been added or dropped since submitting your PTCAS application.

5. **Contact Information**
   - Notify the program of any change in contact information: mailing address, telephone number, or e-mail address by emailing PTadmissions@ucsf.edu [1]
Be sure to also update your contact information in PTCAS [11], UCSF Student Portal [12], and MySFSU [13] portal.

6. Student Disability Services

It is our experience that a number of individuals with disabilities (as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, as amended) are qualified to study and practice physical therapy with the use of reasonable accommodations. To be qualified for the UCSF/SFSU Doctor of Physical Therapy program, those individuals must be able to meet both the academic standards and the technical standards of the program, with or without reasonable accommodations.

We encourage students to engage in a conversation early with Student Disability Services and the DPT Program to discuss what accommodations might be possible given the program requirements. For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact UCSF Student Disability Services [14].

UCSF Student Disability Services [15] (SDS) and San Francisco State University’s Disability Programs and Resource Center [16] are available to assist you in obtaining the services and accommodations you require to ensure equal access to all aspects of the UCSF/SFSU experience.

7. Accepted Students Day Orientation - March 22, 2019.

We highly encourage you to attend this event to learn more about the program and services available to students at UCSF and SFSU, as well as meet fellow classmates, current students, and faculty.

8. UCSF Email Account

The Office of the Registrar will generate students UCSF email accounts in March/April. Log onto your UCSF account at mail.ucsf.edu and click on the “campus” domain. Enter your MyAccess user credentials and send a message to PTadmissions@ucsf.edu [1] to confirm your access to your official email. Students are expected to check this account daily.

Additional Requirements

1. Statement of California Residence. (Due by April 15)

   • Log onto the UCSF Student Portal [12] and click the "CA Residency" tab to submit your Statement of Legal Residence.
   • The laws of California require EVERY student attending the California State University to submit documentation to be classified as either a resident or nonresident for tuition fee purposes.
   • If you are not a California resident, please also visit the UCSF Office of the Registrar [17] and the SFSU Graduate Studies [18] websites for information on exemptions and instructions for how to establish residency in California.
2. Technology & Encryption Requirements

UCSF has implemented new IT security requirements. Please review those requirements here: http://it.ucsf.edu/students/reqs [19]

All laptops and devices connecting to any UCSF network system must be encrypted. Encryption is the process of encoding information so that only authorized persons can read it. It is used to protect confidential and legally protected data. You will need to complete the encryption process before the beginning of classes in order to access resources. Please see the following options for encryption:

1. A special PT encryption session will be scheduled between 10am-1pm before the Accepted Students Day program

   Sign up for a one hour session here: http://tiny.ucsf.edu/PTencryption[20]

2. Sign up for a regular Encryption Clinic. These sessions occur weekly at either the Parnassus or Mission Bay campus. Appointments are made available up to two weeks in advance and new dates are added weekly. http://tiny.ucsf.edu/EncryptionClinic [21].

3. Call UCSF Service Desk at (415) 514-4100.

To Do’s *BEFORE* you show up to your encryption appointment:

1. Be sure you can log onto your UCSF email and MyAccess accounts

   For help visit MyAccess FAQs http://it.ucsf.edu/pages/myaccess-faqs [22].

2. Laptop must be recently backed up. For backup instructions, see links below.

   The UCSF community is eligible to use CrashPlan [23], an online backup service, at a significant discount.

   Mac users: see Apple Time Machine or Time Capsule. [23]

   Windows 7 users: see Backup and Restore. [24]

   Windows 8 users: see Set up a drive for File History. [25]

   Windows 10 users: see Back up and restore your files. [26]

During Encryption Session

- Allow for 30 - 60 minutes of installation followed by 2-4 hours unattended while the computer encrypts
- Bring your Power Adapter!!
- Arrive on-time! Appointments begin on the hour.
Review Resources

1. Collaborative Learning Environment (CLE)

The CLE is UCSF’s space for online learning and collaboration activities. It is powered by Moodle, a well-known open source learning management system. Review Section 4, CLE Student Help. [27]

2. Success Resources

Review the wide range of resources and services (Academic, Financial, Professional, Legal, etc.) designed to help you succeed [28].

3. Student Inside Guide

Explore the Student Inside Guide [29], a one-stop shop website of resources, services, and information about UCSF and the San Francisco community.

4. UCSF Outdoors Program - Optional Pre-Program Camping Trip

UCSF Outdoor Programs has created a unique opportunity for incoming PT students to get to know each other prior to the start of their busy schedule with a 3 day guided camping trip in Big Sur from Wed.-Friday, May 29-31

Cost: $250

*What’s included:*

? ALL Camping Gear (tents, backpacks, sleeping bags, sleeping pads, eating utensils)

? ALL Group Gear (stoves, pots, pans, first aid)

? ALL Food (Monday Lunch, Dinner, Tuesday Breakfast, Lunch, Dinner, Wednesday Breakfast)

? Impossible to get campsites right by the beach in Big Sur.

? Guides, awesome guides!

*What’s not included:*

? Transportation

**Itinerary**

**Wednesday**

Meet at Moss Landing, south of Santa Cruz, for lunch. Go for a short hike, check out some
Sea Otters and then head south, with stops along the way. Final destination for the day: Limekiln State Park Campground in Big Sur. It’s about a 3.5 hr drive from UCSF Parnassus Campus.

Lunch will be provided.

Set up camp, relax and enjoy the view of sunset right from your tent.

Relax around the fire and get to know your fellow incoming PT students.

An incredible burrito bar dinner

**Thursday**

Awesome breakfast of blueberry pancakes

Go on an incredible 5 mile backpacking trip along a coastal trail that provides stunning views of the coast,

meanders thru oak woodlands to camp amongst an old growth redwood grove next to a creek.

**Friday**

We’ll hike back out to our cars. Option of taking advantage of the hiker/biker site at Kirk Creek campground right on a bluff overlooking the ocean. Dinner provided or you can head on home and enjoy the drive along the coast.

**To register:** Call Outdoor Program Supervisor, Kirk McLaughlin at 415.502.2121 or email kirk.mclaughlin@ucsf.edu by May 28, 2019

**Further information about the UCSF Rec Pass**

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Prepare for Classes *(Instructions will be emailed in May.)*

1. **Class Schedule**
   - Most days classes will run from 8am ? 5pm, Monday-Friday, with a few class sessions ending at 6:30pm.
   - Anything listed on the google calendar (lectures, labs, presentations, meetings, etc.) is mandatory unless specifically listed as ?optional.?
   - The program runs for 36 continuous months beginning in June.
   - Please note that the calendar is always subject to change.

2. **New Student Orientation** - June 7, 2019. Attendance is mandatory.
3. **First Day of Instruction** - June 10, 2019

4. Obtain required textbooks and supplies.

5. Enroll in classes at SFSU

6. File a UCSF Summer Study List (register for courses)

Questions? Email PTadmissions@ucsf.edu[1]

Contact Us
Make A Gift
UCSF Main Site

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Source URL: https://ptrehab.ucsf.edu/incoming-students

Links
[1] mailto:PTadmissions@ucsf.edu
[2] https://gradapplication.ucsf.edu
[5] https://mail.ucsf.edu/owa/redir.aspx?SURL=4gF1g5j4vmvCht9YZM25Xj0Vx8_wYaVw3jrcR5wD6wDAVRDDbWqXvKl41KbHsmu_6OYFpyj_wAElm0F4qD1F9vAr6rM7m9Wg2dnS=s-mO0VjW9fW066tKY86wsu-5j0Z_euzw
[12] https://mail.ucsf.edu/owa/redir.aspx?SURL=d1VkGRqLiF_hR06uQiRgFWpbqOgSl-z6FTEZZ6l5usT6L9PXWxZn4TCGgAdAB0AHAANoWAvAC8AcwBhAGEALgB1AGMAcwBmAC4AZQBkAHUALwBzAGkPyC1A9J
[14] https://mail.ucsf.edu/owa/redir.aspx?SURL=wVPsa41PygW7qOQ5Lqvxrms6_ujU4S_7EnB3tzk3aRgy5TUaxDTCCGgy61299m25Xj0v38dJl
[15] https://sds.sfsu.edu/
[16] http://access.sfsu.edu/
[17] https://registrar.ucsf.edu/registration/residency
[18] http://grad.sfsu.edu/grad/content/current-students/faqs-information-residency
[19] http://it.ucsf.edu/students/reqs
[22] http://it.ucsf.edu/pages/myaccess-faqs
[23] https://it.ucsf.edu/services/crashplan#PersonalCrashPlan
[27] http://learningtech.library.ucsf.edu/-/learning-tech-knowledge-base/