

# RF-PTCAS Applicant Responsibilities



RF-PTCAS applicants to physical therapist residency and fellowship programs agree to abide by certain rules and requirements. Residency and fellowship program applicants are expected to act professionally in all of their dealings with RF-PTCAS and the residency and fellowship programs. Applicants are expected to properly follow instructions and meet deadlines. Responsibility, respect, good judgment, and cooperation are qualities valued by the PT profession; applicants are expected to demonstrate these qualities beginning with the application process.

Applicants using RF-PTCAS agree to:

- Act with honesty and integrity throughout the admissions process
- Be responsible and accountable for actions
- Research the admission prerequisites for each designated residency/fellowship program, including supplemental requirements
- Abide by all deadlines
- Enter accurate and comprehensive data into the RF-PTCAS application
- Compose all essays without assistance from others
- Arrange for RF-PTCAS to receive official transcripts from EVERY U.S. PT college and university attended using the RF-PTCAS Transcript ID Form
- Pay the correct RF-PTCAS application fee
- Arrange for application materials to be sent to RF-PTCAS or directly to the program, as required
- Print a copy of the completed application before submitting it to RF-PTCAS
- Frequently check e-mail and login to the application for important messages about RF-PTCAS
- Personally respond immediately to all communication from RF-PTCAS and programs
- Promptly notify RF-PTCAS of any changes in contact information
- Promptly notify designated residency/fellowship programs of any changes in contact information
- Contact designated residency/fellowship programs directly about admission decisions, admission requirements, curriculum, etc.
- Contact RF-PTCAS customer support staff about any RF-PTCAS issue or question, such as transcripts or missing documents
- Log off the RF-PTCAS application after each session to protect against unauthorized access to the application

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