THE OHIO STATE UNIVERSITY

Graduate School Application Instructions - 2019

Please read this information before completing the application, and retain it for future reference. Although updated at time of publication, all information is subject to change without notice.

Application information and fees

If you choose to submit this application, you will be charged a NON-REFUNDABLE application fee. Please know that if you submit an application in error, the application fee will not be refunded.

Your online application information will be retained for up to one year. If you reapply for another term or to an additional program, you will be required to pay another non-refundable application fee and may be required to submit additional supporting documents.

You are advised to keep a copy of all application materials that you send to The Ohio State University. The application and all supporting documents become the property of Ohio State and may not be returned to the applicant, forwarded to another institution, or duplicated for any purpose other than the Ohio State application review and admission process. Inactive files are destroyed annually.

www.osu.edu

apply online at gradapply.osu.edu

Preparing for your application

You should plan to have on hand the documents you will need to upload with your application.

Plan to submit copies of official transcripts from ALL institutions attended where college credit was earned – even if you attended while in high school. International applicants should include certified educational records and degree certificates or diplomas in the original language with English translations. Applicants who have attended Ohio State are not required to furnish Ohio State transcripts but must submit transcripts of any courses completed elsewhere.

You should visit the *Find Your Program* page to see if there are other documents the program for which you are applying might require: http://gpadmissions.osu.edu/programs/.

Examples of the types of documents needed by the program include:
- Resume or curriculum vitae
- Writing sample
- Personal statement
- GRE scores

Is this application right for you?

If your previous enrollment has been in graduate non-degree status, and you now wish to apply for regular or special status, use the application found at http://gpadmissions.osu.edu/apply/grad.html From this page current Ohio State students who have taken classes in the last three semesters must choose the first selection: "Go to the application." Former students, Ohio State employees, or anyone who has never studied at Ohio State must choose the bottom selection and create an account. The account creation page can be accessed directly at http://go.osu.edu/gpapply.

You must use a different application if you intend to enroll in the following graduate programs: MBA, Master of Accounting, PhD in Accounting, PhD in Business, and Master of Labor and Human Resources, Physical Therapy, Public Health, Health Administration, Speech and Hearing, or the following professional degree programs: Dentistry, Law, Medicine, Optometry, Pharmacy, or Veterinary Medicine. Links to all applications are found at gradapply.osu.edu.

Other things to consider before you apply

Were you previously enrolled in a degree-granting graduate program at Ohio State? If so, you do not need to reapply to graduate school and therefore should not complete the graduate application. Instead, contact the Graduate School at Grad-SchoolRegistrationServices@osu.edu for information about eligibility to reenroll or procedures to change programs.

Are you interested in enrolling as a graduate non-degree student?
If so, and you never previously attended Ohio State as a degree-seeking graduate student or graduate non-degree student please access the graduate non-degree application at http://go.osu.edu/nondegree. Previously enrolled degree or non-degree graduate students do not need to reapply.

Are you interested in enrolling in a combined degree program?
If so, please review the approved programs as well as specific criteria for admission at the Graduate School website: gradsch.osu.edu/combined-degrees.html.

Have you already applied but need to change or correct information on an already submitted application?
If so, please contact the Office of Graduate and Professional Admissions at gpadmissions@osu.edu.

Admission criteria

Admission criteria are established both by the Graduate School and by the graduate program. Credentials documenting prerequisite academic work that give evidence of ability to pursue a graduate program in your chosen area are required. To be considered for admission, you should have completed what Ohio State considers the equivalent of a four-year baccalaureate or higher degree from an accredited college or university prior to beginning graduate studies. At minimum, a cumulative grade point average equivalent to at least 3.0 on a 4.0 scale (B grade) in all prior undergraduate and graduate-level course work is required. The graduate and undergraduate GPAs are not combined.

The minimum qualification for consideration for graduate admission is a bachelor's degree requiring *at least four years* of university study. Three-year bachelor's degree holders are not eligible to apply unless they have already completed a master's degree program or a post-graduate diploma program representing the completion of at least one year of post-bachelor's degree study. A three-year bachelor's degree holder must provide proof of completion of a master's degree or post-graduate diploma program before an application can be processed.

You are required to submit GRE or GMAT scores if:
- your undergraduate or graduate cumulative GPA is below the minimum of 3.0 (B grade);
- you hold a degree from an unaccredited college or university;
- your graduate program requires the scores;
- you are applying for funding consideration that requires these tests;
- you wish to be considered for a fellowship.

Graduate programs may require higher GPA, test scores, or additional documentation. You are encouraged to verify these requirements and also verify whether the GRE or GMAT is required. You should contact your intended graduate program directly for that information.

Application deadlines

Each graduate program sets its own application deadlines and review schedule. Your application must be complete with all supporting credentials by the application deadline. Most programs make their admission and financial aid decisions between the months of January and March for the following autumn term.

You will find the deadline by which your program expects to receive your application in the *Find Your Program* section at http://gpadmissions.osu.edu/programs/.

Items required

Transcripts

To expedite the review process for your application, upload transcripts with your application.

Submit
- only scanned copies of official paper transcripts issued by your institution's registrar. scanned copies of official paper transcripts from ALL institutions where college credit was earned; even if you attended while in high school or study abroad;
- both the front and back of each scanned copy of the official transcript.

Special notes
- International credentials should include certified educational records and degree certificates or diplomas in the original language with official English translations.
- Applicants who have attended Ohio State are not required to furnish Ohio State transcripts but must submit transcripts of any courses completed elsewhere.
- If your institution provides electronic official transcripts you may submit those directly instead to gpadocs@osu.edu.
- Make sure to mark out all U.S. social security numbers before scanning.
- Ohio State will not accept web reports, advising reports, self-reported scores, or transfer credit on another school's transcript.
- If you are admitted to the university, you will be expected to submit final, official transcripts. To be considered official, these documents must be sent directly from the issuing institution to gpadocs@osu.edu. (See Transcripts and academic records section.)

Program documents

Please see the *Find Your Program* section at http://gpadmissions.osu.edu/programs/ for specific graduate program requirements and mailing addresses. If you are applying to multiple programs you must submit separate application and application fee as well as required documents to each program. Common program documents include, but are not limited to: CV, resume, letters of recommendation, and statement of intent. Transcripts and test scores submitted to Admissions may be used for multiple programs unless your intended program requests separate documents.

Statement of intent (should be uploaded with application)
Provide a statement of your academic goals. Include information concerning your interest in and motivations for graduate work. You may wish to include autobiographical or personal data that may be helpful to the Graduate Studies Committee in considering your application. Some graduate programs provide specific guidelines for what should be included in the applicant's statement of intent.

Curriculum vitae or resume (should be uploaded with application)
If you are interested in applying for a University Fellowship, you are required to submit a curriculum vitae or resume of no more than two pages.

Letters of reference
Please arrange to have three recommendations/references prepared by faculty members or others familiar with your qualifications and potential for graduate study. The recommendations may be submitted via the online admissions application (preferred method) or via hard paper copy. Please verify with your intended graduate program whether they prefer electronic or hard-copy letters. Each paper recommendation must include the completed *Reference Form*, as well as a separate letter written and signed on academic or business letterhead stationery.

If using paper forms, instruct your recommenders to send the *Reference Forms* and letters directly to the Graduate Studies Committee Chair of your chosen program before the program's deadline. Please ensure that your recommenders include your full name and applicant number on all correspondence with Ohio State and that they understand the application deadlines.

The paper *Reference Form* can be accessed at http://gpadmissions.osu.edu/pdf/refer.pdf.

Application processing fee
A nonrefundable $60 fee for U.S. students and $70 for international students is charged for each admission application you submit to Ohio State for graduate study. You must pay the application fee using a credit or debit card (Visa, Master Card or Discover).

Application fee waivers (U.S. applicants only)
You may qualify for an application fee waiver based on your participation in any of the diversity initiatives through the Graduate School or through Ohio State's Office of Diversity and Inclusion. If you believe you qualify for one of the programs, please select the appropriate box(es) under the Application Fee Waiver section on the application. Participation in one of these initiatives will be verified by the Graduate School before the application fee waiver can be approved.

If you believe you qualify for an application fee waiver because of economic hardship, please select the appropriate box(es) under the Application Fee Waiver section on the application. You must submit proof in order to qualify. Qualifying criteria can be found at http://gpadmissions.osu.edu/apply/waiver.html. Please note that your application will remain in pending status and cannot be reviewed until your fee waiver request is approved or your application fee is paid. Proof of eligibility should be submitted to esue-gpfeewaivers@osu.edu. If proof is not submitted within ten days of application submission, the fee waiver request will not be approved. If the fee waiver request is approved, the application will be submitted automatically. If the fee waiver request is not approved, you will be notified by email and instructed to return to the application, de-select the fee waiver box, and submit the application and fee.

It is important that you take the required actions for your fee waiver request well in advance of your program's application deadline to allow for processing. **If there are fewer than 10 business days left before the deadline, we recommend you do not request a fee waiver.**
Here's why: If your waiver is denied and your program's deadline has passed, the application will be closed and you will not be able to apply for admission.

- We will not begin reviewing your admission application until your waiver is approved or, if not approved, until the application fee is paid. All waiver requests will be verified. Depending upon the program, this verification may be handled by Graduate and Professional Admissions, the Graduate School, or the academic program to which you are applying.
- Only one fee waiver is permitted per academic year.
- The application fee is NONREFUNDABLE. If you pay the application fee, we will no longer honor your fee waiver request.

Transcripts and academic records

When applying
Upload copies of your official records with your online application. Transcripts uploaded with the application are considered unofficial but sufficient for initial review purposes. Final, official transcripts are required to satisfy admissions provisions.
- Submit the full document, including both the front and back of each scanned copy of the official transcript.
- Include ALL institutions, and corresponding scanned copies of official transcripts, for which you enrolled in college level work.
- If you are currently or you previously attended Ohio State, be sure to list Ohio State in the "Previous Education" section on the application.
- Advising and web reports are not acceptable.

After applying
- If you need to submit application documents, use the applicant uploader tool at https://admissions.osu.edu/secure/docus/ .

When admitted
- You will need to request that your institution(s) send an official set of transcripts with statement of degree (if appropriate) directly to the Office of Graduate and Professional Admissions prior to enrolling at Ohio State
- Do not submit a transcript of your Ohio State course work as one will be provided for you.
- If you are admitted, transcripts must be sent from the original issuing institution for every university or college attended and credit was awarded. These should be submitted directly to the Office of Graduate and Professional Admissions.
- If you are currently enrolled at a post-secondary institution, submit current academic transcripts by the application deadline date and final transcripts reflecting all work as soon as these are available.

Special notes
- Be sure to resolve any financial holds at previous or current institutions prior to requesting transcripts.
- If you previously submitted transcripts in support of an Ohio State freshman or undergraduate application, you must contact the Office of Graduate and Professional Admissions to inquire whether these transcripts are available and valid to use for your application to Graduate School.
- We require transcripts for any course work completed while attending high school for which you received university credit.

Definition of official or certified documents
Transcripts or credentials are official when:

- sent by the issuing institution directly to the Office of Graduate and Professional Admissions;
- sent through secured electronic means from the issuing institution or officially designated service directly to the Office of Graduate and Professional Admissions at gpadocs@osu.edu.

Official transcripts should be submitted to the Office of Graduate and Professional Admissions prior to the start of your term.

Special notes
International education credentials
When the policy of the institution prohibits issuing the transcripts directly to another institution, you will be required to present the original official document to the Office of Graduate and Professional Admissions to authenticate.

All documents should be submitted in their original language, along with English language translations that follow the format of the original documents. English translations must be certified by the issuing institution or a certified translator.

Acceptable documents that must be submitted vary depending upon the educational system and may include student books, exam results, diplomas, mark sheets, and transcripts. In general, the records should give a complete list of courses taken, indicating the number of weeks and the number of hours as well as the marks given. The records should indicate any and all degrees earned and a clear key to the grading system used.

Applicants from China are encouraged to request that required academic documents be sent directly to our office from the China Higher Education Student Information & Career Center (CHESICC). The CHESICC will, upon request, mail the documents directly to the Office of Graduate and Professional Admissions.

China Higher Education Student Information & Career Center
Box 6#, Beihang University,
No.37 XueYuan Road
Haidian District, Beijing 100191
China

Email: kefu@chsi.com.cn
Website: www.chsi.com.cn/en
Tel: 010-823336099-202
Fax: 010-823338423

Tests
Ohio State's institution code is 1592.

GRE and GMAT
Many graduate programs require applicants to submit official scores from the GRE (Graduate Record Examination), while other graduate programs specifically require the GMAT (Graduate Management Admission Test). Some programs will accept either. See the *Find Your Program* section at http://gpadmissions.osu.edu/programs/. You must submit scores from one of these tests if:
- required by the program to which you are applying; or
- you are applying for a Ph.D., M.A., or M.S. degree program and wish to be considered for a University Fellowship; or
- your cumulative undergraduate or graduate grade point average (GPA) is below 3.0 based on a 4.0 scale (B grade);
- your degree is from an unaccredited college or university.

GRE and GMAT scores are valid for five years.

You can obtain test registration and information packets from local universities. You may register for a test or obtain general information by contacting GRE or GMAT directly.

If you are applying for a fellowship or associateship, plan to take the GRE or GMAT no later than six weeks prior to your application deadline to allow official test scores to arrive at the university by the deadline. Photocopies of test scores are not accepted.

TOEFL, MELAB, and IELTS
English proficiency requirements (International applicants only)
Success at Ohio State depends upon the student's ability to converse in, write, and understand English. To assure such competence, the university requires any applicant whose native language is not English, and who has been educated primarily outside of the U.S., to submit official TOEFL, MELAB,

or IELTS scores. To be considered official, the scores must be sent directly from the testing agency to Ohio State. The test must have been taken within the last two years.

No student will be considered for admission until proof of English proficiency is received. Refugees, asylees, and permanent residents should contact the Office of Graduate and Professional Admissions to determine if this is a requirement.

Applicants who are citizens of or who have received a 4-year bachelor's degree or higher in one of the following countries are exempt from the IELTS, TOEFL or MELAB requirement: Anguilla, United Kingdom, Antigua and Barbuda, Australia, Bahamas, Barbados, Bermuda, United Kingdom, Belize, British Virgin Islands, Canada (except Quebec), Quebec exceptions: McGill University and Concordia University, Cayman Islands United Kingdom, Dominica, England United Kingdom, Falkland Islands United Kingdom, Gibraltar United Kingdom, Grenada, Guernsey, Guyana, Republic of Ireland, New Zealand, Northern Ireland United Kingdom, Isle of Man, Jamaica, Jersey, Liberia, Montserrat West Indies, New Zealand, Saint Vincent and the Grenadines, Scotland United Kingdom, Tasmania, Australia, Trinidad and Tobago, United States of America, Wales United Kingdom.

TOEFL (Test of English as a Foreign Language)
Ohio State's minimum TOEFL score requirement is 550 on the paper-based test or 79 on the Internet-based test. NOTE: Your program requirement may require a higher score. You may register for a test or obtain general information by contacting ETS directly.

The institution code for Ohio State is #1592. A department code is not necessary.

TOEFL scores are valid for two years.

IELTS (International English Language Testing System)
Ohio State's minimum IELTS score is 7.0. You may register for a test or obtain general information by contacting IELTS directly.

IELTS scores are valid for three years.

MELAB (Michigan English Language Assessment Battery)
Ohio State's minimum MELAB score requirement is 82. NOTE: Your program requirement may be higher than 82. For information about MELAB, visit the website at http://www.michigan-test.com/melab/.

ALP (American Language Program)
ALP offers full-time intensive English language instruction. For information about ALP or to obtain an application, visit the website at http://esl.ehe.osu.edu/programs/alp/.

Acceptance to the American Language Program does not guarantee subsequent admission to an academic program at Ohio State.

What to expect during the application process

The Office of Graduate and Professional Admissions administers the application process for all graduate programs. Once both the Office of Graduate and Professional Admissions and the program's Graduate Studies Committee receive all required application materials the Graduate Studies Committee will review your application. The Graduate Studies Committee will make a recommendation and correspond this recommendation to the Graduate Admissions Office. The Graduate Admissions Office will prepare and send the official notice of decision.

Processing your application may take several weeks, including time needed for mail delivery—even longer if some documents are incomplete or missing. It is your responsibility to make sure your documents are complete and up-to-date.

Visit appstatus.osu.edu to see if Ohio State has recently received documents needed to complete your application file. You can expect the following correspondence:
  • "acknowledgement" notice: acknowledging receipt of your application
  • an email containing individualized information and directions for accessing my.osu.edu.
  • "incomplete notice"
  • "notice of decision": decision communication, and if admitted, you will also receive information on how to accept or decline admission.

Graduate school costs

For information on current tuition, fees, and other costs, please visit the Office of Graduate and Professional Admissions website at http://gpadmissions.osu.edu/programs/. Plan on 5% to 10% annual increases in all costs. It is recommended that all international students have $3000 contingency funds available to cover any unexpected increases in expenses.

Financial requirements for student visa

It is a requirement of U.S. law that international student applicants requesting a Form I-20 from Ohio State (for F-1 visa), show proof they have the means or support to live and study while in the U.S. by demonstrating:

• Proof that guaranteed funds are immediately available for tuition, fees, living expenses, health insurance books and supplies for their first year of study.
• Proof that guaranteed funds are immediately available for living expense/health insurance for accompanying dependents for their first year in the U.S.
• Assurance that adequate funds will continue to be available for the entire length of study for both student and accompanying dependents.

Ohio State will review your finances and issue a form I-20 after you formally accept an offer of admission and have provided the following:

• Certification of available liquid funds sufficient to meet estimated first year expenses
• A completed Ohio State Affidavit of Financial Support Form
  o Certification of liquid funds and Affidavit of Support Forms are required from each sponsor if you have more than one
• A copy of the biographical page of your passport
• A copy of the biographical pages of passports for accompanying dependents
  o You must inform us immediately of dependents requiring visa documentation. Additional proof of funding is required for each dependent.

Special notes
Those whose studies are funded, either fully or partially by the university are asked to submit a completed Affidavit of Financial Support Form indicating the name of the awarding program or department and the amount awarded, in addition to a copy of their award letter. Be aware that university funding does not cover dependent living expenses, so additional proof of funding will be required.

The DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status) is for educational and cultural exchange programs designated by the Department of State, Bureau of Consular Affairs. A student's home country government, the US government or an international organization, might typically provide sponsorship for this visa type. Unlike the Form I-20, which requires collection of proof of funding for only the first year of study, the regulations governing DS-2019 issuance mandate that we collect proof of sponsorship or funding that covers the entire length of an intended degree of study. For more information on eligibility requirements for J-1 status, please visit https://studyinthestates.dhs.gov/2017/08/studying-at-us-universities-and-colleges-f-1-versus-j-1-visas.

Associateships and fellowships
The Graduate School administers internal university fellowships as well as graduate fellowships and traineeships funded through national and local agencies. Some academic units have their own endowed fellowships as well. By far, the largest form of financial assistance comes to graduate students in the form of graduate teaching, research, or administrative associateships.

If you are interested in applying for a financial award, check the "funding opportunities" box(es) of choice on the admission application. Consult with your intended graduate program about any special financial aid application forms, requirements, deadlines, and procedures.

Application materials must be received by both the Office of Graduate and Professional Admissions and the graduate program by January 6 for U.S. students or December 1 for international students if you wish to be considered for a fellowship. **Note that some programs have earlier deadlines.** Required application materials include all transcripts, test score reports, recommendations, etc. A curriculum vitae or resume (no more than two pages) is also required of all applicants who wish to be considered for a Graduate School Fellowship. Please note that the fellowship process, coordinated by the Graduate School, is highly competitive. If you are interested in being considered for a fellowship, review the **Eligibility criteria for Graduate School fellowships** section to see if you are qualified for consideration.

Graduate associateships
Each year, Ohio State employs several thousand graduate associates including graduate teaching associates (GTAs), graduate research associates (GRAs), and graduate administrative associates (GAAs). GTAs may be asked to teach, assist with laboratory work, and/or perform other related activities. GRAs are assigned to research projects supervised by graduate professors. It is usually possible to carry out thesis and dissertation research on such projects. GAAs perform a variety of administrative and management duties.

Most graduate associates work 20 hours per week for nine months and receive a monthly stipend and a fee authorization for the cost of tuition. Ohio State offers stipends that are competitive with other universities of similar size and scope.

Associateship positions generally begin in the autumn term and are renewable, depending upon the student's job performance, grades, and availability of funds. The availability of graduate associateships varies from program to program. To be eligible for consideration, you must meet all of the admission requirements of the graduate program and apply by the appropriate program application deadline. See *Find your program* at http://gpadmissions.osu.edu/programs/.

Graduate School fellowships
Fellowship awards, which generally begin autumn term, are non-service appointments providing a monthly stipend and payment of resident and non-resident tuition and fees. They are generally regarded as the most prestigious form of support awarded to graduate students, and they are offered on a highly competitive basis. Graduate School fellowships are limited in number, and are awarded through a centralized university-wide competition to those applicants who show outstanding scholarly accomplishment and the most outstanding potential for graduate study. Some individual graduate programs also offer fellowships. Please contact your intended program for further information about any program-based awards.

Each graduate program selects the students they wish to nominate for Graduate School fellowships from their applicant pool. Programs submit their list of nominees to the Graduate School in January. Fellowship awards are announced late February/early March. Fellowship awardees' decisions regarding Fellowship offers are due April 16.

Eligibility criteria for Graduate School fellowships
Criteria for program administered or other fellowship programs may vary. The following information is for the Graduate School Fellowship awards only.

For U.S. applicants: To be eligible for fellowship consideration, you must have test scores and a grade point average that is higher than the minimum required for admission to your graduate program. Please note that a limited number of students who do not meet the criteria, but who otherwise have very strong academic records, may be nominated for a Graduate School Fellowship at the discretion of the graduate program. If you do not meet the stated criteria, you should not check the fellowship box on the application form.

For international applicants: To be eligible for University Fellowship consideration, you must present a minimum cumulative undergraduate grade point average of at least 3.6 on a 4.0 scale or an equivalent on another numeric scale such as 4.5 on a 5.0 scale; 5.4 on a 6.0 point scale; or a First Class on a British-based grading system or overall percentage of a least 88% for other international percentage-based grading systems.

The GRE General Test or the GMAT is required if you are applying for fellowship in either the Ph.D., M.A., or M.S. degree programs. Additional information about fellowships and fellowship criteria can be found at www.gradsch.ohio-state.edu/.

For more information

Where to visit the Graduate Admissions Office

Office of Graduate and Professional Admissions
The Ohio State University
SAS Building, 1st Floor
281 West Lane Avenue
Columbus, Ohio 43210-1132
Phone: 614-292-9444
Fax: 614-292-3895
Email: gpadmissions@osu.edu

Application status
To check on the status of your application during the admission process, visit **appstatus.osu.edu.** Your initial status will first become available 2–3 days after we receive your application. **Note that it may take 3 to 5 business days for your submitted documents to appear in your applicant center.**

Graduate programs
Contact the individual graduate program office directly for details about specializations, admission criteria, the program faculty's research areas, and the status of your application and financial aid considerations. Contact information is included in the *Find Your Program* section at http://gpadmissions.osu.edu/programs/.

Graduate courses, schedule, and more
For online access to publications from the University Registrar and the Graduate School, visit http://registrar.osu.edu/ and https://gradsch.osu.edu/. The Course Offerings Bulletin describes the courses available; and the Master Schedule of Classes lists courses and times offered for the upcoming term as well as university deadlines and fees. Program-specific information can be found at the various program websites.

Studying and living in the United States
1. Contact the U.S. Education Advising Office in your country
2. Visit the following websites:
http://www.edupass.org/
http://www.internationalstudent.com/
3. Ohio State's Office of International Affairs at oia.osu.edu.

Diversity statement
The Ohio State University is committed to building a diverse faculty and staff for employment and promotion to ensure the highest quality workforce, to reflect human diversity and to improve opportunities for minorities and women. The university embraces human diversity and is committed to equal employment opportunity, affirmative action and eliminating discrimination. Discrimination against any individual based upon protected status—defined as age, ancestry, color, disability, gender identity or expression, genetic information, military status, national origin, race, religion, sex, sexual orientation or veteran status—is prohibited.

For further information, contact the Office of Human Resources, 1590 N. High St., Suite 300, Columbus, OH 43201-2190 or 614-292-4164.