



Graduate School

Application Instructions

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.

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Applying Online

You will not be reimbursed for multiple application fees submitted in error.

www.osu.edu

apply online at
<http://gradapply.osu.edu>

Is this application right for you?

If your previous enrollment has been in graduate nondegree status and you now wish to apply for regular or special status, use these application materials.

Previous Ohio State degree-seeking graduate applicants (never enrolled)

If you are reapplying to the same graduate program but for a different term, you may do so on this application. The transcripts you submitted with your original application are kept for one year in both the graduate program office and the Office of Graduate and Professional Admissions. However, you will need to have updated transcripts sent to both offices if appropriate. A new application fee is required.

Important note: If you were already admitted to a graduate program in the past year, and your intention is to defer your admission, please contact the graduate program to see if they can accommodate your change in plans. Deferred applicants do not need to reapply.

Previous Ohio State graduate students (previously enrolled)

If you were enrolled in the Graduate School at Ohio State with degree-seeking or special status, do not use this application. You should not reapply or send an application fee through the Office of Graduate and Professional Admissions. To reenroll or change programs, contact the Graduate School for advice about your eligibility for further studies.

Multiple applications

You may apply to more than one graduate program. A separate application, application fee, and supporting documents are required for each application you submit. Only one set of documents is needed by the Office of Graduate and Professional Admissions. See application checklist for further information on requirements.

Application Checklist (degree-seeking)

Your application file can be evaluated for admission to your desired program once the appropriate Ohio State office has received the items listed below. Application materials must be sent to two different university offices: the Office of Graduate and Professional Admissions and your intended graduate program. Mailing addresses

are listed in the *Graduate Program Application Information* section at <http://gradapply.osu.edu/gri.asp>. Failure to send items to two offices will delay the processing of your application.

Have the following items sent directly to the Office of Graduate and Professional Admissions (for address, see page 2):

- 1. One official copy of transcripts or record of marks for each university-level school attended. Include English translation of each of any foreign documents. Do not send transcripts of course work taken at Ohio State. The Office of Graduate and Professional Admissions will obtain them directly from the Office of the University Registrar (at no cost to you) after your application arrives.
- 2. Official scores for GRE or GMAT or other tests required by your program.
- 3. Official TOEFL, IELTS or MELAB scores for international applicants or U.S. applicants whose native language is not English and who do not yet qualify for a waiver.

Have the following items sent directly to the Graduate Program Office (for address information, see page 2.) If you are applying to multiple programs you must submit a complete set of the items below to each program.

- 1. A statement of intent, unless the program specifies a different requirement for this item
- 2. One official copy of transcripts or record of marks for each university-level school attended. Include English translation of each of any foreign documents. Do not send transcripts of course work taken at Ohio State. The Office of Graduate and Professional Admissions will obtain them directly from the Office of the University Registrar (at no cost to you) after your application arrives.
- 3. Three letters of recommendation submitted online or written on recommenders' original letterhead stationery, accompanied by completed Ohio State *Reference Forms*. *Before opting to use electronic references, check to see if your program accepts electronic references or prefers paper copies.*
- 4. Curriculum vitae or resume (no more than two pages) is required of all applicants who wish to be considered for a Graduate School Fellowship. (see <http://gradsch.osu.edu>).
- 5. Any other items required by the graduate program

Admission Classifications

Degree-Seeking

This application is intended for persons seeking a graduate degree. The specific degrees offered by each graduate program are listed in the *Graduate Program Application Information* section at <http://gradapply.osu.edu/gri.asp>. Do not use this application if you have been enrolled previously in a graduate degree program at Ohio State.

Nondegree-Seeking

If you do not intend to pursue a graduate degree, but want to take graduate-level courses for personal enrichment, professional development, or certification, you may apply online by visiting <http://gradadmissions.osu.edu/nondegree.html>.

Combined Programs

Students in combined programs are enrolled concurrently in the Graduate School and in either a professional or undergraduate college or school.

Criteria for admission into an undergraduate/graduate combined program (for current OSU students only)

Completion of a minimum of 135 undergraduate credit hours.

A minimum of 3.5 cumulative grade point-hour ratio.

Criteria for admission into an professional/graduate combined program

An earned baccalaureate or its equivalent or completion of the first year of an OSU professional program.

Those students who hold a bachelor's degree and have not completed one year in the professional program must have a minimum of 3.5 cumulative point-hour ratio in all previous undergraduate work. Students who have completed one year in their professional program must be in good academic standing without conditions, and approved by the professional college, dean, director or chair.

Prerequisite training that will enable the student to pursue the graduate degree selected.

For More Information About

.....where to send Graduate Admissions Office required documents using regular postal mail:

Send your official documents to:

(U.S. applicants)
Office of Graduate and Professional Admissions
The Ohio State University
P.O. Box 182004
Columbus, OH 43218-2004

(International applicants)
Office of Graduate and Professional Admissions
The Ohio State University
P.O. Box 182083
Columbus, OH 43218-2083

.....where to send graduate program-required documents

See *Graduate Program Application Information* section at <http://gradapply.osu.edu/gri.asp> for addresses of specific graduate program offices.

.....where to visit the Graduate Admissions Office

or to send your Admissions Office required documents using express (non-postal mail)

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
E-mail: gradadmissions@osu.edu

.....the status of your application

To check on the status of your application during the admission process, visit <http://appstatus.osu.edu>. Your initial status will first become available 2–3 days after we receive your application.

Please note that a few days after submitting your application, you will also receive an email from the Office of the Chief Information Officer (OCIO) indicating the successful arrival of your application at Ohio State. It will also provide information on accessing <http://my.osu.edu> to activate your Ohio State Username.

.....your graduate program

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. Mailing address, phone, fax, web site, and e-mail information are included in the *Graduate Program Information* section at <http://gradapply.osu.edu/gri.asp>.

.....graduate courses, schedule, and more

For online access to publications from the University Registrar and the Graduate School, visit <http://registrar.osu.edu/courses/index.asp>. The *Course Offerings Bulletin* describes the courses available; and the quarterly *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 web sites.

.....studying and living in the United States

1. Contact the U.S. Education Advising Office in your country
2. Visit the following web site: www.edu-pass.org
3. OSU's Office of International Affairs at <http://oia.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 level course work is required. If you have some graduate level work or a completed graduate degree, a 3.0 graduate GPA is required. The graduate and undergraduate GPAs are not combined. The university uses the following grades to reflect academic level of performance: A=excellent, B=good, C=fair or average, D=poor, and E=failure.

You are required to submit GRE or GMAT scores if your undergraduate GPA is below the minimum of 3.0, or you hold a degree from an unaccredited college or university, or your graduate program requires the scores.

Since graduate programs may require higher GPA, test scores, or additional documentation, you are encouraged to contact them directly for that information.

Application Deadlines

Each graduate program sets its own application deadlines and reviewing schedules. 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 *Graduate Program Application Information* section at <http://admissions.osu.edu/grad/gri.asp>.

Graduate School Costs

For information on current tuition, fees, and other costs, please visit the Office of Graduate and Professional Admissions web site at <http://gradadmissions.osu.edu>. Plan on 5% to 10% annual increases in all costs.

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 15 for U.S. students or November 30 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 interested in a Fellowship, review the Eligibility Criteria for Fellowship Consideration 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 the *Graduate Program Information* section at <http://gradapply.osu.edu/gri.asp>.

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 cen-

tralized 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 mid-February. Fellowship awards are announced March 15th. Fellowship Awardees' decisions regarding Fellowship offers are due April 15th.

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 (second paragraph below), you should not check the Fellowship box on the application form.

For international applicants: To be automatically considered eligible for University Fellowship nomination, applicants 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; 9 on a 10 point scale; or a First Class on a British-based grading system or overall percentage of at 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., M.S., or D.M.A. degree programs.

Additional information about fellowships and fellowship criteria can be found on the Web at <http://www.gradsch.ohio-state.edu/>.

Additional Sources of Funds

Federal Loans and Federal Work Study Program

U.S. citizens and permanent residents are eligible to apply for government-sponsored loans (which must be repaid.) The maximum combination of Federal Direct Subsidized Loans available for graduate or professional study is \$8,500 for a 12-month academic year. Graduate students may be able to qualify for an additional \$10,000 in Federal Direct Unsubsidized Loans. In addition, \$4,000 per year may be earned through the government-sponsored Federal Work Study Program, which is limited to U.S.

citizens and permanent residents who qualify. Applicants should submit the Free Application for Federal Student Aid (FAFSA) by the priority deadline, March 1 of the award year. To obtain the FAFSA and to learn more about the above programs as well as other opportunities for loans, please contact:

Student Services Center
SAS Building, 1st Floor
281 West Lane Avenue
Columbus, Ohio 43210-1132
USA
Phone: (614) 292-0300
(outside the 614 area code: 1-800-678-6440)
E-mail: ssc@osu.edu
Web site: <http://ssc.osu.edu>

Finding Work On and Off Campus

Notices of on-campus employment opportunities of interest to students and spouses are posted on Ohio State's Student Financial Aid web site at <http://sfa.osu.edu/Jobs/>. In addition to departmental graduate associate positions, job opportunities on campus may include part-time work in restaurants, administrative offices, or in other graduate departments. Placement information for qualifying spouses interested in full-time or part-time Civil Service or administrative and professional positions on campus may be obtained from:

Office of Human Resources
1590 North High Street, Suite 300
Columbus, Ohio 43201-2190
614-292-9380
employment@hr.osu.edu

Medical Center Human Resources
660 Ackerman Road, First Floor
Columbus, Ohio 43202
614-293-4995
recruitment@osumc.edu

Work Restrictions for International Students

By regulation, international students with F-1 immigration status may work on campus. To work off campus, F-1 students must obtain permission from the U.S. Citizenship and Immigration Services (USCIS). Also, except for the graduate associateship or fellowship awards, international students cannot use potential employment at Ohio State as evidence of financial support when applying for a visa. International students with J-1 immigration status must obtain work authorization from their J-1 program sponsor. Holders of F-1 and J-1 visas may not work more than 20 hours per week while school is in session and must maintain a full course load. The Office of International Affairs (OIA) will provide more details regarding employment during new student orientation. Please consult the OIA web site at www.oia.osu.edu for additional information.

Note F-2 visa holders are not permitted to work.

Completing the Application

Complete the application in its entirety. Failure to complete any section of the application form may delay the admission process. A separate application and application fee transaction are required for every program to which you apply.

FULL LEGAL NAME—Your family name (last name or surname) should be entered first. It is important that you use the same spelling of your name on all correspondence with Ohio State. International applicants should list name as it appears on passport.

VARIATIONS OF YOUR NAME—If your name appears differently in any way on your GRE or TOEFL score reports, or on your school records, enter the additional names or spellings in the space provided.

TERM YOU EXPECT TO BEGIN—Indicate when you plan to begin study at Ohio State. Please note: not all programs accept applications for every term.

U.S. SOCIAL SECURITY NUMBER (SSN)—This number will be used by the Office of Graduate and Professional Admissions and the University Registrar to verify your attendance if you are a loan, scholarship, or grant recipient. If you do not have a U.S. Social Security Number, or you choose not to use the SSN for identification purposes, or you are an international student, please leave this space blank.

CITIZENSHIP—Please indicate your country of citizenship, or the country whose passport you will be using, in cases of dual citizenship.

ETHNICITY—Response is optional for U.S. applicants only. Individual information collected on race/ethnic background will be used only as unidentifiable portions of statistical reports requested of educational institutions under Title VI of the Civil Rights Act of 1964.

ADDRESS OUTSIDE THE U.S. (for international applicants only)—U.S. Citizenship and Immigration Services (USCIS) requires that international students requesting an I-20 for an F-1 visa or a DS-2019 for a J-1 visa provide an address outside the United States. Applicants in this category must complete this section. Failure to complete this section may result in application processing delays.

DATES LIVED IN OHIO—The information you supply here is used to determine if you qualify for the lower “Ohio resident” tuition rate. If you have lived in Ohio during several periods of your life, provide the “Begin Date” and “End Date” for the most recent period.

E-MAIL ADDRESS—Please provide your e-mail address so that we can send you application-related correspondence.

PREVIOUS EDUCATION—Provide detailed information about all previous study, including attendance at Ohio State as an undergraduate. List all colleges and universities attended (including Ohio State), beginning with the most recent. Be sure to list all university-level work (including Ohio State) even if no degree was awarded or is expected. If the school

is in India or Pakistan, list the name of the university, not the college.

CALCULATING YOUR CUMULATIVE GRADE POINT AVERAGE—Each applicant is requested to provide a calculation of his or her undergraduate grade point average and graduate grade point average if appropriate. Note: The undergraduate and graduate cumulative grade point averages are not combined.

Enter your cumulative grade point average (GPA) as it appears on your transcript and indicate the scale used (e.g., 3.4 on a 4.0 scale). If your transcript does not provide a calculated cumulative grade point average or you attended more than one institution, please follow the instructions below to calculate a cumulative undergraduate GPA and a cumulative graduate GPA if you have already attended graduate school elsewhere. A cumulative grade point average is the ratio of all quality points earned divided by all credit hours (units) earned throughout the transcript(s). To calculate quality points, multiply course grade by graded course credit hours (or units). Note: if you have both quarter hours and semester hours, you will need to first convert all hours to either semester or quarter hours. To convert semester hours to quarter hours, multiply total semester hours by 1.5 to get the equivalent quarter hours. To change quarter hours to semester, divide quarter hours by 1.5 to find the equivalent semester hours; e.g. 45 quarter hours = 30 semester hours.

Number values for letter grades on a 4.0 scale
A = 4.0 B+ = 3.3 B- = 2.7 C = 2.0 D+ = 1.3
A- = 3.7 B = 3.0 C+ = 2.3 C- = 1.7 D = 1.0

Calculation example:

(A) 4.0 x 3 hrs. = 12.0 quality points
(A-) 3.7 x 2 hrs. = 7.4 quality points
(B+) 3.3 x 4 hrs. = 13.2 quality points
Total 9 hrs. = 32.6 quality points

32.6 quality points ÷ 9 hrs. = 3.62 GPA
Students who attend institutions outside the U.S. should enter the cumulative (total) average as provided on your academic record and indicate the scale upon which the result is based (for example, 88/100 or 9/10). If your institution does not provide the average or you attended more than one institution, please calculate your average using the following formula:
1. Add all the numerical results for courses taken during your undergraduate study.
2. Divide the sum total number by the number of courses taken. This is your average result.
3. Enter this result. **DO NOT CONVERT THIS RESULT TO A 4-POINT SCALE.**

Note for applicants who have attended Chinese institutions: If your transcript indicates grades on a 4-point scale and on a 100% scale, please list cumulative grade point average using percentage scale only.

If you attended an institution that uses degree classification or verbal mentions (for example,

Second Class/Upper Division or Tres Bien), be sure to enter this result here.

Failure to follow these instructions will delay the processing of your application.

Please note: Applicants who are recommended for admission will have their cumulative grade-point average verified before being offered admission. A misrepresentation of information concerning cumulative average from other colleges and universities will negatively impact your admissibility.

TEST INFORMATION—Please indicate which tests you have taken or plan to take. No official admission decision can be made without receipt of your official test scores sent directly from Educational Testing Services to Ohio State. Request Educational Testing Services to submit official scores to Ohio State at the time you take the test. The institutional code for Ohio State is 1592.

PROGRAM/PLAN CHOICE—See the *Graduate Program Information* section at <http://gradapply.osu.edu/gri.asp> for programs offered. Indicate your specialization within the program, if any. Consult the individual graduate program web site about the specializations offered.

FUNDING OPPORTUNITIES—If you believe you are eligible to be considered for a graduate fellowship and/or graduate associateship through your graduate program, mark the appropriate box(es). Please note that most successful fellowship candidates have cumulative grade point averages well above 3.0 on a 4.0 scale. Please see Eligibility section before you check the Fellowship box.

EDUCATIONAL HISTORY (for international applicants)—List all details of your education in reverse chronological order. Start on the first line with your most current information and then proceed backward. Grade level means “years of education.” For example, if you hold a 4-year bachelor’s degree your current year may be the 16th year of your education. Do not translate your degree unless your language uses a non-English alphabet.

Application Processing Fee

A nonrefundable \$40 fee for U.S. students and \$50 for international students is charged for each admission application you submit to Ohio State for graduate study. No waivers of this requirement are granted.

Transcripts and Academic Records

Ohio State requires official transcripts or records of all university-level course work. Transcripts must be sent from the original issuing institution for every university or college attended and credit was awarded. If you are currently enrolled at a postsecondary institution, submit current academic transcripts by the application deadline date and final transcripts reflecting all work as soon as these are available. If you attended (or are currently attending) Ohio State, be sure to list Ohio State in the “Previous Education” section on the application. Do not send transcripts

of course work taken at Ohio State; Office of Graduate and Professional Admissions will obtain them directly from the Registrar's Office (at no cost to you) after your application arrives.

Be sure to resolve any financial holds at previous institutions prior to requesting transcripts.

Please note: If you submitted transcripts in support of an Ohio State University freshman or undergraduate application, you must re-order these transcripts to be sent to the Office of Graduate and Professional Admissions and to your prospective graduate program office. We require transcripts for any course work completed in high school, for which you received university credit.

Request for Official Transcript Form

This form is for your convenience in requesting official transcripts of your records. The instructions listed on the form request that the registrar send one transcript to the Graduate Admissions Office and one transcript to the graduate program to which you are applying. In addition, you will need to provide the registrar the mailing address of the graduate program. Please refer to the *Graduate Program Information* section at <http://gradapply.osu.edu/gri.asp> for address information. Make additional copies of this form if needed.

Definition of Official or Certified Documents

Transcripts or records are official when sent by the issuing institution directly to the appropriate Admissions Office. We also consider a transcript official if it is sent by the applicant in the envelope sealed by the issuing institution. Transcript envelopes that show any signs of tampering will not be considered official. Official documents have either a colored stamp or raised seal affixed to them. When the policy of the institution prohibits issuing the transcripts directly to another institution, a photocopy of the original document certified by an official of that educational institution, an embassy office, the Ministry of Education, or the Ministry of Foreign Affairs may be submitted for review. If you are in possession of the only original transcript your institution issues, you may submit a certified photocopy of that document for our review. Please note you will be required to present the original official document prior to enrollment.

Note: Certification by a notary public is not acceptable. Also, downloaded "transcripts" from the Web are not subject to institutional security controls, and are therefore not recognized as transcripts.

Course work from one institution reported as transfer credit on another school's transcript does not meet Ohio State's requirement for an official transcript, even if the transfer credit is listed with specific courses and grades. If you participated in a Study Abroad program, Ohio State requires official transcripts from the foreign institution or from the U.S. institution that sponsored your study abroad experience. Please make this clear on the application and include

the name of the school where you studied as well as the name of the sponsoring institution.

International Education Credentials

Applicants will need to send official transcripts with degree statements (proof of degree) in their original language, along with English language translations that follow the format of the originals. English translations must be certified by the issuing institution or one of the acceptable officials listed in the section "Definition of Official or Certified Documents."

The types of records 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 Pakistani or Indian universities: submit mark sheets from your university certified as true copies of the originals. Mark sheets prepared by the college are not acceptable. If exams are not administered by the university until the final year of the degree program, please provide an official letter from the college to verify this fact.

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 (PGD) 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 PGD program before an application can be processed. *A three-year degree holder with partial completion of a master's degree program or PGD is not eligible for admission to graduate study.*

Applicants from China are encouraged to request that required academic documents be sent directly to our office from the China Academic Degrees and Graduate Education Development Center (CDGDC). The CDGDC is sanctioned by the Chinese Ministry of Education and upon request will mail the documents directly to the Office of Graduate and Professional Admissions. This preferred method for submitting educational documents assures the applicant that their documents meet all the required standards of the Official Transcript Policy of the Office of Graduate and Professional Admissions, The Ohio State University. Documents submitted by any other method may not be considered official. Verified graduation certificates, degree certificates, and verified academic transcripts for all post-secondary programs of study

may be sent directly to Office of Graduate and Professional Admissions, The Ohio State University by one of the Ministry-authorized offices below. Each office provides different services. Please visit their websites for more information.

*An additional copy of all documents must be sent directly to the graduate program to which you are applying.

For University Degrees: China Academic Degree and Graduate Education Development Center

18th Floor, Tongfang Keji Building B,
No.1, Wangzhuang Road,
Haidian District, Beijing 100083
China

<http://www.chinadegrees.cn/en/>

Tel: 010-82379480

Fax: 010-82379491

Email: zxb@mail.cdgdc.edu.cn

For Non University Diplomas and Transcripts: China Higher Education Student Information & Career Center

Box 6#, Beihang University,
No.37 XueYuan Road
Haidian District, Beijing 100191
China

www.chsi.com.cn/en

Email: kefu@chsi.com.cn

Tel: 010-823336099-202

Fax: 010-823338423

GRE and GMAT

Many graduate programs require applicants to submit official scores from the GRE (Graduate Record Examination). Some graduate programs specifically require the GMAT (Graduate Management Admission Test), and some programs will accept the GMAT or the GRE. (See the *Graduate Program Information* section at <http://gradapply.osu.edu/gri.asp>.) 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., M.S., or D.M.A. degree program and wish to be considered for a University Fellowship; or
- your cumulative undergraduate grade point average (GPA) is below 3.0 based on a 4.0 scale, or your cumulative graduate GPA is below 3.0; or
- your degree is from an unaccredited college or university.

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

GRE

Web site: www.gre.org

GMAT

Web site: www.gmat.org

If you are applying for a fellowship or associate-ship, plan to take the GRE or GMAT no later than six weeks prior to your application deadline to allow test scores to arrive at the university by the deadline. When sending scores to Ohio State, refer to code #1592 for GRE and TOEFL.

Additional Admission Requirements Statement of Intent

Provide 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

If you are interested in applying for a University Fellowship, you are also required to submit a curriculum vitae or resume of no more than two pages. This should be submitted directly to the graduate program to which you are applying or uploaded with your online application.

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 or via hard paper copy. Each paper recommendation must include the completed *Reference Form*, as well as a separate letter written and signed on academic or business letterhead stationery.

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.

Check with your intended graduate program as to whether they prefer paper or electronic letters.

English Proficiency Requirements

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. Ohio State does not conditionally admit applicants who have not met the requirement for proof of English proficiency.

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: Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Ireland, Liberia, New Zealand, Scotland, the United States, and Wales.

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.

TOEFL

(Test of English as a Foreign Language)

Ohio State's minimum TOEFL score requirement is 550 or 79 on the Internet-based TOEFL. NOTE: Your program requirement may require a higher score. For information about TOEFL, contact:

Phone: 609-771-7100

Web site: <http://www.toefl.org>

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

IELTS (International English Language Testing System)

Ohio State's minimum IELTS score is 7.0. For information contact an IELTS center near you. To locate a center, go to www.ielts.org.

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, contact:

Phone: 734-764-2413

Web site: <http://www.lsa.umich.edu/eli/melab.htm>

ALP (American Language Program)

ALP offers full-time intensive English language instruction. For information about ALP or to obtain an application, please contact:

Phone: 614-292-1364

Web site: <http://www.esl.osu.edu>

E-mail: alp@osu.edu

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

Financial Requirements for Student Visa

International applicants who are determined to be academically admissible will be reviewed for sufficient financial resources. Those who are fully funded by the university will not be required to submit any financial documents. Those

who are not fully funded by the university will be required to provide the *Affidavit of Support* and confidential bank statement. The *Affidavit of Support* form will be sent to you during the application process. Please do not submit financial documents until they are requested. After admission, as a nonimmigrant student you will need a Certificate of Eligibility (I-20 for the F-1 visa or DS-2019 for the J-1 visa) issued by Ohio State based upon documented evidence.

Please keep copies of all financial documents to present to the U.S. Consulate when applying for your visa.

Estimated Expenses for international applicants Tuition, fees, insurance, and all other expenses are in effect beginning autumn through summer, but are subject to change.

For estimated graduate student costs, please visit <http://gradadmissions.osu.edu/BufferCosts.htm>. It is recommended that all students have \$3000 contingency funds available to cover any unexpected increases in expenses.

Student Health Insurance

Ohio State requires all Columbus-based students enrolled at least half-time (five credit-hours for graduate and professional students) to have health insurance. International students are required to purchase Ohio State's Student Health Insurance Plan. Exceptions may apply to students with nationally sponsored plans.

For further information call 614-688-7979; email shi_info@shc.ohio-state.edu; or visit <http://www.shc.osu.edu>.

What to Expect During the Application Process

The Graduate Admissions Office administers the application process for all graduate programs. Once both the Graduate Admissions Office 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 decision 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.

Check the Web at <http://appstatus.osu.edu> to see if Ohio State has recently received documents needed to complete your application file. You can expect the following correspondence:

- "acknowledgment" notice: acknowledging receipt of your application

- an email containing individualized information and directions for accessing my.osu.edu.
- “notice of decision”: decision letter, and if admitted, will also receive information on how to accept or decline admission.

Housing and Other Services

The university owns and operates limited housing for both single students and students with families. You must complete and return the housing application materials before you can be considered for placement in university housing. Success in securing student housing depends on demand and how early you submit the housing application. If you are interested in family housing, you are encouraged to make early contact with the Buckeye Village
Office: 614-292-6561.

For more information, contact:

OSU Housing
The Ohio State University
350 Morrill Tower
1910 Cannon Drive
Columbus, Ohio 43210-1230 USA
Phone: 614-292-8266
Web site: <http://housing.osu.edu>
email: housing@osu.edu

Off-Campus Housing

The Office of Off-Campus Student Services is available to all students needing assistance. Among other services, this office provides listings of apartments for rent, upon request.

For more information, contact:

Phone: 614-292-0100
Fax: 614-292-4786
Web site: <http://housing.osu.edu/offcampus.asp>

Office for Disability Services

Applicants with any disability who may require special assistance are urged to contact the Office for Disability Services. This office coordinates academic support services and accommodations for individuals who have special needs as a result of a permanent or temporary disability. Individuals eligible for services include, but are not limited to those with attention deficit disorder, mobility, hearing, visual, speech, psychiatric, or learning disabilities. If you want more information about these support services and accommodations, please contact the Office for Disability Services. Your self-referral is the only indication of your interest and need of these services.

Phone: 614-292-3307
Fax: 614-292-4910
Web site: www.ods.ohio-state.edu

Student Health Services

Student Health Services at Ohio State is an accredited, outpatient organization that provides a variety of health care services to the student population. All students enrolled at Ohio State are eligible to use Student Health Services, regardless of health insurance coverage. Health care services include primary care, women’s care, internal medicine, allergy, preventive medicine, sports medicine, dentistry, dental hygiene, and optometry. Ancillary services include laboratory, pharmacy, physical therapy athletic training, and radiology. A wide range of services and information regarding sexual health, alcohol and other drug abuse prevention, stress management, nutrition, smoking cessation, HIV Testing, and financial counseling are offered through the student Wellness Center located in the Wilce Student Health Center.

For further information call 614-292-2112; email: shs@osu.edu; or visit www.shc.osu.edu.

Valuing Diversity

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, disability or Vietnam-era veteran or other veteran status is specifically prohibited.

Accordingly, equal access to employment opportunities, admissions, educational programs, and all other university activities is extended to all persons. The university promotes equal opportunity through a positive and continuing affirmative action program that complements and supports the university’s aspirations for diversity. Larry Lewellen, Vice President for Human Resources, is responsible for the coordination of matters relating to equal opportunity and affirmative action. The Vice President can be reached at 614-292-4164.

The university adheres to federal and state law prohibiting discrimination, including Title VII of the Civil Rights Act of 1964, as amended, Title IX, Section 504 of the Rehabilitation Act and O.R.C. Section 4112. United States Department of Defense regulations prohibit gay men, lesbians and bisexuals from serving in the armed forces, including Reserve Officers Training Corps. As a result of this prohibition, ROTC programs at Ohio State are inconsistent with University Policy Number 1.10 (Issued 10/1/73 and revised on 2/2/04.)

You are advised to keep a copy of all application materials that you send to Ohio State. The application and all supporting documents become the property of The Ohio State University 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.