



# Dental Hygiene Degree Completion Program

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## 2012 Admission Application Instructions

These instructions have been prepared for applicants to The Ohio State University Dental Hygiene Degree Completion Program. Please read these instructions carefully before completing the online application. Complete information about the dental hygiene degree completion program is available at [www.dent.osu.edu/dhy](http://www.dent.osu.edu/dhy).

### Admission Criteria

Admission to the Dental Hygiene Degree Completion Program is selective. Applicants must be graduates of an ADA accredited dental hygiene program, have a cumulative grade point average of 2.50 or higher, and be licensed or eligible for an Ohio License to practice dental hygiene. Admission is based on grades in the previous dental hygiene program, scores on the National Board Exam and NERB (or other state or regional exams), and two letters of recommendation.

### When to Apply

Applications and all application materials should be submitted by September 15, 2011 for Winter Quarter 2012 or December 15, 2011 for Spring Quarter 2012. Beginning with Autumn 2012, applications will be accepted for Autumn Semester only. Applications and all application materials are due by May 1, however, students who are enrolled in their entry level dental hygiene program during the application period may submit NERB and National Board Exam scores after the deadline as soon as they are available.

### Application Materials

The application materials listed here constitute a complete application for admission to Dental Hygiene. The application must be submitted online and all relevant documents received by the Professional Admissions Office or the Dental Hygiene Program (see checklist) before an application for admission can be given consideration.

#### ■ Online Application for Admission

Use your correct legal name at the time you apply. If your name or address changes prior to enrollment in the university, please access your Self-Service page after the change occurs to update your student record. Instructions to access this page will be emailed to you after your application is submitted.

#### ■ Application Fee

No application fee is required if you are or have ever been an enrolled undergraduate student at Ohio State. A nonrefundable \$40 application fee is required of all other applicants; \$50 application fee is required of international applicants.

## ■ **Transcripts**

One official and complete transcript of all courses attempted at each college and university attended, other than Ohio State, must be forwarded to the Professional Admissions Office directly from institutions attended. Supplementary transcripts must be sent to the Professional Admissions Office following the completion of courses not included on the initial transcripts. Applicants who have attended Ohio State are not required to furnish OSU transcripts, but must present transcripts of any courses completed elsewhere. Students who are applying from institutions other than Ohio State are asked to send updated transcripts after each quarter or semester is completed.

## ■ **Personal Statement**

The personal statement is intended to provide the Admissions Committee with important information about you as an individual that is not apparent from your academic records. In the space allotted on the online application, please tell us about your interest in the baccalaureate degree, your plans for the future, your work experience, and any community outreach, volunteer work, or leadership experience.

## ■ **Planned Course List**

If you are currently enrolled in any course work, or if you plan to take course work that is not reflected on your current transcripts, please list the courses on the planned course list section of the application. If you are not currently enrolled and do not anticipate additional course work before entering the degree completion program, please indicate N/A (not applicable) in this section.

## ■ **Letters of Recommendation**

Applicants should submit two letters of recommendation. One should be from the dental hygiene program director, and the second letter should be from a faculty member, clinical instructor, or employer.

## ■ **National Board Examination and NERB Scores**

Please provide copies of your National Board Examination scores and NERB (or other regional or state exam) scores to the Dental Hygiene Program. Unofficial copies from your records are acceptable.

## **Health Review**

Students who complete their practicum or specialization in a clinic or laboratory will be required to prove immunity to and/or vaccination for Measles, Rubella, Mumps, Chickenpox, Hepatitis B, and Tetanus/Diphtheria, as well as annual skin testing for tuberculosis.

## **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 bachelor's degree or higher in one of the following countries are exempt from the TOEFL, MELAB, or IELTS 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 determined.

**TOEFL (Test of English as a Foreign Language):** Ohio State's minimum TOEFL score requirement is 550 paper based or 79 internet based. For information about TOEFL, contact: TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541-6151; 609-771-7100; [www.toefl.org](http://www.toefl.org). The OSU institution code is 1592.

**MELAB (Michigan English Language Assessment Battery):** Ohio State's minimum MELAB score requirement is 79. For information about MELAB, contact: English Language Institute, MELAB Office, TCF Building, Suite 350, University of Michigan, 401 E. Liberty, Ann Arbor, MI 48104-2298; 734-764-2416; [www.lsa.umich.edu/eli/testing/melab](http://www.lsa.umich.edu/eli/testing/melab).

**IELTS (International English Language Testing System):** Ohio State's minimum IELTS score requirement is 6.5. For information about IELTS, contact their website for the nearest testing center at [www.ielts.org](http://www.ielts.org).

## Financial Requirements for Student Visa

International applicants who are determined to be academically admissible will be reviewed for sufficient financial resources. If determined academically admissible, applicants will be emailed an Affidavit of Support form and will be required to submit financial documents in order to produce the I-20 (for F1 visa) or DS-2019 (for J1 visa).

## Financial Aid

All students are encouraged to apply for aid even though an admissions application may be under review. General information about the Office of Student Financial Aid is available on the web at <http://sfa.osu.edu>. The priority deadline for students applying for merit and need based university financial aid is March 1. The Scholarship Application can be accessed online; please print the document, complete, and mail it to the Office of Student Financial Aid, The Ohio State University, Fourth Floor SAS Building, 281 W. Lane Avenue, Columbus, Ohio 43210. The Free Application for Federal Student Aid (FAFSA) can also be obtained online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and submitted electronically. Reapplication for aid is required yearly; forms are available after January 1. For more information you can reach the Office of Student Financial Aid by email at [sfa-finaid@osu.edu](mailto:sfa-finaid@osu.edu), or by phone at 614-292-0300, toll free 800-678-6440.

## Retention/Reapplication Information

Application materials are retained in the Professional Admissions Office for one year. The application and all supporting documents become the property of Ohio State and will not be returned to the applicant or forwarded to another institution. If you wish to reapply to the next year's class, it will be necessary for you to submit a new

application. The new application must be received in the Professional Admissions Office by the deadline date listed on the Professional Admissions website: [www.professional.osu.edu](http://www.professional.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.

Mr. Larry Lewellen, Associate Vice President for Human Resources, is responsible for the coordination of matters relating to equal opportunity and affirmative action. The Associate Vice President can be reached at the Office of Human Resources, 1590 N. High Street, Suite 300, Columbus, Ohio 43210-1175, and 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).

## **Office for Disability Services**

Applicants with any documented disability who may require special assistance are urged to contact the Office for Disability Services, 150 Pomerene Hall, 1760 Neil Avenue, Columbus, Ohio 43210-1297, Phone 614-292-3307, Fax 614-292-4190. 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: <http://www.ods.ohio-state.edu>. Your self-referral is the only indication of your interest and need of these services.

## Application Checklist Dental Hygiene Degree Completion Program

Please use this checklist to ensure you have completed all necessary steps to apply to the Dental Hygiene Degree Completion Program. The following items are to be submitted to the **Professional Admissions Office**:

- Complete the online application, including the planned course list and personal statement, and be prepared to use a credit or debit card for the application fee, if required. This application fee (\$40 for domestic and \$50 for international applicants) is nonrefundable. You will receive a successful submission email response and a second acknowledgment email from the Office of Professional Admissions.
- Request official and complete transcripts of all non-OSU post high school course work to be sent to Professional Admissions, unless already an OSU student, at the end of each term.
- Arrange to take the TOEFL, MELAB, or IELTS, if required, and have the score sent directly to Ohio State.

The following item should be submitted to the **Dental Hygiene Program Office**:

- Mail letters of recommendation and National Board Examination and NERB scores to the Assistant Director, Dental Hygiene Program, 3082 Postle Hall, 305 W. 12th Avenue, Columbus, OH 43210.

<b>CONTACT INFORMATION</b>	
<p>The Ohio State University Professional Admissions Office P.O. Box 182003 Columbus, OH 43218-2003 614-292-9444 <a href="mailto:professional@osu.edu">professional@osu.edu</a> <a href="http://www.professional.edu">www.professional.edu</a></p> <p>Location: SAS Building, 1<sup>st</sup> Floor 281 West Lane Avenue Columbus, Ohio 43210-1132</p>	<p>The Ohio State University Dental Hygiene Program 3082 Postle Hall 305 W. 12th Avenue Columbus, OH 43210 614- 292-2228 <a href="mailto:dentalhygiene@osu.edu">dentalhygiene@osu.edu</a> <a href="http://www.dent.osu.edu/dhy">www.dent.osu.edu/dhy</a></p> <p>Location: 3082 Postle Hall 305 West 12th Avenue Columbus, Ohio 43210</p>