



## Application Information for International Students GRADUATE NONDEGREE STUDY

### GRADUATE NONDEGREE STATUS

Graduate Nondegree (GND) students are admitted to the university-at-large, not to a specific degree-granting program. However, graduate nondegree students should contact specific graduate programs to be sure that courses will be available.

Students in this status take graduate level coursework for personal enrichment, professional development, certification, or to familiarize themselves with the rigors of a graduate program before applying to a degree program. Graduate Nondegree (GND) status is also appropriate for students actively pursuing a graduate degree at another college or university, and who wish to transfer graduate credit back to that institution.

**Admission Criteria** – You must hold a four-year bachelor’s degree (or higher) from a regionally accredited college or university (or the foreign equivalent) and present a strong academic record that suggests you have the potential for success in graduate-level study. Also, if you will need an F-1 or J-1 visa to study in the United States, your ability to be admitted to GND at Ohio State is restricted. Eligibility is extended to those who are enrolled in a graduate program in another U.S. university who wish to study for one quarter as a transient student and transfer the credit back to their home institution and to those enrolled in established exchange programs or special university-sponsored workshops. **Please note:** If you will need a student visa, your application, including all supporting documents, will be reviewed by the Dean of the Graduate School. Only after the Graduate School has determined that you have the potential to be successful in graduate school will the university offer you admission.

**Restrictions and Policies** – Admission to GND status neither guarantees nor implies subsequent admission to a degree program. Students who decide to pursue a graduate degree must complete a separate application for admission. If a GND student later applies and is admitted to a graduate degree program, no more than 10 hours of graduate credit earned in nondegree status may be counted toward the graduate degree. Within this limit, the Graduate Studies Committee of the degree program to which the student is later admitted determines the number of graduate credit hours actually counted toward the degree. GND students may not receive university fellowships or graduate associateships.

**Note:** Departments may reserve courses for degree-seeking students; a course may be otherwise ‘available’ but not accessible for non-degree students.

### WHO SHOULD USE THIS APPLICATION AND INSTRUCTIONS?

Use this application only if you are an international applicant. You are considered an **international applicant** if you **are not** a U.S. citizen, permanent resident, refugee, or political asylee. International applicants normally have obtained or expect to obtain an F-1 or J-1 student visa to study in the U.S. Holders of certain visas, such as H-1 or J-2 are also considered international applicants, and should follow these instructions. In addition, this application is only appropriate if you have never before enrolled in the Graduate School. **Former Ohio State graduate students** should contact the Graduate School to find out how to re-enter and register for classes.

**Would an undergraduate nondegree program (Continuing Education) better serve your needs?** If you do not need graduate credit, enrolling in Continuing Education (CED) might be the better option. Students in CED may take many classes at the 100 through 600 levels and pay the less expensive undergraduate fees. Courses taken through undergraduate CED can satisfy undergraduate **prerequisites** for admission to a graduate or professional program; however, CED courses cannot be used to fulfill requirements for a graduate degree.

## ADMISSION REQUIREMENTS

1. Submit a completed *Application for International Students: Graduate Nondegree* form.
2. **\$50 application fee** – Submit payment in the form of a check or money order (U.S. funds only), payable to The Ohio State University.
3. **Official transcript or diploma** indicating that you have received the equivalent of a four-year bachelor's or higher degree from an accredited institution in the U.S. To meet this requirement you must submit an official transcript with a statement of degree and date received. Documents issued in a language other than English should be accompanied by an English translation. WES Evaluation Reports are not acceptable.
4. **Statement of Educational Objectives**, outlining your educational plans. All international GND applicants must submit a written (1-2 page) statement of educational objectives. This should indicate clearly your reasons for attending Ohio State, your intended courses(s) of study, and your plans once you have completed the GND courses.
5. **Submit recent official scores on the TOEFL** (Test of English as a Foreign Language). Minimum required scores are 550 on the paper version; 213 on the computer version; or 79 in the Internet-based version. Alternatively, you may submit scores from the MELAB (Michigan English Language Assessment Battery) or the IELTS (International English Language Testing System). A minimum required MELAB score is 82; IELTS is 70. Note: This requirement does not apply if you hold a four-year bachelor's degree or higher from Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Ireland, Liberia, New Zealand, Scotland, Wales, and the U.S.
6. **Financial support documents** if you are requesting a DS-2019 or a J-1 visa or an I-20 for an F-1 visa, see the *Affidavit of Financial Support* for information on Ohio State's costs and the types of financial documents required. **Please note:** the costs listed on the *Affidavit* are the minimums needed to attend Ohio State and to live in Columbus. If you need authorization from Ohio State to arrange for release of additional funds, contact the Office of International Affairs (OIA) upon your arrival at Ohio State.

## INSTRUCTIONS AND DEADLINES

### Application deadlines

Autumn Quarter	Apply by: July 1
Winter Quarter	Apply by: November 1
Spring Quarter	Apply by: February 1
Summer Quarter	Apply by: May 1

**To apply by mail**—all applicants are encouraged to apply by mail. All documents, test scores, and the application fee must arrive in the Graduate Admissions Office by the deadline. Four to six weeks may be required to process your application. If you are admitted, you will receive a notice of admission, and if needed, the appropriate visa eligibility document (I-20 or DS-2019) and instructions on how to register for classes.

### To apply in-person—

The process begins with completing all required documents and then making a visit to the Graduate Admissions Office. While no appointment is necessary, it is advisable to allow 30 minutes to one hour for the visit. After all documents are collected, your file will be forwarded to the evaluation area for review and decisions. Allow four to six weeks for this process.

## SOURCES FOR INFORMATION ON GRADUATE COURSES

To search for courses, course descriptions and availability, consult the *Master Schedule of Classes and Course Bulletin*: [www.ureg.ohio-state.edu/courses/](http://www.ureg.ohio-state.edu/courses/)

## OFFICES AND CONTACT INFORMATION

### **Graduate School**

247 University Hall, 230 North Oval Mall  
Columbus, OH 43210-1366 Tel: 614-292-6031  
Web: [www.gradsch.ohio-state.edu](http://www.gradsch.ohio-state.edu)

### **Office of Continuing Education**

Department of Credit Programs  
152 Mount Hall, 1050 Carmack Road  
Columbus, OH 43210-1002 Tel: 614-292-8860  
E-mail: [AskCED@gate.ce.ohio-state.edu](mailto:AskCED@gate.ce.ohio-state.edu)  
Web: [www.continuinged.ohio-state.edu](http://www.continuinged.ohio-state.edu)

### **Office of International Affairs**

Oxley Hall 1712 Neil Ave  
Columbus, OH 43210-1237 Tel: 614-292-6101  
Email: [oie@osu.edu](mailto:oie@osu.edu)  
Web: [www.oie.ohio-state.edu](http://www.oie.ohio-state.edu)

### **Office of the Treasurer (Fees, Deposits, and Disbursements)**

220 Lincoln Tower, 1800 Cannon Drive  
Columbus, OH 43210-1203 Tel: 614-292-3337  
Web: <http://www.treasurer.ohio-state.edu/>

### **Graduate Admissions Office**

#### **Regular Mailing Address**

Graduate Admissions Office  
The Ohio State University  
P.O. Box 182083  
Columbus, OH 43218-2083

#### **Express Mailing and Walk-In Address**

Graduate Admissions Office  
The Ohio State University  
Third Floor Lincoln Tower  
1800 Cannon Dr.  
Columbus, OH 43210-1270 USA

Tel: 614-292-9444

Web: <http://gradadmissions.osu.edu/nondegree.html>