

# GRADUATE ADMISSIONS APPLICATION QUICK GUIDE



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## CHECK REQUIREMENTS, PROCEDURES AND DEADLINES

- Find general requirements, application instructions and deadlines for your program at [gradadmissions.osu.edu/gri.asp](http://gradadmissions.osu.edu/gri.asp).
- From here, find the link to your program's website. Visit the **program site** to read about additional application requirements.

## QUESTIONS?

**Web:** [gradadmissions.osu.edu](http://gradadmissions.osu.edu)

**Email:** [gradadmissions@osu.edu](mailto:gradadmissions@osu.edu)

**Phone:** 614-292-9444

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## PREPARE TRANSCRIPTS

- Order official transcripts from **ALL** institutions you have attended and earned college credit – even if it was earned while attending a high school.
- Request that institutions mail official transcripts directly to you.
- Delete your Social Security Number before scanning your transcripts as image files to attach to your online application.  
**Note:** Ohio State students **do not** have to submit Ohio State transcripts.

## HELPFUL TIPS

**Do not** download transcripts from a university website. Sending unofficial transcripts or web advising reports will delay the application process.

**Do not** send paper transcripts unless specifically requested.

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## LETTERS OF REFERENCE

- Most programs offered at Ohio State use an electronic system for submitting references. However, some programs still require paper reference forms. Refer to your program website for requirements.

## HELPFUL TIPS

As a courtesy to your recommenders, allow sufficient time for references to be completed and submitted.

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## PREPARE YOUR GRADUATE PROGRAM MATERIALS

- Check [gradadmissions.osu.edu/gri.asp](http://gradadmissions.osu.edu/gri.asp) and program websites to see what additional materials are required. Be prepared to submit them with your online application. Commonly requested materials include:
  - Resume or Curriculum Vitae
  - Statement of Purpose
  - Test scores (send to: The Ohio State University, Institution code 1592)

## HELPFUL TIPS

Check program websites for additional requirements. Some programs may require a portfolio, writing sample, specific tests, a departmental application or an audition.

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## APPLY ONLINE

- Ohio State uses an online application available at [gradapply.osu.edu](http://gradapply.osu.edu). You must upload and attach all requested materials and pay your application fee before you can submit the application.  
**Note:** Application fees are not refundable.

## HELPFUL TIPS

Previous Ohio State graduate students **do not** apply online, but must contact the Graduate School: [gradsch.osu.edu](http://gradsch.osu.edu).

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## CHECK THE STATUS OF YOUR APPLICATION

- You will receive an email acknowledging receipt of your application. To check your status, go to: [appstatus.osu.edu](http://appstatus.osu.edu). Your Ohio State login (name.#) and password are required.