



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.

Before you begin your application

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

You will need to have 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

Plan to have these documents ready to upload with your application.

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://gpadmissions.osu.edu/programs/>. 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: www.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 <http://gpadmissions.osu.edu/programs/>.

Application fee

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.

www.osu.edu

apply online at gradapply.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 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 or graduate cumulative GPA is below the minimum of 3.0;
- 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;
- or 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 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 instead.
- 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. (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, statement of purpose. 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 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 also 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 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. The paper *Reference Form* can be accessed at <http://admissions.osu.edu/apps/pdfs/refer.pdf>.

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.

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 may pay the application fee using a credit or debit card (Visa, MasterCard 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 for an application fee waiver. Qualifying criteria can be found at admissions.osu.edu/apps/pdfs/pfwf.pdf. 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 has not been 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, uncheck the fee waiver box selected, and submit your application and fee.

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.

- 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.

After applying

- Submit application documents through the applicant uploader 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 Ohio State 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.
- 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 appropriate Admissions Office;
- sent by the applicant in the envelope sealed by the issuing institution;
- sent through secured electronic means from the issuing institution or officially designated service.

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 initial application review. Please note you will be required to present the original official document for evaluation prior to enrollment.

Certification by a notary public is not acceptable. Also, downloaded “web transcripts” from university websites are not subject to institutional security controls, and are therefore not recognized as transcripts.

Special notes

- 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

To expedite the review process for your application you must upload scans of official transcripts with degree statements (proof of degree) 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 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 must submit mark sheets from your university certified as true copies of the originals. 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 case-by-case review may be completed for applicants who have not met the aforementioned requirements.*

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 Ohio State. 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 the Office of Graduate and Professional Admissions by one of the Ministry-authorized offices below. Each office provides different services. Please visit their websites for more information.

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

Phone: 010-82379480

Website: www.chinadegrees.cn/en/

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

Phone: kefu@chsi.com.cn

Website: www.chsi.com.cn/en

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 *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;
- 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

Website: ets.org/gre

GMAT

Website: 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 official test scores to arrive at the university by the deadline. When sending scores to Ohio State, refer to code #1592 for GRE and TOEFL. Photocopies of test scores are not accepted.

International applicants only

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.

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, Republic of Ireland, Northern 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 to determine if this is a requirement.

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

Website: ets.org/toefl

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.

Website: 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

Website: 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, please contact:

Phone: 614-292-1364

Website: esl.ehe.osu.edu/programs/alp

Email: 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, in order to receive a Form I-20 (F-1 visa) or DS-2019 (J-1 visa) from Ohio State, are required by U.S. law to show:

- proof that guaranteed funding for tuition, fees, living expenses, health insurance, books and supplies is immediately available for the student's first year of study;
- proof that guaranteed funding for living expense and health insurance is immediately available for the first year for any accompanying dependents; and
- assurance that adequate funding will continue to be available for the entire length of study for the student and any accompanying dependents.

Financial documents are not required until admission has been awarded.

Visa documentation will be issued only when these requirements have been satisfied by submission of:

- certification of funds sufficient to meet the estimated annual expenses;
- a completed affidavit of support form;
- the required documents from each sponsor if you have more than one sponsor;
- a copy of your passport for self and any dependents;
- You must inform us immediately of any dependents who will require visa documentation. Additional proof of funding is required for each dependent.

Special note

Those who are fully funded by the university will not be required to submit any financial documents but must submit a copy of their passport for themselves and any dependents they intend to bring.

After admission, as a non-immigrant 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 see *Find Your Program* at <http://gpadmissions.osu.edu/programs/>. Each program provides information on costs. 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.

Phone: 614-688-7979

Website: shc.osu.edu

Email: shi_info@shc.ohio-state.edu

Vaccinations

All new students (part-time or greater) enrolling at Ohio State for Autumn 2015 semester and later are required to have vaccinations for: diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B and varicella (chickenpox). Students who are new to the residence halls will also be required to

have the meningococcal vaccine (conjugate ACWY) recommended by the CDC. For more information about the requirement, forms and information about how to submit your vaccination records, visit shs.osu.edu/services/vaccinations/vaccination-requirement/.

Graduate school costs

For information on current tuition, fees, and other costs, please visit the Office of Graduate and Professional Admissions website at gpadmissions.osu.edu/programs/. 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 4 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 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 *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 15.

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; 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., or M.S. degree programs.

Additional information about fellowships and fellowship criteria can be found at 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.) Graduate students may be able to qualify for an \$20,500 in Federal Direct Unsubsidized Loans. Applicants should submit the Free Application for Federal Student Aid (FAFSA) by the priority date of February 15 of the award year. 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)
Email: ssc@osu.edu
Website: 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 website at 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 em-

ployment 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 website at oia.osu.edu for additional information.

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.

ACADEMIC PROGRAM/PLAN—See the *Find your program* section at <http://gpadmissions.osu.edu/programs/> for programs offered. Indicate your specialization within the program, if any. Consult the individual graduate program web site about the specializations offered.

LAST NAME/FAMILY NAME/SURNAME—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.

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 identifiable 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 a permanent address outside the United States. This address cannot be a P.O. Box address or a university residence address. Applicants in this

category must complete this section. Failure to complete this section may result in application processing delays.

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

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.

PREVIOUS EDUCATION- UNIVERSITY/ COLLEGES—Provide detailed information about all previous study, **including attendance at Ohio State as an undergraduate.** List all colleges and universities attended, beginning with the most recent. Be sure to list all university-level work 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.

SELF-REPORTED 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.

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.

SELF-REPORTED TEST SCORES—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.

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).

DOCUMENT UPLOADER—Applicants are encouraged to submit all documents at the time of application; however, if additional documents need to be submitted after submission of the application, a document upload tool is available at admissions.osu.edu/secure/docus/. Applicants **CANNOT** use this tool to submit transcripts to fulfill provisions as those transcripts need to be official. **NOTE:** You will be prompted to enter your name.# and password to use this tool.

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.

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 letter, and if admitted, will also receive information on how to accept or decline admission.

For more information about

.....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

.....the status of your application

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.

.....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 *Find Your Program* section at gpadmissions.osu.edu/programs/. NOTE: It may take 3 to 5 business days for your submitted documents to appear in your applicant center.

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

For online access to publications from the University Registrar and the Graduate School, visit registrar.osu.edu and 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:
edupass.org
internationalstudent.com
3. Ohio State's Office of International Affairs at oia.osu.edu.

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:

Housing
The Ohio State University
350 Morrill Tower
1910 Cannon Drive
Columbus, Ohio 43210-1230 USA
Phone: 614-292-8266
Website: 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
Website: offcampus.osu.edu
Email: ocss@studentlife.osu.edu

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
VRS: 614-429-1334
Website: ods.ohio-state.edu
Email: slds@osu.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.

Phone: 614-292-4321
Website: shc.osu.edu
Email: shs@osu.edu

Nondiscrimination 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. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Discrimination against any individual based upon protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

(Policy Number 1.10, issued 10/1/73 and revised 2/12.) For further information, contact the Office of Human Resources at 1590 N. High Street, Suite 300, Columbus, OH 43210-2190, 614-292-1050, or visit hr.osu.edu/policy.

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.