



DEAN

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The Ohio State University
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COLLEGE POPULATION

Students	
Graduate	1,053
Undergraduate	3,489
Faculty (including regional campuses)	162
Staff (including research centers)	349

DIVERSITY

Students of color	17.3%
Minority faculty	19.9%
Minority staff	16.8%

UNITS

Educational Studies
Human Sciences
Teaching and Learning

RESEARCH AND OUTREACH

Center on Education and Training for
Employment
Center for Special Needs Populations
Children’s Learning Research Collaborative
Metro Early College High School
Ohio Resource Center
Schoenbaum Family Center at Weinland Park

Graduate Application Checklist—M.A.

Uploading documents with the online application

The **Department of Educational Studies** requires that you upload all application documents (including transcripts) with your online application. The only exceptions are official test scores (which are sent electronically from the testing center) and electronic letters of recommendation (which are submitted by the recommender after the application is submitted).

Step 1: Prepare documents for your application. This includes your statement of intent, resume and names and email addresses of your letter writers. It is important to have all your documents ready to upload before you begin the online application. Once you click the submit button you cannot go back and upload documents.

Step 2: Be sure you have official copies of your transcripts available for upload. Advising reports or web grade reports will NOT be accepted. Be sure to include a copy of the back of the transcript or transcript key in your upload. Scanned transcripts are considered unofficial but sufficient for the admission process. If admitted, you will be required to submit final, official transcripts sent directly from the issuing institution to our office before you can enroll in your first term of study at The Ohio State University.

- Apply online*** at <https://www.applyweb.com/apply/osugrad/index.html>. Application fees of \$60 US and \$70 International are non-refundable. *Fee only applies to applicants new to Ohio State.

If you previously enrolled as a degree-seeking graduate student at Ohio State, submit a Request for Transfer of Graduate Program Form at <http://gradsch.osu.edu/Depo/PDF/TransferGradProgram.pdf> and a copy of your Application File from your previous

academic department. If your transcripts and your GRE scores are included in your previous file, you do not need to submit new copies. You DO need to submit transcripts for any coursework completed since leaving your previous program. All other application materials should be sent electronically to EdStudies@osu.edu.

- One original copy of transcript** from each university-level school attended should be uploaded. **Do not send transcripts of coursework taken at Ohio State.**
- Official GRE scores** are required regardless of your combined undergraduate GPA. For exceptions see page 2. Send to institution code 1592 only. Some programs require current (within past 5 years) scores.
- Statement of intent**—See page 2 for outline.
- Three letters of recommendation**—Letters must be submitted electronically through the process outlined on page 5 of the Graduate Admissions online application and must come from the writer’s educational or professional institution email address. Please remember to check “yes” to use online references. Transfer students (already admitted to Ohio State’s Graduate School) should forward the link for the reference form <http://admissions.osu.edu/apps/pdfs/refer.pdf> to your writers who can then send them via email to us at EdStudies@osu.edu.
- Curriculum vitae/resume**
- Academic writing sample**—applicants to the Educational Psychology and Philosophy program only.
- Students applying to our MA + Licensure program**—See page 2 for additional items.

DEADLINE DATES:

Educational Administration; Educational Technology; Workforce Development and Education **ONLY** for Spring and Summer 2015.

Spring Semester: November 1
Summer Term: March 1

Late Applications will not be accepted.

GRE SCORES

The following programs do not require GRE scores if your combined undergraduate GPA (from all colleges and universities attended) is 3.0 and above:

Cultural Foundations; Educational Administration;
Educational Technology; Special Education; Workforce Development and Education

STATEMENT OF INTENT

(1-2 pages, double spaced)

1. Semester/Term of intended enrollment.
2. Intended area of study.
3. Autobiographical statement including educational and professional goals. Be sure to include a description of any special qualifications or special experiences that would provide perspectives on this degree.
4. If you are applying for administrative licensure + degree, include an expression of your beliefs about the capacity for all students to learn and achieve reasonable standards and your knowledge and appreciation of the following:
 - a. the role played by principals and/or superintendents;
 - b. the influence schools have on society and culture, as well as how schools reflect the society in which they are situated;
 - c. the role school personnel play as agents of change;
 - d. the diversity and worth of students, families, communities, cultures, and background across all ethnic groups, genders, disabilities, and socioeconomic levels;

You should also address your willingness to:

- a. use multiple data sources to drive decisions about student learning;
- b. study professional practices that impact student learning.

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 Ohio State and may not be returned to the applicant, forwarded to another institution, or duplicated for any purposes other than the Ohio State application review and admission process. Inactive files are destroyed annually.

MA + LICENSURE STUDENTS

Those applying to the MA + Licensure program in Educational Administration must also submit an application to the licensure program <http://ehe.osu.edu/educational-studies/licensure/self-paced-principals/> along with a copy of your teaching license.

GRADUATE FUNDING

1. If you are interested in applying for College Scholarships; please visit the College Scholarship and Student Enrichment website at <http://ehe.osu.edu/scholarships/>. Watch the web site for deadline dates.
2. The Office of Student Financial Aid administers loan and work-study programs that provide possible sources of support for eligible graduate students. See the Graduate School Bulletin for more information, requirements, and deadlines. Visit the Student Financial Aid website at <http://sfa.osu.edu> for further details.

APPLICATION REMINDERS

1. The online application for new applicants will open after August 1, 2013.
2. Once you have filled out and paid for an application (new applicants only), you can check your application status online at <http://appstatus.osu.edu>. Please note: It can take up to 48 hours for the system to reflect changes made to your application (i.e., receipt of materials). Remember, you are responsible for monitoring the status of your application. If items are not received by the published deadline, your application will not be reviewed.
3. Make sure you give a complete list of the colleges and universities you have attended on your application. If an institution is listed on another transcript and you did not list that institution on your application, you are still required to send transcripts from the places you failed to list. Requesting late transcripts can hinder or halt the processing of your application.
4. Please email our office (EdStudies@osu.edu) to let us know if your name has changed (e.g. from name at birth to married name) since the last time you attended a college or university.
5. Email is not a secure form of communication. NEVER include your social security number when corresponding via email, including when you are sending in requested materials.

Contact: Department of Educational Studies

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