

EDUCATION SPECIALIST (Ed.S.) and DOCTOR OF PHILOSOPHY (Ph.D.) – Application Checklist

The Ohio State University, College of Education and Human Ecology
Department of Teaching and Learning Office of Academic Services
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This document can be found in the [Apply Now](#) page in the T&L website.

Specializations

Adolescent, Post-Secondary & Community Literacies
Foreign, Second & Multilingual Language Education
Language, Education and Society
Literature for Children and Young Adults

Multicultural and Equity Studies in Education
Reading & Literacy in Early & Middle Childhood
Science, Technology, Engineering & Mathematics

Application Deadlines (Domestic and International Applicants)

- Autumn Semester – **December 1st for Autumn Semester Admission**

Application Process (First-time applicants only; transfer students – see page 2)

- Online Graduate School Application:** You must create an account. In the “Program Data” tab of the application, be sure to select the appropriate degree (Ed.S. or Ph.D.) as the “Academic Program/Plan” and one of the specializations listed above for the “Sub Plan.”
- Transcripts:** Submit transcripts from each college or university attended other than OSU to **one of the addresses below OR submit electronically** by uploading the documents to the online application. Include English translation of any foreign documents. Please do not send transcripts to the Department of Teaching & Learning.

Mailing Address for All Applicants:	Express Mailing Address:
The Ohio State University	Office of Graduate & Professional Admissions
Office of Graduate & Professional Admissions	Student Academic Services Building, Sixth Floor
PO BOX 182004	281 West Lane Ave.
Columbus, OH 43218-2004	Columbus, OH 43210-1132
- GRE (General Test):** Required for all Ed.S. and Ph.D. applicants regardless of undergraduate/graduate GPA. The university will only consider scores official when reported electronically by ETS. Although there is not a minimum requirement, the following scores are considered competitive: Verbal = 150 or above, Quantitative = 150 or above, & Writing = 4.0 or above.
- English Proficiency Test Score Requirements (International Applicants only):** 550 on the Paper-Based TOEFL, 79 on the Internet-Based TOEFL, 82 on the MELAB, or 7 on IELTS. The university will only consider scores official when reported electronically by ETS. This is not a requirement for applicants who have or will have a bachelor’s or higher degree from a country where English is the native language.
- Statement of Intent:** Please submit an electronic copy by uploading document to the online application. Must be typed, double-spaced, and no longer than 4 pages. The guidelines are highlighted below:
 - Intended Area of Study and Semester/Year of Enrollment
 - Autobiographical Information
 - Educational & Professional Goals
 - To be considered for a Fellowship (University or Enrichment), please include a statement within the first paragraph of your document. For eligibility requirements, see the “FINANCIAL AID” section on page 2.



6. **Resume:** Please submit an electronic copy by uploading document to the online application. Must be typed and no longer than 2 pages. The guidelines are highlighted below:
 - Academic Background (degrees received/institutions attended)
 - Academic Accomplishments (scholarships, fellowships, awards, etc.)
 - Professional Experiences
 - Other Involvement, Service, Work experiences
7. **Letters of Recommendation:** Three letters are required. We prefer at least two academic letters of recommendation. In the “References” section on the “Final Steps/Submit” tab of the application, please request to have the letters submitted electronically by choosing “Yes” for the “Use Online Reference Form” option for each recommender. **Approximately 5 days after successfully submitting the application and paying the fee**, your references will receive an email notification with instructions.
8. **Academic Writing Sample:** Please submit electronically as a document attachment to the online application. Please do not submit lengthy theses or publications.

Financial Aid

All Graduate School fellowships provide a monthly stipend, academic tuition and fees, and a subsidy of 85% of the student health insurance premiums. These fellowships are nonrenewable and may not be deferred.

University Fellowship – Open to domestic and international students, the University Fellowship is a 12 month appointment with a monthly stipend of \$1,435. To be eligible, candidates must have:

1. A cumulative undergraduate GPA of 3.6 (4.0 scale)
2. A GRE score in the 75th percentile average on the Verbal and Quantitative sections, and a 4.0 on Analytical Writing. Or a total GMAT score in the 75th percentile.

Graduate Enrichment Fellowship – Open to domestic students only, a Graduate Enrichment Fellowship recruits candidates who bring diversity (broadly defined) to the Graduate School. The fellowship is 12 months and offers a monthly stipend of \$1,435. To be eligible, candidates must have:

1. A cumulative undergraduate GPA of 3.1 (4.0 scale)
2. A GRE score in the 40th percentile average on the Verbal and Quantitative sections, and a 3.5 on Analytical Writing. Or a total GMAT score in the 40th percentile.

For more information about funding opportunities, visit OSU’s [Graduate School](#) and EHE’s [Scholarships and Student Enrichment](#).

Important Application To-dos

- Include your name AND your applicant/student ID #, name.# or birth date on every page of the Statement of Intent.
- Applicants are advised to keep copies of all application materials submitted to OSU for their own records.
- If you are currently or have been previously enrolled as an OSU graduate student (this does not include Graduate Non-Degree), please refer to the process below in order to apply to transfer to T&L. The application process described on the first page of this checklist is only for first-time applicants to the Graduate School.
- Submit any documents you forgot to include with your application via the [Document Uploader](#) found on the Graduate and Professional Admission application website.