

SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP (EPL) APPLICATION CHECKLIST – HIGHER EDUCATION AND STUDENT AFFAIRS (HESA)

Your application file can be evaluated for admission to the School of Educational Policy and Leadership once the appropriate Ohio State University (OSU) offices have received the items listed below. Application materials must be sent to two different offices: the Graduate Admissions Office and the School of Educational Policy and Leadership. Please see Page 2 for information about completing your online application. **Failure to send in all required items to each office will delay the processing of your application. Throughout the application process, please monitor the status of your application at <http://www.gradadmissions.osu.edu/index.asp>** (Click on Application Status).

Send directly to the **GRADUATE ADMISSIONS OFFICE (BY REGULAR POST)**:

For Domestic Applicants, send materials

**To: Graduate Admissions Office
The Ohio State University
P.O. Box 182004
Columbus, OH 43218-2004**

For International Applicants, send materials

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

Have questions for Graduate Admissions? Contact them directly at:

614-292-9444 or gradadmissions@osu.edu

- 1. Apply online at <http://www.gradadmissions.osu.edu> (new OSU graduate applicants only).
- 2. The nonrefundable application fee (\$40.00 domestic & \$50.00 international) (new OSU graduate apps only). If you apply after the published deadline, you will forfeit your \$40 application fee when your application is cancelled. Please do NOT apply after the deadline for a given term.
- 3. One (1) official transcript or record of marks for each college- or university-level school attended, **other than OSU**. Include English translation of any foreign documents. A transcript request form is available online from the Graduate Admission web site by clicking on Download Supplemental Application Materials.
- 4. Official GRE scores (current within the last 5 years) are **REQUIRED for both the MA and PhD** (NO exceptions), minimum of combined 1000 Verbal and Quantitative (or equivalent scores on the new GRE) preferred. Scores must be submitted directly from ETS to school code 1592. As a reminder, plan on taking your GRE test early as it can take up to four weeks for the test results to reach us.
- 5. Official TOEFL (minimum score of 550 paper or 213 computer based or 79 internet based test), MELAB (min. 82) or IELTS (min. 7) is required. Scores are required of an applicant from another country where the native language is not English, unless a bachelor's degree or its equivalent was earned in a country where English is the native language

Send VIA REGULAR MAIL (Hard Copy) to: **SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP**

**122 RAMSEYER HALL
29 W. WOODRUFF AVE.
COLUMBUS, OH 43210 – 1177**

- 1. One (1) official transcript or record of marks for each college - or university - level school attended, **other than OSU**. Include English translation of any foreign documents. A transcript request form is available online from the Graduate Admission web site by clicking on Download Supplemental Application Materials.

As part of your ONLINE APPLICATION: **SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP**

- 2. Three letters of recommendation – must be submitted electronically through the process outlined on page 5 of the Graduate Admissions online application. Please remember to check “yes” to use online references.

Send VIA EMAIL to the

SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP:

Edplssgs@osu.edu

- 3. A statement of intent (see Page 2 for a suggested outline)
- 4. A resume or curriculum vita can be uploaded as part of the online application OR sent to the School's email address. Please select only one of these options for submission.

* SPA application: The SPA application needs to be sent directly to the SPA office - see page 2 for submission details. Information about the SPA program is available online at <http://ehe.osu.edu/epl/academics/hesa/stdnt-personal-asst.cfm>.

Deadline Dates

International Students who want to be considered for all types of funding, including fellowships, should submit all application materials, including GRE and TOEFL scores by October 30.+ International students should apply early due to the length of time it currently takes to get a student visa.

M.A. in Higher Education and Student Affairs – December 1, 2011*

Ph.D. in Higher Education and Student Affairs – December 1, 2011*

Applications received after the deadline listed above will be canceled and you will not receive a refund of your application fee. This policy also applies to applications incomplete 14 days after the published deadline.

- * All supporting documents must be received within 14 days of the deadline (this includes letters of reference, all official transcripts, official GRE scores and any other examination scores). **Please track the status of your application by logging on to <http://appstatus.osu.edu>.** Applications that remain incomplete 14 days after the application deadline will also be cancelled. If your application is cancelled and you still wish to be considered for admission, you will need to reapply and pay a new application fee for the next application quarter.
- + *Effective April 2010, the university has changed the process by which I-20's and DS 2019's are sent to countries on the U.S. embargo list. Applicants from Iran, Sudan, Cuba, Syria, Myanmar, and North Korea must apply by the December 1 deadline to ensure, if they are admitted, that we are able to process your application in time to get a visa to you prior to the start the quarter you intend to enroll.*

Tips for Completing Your Graduate School Application

The application first requests the program department, section, and degree to which you are applying. Once you have made the correct selection you can type in a specialization. Listed below are the designations applicants to Higher Education & Student Affairs (HESA) can use when applying. Please use the information on this checklist only if you are applying to HESA. **Each section has different requirements so be sure to use the correct checklist.**

Program Plan/ Choice:

Education: Educational Policy and Leadership - Higher Education and Student Affairs - Ph.D. (AU)

OR

Education: Educational Policy and Leadership - Higher Education and Student Affairs - M.A. (AU)

Student Personnel Assistantship (SPA) Program Application

Electronic submission of the SPA application, resume and statement of intent is required. Please email the documents to spa@osu.edu with the subject line "SPA Application for [your name]."

- 1. A statement of intent (please submit a copy of your statement used for the academic application)
- 2. A copy of your current resume or curriculum vitae.
- 3. A completed SPA application (found here: <http://ehe.osu.edu/epl/academics/hesa/spa-application-prcs.cfm>)

For Those Interested in Additional Funding:

Please check the applicable funding opportunities for which you would like to be considered on your online application (under Funding Opportunities - Graduate Fellowship, Administrative Associate, Research Associate, and Teaching Associate). The availability of these positions is based on departmental need and varies each year. If you are interested in applying for College Scholarships please visit the College website <http://ehe.osu.edu/academics/> and click on "EHE Scholarship Application." Additional funding opportunities can be accessed on the EPL website at <http://ehe.osu.edu/epl/students/funding.cfm>.

Statement of Intent (1-2 pages, double spaced)

1. Quarter of intended enrollment
2. Intended specialty area/ section
3. Autobiographical statement
4. Educational and professional goals
5. PhD applicants should also discuss research interests and fit with faculty expertise and emphases in the program area

Application Reminders:

- If you have already been admitted to the Graduate School at The Ohio State University, please contact our office at edplssgs@osu.edu or 614-688-4007 for information about applying to our program. The process described in this checklist is applicable only for new applicants to the Graduate School at Ohio State.
- Remember to put your name, applicant number (or name.#), and the month and year of your birth on all documents. This includes putting these items on the documents you send via email attachment.
- Once you have filled out and paid for an application you can check your application status online at <http://appstatus.osu.edu/>. Please Note: It takes 24 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.** There are situations when your application may appear complete and then have a change in status. For this reason you should check your status weekly until a decision has been made on your application.
- Make sure to 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 didn't list that institution on your application, you are still required to send transcripts from the places you failed to list. Requesting late that additional transcripts be sent to us can hinder or halt the processing of your application.
- Please email our office (edplssgs@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. This is particularly important if we should anticipate letters or transcripts from institutions that use your previous name. It could slow down or stop the processing of your application if we are unaware of materials coming in for you with a different name on them.
- Email is not a secure form of communication. **NEVER** include your social security number when corresponding with us via email, including when you are sending in requested materials.
- Remember to send copies of all your transcripts to **BOTH** the Graduate Admissions Office and The School of Educational Policy and Leadership's Student Services Office (122 Ramseyer Hall). Our offices do not share materials.
- **Doctoral applicants** – prior to applying to a program and writing your statement of intent, please spend time reviewing the research interests of our faculty. If possible, read through some abstracts of their research and articles they have written to determine whether your research interests are aligned with the expertise of our faculty. While grade point average and GRE scores play an important role in the decision-making process, fit with the academic program is often the pivotal factor in admission decisions. You can access the School's faculty home pages on our web site <http://ehe.osu.edu/epl> and click on Faculty.

IMPORTANT TO NOTE:

The GRE Revised General Test will be implemented August 1, 2011. There are changes in content and question types for all 3 GRE sections (verbal, quantitative and analytical writing). There will also be changes to the scoring scales. **Applicants who decide to apply for admission beginning with Winter Quarter 2012 and need application materials to be received by our office prior to November 1, 2011 MUST take the General Test before August 1, 2011.**

If you have questions after reading through this checklist and our web site, be sure to contact the office staff at (614) 688-4007 or edplssgs@osu.edu.

See page 4 of this application checklist for information about funding your graduate education.

| |
|--|
| You are advised to keep a copy of all application materials that you send to OSU. The application and all supporting documents become the property of OSU and may not be returned to the applicant, forwarded to another institution, or duplicated for any purposes other than the OSU application review and admission process. Inactive files are destroyed annually. |
|--|

For Those Interested in Funding:

Please check the applicable boxes for funding opportunities for which you would like to be considered on your online application (under Funding Opportunities - Graduate Fellowship, Administrative Associate, Research Associate, and Teaching Associate). The availability of these positions is based on departmental need and varies each year.

Applicants accepted to the M.A. and Ph.D. programs in *Higher Education and Student Affairs* are eligible for consideration for assistantships through the Student Personnel Assistantship program. A separate application is required! Go to the website <http://ehe.osu.edu/epl/academics/hesa/stdnt-personal-asst.cfm>, call (614) 292-4322, or email spa@osu.edu.

Funding is a chief concern for most graduate school applicants. Although not every student will receive the resources he or she desires, there are many possible avenues to pursue. These include Ohio State University Fellowships, School of Educational Policy and Leadership Assistantships, other assistantships elsewhere in the university and the College of Education and Human Ecology, and College of Education and Human Ecology Scholarships.

1. Candidates who are first-time Graduate School applicants with outstanding GPAs and GRE test scores may be eligible for University Fellowships. If you are interested in being considered for a university fellowship you must submit all application materials by December 1. Section area faculty and the Graduate Studies Committee determine which applicants to the School will be nominated for these awards. The School's nominees must then compete with nominees from other departments within the university. The School is hopeful that several of our nominees will be selected each year to receive one of these highly competitive awards. Fellowship awards are announced in mid-March.
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 <http://sfa.osu.edu> for further details.
3. If you are interested in applying for College Scholarships please visit the College website <http://ehe.osu.edu/academics/> and click on "EHE Scholarship Application." The deadline to apply for scholarships is **January 31**. Scholarship decisions are announced in late March.
4. Special programs within the College or School (but not part of the SPA program) may result in the selection of some students as Graduate Administrative Associates, Graduate Teaching Associates, or Graduate Research Associates. Such selections are based upon section or faculty nomination. In general, students are contacted if they have been selected (as part of admission or other review) to interview for these opportunities. *There is little that applicants can do to further their candidacy for these types of positions.*

Advice about Associateships (commonly referred to as "Assistantships") for those who do not receive an associateship through the SPA program - If funding is a key part of your ability to pursue a graduate degree full-time, we recommend the following:

- Your first and foremost priority is to be accepted in your graduate program. Graduate Associateships (GAs) are awarded to students who have been *accepted* to a degree program.
- Consider the search for an associateship to be similar to searching for a professional position.
- Consider your marketable skills. What duties are you well qualified to perform? What has your previous education, employment and experience equipped you to do? What offices, departments, or service areas in a major university might utilize such skills and experience?
- The best positions often are uncovered through effective networking. Alert your faculty advisor, and any other faculty or staff whom you meet, of your desire to find an associateship. Request names of contact persons whom they know who may be looking for GAs or who have hired GAs in the past.
- Check department web sites, the Student Financial Aid web site <http://www.sfa.osu.edu/jobs/index.asp?tab=e#pagecontent>, and the School of Educational Policy and Leadership web site <http://ehe.osu.edu/epl/students/employment/associateships.cfm> for possible leads.
- Prepare letters and a résumé highlighting skills and experiences relevant to prospective university employers. Use these written marketing materials in the same manner that you would in any other job search.
- ***Keep in mind that there are many, many more graduate students than there are associateship opportunities.*** Keep your expectations regarding securing an associateship reasonable and motivate yourself to persistently try to generate leads and pursue them.
- Some associateship opportunities may be uncovered only after you have begun your course work and have demonstrated your skills and insights to faculty or staff with positions to offer.
- Doctoral students are usually given priority consideration over Masters students for associateship positions.

Additional funding opportunities can be accessed on the EPL website at <http://ehe.osu.edu/epl/students/funding.cfm>.