

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. Students applying for the M.A. program in Higher Education AND the Student Personnel Assistantship Program must also send copies of application materials to the Student Personnel Assistantship office. Please see Page 2 for information about completing your application. **Please Note: The School of Educational Policy and Leadership has converted to an electronically based application system. All materials coming to The School's office must be submitted via email (.pdf or .doc format only), except where noted.**

Send directly to the **GRADUATE ADMISSIONS OFFICE:**

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

Domestic Applicants: domestic.grad@osu.edu **International Applicants:** international.grad@osu.edu

- 1. Apply online at <http://www.gradadmissions.osu.edu> (new OSU Masters degree applicants only) – **The PhD program in HESA will not be accepting applications for autumn 2010.**
- 2. The nonrefundable application fee (\$40.00 domestic & \$50.00 international) (new OSU graduate apps only)
- 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.
- 4. Official GRE scores (current within the last 5 years) are **REQUIRED** for the Masters degree minimum of combined 1000 Verbal and Quantitative 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 EMAIL to the

SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP:

Edplssqs@osu.edu

- 1. A statement of intent (see Page 2 for a suggested outline)
- 2. 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. Send transcripts to 122 Ramseyer Hall, 29 W. Woodruff Avenue, Columbus, OH 43210.
- 3. Three letters of recommendation - must be submitted electronically through the process outlined on page 5 of the Graduate Admissions online application. *We cannot accept recommendation letters sent to the above email address.*
- 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>.

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.

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): Please note that the doctoral program in Higher Education and Student Affairs will not accepting applications for entrance to the program in Autumn 2010. We look forward to receiving your application when doctoral admissions resume next year for entrance the following Autumn 2011. Please feel free to contact our Graduate Student Services Office at (614) 688-4007 or edplssgs@osu.edu with any questions. The master's application process is proceeding as indicated on this web-site.

OR

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

Application Reminders:

- 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).
- 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.

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

Deadline Dates

International Students who want to be considered for 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*

- * All supporting documentation MUST be received within 7 days of the deadline (this includes letters of reference, all official transcripts, official GRE scores and any other required examination scores).