

# Graduate Application Checklist

## Department of Educational Studies - 2023

### KEEP IN MIND:

The Department of Educational Studies requires that you upload all transcripts with your online application. Upload official copies or have them sent directly from your prior institutions. Have official test scores, if applicable, sent electronically from the testing center. Electronic letters of recommendation should be submitted by the recommender after the application is submitted.

### DEGREE DEADLINES:

All applications for Doctor of Philosophy (PhD), Educational Specialist (EdS), and Masters of Arts (MA) degrees in the department are due on December 1 for autumn semester admission the following year.

#### Exceptions:

**MA-Biomedical Education, MA-Educational Administration, and MA-Workforce Development:**

- November 1 for spring semester
- March 1 for summer term
- April 1 for autumn semester

**Master of Learning Technologies (MLT):** March 1

**MA-Special Education:** December 1 for Summer semester

**Doctor of Education (EdD) Specializing in Higher Education and Student Affairs:** December 1 for Summer semester

**Specializing in Educational Administration** (Pre-K – grade 12): even numbered years only, December 1 for summer semester

### MATERIALS YOU WILL NEED:

**Letters of Recommendation. We do not accept letters of recommendation before your application is submitted or by mail, absent extenuating circumstances.** Please identify three individuals to write your recommendations. They should have academic, supervisory and/or personal knowledge of your capabilities. Within five business days of submitting your application and paying the fee (if required), your references will receive an automated email request for their letters.

**Curriculum vitae/resume.** Prepare an updated CV or resume, typed, that includes academic background and accomplishments, relevant professional experiences, other involvement or service experiences, honors and any other information that will help us understand your background and the types of experiences you've had.

**Statement of Purpose.** Review our Prospective Students site at [ehe.osu.edu/educational-studies/prospective-students/](http://ehe.osu.edu/educational-studies/prospective-students/) for more information on your statement of purpose, **including any specialization-specific questions you may need to address.** Statements are typically 1-2 pages.

**Writing Sample.** A writing sample is required for the Educational Administration-PhD, Educational Policy-MA & PhD, Educational Psychology –MA & PhD, Learning Technologies-PhD and Philosophy and History of Education-MA & PhD specializations. Other specializations do NOT require a writing sample.

**GRE Scores.** OSU's institution code is 1592. For scores to be valid, they must be from a GRE administration within the past five years AND be sent *directly* from ETS to Graduate and Professional Admissions. **GRE Scores are required for** Educational Administration-PhD, Educational Psychology, Learning Technologies-PhD, and Quantitative Research Measurement and Evaluation. Other specializations do NOT require GRE scores.

**Transcripts.** Ohio State accepts copies of *official* transcripts **only.** Please review [gpadmissions.osu.edu/apply/transcripts.html](http://gpadmissions.osu.edu/apply/transcripts.html) information on where to send transcripts. **Do NOT send transcripts directly to SSGS, as they will become unofficial and require resubmission.**

### SUBMITTING YOUR APPLICATION:

**Apply online.** Follow the link [gpadmissions.osu.edu](http://gpadmissions.osu.edu) to apply online. Application fees are non-refundable. Fee only applies to graduate students new to Ohio State graduate programs. Click on Find Your Program, then click on "E" and scroll down to Educational Studies. For the MLT, click on "L" and scroll down to Learning Technologies.

**If you previously enrolled** as a degree seeking graduate student at Ohio State, submit a request for Transfer of Graduate Program application. Choose the application type that best suits your current situation and then choose Intra-University Transfer. Upload all the documents listed above into your application. If your transcripts and 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.



**Department of Educational Studies**  
Office of Student Services and Graduate Studies

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