

# Graduate Application Checklist

Department of Educational Studies - 2023

## 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 individual program websites for more information on **any specialization-specific questions you may need to address in your statement of purpose.** Statements are typically 1-2 pages. Please see our department website to locate your program page, <https://ehe.osu.edu/educational-studies>.

***Writing Sample.*** A writing sample is required for the Educational Administration-PhD, Educational Policy-MA & PhD, Educational Psychology –MA & PhD, Learning Technologies-PhD, Philosophy & History of Education-MA & PhD, and QREM – 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, and Quantitative Research Measurement and Evaluation MA & PhD. Other specializations do NOT require or consider GRE scores.

***Transcripts.*** Ohio State accepts copies of *official* transcripts **only**. Review [gpadmissions.osu.edu/apply/transcripts.html](https://gpadmissions.osu.edu/apply/transcripts.html) for information on where to send transcripts. **Transcripts must be received by the graduate school to be considered official, Do NOT send transcripts directly to Educational Studies.**

## 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 and MA-Workforce Development:

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

#### MA-Educational Administration

- March 1 for summer semester (Principal Lic optional)
- April 1 for autumn semester (degree only)

#### Master of Learning Technologies (MLT)

- March 1 for autumn semester

#### MA-Special Education

- December 1 for Summer semester

#### Doctor of Education (EdD):

#### Higher Education and Student Affairs

- December 1 for Summer semester

#### Educational Administration (Pre-K – grade 12)

- Even numbered years only, December 1 for summer semester

## SUBMITTING YOUR APPLICATION:

***Apply online.*** Follow the link [gpadmissions.osu.edu](https://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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