

# Master of Education – Application Checklist

## DEPARTMENT OF TEACHING AND LEARNING

The Ohio State University - College of Education and Human Ecology - Teaching and Learning Academic Services  
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This document is available under each licensure area page on the T&L [webpage](#).

### APPLICATION DEADLINE: NOVEMBER 15 YEARLY

#### Summer Start (June) programs

#### Autumn Start (August) Programs

Primary (Grades PK-5) Middle Childhood (Grades 4-9)  
Foreign Languages (Grades PK-12) STEM-Mathematics (Grades 7-12)  
Integrated Language Arts (Grades 7-12) STEM-Science (Grades 7-12)  
Integrated Social Studies (Grades 7-12) Visual Impairments (Grades PK-12)

\*Visual Impairments (PK-12)  
\*This program will also accept applications until Nov 15th.

There are **NO** Spring Semester start programs.

- **Select Your Application**

- The application can be found at [gpadmissions.osu.edu](http://gpadmissions.osu.edu).
  - Select “Go to application” next to the appropriate option
  - Create an account to log in
  - Select “Graduate Level Applications” under the “Graduate/Degree Seeking” section
  - Type: “Education” in the “Academic Program/Plan” bar and click “Search”
  - Find “Education: Teaching and Learning-Master of Education”
  - Select the appropriate start term, from the drop down menu next to “Education: Teaching and Learning-Master of Education”, indicate the Columbus campus, and click “Start Application”

- **Transcripts:** Please submit **official** transcripts to the Office of Graduate and Professional Admissions for all previously attended educational institutions that have not previously been submitted to the Office of Graduate & Professional Admissions. If coursework was listed as “in-progress” at time of submission or if additional coursework has been taken since submitting please request these transcripts to be sent again. **To be considered official, transcripts must be sent directly from your institution to the university.** Please request your institution to mail transcripts directly to one of the addresses below OR request your institution to submit transcripts electronically to [gpadocs@osu.edu](mailto:gpadocs@osu.edu). Please do not send transcripts directly to the Department of Teaching & Learning.

#### Mailing Address for All Applicants:

The Ohio State University  
Office of Graduate &  
Professional Admissions  
PO BOX 182004  
Columbus, OH 43218-2004

#### Express Mailing Address:

Office of Graduate &  
Professional Admissions  
Student Academic Services  
Building, Sixth Floor 281  
West Lane Ave.  
Columbus, OH 43210-1132

- **English Proficiency Test Score Requirements (International Applicants only):** 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. Required scores: 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.
- **Statement of Intent:** Submit an electronic copy by uploading your document to the online application. Must be typed, double-spaced, no longer than 4 pages, and include your first and last name and date of birth on every page. Recommended prompts are:
  - Discuss meaningful experiences (both positive and negative) you had with children/adolescents. Reflect upon what you learned from these experiences and their impact on your teaching practices.
  - What contributions do you want to make as a teacher?
  - Convey how you have displayed a commitment to diverse learners. Reflect upon what you learned from these experiences.
  - To be considered for a Fellowship (University or Enrichment), please indicate this within the first paragraph of your document. Please note the Enrichment fellowship targets individuals from underrepresented populations.
- **Resume:** Submit electronic copy by uploading document to the online application. Must be typed and no longer than 2 pages. Recommended guidelines are:
  - Academic background (major, minor)
  - Academic accomplishments (scholarships, fellowships, awards, etc.)
  - Relevant experiences with children/adolescents
  - Other Involvement, service, work experiences
- **Letters of Recommendation:** 3 letters are required; at least one academic and another from experiences working with children or adolescents in a learning environment. 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.**
- **Prerequisite Completion Plan:** If applicable, submit an electronic copy by uploading document to the online application. The document should be in Word format and provide a **list** of the prerequisites you plan to take Autumn and Spring semesters (if any) before the beginning of the program.
- **ACTFL Oral Proficiency Interview and Writing Proficiency Test (World Language MEd Applicants only):** Scores for both the OPI/OPI-c and WPT/i-WPT must be accessible to OSU by December 1. Follow the directions in the [OSU Testing Center website](#). Candidates will need a proctor for each test. French, German, Italian, and Spanish required minimum score: Advanced Low. Arabic, Chinese, Japanese, and Russian minimum score: Intermediate High. **When registering for each assessment, be sure to select The Ohio State University so that the university has access to your scores.**

## Funding Opportunities

- 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 highly competitive, nonrenewable, and cannot be deferred. Eligible students can be reviewed by faculty and nominated to the Graduate School for decisions concerning awards.
  - **University Fellowship** –Domestic and international students, the University Fellowship is a 12 month appointment with a monthly stipend. To be eligible, candidates must have:
    - A cumulative undergraduate GPA of 3.6 (4.0 scale)
    - Include interest in fellowship in Statement of Intent (paragraph)
  - **Graduate Enrichment Fellowship** –Domestic students only, a Graduate Enrichment Fellowship recruits candidates from underrepresented populations to the Graduate School. The fellowship is a 12 month appointment and offers a monthly stipend. To be eligible, candidates must have:
    - A cumulative undergraduate GPA of 3.1 (4.0 scale)
    - Include interest in fellowship in Statement of Intent (paragraph)
- For more information about funding opportunities, visit OSU's [Graduate School](#) and EHE's [Scholarships and Student Enrichment](#).

## Important Application To-dos

- Make sure to meet with a T&L representative to discuss prerequisite coursework.
- Submit any documents you forgot to include with your application via the [Document Uploader](#) found on the Graduate and Professional Admission application website.
- Applicants are advised to keep copies of all application materials submitted to OSU for their own records.



THE OHIO STATE UNIVERSITY

COLLEGE OF  
EDUCATION AND HUMAN ECOLOGY

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