

Doctor of Philosophy (PhD) – Application Checklist

DEPARTMENT OF TEACHING AND LEARNING

The Ohio State University - College of Education and Human Ecology
Teaching and Learning Office of Academic Services
227 Arps Hall, 1945 N. High St., Columbus, Ohio 43210 Phone: 614.292.2332
Email: tl-academicsservices@osu.edu Online: <https://ehe.osu.edu/teaching-and-learning>

Specializations

- Adolescent, Post-Secondary & Community Literacies
- Dramatic and Arts-based Research
- Foreign, Second & Multilingual Language Education
- Language, Education and Society
- Literature for Children and Young Adults
- Multicultural and Equity Studies in Education
- Reading & Literacy in Early & Middle Childhood
- Science, Technology, Engineering & Mathematics

Application Deadline (Domestic and International Applicants): Autumn Semester **December 1**

Application Process

1. Start Your Application

The application can be found at go.osu.edu/TLPhDApply

For any university or college information you enter into the Ohio State Graduate School application, the Office of Graduate and Professional Admissions will require you to submit transcripts to show proof of your attendance.

Even if you have not yet received grades from a particular university or college institution, if you mark that you have attended a particular university or college, you will be required to submit transcripts for the purpose of processing your application.

2. 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 gpdocs@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

If you have official transcripts in your possession (physical/paper copies sent to you directly from your institution), you may scan these physical copies and upload them with your application. The Office of Graduate and Professional Admissions can use these scanned copies to process your application, but if admitted, you will be required to order official transcripts to be sent from your university directly to Ohio State. For more information about transcript requirements, please see [here](#).

3. English Proficiency Test Score Requirements (International Applicants only): 550 on the Paper-Based TOEFL, 79 on the Internet-Based TOEFL, 82 on the MELAB, 7 on IELTS, or 105 on Duolingo. The university will only consider scores official when reported electronically. 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. For more information on Ohio State graduate school's English proficiency requirements, please see [here](#).

4. Statement of Intent Please submit an electronic copy by uploading document to the online application. Must be typed, double-spaced, and no longer than 4 pages. The guidelines are highlighted below:

- Intended Area of Study and Semester/Year of Enrollment
- Autobiographical Information
- Educational & Professional Goals
- Your funding needs/how you would like to be funded (please see Financial Aid section below)

To be considered for a Fellowship (University or Enrichment), please include a statement within the first paragraph of your document. For eligibility requirements, see the "FINANCIAL AID" section on page 2.

5. Resume Please submit an electronic copy by uploading document to the online application. Must be typed and no longer than 2 pages. The guidelines are highlighted below: • Academic Background (degrees received/institutions attended) • Academic Accomplishments (scholarships, fellowships, awards, etc.) • Professional Experiences • Other Involvement, Service, Work experiences

6. Letters of Recommendation Three letters are required. We prefer at least two academic letters of recommendation. 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.

7. Academic Writing Sample Please submit electronically as a document attachment to the online application. Please do not submit lengthy theses or publications.

Financial Aid

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 nonrenewable and may not be deferred.

University Fellowship – Open to 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)

Graduate Enrichment Fellowship – Open to domestic students only, a Graduate Enrichment Fellowship recruits candidates who bring diversity (broadly defined) to the Graduate School. The fellowship is 12 months and offers a monthly stipend. To be eligible, candidates must have a cumulative undergraduate GPA of 3.2 (4.0 scale)

For more information about funding opportunities, visit [OSU's Graduate School's funding page](#) and [EHE's Scholarships and Student Enrichment](#).

Submit Documents after you've submitted your application You can submit any documents you forgot to include with your application via the Office of Graduate and Professional Admission's [Document Uploader](#).