

# Master of Arts – Application Checklist

## DEPARTMENT OF TEACHING AND LEARNING

The Ohio State University - College of Education and Human Ecology  
Teaching and Learning Office of Academic Services

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This document can be found in the [Apply Now](#) page in the T&L website ([tl.ehe.osu.edu](http://tl.ehe.osu.edu)).

### Specializations

Adolescent, Post-Secondary & Community Literacies  
Dramatic and Arts-based Research  
Foreign, Second & Multilingual Language Education\*  
Integrated Teaching & Learning  
Literature for Children and Young Adults  
Reading & Literacy in Early & Middle Childhood  
Rethinking Early Childhood & Elementary Education  
Science, Technology, Engineering & Mathematics  
Sensory Impairments

### Application Deadlines

**Autumn Semester** – March 15; January 1 for Fellowship Consideration

**Spring Semester** – September 1

*\*Foreign, Second & Multilingual Language Education applicants: apply for autumn semester only.*

### Application Process *(First-time applicants only; Transfer Student please contact Academic Services directly)*

- Select Your Application** at [gpadmissions.osu.edu](http://gpadmissions.osu.edu)
  - Choose the correct graduate application.
  - Login with your Ohio State username/password or create a new account.
  - Under “Graduate/Degree Seeking,” choose “Graduate Level Applications.”
  - Search “Teaching” in the “Academic Program/Plan bar.
  - Find “Teaching and Learning-MA”
  - Choose your start term and campus, then “Start Application.”
- Transcripts:** Please submit copies of transcripts from institutions other than OSU which have not previously been submitted to the University. If coursework was listed as “in-progress” at time of submission or if additional coursework has been taken since submitting these transcripts please submit an updated copy. **Please mail transcripts to one of the addresses below OR submit electronically** by uploading the documents to the online application. Include English translation of any foreign documents. Please do not send unopened transcripts to the Department of Teaching & Learning.

<b>Mailing Address for All Applicants:</b> The Ohio State University Office of Graduate & Professional Admissions PO BOX 182004 Columbus, OH 43218-2004	<b>Express Mailing Address:</b> Office of Graduate & Professional Admissions Student Academic Services Building, Sixth Floor 281 West Lane Ave. Columbus, OH 43210-113
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- GRE (General Test):** Only a requirement for MA applicants who have an **OVERALL undergraduate or graduate GPA below a 3.0**. The university will only consider scores official when reported electronically by ETS. Although there is not a minimum requirement, the following scores are considered competitive: Verbal = 150 or above, Quantitative = 150 or above, & Writing = 4.0 or above. The OSU institution code is 1592.
- English Proficiency Test Score Requirements (International Applicants only):** 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. 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.
- Statement of Intent:** Please submit an electronic copy by uploading document to the online application. Must be typed, double-spaced, and no longer than four pages. The guidelines are highlighted below:
  - Intended Area of Study and Semester/Year of Enrollment
  - Autobiographical Information
  - Educational & Professional Goals
  - For Fellowship (University or Enrichment) consideration, please include a statement within the first paragraph of your document. For eligibility requirements, see the “FINANCIAL AID” section.
- Resume:** Upload a typed, two-page electronic copy to your online application. Use the guidelines below:
  - Academic background (major/minor)
  - Academic accomplishments (scholarships, fellowships, awards, etc.)

- Relevant experiences with children/adolescents
  - Other involvement, service, work experiences
7. **Letters of Recommendation:** Three letters are required. 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.

## 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:

1. A cumulative undergraduate GPA of 3.6 (4.0 scale)
2. A GRE score in the 75th percentile average on the Verbal and Quantitative sections, and a 4.0 on Analytical Writing. Or a total GMAT score in the 75th percentile.

**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:

1. A cumulative undergraduate GPA of 3.1 (4.0 scale)
2. A GRE score in the 40th percentile average on the Verbal and Quantitative sections, and a 3.5 on Analytical Writing. Or a total GMAT score in the 40th percentile.
3. Complete Graduate Enrichment Fellowship Statement within the application to the MA program.

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

## Important Application To-dos

- Include your name in the header on every page of the Statement of Intent.
- The MEd leads to initial teacher licensure for the state of Ohio while **the Master of Arts DOES NOT**.
- If you are a current or previously enrolled OSU graduate student (this does not include Graduate Non-Degree), please refer to the transfer application process below. The application process described on the first page of this checklist is only for first-time applicants to the Graduate School.
- Submit any documents you forgot to include in your application via the [Document Uploader](#).
- Applicants are advised to keep copies of all application materials submitted to OSU for their own records.