

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 | Fax: 614.292.7695

Email: tl-academicervices@osu.edu Online: tl.ehe.osu.edu

This document can be found in the [Apply Now](#) page in the T&L website.

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 (First-time applicants only; Transfer Students – please contact Academic Services directly)

1. **Start Your Application:**

The application can be found at gpadmissions.osu.edu.

- Select “Go to application” next to the appropriate option reflecting your affiliation to OSU
- Use your OSU username and password (lastname.#) or create an account to log in
- Select “Graduate Level Applications” under the “Graduate/Degree Seeking” section
- Type: “Teaching and Learning” in the “Academic Program/Plan” bar and click “Search”
- Find “Teaching and Learning-PhD”
- Select the appropriate start term, from the drop down menu next to “Teaching and Learning-PhD”, indicate the Columbus campus, and click “Start Application”

2. **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.

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

3. **GRE (General Test): Required for all Ph.D. applicants regardless of undergraduate/graduate GPA.** The university will only consider scores official when reported electronically by testing organization. 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.
4. **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.
5. **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
 - 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.

6. **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
7. **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.
8. **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:

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 PhD 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.
- Applicants are advised to keep copies of all application materials submitted to OSU for their own records.
- If you are currently or have been previously enrolled as an OSU graduate student (this does not include Graduate Non-Degree), please refer to the process below in order to apply to transfer to T&L. 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 with your application via the [Document Uploader](#) found on the Graduate and Professional Admission application website.