BEFORE YOU APPLY:
The Department of Educational Studies requires that you upload all application documents (including copies of official transcripts) with your online application. The only exceptions are official test scores (which are sent electronically from the testing center) and electronic letters of recommendation (which are submitted by the recommender after the application is submitted).

Please see our Prospective Student web page go.osu.edu/ApplyInfo for helpful tips to prepare your application. Pay close attention to information about uploading transcripts and preparing to have your recommendation letters submitted electronically.

Letters of recommendation—Three letters from individuals who have personal, academic and/or supervisory knowledge of your capabilities. Letters must be submitted electronically by your recommenders. Follow the directions included in the application or see the Graduate Admissions web site for information about setting up electronic submission of letters and see the Educational Studies prospective student page on who should be your writers.

If you are interested in applying for College Scholarships: ehe.osu.edu/scholarships/. Watch the web site for deadline dates.

The Office of Student Financial Aid administers loan and work-study programs that provide possible sources of support for eligible graduate students. Visit the Student Financial Aid website at http://sfa.osu.edu for further details.

Be sure to check with your employers, including local school districts or universities, to see if tuition benefits are available for your use.

No writing sample required.

IF you previously enrolled as a degree seeking graduate student at Ohio State, submit a request for Transfer of Graduate Program application. The application can be found at gpadmissions.osu.edu/apply/grad.html. Choose the application type that best suits your current situation and then choose Intra-University Transfer. Upload all the documents listed above into your online application. If a copy of your previous academic file is available, please have that department send it to EdStudies@osu.edu. If your transcripts and your 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.
STATEMENT OF PURPOSE

(no more than 4 pages including references)
1. Semester/Term of intended enrollment
2. Intended academic specialization

Those applying to Higher Education and Student Affairs: in your statement of purpose please:
- Identify a significant, contemporary issue facing student affairs and higher education.
- Describe why this issue is important to you as a higher education professional.
- Consider the potential underlying causes of the issue.
- Discuss the ways in which the HESA program will assist you in addressing this issue.

Those applying to Educational Administration: Your statement of purpose must include a response to the following:
- Description of a significant Problem of Practice relevant to your current context of professional practice.
- Why this problem is important?
- Potential underlying causes of the problem.
- Ways in which the problem aligns with your chosen area of specialization.

You are advised to keep a copy of all application materials that you send to OSU. The application and all supporting documents become the property of OSU and may not be returned to the applicant, forwarded to another institution, or duplicated for any purposes other than the OSU application review and admission process. Inactive files are destroyed annually.

APPLICATION REMINDERS

1. Be sure to check out our prospective student web page for more application tips, including a step-by-step guide to filling out the online application.
2. Once you have filled out and paid for an application (new applicants only), you can check your application status online at osu.edu click on Future Students then Application Status. Please note: it can take up to 48 hours for the system to reflect changes made to your application (i.e., receipt of materials). Remember, you are responsible for monitoring the status of your application. If items are not received by the published deadline, your application will not be reviewed.
3. Make sure you give a complete list of the colleges and universities you have attended on your application. If an institution is listed on another transcript and you did not list that institution on your application, you are still required to send transcripts from the places you failed to list. Requesting late transcripts can hinder or halt the processing of your application.
4. Please email our office (EdStudies@osu.edu) to let us know if your name has changed (e.g. from name at birth to married name) since the last time you attended a college or university.
5. Email is not a secure form of communication. NEVER include your social security number when corresponding via email, including when you are sending in requested materials.