



DEPARTMENT OF EDUCATIONAL STUDIES
Office of Student Services and Graduate Studies

The Ohio State University
College of Education and Human Ecology
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Columbus, OH 43210
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EdStudies@osu.edu
Go.osu.edu/es



**Graduate Application Checklist-IGT
(Intra-University Transfers)**

Deadline December 1 for most specializations & degrees (see exceptions below)

BEFORE YOU APPLY:

The Department of Educational Studies requires that you upload all application documents (including copies of official transcripts) with your online application, except 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 and transcript upload requirements.

Starting Term	Dead-line	Program
Autumn	Feb 1	• Educational Administration EdD program
	Mar 1	• Master's of Learning Technologies (MLT) Program
	Apr 1	• Biomedical Education (all programs) • Educational Administration (except EdD; licensure programs may have a different deadline)
	Dec 1	All other programs
Spring	Nov 1	• Biomedical Education • Workforce Development and Education
Summer	Mar 1	• Biomedical Education • Educational Administration MA program (licensure programs may have a different deadline) • Workforce Development and Education

Note: Licensure programs and endorsement programs may have different deadlines. Review our website (go.osu.edu/es) for details.

STEP ONE:

- ❑ Apply online at gpadmissions.osu.edu/apply/grad.html. Choose the application type that best suits your current situation. (continued in next column)

- ❑ Once you have logged in and/or created your new account, choose “Graduate,” then Degree Seeking” and “Graduate Intra-University Transfer.”

Upload the following documents in your application:

- ❑ Statement of purpose—review the checklist for the degree plan you are interested in
- ❑ Three new letters of recommendation.
- ❑ A writing sample (for students applying to programs and specializations requiring them—review the checklist for the degree plan you are interested in)
- ❑ Resume or CV
- ❑ Copy of your file from your current department. Ask your previous department to scan and email to EdStudies@osu.edu.
- ❑ Transcripts of previous course work if not included in your previous file or if you have completed additional college coursework since you attended Ohio State. Scan as a pdf and upload into your application
- ❑ GRE scores are required if: You are applying to any PhD program; you are applying to the MA program and the specialization requires GRE scores, or your previous scores are more than 5 years old and are no longer available from ETS.

STEP TWO:

If you are **currently enrolled** as a graduate student at OSU and your OSU username and password are active, go to gradforms.osu.edu. Log in. Click on Enrollment Forms. Choose Transfer of Graduate Program and fill out your request to transfer from your current/most recent degree program to the new Educational Studies degree.

If you are **not currently enrolled** as a graduate student at OSU **and/or your OSU username and password are no longer active**, send an email regarding intent to transfer if admitted to grad-schooltransfers@osu.edu and EdStudies@osu.edu.

Questions? Contact 614-688-4007 or EdStudies@osu.edu