

Master of Education – Application Checklist

DEPARTMENT OF TEACHING AND LEARNING

The Ohio State University - College of Education and Human Ecology - Teaching and Learning Academic Services
227 Arps Hall, 1945 N. High St., Columbus, Ohio 43210 - Phone: 614.292.2332 | Fax: 614.292.7695 | Email: tl-academicsservices@osu.edu
This document can be found in the [Apply Now](#) page in the T&L website.

Summer Term (June) Admission: November 15 Application Deadline

Early Childhood (Grades PK-3) Middle Childhood (Grades 4-9)
Foreign Languages (Grades PK-12) STEM-Mathematics (Grades 7-12)
Integrated Language Arts (Grades 7-12) STEM-Science (Grades 7-12)
Integrated Social Studies (Grades 7-12) Visual Impairments (Grades PK-12)

Autumn Semester (August) Admission Programs Deadlines

Hearing Impairments (Grades PK-12): **June 9**
Visual Impairments (PK-12): **November 15**
*For information regarding admission for Spring Semester (January) or Summer Term (June), please contact T&L Academic Services

1. **Select Your Application (First-time applicants only; transfer students – see page 3)**

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

- Select “Go to application” next to the appropriate option
- 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: “Education” in the “Academic Program/Plan” bar and click “Search”
- Find “Education: Teaching and Learning-Master of Education”
- Select the appropriate start term, from the drop down menu next to “Education: Teaching and Learning-Master of Education”, 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 transcripts to the Department of Teaching & Learning.

3.

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

4. **GRE (General Test):** Only a requirement for M.Ed. 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.

5. **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.

6. **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:

- Discuss and reflect on meaningful experiences (both positive and negative) you had with children/adolescents. Reflect upon what you learned from these experiences and their impact on your teaching practices
- What contributions do you want to make as a teacher?
- Convey how you have displayed a commitment to diverse learners. Reflect upon what you learned from these experiences.
- To be considered for a Fellowship (University or Enrichment), please indicate this within the first paragraph of your document. Please note the Enrichment fellowship is targeted towards those from underrepresented populations

7. **Resume:** Please submit electronically copy by uploading document to the online application. Must be typed and no longer than 2 pages. The guidelines are highlighted below:

- Academic Background (major, minor)
- Academic Accomplishments (scholarships, fellowships, awards, etc.)
- Relevant Experiences with children/adolescents
- Other Involvement, Service, Work experiences

8. **Letters of Recommendation:** Three letters are required; at least one academic and another from experiences working with children or adolescents in a learning environment. 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.
9. **Prerequisite Completion Plan:** Please submit an electronic copy by uploading document to the online application. Create a Word document which outlines the prerequisites you plan to take Autumn and Spring semesters (if any) before the beginning of the MEd.
10. **ACTFL Oral Proficiency Interview and Writing Proficiency Test (Foreign Language MEd Applicants only):** Scores for both the OPI/OPI-c and WPT/i-WPT must be accessible to OSU by December 1. Candidates will need a proctor for each test, so please be sure to follow the directions in the [OSU Testing Center website](#). A minimum score of Advanced Low is required for French, German, Italian, and Spanish. A minimum score of Intermediate High is required for Arabic, Chinese, Japanese, and Russian. **When registering for each assessment, be sure to select The Ohio State University so that the university has access to your scores.**

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 of \$2,108. 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 from underrepresented populations to the Graduate School. The fellowship is 12 months and offers a monthly stipend of \$2,108. 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 MEd 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 AND your applicant/student ID #, name.# or birth date 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 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.
- Applicants are advised to keep copies of all application materials submitted to OSU for their own records.

Transfer Application Process

- Request for Transfer of Graduate Program Form: After completing Section 1 and obtaining the signature of the Graduate Studies Chair of your previous or current department, the form should be submitted to the Graduate School in 247 University Hall.
- T&L Transfer Application Packet: This can be picked up from T&L Academic Services Office. The packet includes the transfer application instructions, the T&L Transfer Application, and two reference forms.
- Statement of Intent: Please follow the same guidelines as first-time applicants to the Graduate School.
- Resume: Please follow the same guidelines as first-time applicants to the Graduate School.
- Letters of Recommendation: Two are required; the reference forms included in the T&L Transfer Application must be attached to each letter.





THE OHIO STATE UNIVERSITY

COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

Revised: 10.25.2017