Master of Education – Application Checklist

The Ohio State University - College of Education and Human Ecology - Teaching and Learning Academic Services
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This document can be found in the Apply Now page in the T&L website.

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*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](http://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**: Submit transcripts from each college or university attended other than OSU 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.

   **Mailing Address for All Applicants:**
   - The Ohio State University
   - Office of Graduate & Professional Admissions
   - 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)**: 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.

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 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

6. **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
7. **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.

8. **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.

9. **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.

For more information about funding opportunities, visit OSU’s [Graduate School](https://gradschool.osu.edu/) and EHE’s [Scholarships and Student Enrichment](https://ehe.osu.edu/bsisi/scholarships).

**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](https://gradschool.osu.edu/) 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.