EDUCATION SPECIALIST (Ed.S.) and DOCTOR OF PHILOSOPHY (Ph.D.) – Application Checklist

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

Specializations
Adolescent, Post-Secondary & Community Literacies
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 Deadlines (Domestic and International Applicants)

• Autumn Semester – December 1st for Autumn Semester Admission

Application Process (First-time applicants only; transfer students – see page 2)

1. Online Graduate School Application: You must create an account. In the “Program Data” tab of the application, be sure to select the appropriate degree (Ed.S. or Ph.D.) as the “Academic Program/Plan” and one of the specializations listed above for the “Sub Plan.”

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
   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 Ed.S. and Ph.D. applicants regardless of undergraduate/graduate GPA. 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 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.

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**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 $1,435. 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 of $1,435. 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://www.osu.edu) and EHE’s [Scholarships and Student Enrichment](https://www.ehe.osu.edu/scholarships).

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**Important Application To-dos**
- Include your name AND your applicant/student ID #, name.# or birth date 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](https://www.osu.edu) found on the Graduate and Professional Admission application website.