



Application Information Domestic and International Students GRADUATE NON-DEGREE STUDY

GRADUATE NON-DEGREE STATUS

Graduate non-degree students are admitted to the university-at-large, not to a specific degree-granting program. However, graduate non-degree students should contact specific graduate programs to be sure that courses will be available.

Students in this status take graduate-level course work for personal enrichment, professional development, certification, or to familiarize themselves with the rigors of a graduate program before applying to a degree program. Graduate non-degree status is also appropriate for students actively pursuing a graduate degree at another college or university, and who wish to transfer graduate credit back to that institution.

Admission criteria

You must hold a four-year bachelor's degree (or higher) from a regionally accredited college or university (or the foreign equivalent) and present a strong academic record that suggests you have the potential for success in graduate-level study.

International applicants are not eligible for graduate non-degree study unless:

- enrolled in a graduate program at another U.S. university and wish to study for one term as a transient student and transfer the credit back to a home institution, or;
- enrolled in an established exchange program or special university-sponsored workshop, such as a contract course.

Restrictions and policies

1. Graduate non-degree admission does not require the approval of a graduate program or department. Students in this status are admitted to the Graduate School-at-large.
2. Admission to graduate non-degree status neither guarantees nor implies subsequent admission to a degree program. Students who decide to pursue a graduate degree must complete a separate application for admission.
3. If a graduate non-degree student later applies and is admitted to a graduate degree program, no more than seven hours of graduate credit earned in non-degree status may be counted toward the graduate degree. The Graduate Studies Committee of the degree program to which the student is later admitted determines the number of graduate credit hours that will be counted toward the degree.
4. Graduate non-degree students may not receive university fellowships or graduate associateships.

Note: Departments may reserve courses for degree-seeking students; a course may be otherwise 'available' but not accessible for non-degree students.

WHO SHOULD USE THIS APPLICATION AND INSTRUCTIONS?

Use this application only if you have never before enrolled in the Graduate School (former Ohio State graduate students should contact the Graduate School to find out how to re-enter and register for classes.) Prospective international students should consult the Office of Graduate and Professional Admissions for information and eligibility.

Would an undergraduate non-degree program (Distance Education and eLearning) better serve your needs? If you do not need graduate credit, enrolling in Distance Education and eLearning might be the better option. Students may take many classes at the 1000 through 6000 levels and pay the less expensive undergraduate fees. Courses taken through undergraduate Distance Education and eLearning can satisfy undergraduate **prerequisites** for admission to a graduate or professional program; however, these courses cannot be used to fulfill requirements for a graduate degree.

HOW TO APPLY

Apply online at go.osu.edu/gradnondegree.

Current Ohio State students who have taken classes in the last three semesters, may select **“I am a current or recent Ohio State student. Go to application.”** You will be asked for your OSU username and password.

If you are **not a current Ohio State student**, you must first create an account at <http://go.osu.edu/gpapply>.

- Click “Create an Account.” Enter your name and email address, username and password to create an account.
- You will be returned to <http://go.osu.edu/gpapply> where you can log in at the bottom of the page.
- Select “graduate”
- Select “non-degree”
- Select “graduate non-degree applications”
- Scroll down to the “Academic Plan” section
- Click the yellow “Search” button
- select the applicable program

Ohio State employees cannot use their OSU username and password to log into the application, if they are not a **current Ohio State student**.

ADMISSION REQUIREMENTS

1. **Submit a completed application for admission.**
2. **Application fee** – \$60 for domestic students/\$70 for international due upon submission of application.
3. **Documents** indicating that you have received the equivalent of a four-year bachelor’s or higher degree from an accredited institution. Documents should be uploaded during the online application process. To meet this requirement you must submit one of the following:
 - a copy of an official transcript with a statement of degree and date received; or
 - a copy of an official diploma with the date the degree was awarded; or
 - a scan of an official transcript with degree statement; or
 - a degree certificate.

Note: Documents issued in a language other than English should be accompanied by an English translation. WES Evaluation Reports are not acceptable.

4. **International applicants must submit a statement of educational objectives**, outlining your educational plans. All international graduate non-degree applicants who are not affiliated with a recognized exchange program must submit a written (1-2 page) statement of educational objectives. This should indicate clearly your reasons for attending Ohio State, your intended courses(s) of study, and your plans once you have completed the graduate non-degree courses.
5. **International applicants must submit recent official TOEFL scores** (Test of English as a Foreign Language). **The test must have been taken within the last two years.** Minimum required scores are 550 on the paper version, or 79 on the Internet-based version. Alternatively, you may submit scores from

the MELAB (Michigan English Language Assessment Battery) or the IELTS (International English Language Testing System). A minimum required MELAB score is 82; IELTS is 7.

This requirement does not apply if you hold a four-year bachelor's degree or higher from Anguilla, United Kingdom, Antigua and Barbuda, Australia, Bahamas, Barbados, Bermuda, United Kingdom, Belize, British Virgin Islands, Canada (except Quebec), Quebec exceptions: McGill University and Concordia University, Cayman Islands United Kingdom, Dominica, England United Kingdom, Falkland Islands United Kingdom, Gibraltar United Kingdom, Grenada, Guernsey, Guyana, Republic of Ireland, New Zealand, Northern Ireland United Kingdom, Isle of Man, Jamaica, Jersey, Liberia, Montserrat West Indies, New Zealand, Saint Vincent and the Grenadines, Scotland United Kingdom, Tasmania, Australia, Trinidad and Tobago, United States of America, Wales United Kingdom.

- 6. International applicants must submit financial support documents.** These documents will be requested from those who are seeking visa documentation for enrollment in established exchange programs or eligible university-sponsored workshops, such as contract courses. An affidavit of support will be provided upon review of eligibility. This will detail the costs and types of financial documents which are required.

DEADLINES

Please visit the graduate non-degree [Apply](#) page for specific semester deadlines.

APPLICATION FEE WAIVERS (U.S. APPLICANTS ONLY)

Application fee waivers may be available for applicants in select contract and exchange programs. They may also be available for applicants experiencing economic hardship. Qualifying criteria can be found at <http://gpadmissions.osu.edu/apply/waiver.html>.

If you believe you qualify for an application fee waiver, please select the appropriate box(es) under the Application Fee Waiver section on the application. You must submit proof in order to qualify for an application fee waiver. Please note that your application will remain in pending status and cannot be reviewed until your fee waiver request is approved or your application fee is paid. Proof of eligibility should be submitted to esue-gpfeewaivers@osu.edu. If proof has not been submitted within ten days of application submission, the fee waiver request will not be approved. If the fee waiver request is approved, the application will be submitted automatically. If the fee waiver request is not approved, you will be notified by email and instructed to return to the application, uncheck the selected fee waiver box, and submit your application and fee.

Important

It is important that you take the required actions for your fee waiver request well in advance of your program's application deadline to allow for processing. If there are fewer than 10 business days left before the deadline, we recommend you do not request a fee waiver.

Here's why: If your waiver is denied and your program's deadline has passed, the application will be closed and you will not be able to apply for admission.

We will not begin reviewing your admission application until your waiver is approved or, if not approved, until the application fee is paid.

All waiver requests will be verified. Depending upon the program, this verification may be administered by the Office of Graduate and Professional Admissions, the Graduate School, or your intended graduate program office. Only one fee waiver is permitted per academic year.

The application fee is NONREFUNDABLE. If you pay the application fee, we can no longer honor your fee waiver request.

SOURCES FOR INFORMATION ABOUT GRADUATE COURSES

To search for courses, course descriptions and availability, consult the Schedule of Classes and Course Offerings Bulletin at <http://registrar.osu.edu/courses/index.asp>.

OFFICES AND CONTACT INFORMATION

Graduate School

247 University Hall, 230 North Oval Mall
Columbus, OH 43210-1366
Phone: 614-292-6031
Email: grad-schoolregistrationservices@osu.edu
Web: gradsch.osu.edu

Office of Distance Education and eLearning

152 Mount Hall, 1050 Carmack Road
Columbus, OH 43210-1002
Phone: 614-292-8860
E-mail: ode@osu.edu
Web: odee.osu.edu/extended-education

Office of International Affairs

300 Oxley Hall 1712 Neil Ave
Columbus, OH 43210-1237
Phone: 614-292-6101
Email: oia@osu.edu
Web: oia.osu.edu

Student Services Center

Student Academic Services Building, First Floor
281 West Lane Avenue
Columbus, OH 43210
Phone: 614-292-0300
Toll-free: 800-678-6440
Email: ssc@osu.edu
Web: ssc.osu.edu

Office of Graduate and Professional Admissions

Regular Mailing Address

The Ohio State University
P.O. Box 182004
Columbus, OH 43218-2004
Phone: 614-292-9444
Email: gpadoes@osu.edu
Web: gpadmissions.osu.edu/

Express Mailing and Walk-In Address

Office of Graduate and Professional Admissions
The Ohio State University
Student Academic Services Building, 281 West Lane Avenue
Columbus, OH 43210-1270 USA
Phone: 614-292-9444
Web: gpadmissions.osu.edu