**Application Quick Guide**  
For graduate programs

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**1 CHECK REQUIREMENTS, PROCEDURES AND DEADLINES**
- Find general requirements, application instructions and deadlines at [gpadmissions.osu.edu](http://gpadmissions.osu.edu).
- Visit the program website to read about additional requirements.

**QUESTIONS?**
Web: [gpadmissions.osu.edu](http://gpadmissions.osu.edu)  
Email: [gpadmissions@osu.edu](mailto:gpadmissions@osu.edu)  
Phone: 614-292-9444

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**2 PREPARE TRANSCRIPTS**
- Order official transcripts from **ALL** institutions from which you have earned college credit, including while in high school, and email them to [gpadocs@osu.edu](mailto:gpadocs@osu.edu).
- For review purposes, you may attach copies of official transcripts to your online application if available, but official transcripts are required if you are admitted.
- Current Ohio State students **do not** need to submit Ohio State transcripts.

**HELPFUL TIP**
Do not download transcripts from a university website. Sending unofficial transcripts or web advising reports will delay the application process.

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**3 LETTERS OF REFERENCE**
Most programs offered at Ohio State use an electronic system for submitting references. However, some programs still require paper reference forms. Refer to the program website for requirements.

**HELPFUL TIP**
As a courtesy to your recommenders, allow sufficient time for references to be completed and submitted.

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**4 PREPARE PROGRAM MATERIALS**
Check [gradadmissions.osu.edu](http://gradadmissions.osu.edu) to see what additional materials are required. Be prepared to submit them with your online application. Commonly requested materials include:
- Resume or curriculum vitae  
- Statement of purpose  
- Test scores (send to The Ohio State University, institution code 1592)

**HELPFUL TIP**
Check your program website for additional requirements. Some programs may require a portfolio, writing sample, specific tests, a departmental application or an audition.

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**5 APPLY ONLINE**
Consult your program ([gpadmissions.osu.edu/programs](http://gpadmissions.osu.edu/programs)) for details about applying. You must upload and attach all requested materials and pay your application fee before you can submit the application.  
**Note:** Application fees are not refundable.

**HELPFUL TIP**
Previous Ohio State graduate students: please contact the Graduate School [gradsch.osu.edu](http://gradsch.osu.edu) (**do not** apply online).

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**6 CHECK THE STATUS OF YOUR APPLICATION**
You will receive an email acknowledging receipt of your application. Periodically check your status at [appstatus.osu.edu](http://appstatus.osu.edu). Your Ohio State login (name.#) and password are required.

**HELPFUL TIP**
Forgot your password? Go to [my.osu.edu](http://my.osu.edu) or call 614-688-HELP.