OHIO STATE ONLINE
GRADUATE SCHOOL APPLICATION CHECKLIST

Advance your career with Ohio State Online's high-quality graduate programs. These programs are taught by the same distinguished faculty as on campus, and as a fellow Buckeye, you will pay in-state tuition no matter where you are located.

- ☑ Identify the online graduate program of interest at **Ohio State Online (go.osu.edu/Ck2V)**

- ☑ Check the application deadline

- ☑ Read through the program requirements

GENERAL MINIMUM CRITERIA INCLUDES

- ☑ A baccalaureate or professional degree (or equivalent foreign credential) from an accredited college or university, earned by the expected date of entry into your graduate program

- ☑ A minimum of a 3.0 cumulative GPA (on a 4.0 scale) in all prior undergraduate and graduate work. **How to calculate your GPA (go.osu.edu/Ck2X)**

- ☑ Prerequisite training that will enable you to pursue your program. Evidence usually comes in the form of transcripts or other credentials documenting that you have completed prerequisite academic work. Read your program's description under **find your program (go.osu.edu/Ck2Z)** for more information

- ☑ Standardized test score — **GRE (go.osu.edu/Ck2b)** or **GMAT (go.osu.edu/Ck2d)** — if the score is required by your program, your undergraduate or graduate GPA is below 3.0, or your degree is from an unaccredited college or university. Scores must be sent electronically from the testing agency; faxed or emailed scores are not considered. Note: Scores are valid for five years after your test date

- ☑ Once you have met the criteria, apply to your chosen program

- ☑ Allow two business days to receive your Ohio State username

- ☑ Activate your username (name.#) and create a password at my.osu.edu

- ☑ Check your application status on the **Ohio State website (go.osu.edu/Ck2g)**

- ☑ Use the **Document Uploader (go.osu.edu/Ck2n)** to attach documents to your application after you apply. Allow up to four business days for the university to process all uploaded materials

- ☑ Submit a letter of recommendation

- ☑ Click on the long link provided in the email. If the link is not working, copy and paste the entire URL into a new browser window like Chrome or Internet Explorer

- ☑ If you are having difficulties, email a letter to **gpadocs@osu.edu**. Please do not email and upload a letter

ONCE YOU ARE ADMITTED, YOU MUST SECURE YOUR PLACE IN THE CLASS, COMPLETE THE FOLLOWING STEPS

☑ Log in to your Applicant Center at **appstatus.osu.edu (go.osu.edu/CpBZ)** to accept (or decline) your offer of admission by clicking the Accept/Decline link on the main page. You will not be able to register for classes if you do not accept your admission offer. Note: As a condition of enrollment, all admitted applicants are required to answer a **question regarding felony history (go.osu.edu/Ck2v)** prior to paying the acceptance fee

☑ Pay the tuition deposit (if required by your program) using American Express, Discover, MasterCard or Visa by your program's deadline

☑ Check for any outstanding provisions or conditions related to your offer of admission by clicking the Status link for the application, then the Application Requirements tab. Your admission is contingent upon fulfillment of these provisions or conditions

☑ Verify your contact information

ADDRESS PROVISIONS AND CONDITIONS

☑ If provisions are requested, send a final, official transcript before you enroll in your first term of study in your program. **See where to send official transcripts (go.osu.edu/Ck2x)**. Ohio State students need not submit a final Ohio State transcript; a courtesy copy will be sent automatically to the program. Conditions must be satisfied within the timeframe specified in your admission letter

☑ Activate your Ohio State username and set up BuckeyeMail. If you have not yet activated your Ohio State username and created a password, you must first request an activation code. Go to **my.osu.edu**, click Activate Now. Then select "I need an Activation Code" and follow the prompts to have an activation code emailed to you. Once you receive the activation code, return to **my.osu.edu**, click Activate Now, then "I have an Activation Code," and following the instructions to set up BuckeyeMail and complete the process

Please contact
gpadmissions@osu.edu
with any questions.