

Graduate Admission FAQs

ONLINE APPLICATION

I am a current OSU graduate student. How do I apply for your program?

As a current or former graduate student at OSU, you do not typically need to submit an online application to be considered for admission into another graduate program at OSU. Instead, you should contact the Knowlton Graduate Programs Coordinator for details on the internal process. If admitted, you would fill out the Transfer of Graduate Program form and the Graduate School would update your status.

I am a current graduate student at a different institution. How do I apply to transfer to your program?

You would apply following the same application process as a new applicant to the program. If admitted, we would evaluate your previous credit to determine if/what courses could transfer. Typically this process is done once you have begun our program. Note that you must have earned at least a B in the course in order to transfer it to OSU and approval is up to the discretion of the program's Graduate Studies Chair. You must also earn at least 80% of the degree at OSU.

I am a current or previous OSU undergraduate student. Should I list OSU in the "Previous Education" section of the application?

Yes. You should list all institutions and dates of attendance from which you earned college credit.

Can I apply for an application fee waiver?

(U.S. applicants only) If you feel you qualify for an application fee waiver based on your participation in any of the diversity initiatives through the Graduate School or through Ohio State's Office of Diversity and Inclusion or if you feel you qualify because of economic hardship, 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. Qualifying criteria can be found at <http://admissions.osu.edu/apps/pdfs/pfwf.pdf>. Please note that your application cannot be submitted until your fee waiver request is approved or your application fee is paid. You will be notified if your fee waiver request is not approved, at which time you should return to the application and submit the application fee.

How do I apply for a dual degree?

See our dual degree admissions information for details.

How long will it take to receive an admission decision?

The MCRP program admits on a rolling basis and applicants will typically receive a decision in approximately 2 weeks after the application has been fully completed. All other Knowlton graduate programs will make the majority of admission decisions between January to March though decisions may continue to be made through the summer. Your application status will say "pending" until a decision has been made on your application.

How can I check the status of my application?

To check on the status of your application during the admission process, visit <http://appstatus.osu.edu>. Your initial status will first become available 2–3 days after we receive your application. First time applicants are sent an email assigning an OSU ID and username. Previous OSU students will use their regular OSU login.

I'm applying for advanced placement in the M.Arch or MLA program. Which application should I fill out?

If you are applying for advanced placement or the MLA II program, you should still fill out the general Master of Architecture or Master of Landscape Architecture application. The admissions committee will review your application and determine placement.

TRANSCRIPTS

Do I need to submit transcripts from a school if that credit is listed as transfer credit on another transcript that I submitted?

Yes. You must submit transcripts for each institution from which you earned credit. If you only attended the institution for one term, the transcript for that institution can be waived for review purposes and you should contact the Knowlton Graduate Programs Coordinator to request the waiver. If admitted, you would be required to submit the official transcript.

I am an OSU student and I already had my transfer credit transcripts sent to OSU as an undergraduate. Do I need to send them again?

If the transcript that was previously sent has all courses taken at that institution, the Registrar's Office most likely has the transcript. If you have taken additional courses from that institution since you had the transcript sent, you must submit the updated transcript listing all courses to date. It is your responsibility to monitor your application status. If you believe OSU already has a transcript, but it is marked as incomplete in your status, please contact the Knowlton School Graduate Programs Coordinator.

Can I submit an advising report or a web-based, unofficial transcript?

No. You must submit an official transcript. It may be a copy of an official transcript, but it cannot be a different document.

I submitted a copy of an unofficial transcript with my application. Do I have to submit an official copy?

If admitted, you must submit an official transcript listing all of your grades and your degree conferment prior to beginning your graduate studies at OSU.

I am an international applicant. What documents am I required to submit for my transcripts?

See the **application instructions** for a complete list.

TESTING AND ELIGIBILITY REQUIREMENTS

I have a 3 year degree. Am I eligible for admission?

Three-year bachelor's degree holders are not eligible to apply unless they have already completed a master's degree program or a post-graduate diploma (PGD) program representing the completion of at least one year of post-bachelor's degree study. A three-year bachelor's degree holder must provide proof of completion of a master's degree or PGD program before an application can be processed. A case-by-case review may be completed for applicants who have not met the aforementioned requirements. Questions should be directed to the OSU Graduate Admissions office.

What is the minimum GPA to be admitted?

The Graduate School sets the minimum cumulative undergraduate GPA requirement at 3.0 on a 4.0 scale. If you do not meet this requirement, your program can admit you with approval from the Graduate School. Typically, applicants with a GPA lower than 2.7 are not considered.

What is the minimum GRE score required?

Our programs do not set minimum GRE score requirements. Note that MCRP applicants are not required to submit GRE scores unless the undergraduate GPA is below a 3.0. When reviewing applications, we consider all materials as a whole, and strengths in some areas can offset weaknesses in others.

Can I submit a photocopy of my test scores?

No. Official test scores must be received directly from the testing organization. When sending scores to Ohio State, use code #1592 for GRE and TOEFL. Do not select a department code.

I am an international applicant. Do I have to submit English proficiency scores?

The university requires any applicant whose native language is not English, and who has been educated primarily outside of the U.S., to submit official TOEFL, MELAB, or IELTS scores. The test must have been taken within the last two years. Applicants who are citizens of or who have received a 4-year bachelor's degree or higher in one of the following countries are exempt from the IELTS,

TOEFL or MELAB requirement: Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Ireland, Liberia, New Zealand, Scotland, the United States, and Wales. No student will be considered for admission until proof of English proficiency is received. Refugees, asylees, and permanent residents should contact the Office of Graduate and Professional Admissions if you have questions regarding this requirement.

What are the English proficiency score requirements?

The Graduate School minimum score requirements are: 550 or 79 on the Internet-based TOEFL; 82 on the MELAB; 7.0 on the IELTS. Applicants who score below these requirements will not be considered. Though the Graduate School has an option for applicants to be admitted conditionally through the American Language Programs, the Knowlton School programs do not typically consider this option. Our programs look for a target minimum score of 100 on the TOEFL, 86 on the MELAB and 7.5 on the IELTS.

I am an international applicant. Do I need to submit financial documents?

If the program wishes to admit you, we can recommend you for admission. Prior to being fully admitted, international applicants must submit documents to prove that you have sufficient financial resources to fund your academic program. You will be required to submit an Affidavit of Support and confidential bank statement. Information will be sent to you if and when the program recommends you for admission. Financial documents are not required until admission has been awarded. Additional information can be found here:

<http://gpadmissions.osu.edu/intl/financial-review.html>.

SUPPORTING MATERIALS

What should go in my portfolio?

If you are applying to City and Regional Planning, you are not required to submit a portfolio. If you are applying to the M.Arch or MLA, all applicants must submit a portfolio regardless of your background. Applicants coming from non-design backgrounds should include visual work that can show the admissions committee your potential in a design field. Typically, art work of any kind is acceptable.

What do I put in my statement of purpose?

Your statement of purpose is meant to show our committee why you want to pursue our program. Applicants typically include why they became interested in the discipline, why our program is a good fit for their interests, if they have specific interests within the discipline, and what their career goals are. Do not exceed 2 pages.

Who should my letters of recommendation be from?

We do not have specific requirements regarding who your letters of recommendation must come from, though academic references are encouraged. Generally, you should think about who could best recommend you for a graduate academic program in your discipline. See your individual program's admission information handout for details.

How do I submit letters of recommendation?

Letters of recommendation must come directly from your recommender. We will not accept letters submitted by the applicant. When you fill out the online application, be sure to include your recommenders' correct email address information, which should be a professional or academic email account. Once the application is submitted, each of your recommenders will receive an email with instructions on how to submit their letter online. We recommend that letters be submitted on letterhead. Please do not have recommenders send paper letters. You will be able to log in to check the status of your letters and send reminders using [this link](#). Through this link you can also add new recommenders.

FINANCIAL AID

Will I be considered for financial aid?

See our [financial aid page](#) for details on financial aid opportunities through the Knowlton School. For University Fellowships, Graduate Associateships, Scholarships, and Internships Tuition Waivers through the school, there is no separate application that you need to submit. All applicants will be considered for financial aid and applicants who submit their full applications by January 4 will receive priority consideration for aid. Financial aid awards are typically announced in March, but may continue to be announced through the summer as we receive responses from applicants.