
Master of City and Regional Planning (MCRP) Admission Information

ADMISSION QUALIFICATIONS

Previous Education | To be considered for admission into the MCRP program, a bachelor's or professional degree (in any discipline) from a department of approved standing and granted by an accredited college or university is required. There are currently no course prerequisites to be eligible for admission into the program, however, it is recommended that you have a basic knowledge of statistics, economics, math, and writing prior to starting the program.

GPA | In order to be considered for admission, applicants should generally have at least a 3.0 cumulative undergraduate GPA on a 4.0 scale, or a B average on another scale. If an applicant has taken undergraduate coursework at multiple institutions, the GPA will be combined into one overall undergraduate GPA. Graduate credit is calculated into a separate graduate GPA.

Graduate Record Examination (GRE) Scores | Official GRE scores are required for applicants whose cumulative undergraduate GPA is below 3.0 on a 4.0 scale or the equivalent on another scale. Applicants wishing to be considered for fellowships must submit GRE scores. If an applicant does not meet the 3.0 minimum GPA requirement, the average of Quantitative and Verbal GRE scores should be over 50th percentile and Analytical Writing should be over 50th percentile as well. Valid test scores must be from within the last five years. Information on the GRE may be found at ets.org/gre. The test must have been taken in the past five years.

English Proficiency Scores | Official TOEFL, IELTS or MELAB scores are required for any applicant whose native language is not English, and who has been educated primarily outside of the U.S. Exclusions and details can be found in the **application instructions** and Graduate Admissions **FAQs**. Target scores are as follows: 600 paper-based TOEFL, 100 IBT, 86 MELAB, or 7.5 IELTS. Valid test scores must be from within the last two years.

Financial Review | Admitted international applicants are required to show evidence that they have sufficient funding to pay for all tuition and living expenses while at the university. Instructions would be sent if/when the applicant is recommended for admission. Please do not send these documents until requested. For more information, see <http://gpadmissions.osu.edu/intl/financial-review.html>

APPLICATION DEADLINES

Applicants may apply to begin the program in the Autumn, Spring or Summer terms, however, it is recommended that students begin their coursework in the Autumn term.

Admission Term	Application Deadline
Spring 2017	November 1, 2016
Summer 2017	April 1, 2017
Autumn 2017	June 1, 2017

Applications completed by **January 1, 2017** will receive priority consideration for funding opportunities through the Knowlton School. This deadline applies to applicants for all terms. Note that the Knowlton School does not typically offer financial aid awards in the spring or summer. Applicants who are admitted for spring or summer will be considered for awards to begin in the fall semester. Additional information regarding financial aid can be found on the school's financial aid page: knowlton.osu.edu/students/financial-aid.

APPLICATION INSTRUCTIONS

Required application materials are listed below. The OSU Graduate Admissions office administers the online application and a complete set of instructions can be found at <http://admissions.osu.edu/apps/pdfs/g-info.pdf>. Their website also has a list of **FAQs** for your reference. For the documents to be uploaded with the online application, allowed file types include the following or similar document types: .doc, .gif, .jpg, .jpeg, .PDF, .png, .ppt, .rtf, .tif, .txt, .xls. Do not upload zipped files or files with non-standard extensions or the document will not be accepted.

- **OSU Graduate Admission Application and Application Fee** | Complete the online application at gpadmissions.osu.edu. The application fee (\$60 for US citizens; \$70 for international applicants) is paid online during submission of the application.

- **Transcripts** | Official transcripts are required from each institution from which college credit was awarded. (OSU transcripts are not required for credit earned at OSU). A scan of an official transcript (front and back) may be uploaded to the online application to fulfill this requirement. If admitted, a final official transcript must be submitted. Mailed transcripts should be sent to the OSU Graduate Admissions Office. See the **application instructions** for details.
- **Evidence of English Proficiency** | Official TOEFL, IELTS or MELAB scores are required for any applicant whose native language is not English, and who has been educated primarily outside of the U.S. Exclusions and details can be found in the **application instructions** and Graduate Admissions **FAQs**. To submit official scores, use OSU reporting code 1592 (no department code).
- **Graduate Record Examination (GRE) Scores** | Official GRE scores are required for applicants whose cumulative undergraduate GPA is below 3.0 on a 4.0 scale or the equivalent on another scale. Applicants wishing to be considered for fellowships must submit GRE scores. To submit official scores, use OSU reporting code 1592 (no department code).
- **Personal Statement** | (Upload through the online application) The personal statement is a 1-2 page narrative that provides insight into why you want to get a master's degree in city and regional planning from The Ohio State University and what you want to do once you earn the degree. It is appropriate to relate how your personal and/or educational experiences thus far have led you to your decision to pursue this degree.
- **Resume** | (Upload through the online application) This 1 page professional resume should include academic and relevant professional history. Eligible students will have their resumes distributed to internship sponsors.
- **Three Letters of Recommendation** | Enter your recommenders' information in the online application including a professional or academic email address. Once you have submitted the application, each recommender will receive an email request with a link to submit their letter online. Your letters of recommendation are important for the admissions committee to assess preparedness for graduate work. It is strongly recommended that at least one letter, and preferably 2, should be written by faculty from undergraduate or graduate study. Other letter writers should be from supervisors or similar professional contacts who have monitored your work. Recommenders should be able to relate in some detail about your skills. Personal associates (friends, family members, or peer work colleagues) are not appropriate references for admissions consideration.

MONITOR YOUR APPLICATION STATUS ONLINE

Your initial status will first become available 2–3 days after we receive your application and you should monitor the status of your application at appstatus.osu.edu. First time applicants are sent an email assigning an OSU ID and username. Previous OSU students will use their regular OSU login. If your status shows missing letters of recommendation, you can use **this link** to send reminders and add new recommenders. As materials are received, they should be marked as complete online within a few days. Test scores and transcripts typically take a couple of weeks to be processed. Note that during the months of December and January, we do receive an influx of applications and processing time may take longer. Please continue to monitor the status of your application and let us know if you have any questions or concerns. Your application status will say “pending” until a decision has been made on your application. When a decision has been made, your status will reflect the decision and you will receive a notification. The MCRP admissions process is conducted on a rolling basis. Typically, you can expect to receive a decision within a few weeks after submitting the complete application. Financial aid awardees are usually notified in March though awards may continue to be awarded through the summer as decisions are received.

QUESTIONS?

With questions regarding the online application, transcripts, and submission of test scores, contact:
OSU Graduate Admissions | (e): gpadmissions@osu.edu (t): 614-292-9444

Regular postal address for mailing within the U.S.

Graduate and Professional Admissions
P.O. Box 182004
Columbus, OH 43218-2004

Express mail address for mailing from outside the U.S.

Graduate and Professional Admissions
Student Academic Services Building
281 W. Lane Ave.
Columbus, OH 43210-1132 USA

With questions regarding the program's admissions requirements, financial aid, and general program questions, contact:
Knowlton School Student Services | (e): knowlton@osu.edu (t): 614-292-1012
Knowlton School | The Ohio State University | 275 West Woodruff Avenue | Room 100A Columbus, Ohio 43210