

# Application for Non-degree, Certificate, or Transient Student Status at Ohio University

Application Fee \$35

## Non-degree and Certificate Applicants

Individuals interested in earning a graduate certificate or taking a small number of graduate courses without working toward a degree can apply for non-degree status. Application is made to a specific department. As not all programs admit students in non-degree status, interested persons are encouraged to contact the program or department directly to inquire about applying for non-degree status and to confirm what supporting materials are required for submission with an application. Non-degree admission does not constitute admission to a degree program. Credit earned as a non-degree student cannot normally be applied toward a graduate degree at Ohio University.

## Transient Applicants

A transient student is one who is currently working toward a graduate degree at another university and is seeking temporary admission status to earn graduate credit at Ohio University for transfer to his/her home university. To apply for transient student status, submit a completed Graduate Transient Student Application and Certification of Good Standing. The non-refundable Transient Application fee is \$35 for the initial application and \$25 for a subsequent application.

Transient status is a non-degree status, granted for one quarter at a time. You must request permission each quarter to register at Ohio University as a transient student. A transient student who wishes to enroll for additional quarters beyond the initial quarter of admission must submit a new application and Certification of Good Standing and pay a \$25 re-application fee.

Admission must be approved by the academic department and the Graduate College to be official. Transient students are not eligible for OU graduate assistantships, fellowships, or other departmental aid.

Some academic programs may not accept non-degree students. Please check with the department in which you are interested before you submit an application. Department contact information can be found on the web site <http://www.ohio.edu/graduate>.

## Non-degree Exchange Students

Students applying for admission as part of an exchange program must indicate the exchange program on the application.

## Self-Managed Application Process

Ohio University uses a self-managed application. This means you collect all required application materials and send them together as a packet. Transcripts must be in envelopes sealed by the issuing institution. Paper letters of recommendation (certificate programs only) must be in envelopes sealed by the recommender, with the recommender's name written across the seal.

For a breakdown of what to include in your application packet, refer to the **application checklist**.

The Graduate College does not process incomplete applications (i.e. missing application fee, signature, etc). Please read the application instructions carefully and use the checklist provided to ensure that your application is processed in a timely manner. Faxed applications are not accepted.

## Academic Calendar

Ohio University operates on a quarter system. Fall quarter begins in September, winter quarter begins in January, spring quarter begins in late March, and summer quarter begins in June.

## Admission Limits

Admission to non-degree status is limited to 18 quarter credit hours within a six year time limit. Admission to a certificate program is limited to the duration of the certificate program of study. Admission to transient status is limited to one quarter. Admission for subsequent terms requires a new application and an updated certificate of good standing.

## Four Steps to a Complete Application

1. **Review** application and admission information at the academic program web site.
2. **Apply** complete the application form. We highly recommend that you use the online application.
3. **Submit** required supporting application materials (details below).
4. **Submit** all application materials to Ohio University.

Graduate College Street Address  
Graduate College  
Ohio University  
Room 220 RTEC Building (Corner Richland & West Mulberry)  
Athens, OH 45701-2979

## General Information

- Using the on-line application will significantly speed up the processing of your application.
- Please allow processing time prior to checking on the status of your application. This may be up to 4 weeks for international students or 2 weeks for US citizens and Permanent Residents.
- You are responsible for contacting programs regarding supplemental materials and tests required to complete your application, as well as application deadlines.
- We recommend the use of tracking services for application materials being mailed from overseas.
- You are strongly encouraged to retain a photocopy of your application forms for your own records.
- To facilitate communication with you during the application and admission process, the Graduate College will rely on e-mail. Please maintain and check the e-mail account indicated on your application form throughout the admission process. Please notify the Graduate College of any change in e-mail, phone number, or address.
- In providing an application form and inviting application, Ohio University places itself under no obligation to admit any individual person. The officials of the University stand ready to register a student admitted for a specific quarter, providing he or she arrives before the quarter begins. In order to register, non-immigrant students must hold a valid Certificate of Eligibility (I-20 or DS-2019) for study at Ohio University.
- Please **do not** submit application materials in a binder or other form of notebook.
- Applications must be completed and signed by the applicant. False or incomplete information provided as any part of your application material may result in cancellation of admission, registration, or both.

- Information about your application status, other than confirmation that your application has been received and the program to which you have applied, cannot be disclosed over the telephone or to any third party not specifically designated by you. If you wish to give another person access to your application information, list that person's name in the space provided on the application form. Admission decisions are sent via U.S. post. The Graduate College office does not give this information over the telephone.
- All documents received by Ohio University in connection with an application for admission become the property of Ohio University. Under no circumstances will application or academic documents be returned or forwarded to any agency or other college or university. Portfolio materials may be returned as noted by the department to which they were submitted.

For questions not answered in the following instructions, please contact the appropriate office as noted below.

<p><b>Academic Department</b>  <a href="http://www.ohio.edu/graduate/programs.cfm">www.ohio.edu/graduate/programs.cfm</a></p>	<p><b>Graduate College</b>  <a href="http://www.ohio.edu/graduate">www.ohio.edu/graduate</a></p>
<p><b>GRE</b> requirements            Letters of <b>Recommendation</b>            Department Specific Requirements such as  <b>personal statement, writing sample</b> etc.,  <b>Application Status</b>            Application <b>Deadlines</b>  <b>Program</b> curriculum and/or degree structure</p>	<p><b>Transcripts</b>  <b>Ohio Residency Application</b>  <b>Certificate of Eligibility</b> (I-20, DS2019)  <b>TOEFL</b> requirements -- see link:  <a href="http://www.ohio.edu/graduate/international/iengprof.cfm">www.ohio.edu/graduate/international/iengprof.cfm</a></p>

## Application Checklist

### 1. Review Application and Admission Information

<p><b>US Citizens and Permanent Residents</b></p>	<p><b>International Students</b></p>
<ul style="list-style-type: none"> <li>• Visit <a href="http://www.ohio.edu/graduate/programs.cfm">www.ohio.edu/graduate/programs.cfm</a> for specific <u>requirements</u> and <u>deadlines</u>.</li> <li>• Application deadlines vary by program. Please refer to the department website or <a href="http://www.ohio.edu/graduate/programs.cfm">www.ohio.edu/graduate/programs.cfm</a> for deadline information.</li> <li>• For programs that admit each quarter, you should submit application <b>at least six weeks</b> prior to your intended start term.</li> </ul>	<ul style="list-style-type: none"> <li>• Visit <a href="http://www.ohio.edu/graduate/programs.cfm">www.ohio.edu/graduate/programs.cfm</a> for specific <u>requirements</u> and <u>deadlines</u>.</li> <li>• Application deadlines vary by program. Please refer to the department website or <a href="http://www.ohio.edu/graduate/programs.cfm">www.ohio.edu/graduate/programs.cfm</a> for deadline information.</li> <li>• Application materials should be submitted <b>at least nine months</b> and <b>no later than</b> the posted deadline for those who need to apply for a student visa.</li> </ul>

## 2. Complete the Non-degree Application Form

### Create Your Online Application Account – All Applicants

We strongly encourage all applicants to apply **online** to ensure fast and secure delivery. Create your Applyweb account at [www.ohio.edu/graduate/apply.cfm](http://www.ohio.edu/graduate/apply.cfm)

The online application accepts major credit/debit cards issued by U.S. banks or electronic checks through U.S. bank accounts only. Use of an electronic check will delay submission of your application for 7 to 10 business days, until the check clears. Detailed instructions about the payment can be found:  
[www.applyweb.com/apply/ohiou/instruct.html#Pay](http://www.applyweb.com/apply/ohiou/instruct.html#Pay)

For technical support for the online application, payments or other aspects of your ApplyWeb account, please contact the Technical Support team by e-mail: [help@applyweb.com](mailto:help@applyweb.com).

### Paper Application Option

If you wish to pay by check or money order (payable to Ohio University in US dollars) you can download a paper application. Do not mail cash. [www.ohio.edu/graduate/apply.cfm](http://www.ohio.edu/graduate/apply.cfm)

**Please note: Submitting a paper application will significantly delay the process of your application.**

### Additional Application Information

#### US Citizens and Permanent Residents

##### Ohio Residency Application

You must complete the **Eligibility for In-State Tuition Rates form** if you believe you qualify for in-state tuition rates as a resident of Ohio, if you are a dependent of resident(s) of Ohio, or if you are a resident of a qualifying Kentucky reciprocity county. Please ensure that any supporting documents which may arrive separately include your full name, birth date, and Ohio University PID number, if available.

#### International Students

##### Applicants who require F-1 or J Visa status (Certificate or Exchange Students only)

You must complete the **Ohio University Financial Support Form** and provide confirmation of financial resources **before** a Certificate of Eligibility (Form I-20 or DS-2019) can be issued.

## 3. Submit Required Supporting Materials

### Transcripts

You must provide two (2) official transcripts showing the highest degree you have earned.

- Ohio University transcripts will be obtained by the Graduate College on your behalf.
- Exchange program participants must provide two (2) official transcript/mark sheets showing courses and grades taken to present time.

#### U.S. Transcripts

Transcripts from U.S. institutions must be received in envelopes sealed by the issuing institution. Transcripts that have been opened, photocopied, or marked as unofficial will not be accepted as official.

#### International Transcripts

- Transcripts from Canadian institutions must be received in envelopes sealed by the issuing institution.
- Transcripts/mark sheets from institutions outside the U.S. or Canada must be official or registrar-certified, in envelopes sealed by the issuing institution, if possible.
- If official academic documents are not in English, you must also provide an official certified/attested copy of all documents translated to English.
- The transcript/mark sheet must bear the seal and original signature of the school and school official and clearly show the name and address of the institution, the date you entered and left the institution, the date any degree was earned, all courses taken and grades received, and the system of grading used, indicating the highest mark and the lowest passing mark.

Special note for mark sheets from Republic of India institutions: Submit certified copies of mark sheets received at the end of each semester/annual exam and a certified copy of the degree certificate. Provisional certificates are accepted in lieu of the degree certificate only if the certificate lists the degree and date the degree will be conferred. All documents must be certified by the principal of the college attended or the registrar of the degree-granting university.

**If the transcript/mark sheet does not name the degree and date earned, an official or registrar-certified/attested copy of the diploma or graduation certificate which indicates the degree and date awarded must also be provided, with a certified/attested English translation if the original is not in English.**

### Certificate Program Applicants: Letters of Recommendation

Certificate programs may require letters of recommendation. If the program accepts on-line letters of recommendation, the on-line application will prompt you for e-mail addresses for each of your recommenders. If applying by paper or if not prompted to supply e-mail addresses, use the standard form

[www.ohio.edu/graduate/prospective\\_student\\_forms.cfm](http://www.ohio.edu/graduate/prospective_student_forms.cfm)

Please check with the program to determine if letters of recommendation are required.

Recommendations for applicants to programs in Teacher Education, Computer Education, or Educational Administration must be submitted through [http://ohed.qualtrics.com/SE/?SID=SV\\_8BX5Iho641SNuqU&SVID](http://ohed.qualtrics.com/SE/?SID=SV_8BX5Iho641SNuqU&SVID)

### Additional required materials, may vary by department

Check with the academic program to confirm if any supporting materials are required.

### Transient Student Certificate of Good Standing

Transient students must provide a Certificate of Good Standing from their home institution as part of the application materials. The form can be downloaded from [www.ohio.edu/graduate](http://www.ohio.edu/graduate). This must be completed and signed by the appropriate university official.

### Test Score Reporting (Ohio University reporting code 1593)

Any required test score must be reported directly from the testing agency. Unofficial photocopies can be included in your application packet, but they do not replace official test scores. Confirm test score requirements with the academic program. Department codes are not required.

- **GRE:** [www.ets.org](http://www.ets.org)  
GRE scores are valid for five years.

Non-native speakers of English must provide proof of English language proficiency

- **TOEFL:** [www.ets.org](http://www.ets.org)
- **Academic IELTS:** [www.ielts.org](http://www.ielts.org).  
TOEFL/IELTS scores valid for two years. Must be valid up to desired term of entry.

Students Exempt From Submitting TOEFL or IELTS Score as part of the application for admission:

1. Native English speakers,
2. Those who, within the past two years, received a bachelor's or advanced degree from an accredited college or university in the United States, or
3. Those who have completed at least three years of a full-time study at a governmentally-accredited institution of higher education outside the United States where English is the primary language of instruction.

All admitted **non-native** English speakers who fall into exemption #2 or #3 will be tested upon arrival at the university.

Minimum scores for unconditional admission: 550 (paper TOEFL) or 80 (internet-based TOEFL), 6.5 across all bands (IELTS)

English proficiency scores below 500 (paper TOEFL), 61 (internet-based TOEFL) or 5.5 or below in any band (IELTS) are not eligible for graduate admission. You are invited to apply **separately** to the Ohio Program of Intensive English [www.ohio.edu/LINGUISTICS/opie/admit.html](http://www.ohio.edu/LINGUISTICS/opie/admit.html), and you are welcome to apply for graduate admission at the point you achieve graduate-level English proficiency.

#### 4. Submit Application Materials

Refer to the application item details for descriptions of each item.

#### Application Checklist: US Citizens and Permanent Residents

Prepare one envelope for the Graduate College and one for each academic department/program to which you are applying.

- **Envelope # 1: "Graduate College Envelope"**
  - Two official transcripts showing the highest degree earned. Ohio University transcripts will be obtained by the Graduate College on your behalf.
  - Transient student applicants: **Certificate of Good Standing**.

If submitting a paper application, you must **also** include the following in the Graduate College envelope:

- One completed, **signed application**.
- Nonrefundable application fee** (check or money order) payable to Ohio University.
- One completed, signed **Application for In-State Tuition Rates** (if you believe you qualify for in-state tuition rates).

Send Graduate College envelope to address noted on page 1 of these instructions.

- **Envelope #2: "Department Envelope"**

If submitted on-line, additional paper copies of the following are not required.

- Departmental specified supporting materials (e.g. portfolio, application supplement, video or audio tape). Check with program or refer to program Web site. Links are found at the Graduate College Web site [www.ohio.edu/graduate](http://www.ohio.edu/graduate).
- Reference/Recommendation letters, if required by the program.

Send Department envelope to:

Graduate Chair, (department name)  
Ohio University  
Athens OH 45701

### Application Checklist: International Students

Prepare all the required items and put them all in one envelope.

- **Send to the Graduate College**

- Two official or registrar-certified transcripts/mark sheets showing the highest degree earned and two certified/attested copies of English translation. If the original documents were not in English (in envelopes sealed by the issuing institution, if possible). Ohio University transcripts will be obtained by the Graduate College on your behalf.
- One photocopy of the first page of your passport or birth certificate, which shows the applicant's name.

If submitted on-line, additional paper copies of the following are not required.

- Departmental specified supporting materials (e.g. portfolio, application supplement, video or audio tape). Check with program or refer to program Web site. Links are found at the Graduate College Web site [www.ohio.edu/graduate](http://www.ohio.edu/graduate).
- Reference/Recommendation letters, if required by the program.

If submitting a paper application, you must **also** include the following:

- One completed, **signed application** for each academic program to which you are applying.
- Nonrefundable application fee** (check or money order) payable to Ohio University.
- One completed Ohio University **Financial Support Form** (International applicants who need a certificate of eligibility only)

**We highly recommend that you mail the envelope using some type tracking service.**

Send Graduate College envelope with all materials to the address noted on page 1 of these instructions.