

Application Checklist

The School of Communication Studies and the Graduate College at Ohio University use an electronic application process. This checklist can be used as a guide to ensure that your application is complete.

Complete?	Item
	1. Complete the “Intent to Apply” form found on the COMS website: https://www.ohiocommstudies.com/graduate/phd/prospective/intent-to-apply/
	2. Complete the online application to the university: https://www.ohio.edu/graduate/apply/apply-degree-seeking (Print a copy of Application Submission page or the application transaction [order] ID for your records. You will obtain this when completing the online application form.)
	<p>3. Order one copy of official transcripts from each U.S. post-secondary institution attended (in envelopes sealed by the issuing institution). For current and former Ohio University students, Ohio transcripts will be obtained by the Office of Graduate Studies on your behalf.</p> <p>For all international transcripts, order one official or registrar-certified transcripts/mark sheets and one certified English translation for each non-U.S. postsecondary institution attended (in envelopes sealed and stamped by the issuing institution, if possible).</p> <p>All transcripts must reflect all courses taken, including courses that were repeated or taken outside a degree program.</p> <p>Have these sent to Graduate Studies, Ohio University, RTEC Building, Athens, OH 45701, USA</p>

	<p>4. Standardized exam scores. The GRE is required for a complete application. The TOEFL is required for all non-native (English) speaking applicants. The Institution Code for Ohio University is 1593.</p>
	<p>5. Three (3) letters of recommendation. Recommenders may either complete the recommendation form on-line OR the person writing your recommendation may send the recommendation through the mail.</p> <p>If your recommender prefers not to complete the on-line recommendation, please have them sent directly to the school with your name clearly indicated on the letter and back of the envelope to ensure correct filing. They should sign across the envelope flap seal. Our address is: Associate Director for Graduate Studies, School of Communication Studies, 400 Schoonover Center, 20 E. Union Street, 1 Ohio University, Athens, Ohio 45701 USA.</p>
	<p>6. A statement of purpose that details what you would like to study, what your professional objectives are, and how you see our school helping you to achieve those objectives.</p>
	<p>7. Résumé or C.V.</p>
	<p>8. Writing sample. We recommend that writing samples be of typical article length (15-30 pages of academic writing).</p>

All documents received by the University in connection with an application for admission become the property of Ohio University. They will not be returned or forwarded to another agency or college/university. The university retains portfolios of students accepted for admission.