GRAD IUT Process

Graduate students who have been admitted into a degree program (e.g., masters, Ph. D., etc.) and paid fees for at least one term and plan to pursue a separate degree must complete a transfer of graduate program. Per Graduate School rules, students requesting to transfer must have written acknowledgment of the Graduate Studies Committee in the current (or previous) program (section 2.9)

When to use this form:

- To transfer from their current graduate program into another Ohio State graduate program.

- To return to graduate studies in order to complete another graduate degree at Ohio State.

- To transfer from a "tagged" master's degree to a Ph. D. program (e.g., MBA to Ph. D. in Business administration).

When not to use this form:

- When changing academic levels in the same program (e.g., M.A./M.S. to Ph. D.) Students can indicate on the application to graduate that they will continue on to the Ph. D. and changes will be processed as long as they are approved by GSCC.

- When the student is interested in pursuing a dual degree.

- When the student is applying to a program that uses a CAS

Student view

Step 1:

Student navigates to Graduate Admissions website either directly, or through program link on Graduate School's website and selects apply.

1. Student navigates to Graduate Admissions website either directly, or through program link on Graduate School's website and selects apply.

2. Transfer students will either select one of the first two options. The last option will never apply to this population.

3. If the student selects the first option, they will not need to create an account to access the application, but will need to log in using their name.# and password and their biographical data will automatically populate from what is listed in SIS.

4. If the second option is applicable, students will need to create an account and input the data.

Home » Apply » Graduate

Apply online

Find the correct graduate application:

I am a current or recent Ohio State student. Go to application.
You're considered "recent" if you were enrolled at Ohio State within the last three terms.

I am a former Ohio State student. Go to application.
If you were enrolled at Ohio State within the last three terms, apply as a "current or recent" student, above.

I have never attended Ohio State. Go to application.

Step 2:

1. Student selects Graduate Intra-University Transfer and is prompted to select the term and the campus (Please note that Columbus is the only option).

2. Then they click "Start Application" in order to proceed.

To start a new application for admissions to OSU, select an application below:

◉ **Graduate**

◉ Degree Seeking

○ Graduate Level Applications
Graduate applications are for those wishing to pursue a degree beyond a bachelor's degree, including master's and doctorate.

◉ Graduate Intra-University Transfer
This application is to be used **only** for those students who are currently enrolled or were previously enrolled in a degree-seeking graduate program at The Ohio State University. This includes students who have completed a graduate degree. Graduate non-degree students who are interested in applying to a degree program, must select the Graduate Level Applications option..

Select Term: Spring 2017 Sem ▾ **Select Campus:** Columbus ▾ [Start Application]

○ Non-Degree
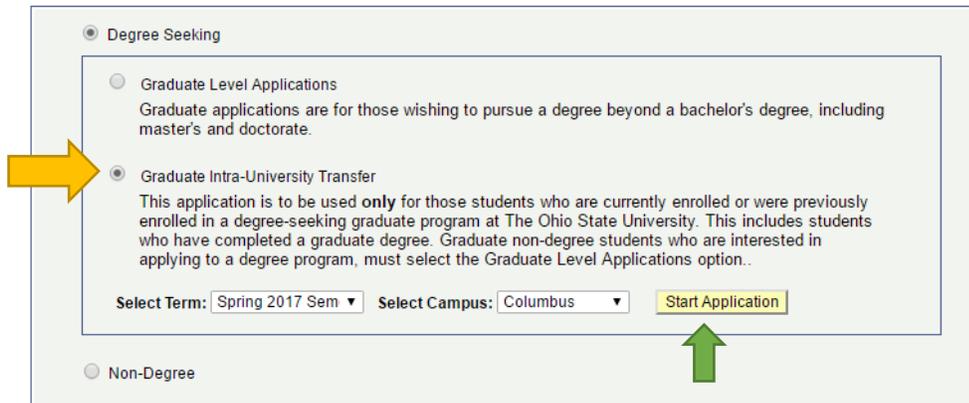
Step 3:

1. Students will need to complete the application either by updating their biographical information (if any changes to SIS information), or input new information.
2. Application asks standard questions compared to the other degree applications.

Full Legal Name

Enter your Full Legal Name or name as it appears on your passport

First Name/Given Name: Samuel   Middle Name:

*Last Name/Family/Surname: Jordan

Name Suffix:

Variations of Your Name

List all variations in your name that might appear on your academic record. This will help the admissions office to match your application materials.

Other Last or Family Name/Surname(s)	Other Suffix	Other First Name(s)	Other Middle Name(s)		

Other Personal Information

Note: Your Social Security Number is required to process your FAFSA and Ohio State Dependent Tuition Assistance payments. Providing your SSN on your application will prevent delays in the processing of these funds.

U.S. Social Security Number (optional)   Example (xxx-xx-xxxx)

*Date of Birth   MM/DD/YYYY (Example May 7, 1985 = 05/07/1985)

Gender   Unknown

If you have previously been enrolled at Ohio State, you were assigned a name.# (example:smith.1234). Please enter your name.# if you have one.

Sexual Orientation

For informational purposes only; no information you provide will be used in a discriminatory manner. See Go.osu.edu/sexualorientation for more information.

Do you consider yourself to be a member of the LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer, Questioning) community?   ○ Yes   ○ No   ○ Prefer Not to Answer

Citizenship

1. If not USA, click the magnifying glass tool.
2. In the Description field, change the search filter from "begins with" to "contains".
3. Type all or part of your country name and click "Look up".

*Country of Citizenship

Country of Birth

City of Birth

*Students are directed at the top of the application to initiate a transfer of graduate program form via gradforms. Please note that the language below will be revised.

Graduate students have the option to transfer to another academic program within the university. Prior to being admitted to the new program, students must obtain approval from their current, or previous program. Students can initiate this approval process by navigating to Grad Forms and select create a new transfer of graduate program form under the enrollment tasks.

Step 4:

1. Students will need to select the appropriate program. All plan codes should be active for spring, 2017.
2. Students will need to select the appropriate program. All plan codes (except those using CAS apps.) should be active for spring, 2017.

Plan/Major Information

Please choose the department you wish to transfer to.

Personal History

NOTE: If at any time prior to enrollment, your answer to these questions change, you must promptly contact the Office of Graduate and Professional Admissions to provide an explanation.

* Have you ever been suspended or dismissed from any college or university for any academic reason, or is an academic charge from any college or university currently pending against you?
○ Yes ○ No

* Have you ever pled guilty to or been convicted of a felony, or is any felony charge currently pending against you?
○ Yes ○ No

* Have you ever been suspended or dismissed from any college or university for any disciplinary reason, or is a disciplinary charge from any college or university currently pending against you?
○ Yes ○ No

Step 5:

Student will need to identify their current, or previous, program, plan and whether or not they will graduate. This information is critical, not only for our office, but in the case of international students, OIA will need this information.

Current Program

* Please list the current graduate program/college you are in; e.g, Arts & Sciences:

* Current plan; e.g., History:

* Degree; e.g., M.A.:

* Will you graduate in current program?
○ Yes
○ No

If yes, list semester and year:

[Cancel]   [Save Application]

Step 6:

Students have the option to upload a statement of purpose and a resume/C.V.

Program Documents

Before you upload your documents...

1. 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. Submitting documents with non-standard or missing extensions will delay the completion and review of your application.

2. Click on the Add Attachment button and follow the directions to submit your document electronically. You will not see your document again once it has been uploaded, but the file name will appear on the File Upload page and when you return to this page it will indicate that your document has been uploaded.

Statement of Purpose

Please upload a Statement of Purpose.
Attached File
[Add Attachment]

Resume or Curriculum Vitae

Please upload a current Resume or Curriculum Vitae, not to exceed two pages.
Attached File
[Add Attachment]

They will also be able to utilize the online reference form.

References

Please list the names and contact information for references whom you are asking to complete letters of recommendation. It is **your** responsibility to ensure that your references submit their recommendations by the appropriate deadline.

If your program accepts online references and you would like to use the online reference form, make sure that your references are willing to submit their recommendations electronically. Once you submit your application, expect 3-5 business days before your application posts to the SIS (Student Information System). At that time, your recommenders will be notified of your request for a recommendation.

Public Law 93-380, Educational Amendments Act of 1974, grants students the right to have access to the letters of recommendation in their placement files. By selecting the **"Waive Access"** checkbox you are waiving access to review these letters. It is best to ask a recommender their preference before deciding not to waive access.

Find   First ◄ 1 of 1 ► Last

First Name	Last Name	Organization / University	Phone

Mailing Address	Email Address	Use Online Reference Form?	*Waive Access?
		Yes ▼	▼

[Add a Reference]

Step 7:

Student agrees to the "Certification of Truth Statement" and then clicks submit.

*Please note that students can only have one transfer application at a time.

Certification of Truth Statement

I affirm that the information I have provided on this application, including information that I have submitted or will submit to The Ohio State University in connection with the admission and financial aid process, is complete and accurate. I understand that submission of incomplete or inaccurate information is sufficient cause for revocation of admission or enrollment. I further understand that failure to promptly notify The Ohio State University as required by the felony question of any felony charge, plea, or conviction, or the suspension question of any suspension or dismissal from a postsecondary institution, prior to my enrollment is sufficient cause for revocation of admission or enrollment. I authorize each academic institution I have attended to release my academic and personal information to The Ohio State University in connection with the admission and financial aid process. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), I hereby authorize The Ohio State University to release the information provided by me, as well as other official and unofficial Ohio State information regarding my academic progress and status, to scholarship donors for the purpose of providing the donors with information concerning my eligibility as a scholarship recipient. I understand that my application and all supporting materials and credentials become the property of The Ohio State University.

☐ I Agree

[Submit]   [Cancel]   [Save Application]

Step 8 (Program):

1. Programs are notified that a new transfer application has been submitted for their review like any other application.

2. Transfer applicants will appear in list of applicants in AME with an admit type of IGT.

3. Programs can filter admit types to identify students who are transferring.

4. Documents are accessible through EDWARD.

Plan	Sub-Plan	Application Nbr	Prog Nbr	Admit Type	Res	Complete	Email
EDUCST-MA		01674319	0	IGT	R	N	✉
EDUCST-MA		01695735	0	IGT	R	N	✉
EDUCST-MA		01666019	0	IGT	R	N	✉
EDUCST-MA		01686071	0	IGT	R	N	✉
EDUCST-MA		01666934	0	IGT	R	N	✉
EDUCST-MA		01684301	0	IGT	N	N	✉
EDUCST-MA		01675086	0	IGT	R	N	✉
EDUCST-MA		01683944	0	IGT	N	Y	✉
EDUCST-MA	HEA	01577462	0	GRD	N	Y	✉
EDUCST-MA	WDE	01686305	0	GRD	R	N	✉
EDUCST-MA	PSY	01611744	0	GRD	R	Y	✉
EDUCST-MA	HEA	01639310	0	GRD	I	Y	✉

Step 9 (Program and Student):

Students are automatically assigned a checklist item of GRDIT. This checklist prevents any admit action. This checklist is intended to prevent the completion of the transfer until permission is given from the student's current/previous program. There are two ways to complete this checklist item:

1. Current students can log into gradforms and initiate a transfer of graduate program form.

2. Former students can have the previous program contact our office noting their approval.

Step 10 (Program):

- Once the checklist item is completed, a "GCAL" row will be automatically added to application maintenance page.

- **Please note that no GPA calculation will be performed for transfer students.**

- Programs will post a "GREC" on the application maintenance page and contact grad-schooltransfers@osu.edu with the admit decision.

- Graduate School will post the admit decision and update the student's CPP.

Things to consider

- No application fee for transfer students.

- International students will not need to complete the financial review process

- New I-20 will be generated by Office of International affairs (OIA)

- Need to have decision for international transfer applicants two-weeks prior to the start of the term.

- Admit deadline for domestic students will remain the first day of the term.

- Notice of admission will be automatically generated.