

2008

Application Checklist



School of Communication Studies

Ohio University

8/1/2008

Application Checklist

When you submit an on-line application, you need to provide printed copies of the following materials to complete your application. Submit items 2-4 (as applicable) in one envelope to **Graduate Studies, McKee House, 44 University Terrace, Athens, OH 45701**.

<input checked="" type="checkbox"/> If Complete	Item
	1. Complete the online application to the university: http://www.ohio.edu/graduate/apply.cfm
	2. Copy of Application Submission page or the application transaction (order) ID. You will obtain this when completing the online application form with Graduate Studies.
	3. Two copies of official transcripts from each U.S. post-secondary institution attended (in envelopes sealed by the issuing institution). Ohio University transcripts will be obtained by the Office of Graduate Studies on your behalf. Two copies of official or registrar-certified transcripts/mark sheets and two certified English translations for each non-U.S. postsecondary institution attended (in envelopes sealed by the issuing institution, if possible). Transcripts must reflect all courses taken, including courses that were repeated or taken outside a degree program.
	4. Standardized Exam scores. The GRE is required for a complete application, as is the TOEFL for all non-native (English) speaking applicants. The Institution code for Ohio University is 1593.

Submit items 5-8 (as applicable) in one envelope addressed to **Julie Venrick, School of Communication Studies, 43 W Union, Athens, OH 45701**.

<input checked="" type="checkbox"/> If Complete	Item
	5. Three (3) letters of recommendation, in envelopes sealed by the person writing the recommendation. These may be sent separately by the person writing your recommendation. Please have them sent directly to the school at the address above with your name clearly indicated on the letter and back of the envelope to ensure correct filing.
	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.
	7. Résumé or CV.
	8. Writing sample. We recommend that writing samples be of typical article length.

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. Portfolio materials will be returned if accompanied by a self-addressed, stamped envelope. The university retains portfolios of students accepted for admission.