Application Due Dates

- January 7 – All applicants
- December 1 – International applicants seeking fellowships
- January 6 – Domestic applicants seeking fellowships

Should I submit an Ohio State Graduate Application or Transfer of Graduate Form?

If you have never been a graduate student at Ohio State, you should submit an Ohio State Graduate Application.

If you have been a graduate student at Ohio State use the Transfer of Graduate Program form on Grad Forms. If you cannot access Grad Forms, submit your application materials directly to the PhD Program Office.

Applicants from the MSW who have graduated two or more years ago may use Grad Forms, otherwise submit your application directly to the PhD Program Office.

Ohio State Graduate Application

To apply via this method go to the Graduate and Professional Admissions website, http://gpadmissions.osu.edu/index.html Select “Find your program”; select “Social Work” then “Doctor of Philosophy”; select the “Apply” tab and then select “Apply” and follow the instructions.

Be prepared to pay your application fee when applying.

Also, have the information you will need for your application as well as your application documents ready. You will be able to upload these documents at this time.

Summary list of Application Materials

- Ohio State Graduate Application or Transfer of Graduate program form via Gradforms (or via PDF if you are unable to access Gradforms).
- Resume
- Application Cover Sheet
- Personal Statement
- Academic or Professional Writing Sample
- GRE Scores
- TOEFL Scores (International applicants)
- Three Letters of Recommendation
- Transcripts from all post-secondary institutions attended
- GA application for those seeking funding
Transfer of Graduate Program

New for 2017, applicants who are or have been graduate students at Ohio State may submit their applications via Grad Forms. Applicants from the Ohio State MSW program may submit applications directly to the PhD Program Office.

Go to the Graduate and Professional Admissions website [http://gpadmissions.osu.edu/index.html](http://gpadmissions.osu.edu/index.html) or to the Graduate School website [https://gradsch.osu.edu/](https://gradsch.osu.edu/). Once you have selected your program and the “Apply” tab, select “Apply”. Read the information on the link and select either “current or recent Ohio State student” or “former Ohio State student”; then select “Graduate Intra-University Transfer” and fill in the term and campus, e.g. Autumn 2017 Columbus. Follow the prompts and instructions.

Uploading Documents

It is recommended that you upload all of your documents when completing the on-line application. However, if you weren’t able to do so, you may use the Admissions Uploader located on the “Contact Us” page of the Graduate and Professional Admissions website - [http://gpadmissions.osu.edu/help/contact-us.html](http://gpadmissions.osu.edu/help/contact-us.html)

If there are documents or application materials, excluding transcripts, that you were unable to upload, submit those directly to the PhD Program Office.

Resume

You may submit a resume or CV.

Application Cover Sheet

The Application Cover Sheet will help us to pair your application materials with your application folder.

The following should be included in your Application Cover Sheet: Name, email address, program applying for (Full-time PhD or Part-Time PhD), term and year applying (Autumn 2017). You may attach it to your Background and Professional Goals Statement or submit as a separate document.

Background and Professional Goals Statement

The Background and Professional Goals Statement ties together your application and provides the admission committee with insight into your qualifications and reason for pursuing the PhD. It is given considerable weight and should be prepared with great care.

Format:

- Double-spaced and typed
- 5 or fewer pages
- Your name and program (Full-time PhD or Part-time PhD) on the header or footer of each page.

Content:

- Indicate the specific program that you are applying to in your introductory paragraph or sentence. Program options are:
  - Full-time PhD
  - Part-time PhD
- Background – Undergraduate and graduate education; relevant employment, and professional activities.
- Specific interests in social work and/or other disciplines
- Research experience, including thesis and other published or unpublished writings
- Research interests and contributions your research will make to social work
- Reasons for pursuing the PhD in the field of social work and how the degree fits into your career goals
• Reasons for pursuing the PhD in Social Work at The Ohio State University

Writing Sample
• Written solely by you
• Demonstrates your ability to write and think analytically
• Reflects your highest level of research to date
• Format: Include your name and Program (Full-time PhD or Part-time PhD) on the header and footer of each page.

Three Letters of Recommendation
• If you are applying via Ohio State’s Graduate Admission’s application form or the Graduate School’s Grad Forms, follow the application instructions and prompts for listing recommenders. Recommenders can complete recommendations on-line, but the letters should be formal and preferably on letter-head stationery.
• Current and former Ohio State MSW students should request 3 new letters of recommendation. These letters of recommendation should include the Graduate Admissions Letter of Recommendation form and a letter of recommendation on letterhead stationery.
• Recommenders should be graduate or undergraduate faculty members who can address your suitability for the PhD program and a research career.
• As the applicant, you are responsible for obtaining references and confirming that forms and letters are sent and received.

Transcripts
• An official transcript from each post-secondary institution attended is required.
• Copies of official transcripts can be uploaded with your application. You can also upload them later using the Admissions Uploader. See http://gpadmissions.osu.edu/help/contact-us.html
• Official final transcripts will be requested upon admission.
• If you are a current or former Ohio State MSW or other graduate student, you need to submit only transcripts not currently on file. Please check with that department and the PhD program office to find out which transcripts are on file.
• As the applicant, you are responsible to make sure that transcripts from each post-secondary institution that you have attended are submitted and received.

GPA
• The Graduate School requires a combined undergraduate GPA of 3.0 or higher.
• If your combined undergraduate GPA is below 3.0, but you think you would otherwise be a competitive applicant and would like to apply, please contact the PhD program.
GRE

- The GRE is required for all applicants
- Target GRE scores:
  - Verbal - 40th percentile or higher;
  - Quantitative – 40th percentile or higher
  - Writing – 3.5 or higher.
- Tests should be no older than 5 years
- Codes:
  - Ohio State – 1592
  - Social Work - 5001
- For more information see: http://www.ets.org/gre/

TOEFL/English Proficiency for International Student Admission

Please follow Ohio State’s requirements. See http://gpadmissions.osu.edu/intl/english-proficiency.html

Graduate Associate (GA) Application

This application is required if you wish to be considered for funding. Students must be full-time to hold a GA position at Ohio State.

Forms

Links to forms can be found on the “How to Apply” section of the Social Work PhD website - http://csw.osu.edu/degrees-programs/phd/how-to-apply/

Graduate Admissions Forms and information can be found on the Graduate and Professional Admissions website - http://gpadmissions.osu.edu/index.html

Contact Us

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http://csw.osu.edu/degrees-programs/phd/

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