



Dear Applicant:

Thank you for your interest in the graduate program in The Department of Industrial, Interior and Visual Communication Design at The Ohio State University. OSU Graduate Admissions has moved to a paperless system and will only accept on-line applications. Departmental applications may still be mailed in, however, and Department forms can be downloaded at the web links below.

To complete an application you must complete online and submit the OSU Graduate School Application form, 1 official copy of your transcripts for each university attended, an application fee, and GRE and TOEFL/MELAB test scores (if required) to The Graduate Admissions Office. A separate OSU application and fee is required for each department you are applying to.

In addition to the Graduate Admissions requirements, the Departmental Application form, 1 official copy of your transcripts for each university attended, three letters of reference (each with an accompanying form), a statement of intent, a resume and a portfolio must be submitted to The Department of Design. We cannot be responsible for missing or late materials if the materials are not sent to the proper department.

If your undergraduate cumulative grade point average is less than a 3.0 out of 4.0 scale you will be required to submit a GRE score. If your school does not use a 4.0 scale you must contact the Graduate Admissions Office to request a grade point conversion. The GRE is also required for any student wishing to apply for Fellowship. GRE requirements have changed as of this application year, and the current GRE requirements can be found by checking the Step-By-Step Guide to Admissions that is available off the main Graduate Admissions web page, listed below. A TOEFL score is also required of all international applicants who do not use English as a native language, or who have not gotten their Bachelors/Undergraduate degree from an English-speaking University. To request that your GRE or TOEFL score be sent to The Ohio State University please use the code 1592. Minimum TOEFL scores are 550 on the written test and 213 on the computer-based test. A minimum score on your GRE is not required, although scores of 500 or more on each section are expected.

Financial support is available to a limited number of students through Graduate Associateships and Fellowships. Awards of Graduate Associateships are made on the basis of: 1) applicant's scholarly potential as indicated by transcripts, exam scores and 3 letters of recommendation and 2) area of interest of the student as it relates to the needs of the Department. If you wish to apply for financial aid please check the appropriate boxes on both the Graduate School and Departmental applications. Please note that international students applying for the University Fellowship competition must send all of your application materials by November 28.

The Department of Design at The Ohio State University admits for *Autumn Quarter only*. Deadlines to complete applications are as follows:

- For University Fellowship: **November 28**
- For Graduate Associateship: **January 15**
- For admission without financial support: **January 15**

Our Department home page provides more information about our graduate program. Please visit our web site at: <http://design.osu.edu> If you are unable to visit our web site and/or desire further information please contact our department by email at design@osu.edu or call at 614.292.6746. Thank you.

Sincerely,
Paul J. Nini
Graduate Studies Chair

The following links can provide you additional information as well as the ability to apply on-line:

1. ***For information about:***

The Department of Design

<http://design.osu.edu>

For detailed information please click on the “Admissions” link on the homepage then click on “Graduate.” From there choose “Entry Requirements” and download the PDF titled in red “download graduate admissions pdf.” This includes specifics about your portfolio as well as all required materials and the departmental application.

The Ohio State University

<http://www.osu.edu>

The Graduate School of The Ohio State University

<http://www.gradsch.ohio-state.edu/>

The Graduate Admissions Office

<http://gradadmissions.osu.edu/>

Information regarding costs and financial aid may be found here.

2. ***Apply to The Ohio State University***

<http://gradapply.osu.edu>

A step-by-step guide is available on this page. Please refer to this guide for any questions you have regarding the application process. This is the definitive and latest information regarding application. You will need to choose “All Other Degree Granting Programs” from the drop-down menu to access. The Design Department is **program code 234** on the OSU application. Download the application materials to your computer, print and mail

http://gradadmissions.osu.edu/download_materials.htm

Please be aware that materials a-e are to be printed, including 3 copies of c) or d) the Reference Form.

3. ***Apply to The Department of Design***

Download the application to your computer, print and mail

http://design.osu.edu/adm_grad_entry.html

If the PDF does not load please go to our main site and look under the “Admissions” link. Under “Graduate” and then “Entry Requirements” you will see the PDF file titled “download graduate admissions pdf.”

4. ***To check your application status on-line***

<http://appstatus.osu.edu>

You will need to know your application # or Social Security Number and birth date. Please be aware that it may take 1-7 days to process materials sent to the Admissions Office, so materials may not immediately appear as received.

Materials must be sent to the following addresses:

For Express Mail, DSL, FedEx, UPS or any mail that cannot be sent to a PO Box

For Domestic and International Applicants:

Graduate Admissions Office
The Ohio State University
1800 Cannon Drive, 3rd floor
Columbus, OH 43210-1270
USA

For Regular Mail

Domestic Students:

Graduate Admissions Office
The Ohio State University
PO Box 182004
Columbus, OH 43218-2004

International Students:

Graduate Admissions Office
The Ohio State University
PO Box 182083
Columbus, OH 43218-2083
USA

The Graduate School defines an International student as any student who is not a U.S. citizen or naturalized U.S. citizen, regardless of where they are currently living or where they got their undergraduate degree.

If you would like to contact the Graduate Admissions Office with questions please do so at the following email addresses:

Domestic Graduate Students: domestic.grad@osu.edu

International Graduate Students: international.grad@osu.edu

Graduate Admissions Phone: 614/292-9444

Graduate Admissions Fax: 614/292-3895

Materials to be sent to Graduate Admissions:

- OSU Application and fee (submitted electronically for each department you apply to)
- 1 copy of official transcripts from each College or University you attended, regardless of the length of study
- TOEFL and GRE scores (if necessary)

Materials to be sent to the Design Department:

- Design Department Application
- 1 copy of official transcripts from each College or University you attended, regardless of the length of study
- Statement of Intent
- Resume
- 3 letters of reference, with accompanying forms (may be sent by referring person directly)
- Portfolio

Please send all Design Department materials to:

OSU Design Department

Attn: Graduate Application Processing

128 N. Oval Mall, #380

Columbus, OH 43210

If you have any further questions regarding Design Department requirements, please contact us at design@osu.edu or call us at 614.292.6746.

Best Wishes and good luck with your application.

The Design Staff