

US Citizen/Permanent Resident Applicant Online 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 1 and 2 (as applicable) in one envelope to the Graduate College, McKee House, 44 University Terrace, Athens, OH 45701. Please include your application transaction ID, Ohio University PID number, or social security number with your documents.

1) 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 Graduate College on your behalf. Applicants to the joint MBA/MSA or MBA/MHA please provide three copies.

2) 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. Applicants to the joint MBA/MSA or MBA/MHA please provide three copies.

Submit items 3-6 (as applicable) in one envelope addressed to Graduate Chair (department to which you are applying), Ohio University, Athens, OH 45701.

3) Three (3) letters of recommendation, in envelopes sealed by the person writing the recommendation if using paper-based letters of recommendation. Students applying to Physical Therapy, please also submit the following [Physical Therapy recommendation forms](#).

4) Autobiographical sketch, statement of purpose, or personal statement (check with the [department](#) for what is required), if not uploaded in the web application.

5) Résumé or CV , if not uploaded in the web application.

6) Any other materials required by the department, such as a portfolio application supplement, or video or audio tape (check with the [department](#) for what is required).

Test Scores must be forwarded from the testing agency. Ohio University's institution code is 1593. Student copies are not accepted as official. 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.

Note: If submitting a web application, do not submit a paper copy of the application for the same term/degree program.