

PhD Application Checklist

The objective of this document is to provide a checklist for our webpage to assist Masters and PhD applicants in navigating through the application process. By providing clear instructions along with links to the necessary tools and resources, we will obtain a competitive advantage over other institutions. Furthermore, creating this list for our webpage will result in less confusion during the review and collection of applicant materials.

The outline of this document is as follows: First, a telescopic view of checklists for both the Masters and PhD program is provided to quickly pinpoint any chronological problems. Second, the checklist is repeated but with far more detail including web links, mailing addresses, contact information, etc.. The information for the second section is derived from *The Graduate Handbook for the Department of Geography, Information for Prospective Geography Students*, corresponding documents for Atmospheric Sciences and Climatic studies (ASP), both versions of the Department Website, and The Graduate School website.

Doctorate of Philosophy Applicant Checklist

Note: While the checklists for ASP and Geography are identical, the second section notes some of the differences in the prerequisites and objectives.

Preliminary Research

1. Read **introduction** and **objectives** of the PhD program in Geography.
2. Review **transfer student** expectations and instructions, if transferring from another institution.
3. Examine **dissertation** and **candidacy exam** expectations.
4. Review possible sources of **financial assistance** for graduate school.
5. Take careful note of **application deadlines**. Be sure to leave plenty of time for the processing of GRE and TOEFL scores.

Application Checklist

6. Complete an **online application** for graduate school.
7. Pay the \$40 **application fee** (\$50 for International applications).
8. Order a practice examination booklet from the **GRE** (*optional*)
9. Make an appointment to take the **GRE Examination**; **arrange for scores to be sent to the Graduate Admissions Office and the Department of Geography.**
10. **International Students Only:** Register for the TOEFL examination.
11. Submit one **official transcript** for each institution attended to the **Graduate Admissions Office AND the Department of Geography.**
12. Arrange for three (3) letters of recommendation to be mailed **OR** submitted online with the application.
13. Prepare a 2 page (1200 word maximum) **statement of research interests and academic direction.** **Make sure that you identify a faculty "Mentor"** (which is described on page 4). Submit a copy to the **Department of Geography** either via mail, email, or with your application.
14. Submit a copy of a curriculum vitae or résumé to the **Department of Geography** either via mail, email, or with your application.

Detailed Checklist for PhD Applicants

Preliminary Research

1. Read **introduction** and **objectives** of the PhD program in Geography.

Source: Graduate Student Handbook, p. 23

Although the requirements for the Ph.D. are more rigorous than those for the Master's, there is far more flexibility in the Ph.D. program, especially with respect to course and credit requirements. This flexibility is intentionally designed to allow advanced students to pursue a program of study which is tailored to their special interests and needs. In contrast to the Master's program, where requirements are spelled out in considerable detail, Ph.D. requirements are stated in more general terms, with the details of the student's program largely left up to the student and his/her adviser.

A doctoral candidate must designate a field of specialization from among the fields recognized by the Department (see Chapter 1). During the program of study, the student is expected to devote attention to developing this specialty through a carefully designed program of course work, seminars, and independent studies. The Candidacy Examination will be devoted, in large part, to determining the candidate's competence.

2. Review **transfer student** expectations and instructions, if transferring from another institution.

Source: Graduate Student Handbook, p. 15

Candidates who have not earned a Master's degree in geography at Ohio State must demonstrate proficiency of a level comparable to the M.A. Core. Students entering the Ph.D. program with Master's degrees from other institutions or from other departments at Ohio State will develop individual programs in consultation with their advisers.

Source: 2005-06 Information for Prospective Graduate Students, p. 3

Transfer students from other fields are accepted if a satisfactory program can be worked out which will rectify any background deficiencies. Applicants with both baccalaureate and Master's degrees in disciplines other than geography may enter the Ph.D. program directly but must complete up to six remedial undergraduate courses. Such applicants will receive credit for all work in geography taken at Ohio State or for equivalent work at other institutions. The department informs applicants to the Ph.D. program that their statement of purpose and planned area of research will receive very close attention, and is an important component of the Ph.D. application. Students seeking to transfer to the Department of Geography from another department at Ohio State should submit the form "Request for Transfer of Academic Unit," available from the Graduate School (<http://www.gradsch.osu.edu/Depo/PDF/TransferCredit.pdf>), accompanied by the same items of documentation which are required for an initial application.

3. Review possible sources of **financial assistance** for graduate school.

- See Grad School Financial Aid Page: <http://gradadmissions.osu.edu/BufferCosts.htm>
- Also the Graduate School List of Funding Opportunities:
<http://www.gradsch.osu.edu/Category.aspx?Category=3&itemid=2>

4. Take careful note of **application deadlines**. Be sure to leave plenty of time for the processing of GRE and TOEFL scores. (These scores typically take **6-8 weeks** to process and **4-6 weeks** to register for the examination)

Source New Webpage.

University Fellowship:

- International Applicants: November 30
- Domestic Applicants: January 15

Departmental Associateships

- January 15

General Deadlines for Graduate Applications, Autumn Quarter

- International Applicants: July 1
- Domestic Applicants: August 15

** For admissions during other quarters, please consult the Graduate School Website or contact the Department.

It is the applicant's responsibility to ensure that all application materials reach the department in time; please call or write to the Graduate Studies Committee well before the November and January deadlines to ensure that we have received all the above materials, as incomplete applications will not be considered. The Graduate Studies Committee can be reached at 614-292-2514 or via e-mail at Kelsey.26@osu.edu.

Application Checklist

5. Complete an **online application** for graduate school.
http://gradadmissions.osu.edu/apply_online.htm

6. Pay the \$40 **application fee** (\$50 for International applications).
(Will be prompted at completion of application)

7. Order a practice examination booklet from the **GRE** (*optional*)

See: <http://www.gre.org>

Click on "Practice for GRE Test"

8. Make an appointment to take the **GRE Examination; arrange for scores to be sent to the Graduate Admissions Office and the Department of Geography.**

See: <http://www.gre.org>

When sending GRE scores to OSU, refer to school code **#1592**. The Department code is **#2203** for Geography and **#0501** for Atmospheric Sciences

10. **International Students Only:** Register for the TOEFL examination.

See: <http://www.toefl.org>

When sending TOEFL scores, refer to school code **#1592**. The Department code is **#70** for Geography and **#99** for Atmospheric Sciences

11. Submit one **official transcript** for each institution attended to the **Graduate Admissions Office AND the Department of Geography.**

Download Form: <http://admissions.osu.edu/apps/pdfs/g-tran.pdf>

For the second address on the form, please enter:

Graduate Studies Committee
Department of Geography
The Ohio State University
1036 Derby Hall
154 North Oval Mall
Columbus, Ohio 43210-1361

*Be sure to include necessary payment to each institution.

12. Arrange for three (3) letters of recommendation to be mailed **OR submitted with the application** to the **Department of Geography.**

If you want the letters of recommendations to be mailed download this Form and print 3 copies:
<http://admissions.osu.edu/apps/pdfs/refer.pdf>

If you choose to have the letter mailed please instruct references to mail letters to the following address:
Graduate Studies Committee
Department of Geography
The Ohio State University
1036 Derby Hall
154 North Oval Mall
Columbus, Ohio 43210-1361

13. Prepare a 2 page (1200 word maximum) **statement of research interests and academic direction**. You can submit your statement with your application, email it to the Graduate Program Coordinator (Kelsey.26@osu.edu) or mail it to the below address.
Source: New Webpage

*Each year we look at a broad spectrum of graduate applications. An important part of the selection process is the statement of research interests and academic direction. This should spell out for as broad an audience as possible past and future research interests, as well as any relevant background information. The statement is of course going to look very different depending on whether you are applying for the MA or the PhD. In particular, we expect our PhD applicants to provide a much more detailed outline of their research trajectory and their anticipated research project.

In addition to clarifying your research interests, we expect you to select a faculty member, who you would like to have as your graduate **Mentor**. You are strongly advised to email this faculty member and discuss your application before applying. This faculty member will play an important role in evaluating your application and, if you are accepted, would serve as your preliminary **Mentor** (Graduate Students in our department always have an opportunity to change **Mentors** or select more than one). To properly select a **Mentor** go to the following link <http://www.geography.ohio-state.edu/our-department/faculty-and-staff> and select a Faculty member whose research mirrors' your own interests. This does not mean that we only take students who study exactly what our faculty study - far from it! Indeed, our graduate students are versed in a wide range of disciplinary interests and go on to tackle a wide range of thesis and dissertation topics. However, we are attentive to the fact that a successful graduate career is in large measure dependent on the "fit" between graduate student and faculty research interests. As a result, we try very hard to match the most-qualified students in our application pool with our faculty's research interests. We strongly recommend that you contact relevant faculty prior to applying.

Send this statement to:

Graduate Studies Committee
Department of Geography
The Ohio State University
1036 Derby Hall
154 North Oval Mall
Columbus, Ohio 43210-1361

14. Submit a copy of a curriculum vitae or résumé to the **Department of Geography**. You can submit CV with your application, email it to the Graduate Program Coordinator or mail it to the below address.

Send résumé or CV to:

Graduate Studies Committee
Department of Geography
The Ohio State University
1036 Derby Hall
154 North Oval Mall
Columbus, Ohio 43210-1361