

Timeline for applying to the PhD Program in Chemistry at Ohio State

SUMMER 2016

- ❖ Begin to write your personal statement and CV or resume
- ❖ Study for and register to take the GRE Revised General Test
- ❖ Prepare for and register to take the TOEFL

RESOURCES

Writing the Personal Statement: <https://owl.english.purdue.edu/owl/resource/642/1/>

Résumé Workshop: <https://owl.english.purdue.edu/owl/resource/719/1/>

GRE Test Prep: https://www.ets.org/gre/revised_general/prepare/

TOEFL Test Prep: <https://www.ets.org/toefl/ibt/prepare>

Applying to Graduate School: Tips, Timeline and Tools of the Trade:
<https://www.cic.net/docs/default-source/diversity/gradschoolguide.pdf>

SEPTEMBER 2016

- ❖ Have an advisor or other faculty mentor review your personal statement and resume
- ❖ Take the GRE Revised General Test
- ❖ Take the TOEFL
- ❖ Order transcripts

TRANSCRIPT INFO

Transcripts can be sent electronically through a service like eScrip or mailed to OSU Graduate Admissions. Alternatively, an applicant can request for official transcripts to be mailed to him/her and the transcript can then be scanned (both sides) and uploaded within the online application.

Transcript mailing address:
Office of Graduate and Professional Admissions
The Ohio State University
SAS Building, 1st Floor
281 W. Lane Ave.
Columbus, OH 43210-1132

OCTOBER 2016

- ❖ Ask faculty members for recommendations
- ❖ Submit the online application
- ❖ Last chance! Take the GRE and/or TOEFL if you have not already taken it or if you want to retake either test.

RECOMMENDATION LETTER INFO

Within the online application, you will provide each referee's contact information. Once the application is submitted and the fee is paid, each referee will receive an e-mail with instructions on how to upload their letter of recommendation for you.

By submitting your online application well in advance of the December 15th application deadline, your recommendation letter writers will have plenty of time to write and upload their letters so that your file can be totally complete by or on the deadline. Your referees will appreciate your preparedness and respect for their time and you will be able to rest easy knowing that you're on track to complete your application on time.

NOVEMBER 2016

- ❖ Check your application status (<http://appstatus.osu.edu>) and make sure items are being submitted and processed in a timely manner
- ❖ Fix any problems that may be occurring with your application (e.g. referee is having trouble uploading a letter, GRE or TOEFL scores haven't been reported, transcript was not submitted correctly)
- ❖ Relax or study for your finals knowing that your grad school application is either already completed or on track to be completed by the deadline

DECEMBER 2016

- ❖ Check your application status during the first week of December to make sure all required items have been submitted
- ❖ Fix any problems that may be occurring with your application (e.g. referee is having trouble uploading a letter, GRE or TOEFL scores haven't been reported, transcript was not submitted correctly)

JANUARY & FEBRUARY 2017

- ❖ Check your e-mail often for admission offer letters (if your application is declined, the indicator on your application status page will change from "applicant" to "cancelled")
- ❖ If you receive an offer and are currently living in the United States, register to attend our visitation weekend on March 3rd-5th, 2017.

MARCH 2017

- ❖ If you currently live in the US, attend our visitation weekend on March 3rd-5th

APRIL 2017

- ❖ Notify us by April 15th as to whether you will be accepting or declining your admission offer