Graduate students who have been admitted into a degree program (e.g., masters, Ph. D., etc.) and paid fees for at least one term and plan to pursue a separate degree must complete a transfer of graduate program. Per Graduate School rules, students requesting to transfer must have written acknowledgment of the Graduate Studies Committee in the current (or previous) program (section 2.9).

**When to use this form:**

1. To transfer from their current graduate program into another Ohio State graduate program.
2. To return to graduate studies within one year in order to complete another graduate degree at Ohio State.
3. To transfer from a “tagged” master’s degree to a Ph. D. program (e.g., MBA to Ph. D. in Business administration).

**When not to use this form:**

- When changing academic levels in the same program (e.g., M.A./M.S. to Ph. D.). Students can indicate on the application to graduate that they will continue on to the Ph. D. and changes will be processed as long as they are approved by GSCC.
- When the student is interested in pursuing a dual degree.
- When the student is applying to a program that uses a CAS (Public Health, Speech and Hearing, Occupational Therapy and Physical Therapy) or is transferring to a Business program. These students can use the paper form ‘Request for Transfer of Graduate Program’ that can be found on the Graduate School’s website.
**Student view**

**Step 1:**
Student navigates to Graduate Admissions website either directly, or through program link on Graduate School’s website and selects apply.

1. Student navigates to Graduate Admissions website either directly, or through program link on Graduate School’s website and selects apply.

2. Transfer students will either select one of the first two options. The last option will never apply to this population.

3. If the student selects the first option, they will not need to create an account to access the application, but will need to log in using their name. and password and their biographical data will automatically populate from what is listed in SIS.

4. If the second option is applicable, students will need to create an account and input the data.
Step 2:
1. Student selects Graduate Intra-University Transfer and is prompted to select the term and the campus (Please note that Columbus is the only option).
2. Then they click “Start Application” in order to proceed.

Step 3:
Students are directed at the top of the application:
1. If they are current students they are asked to initiate a Transfer of Graduate Program form for their current program via Grad Forms.
2. If they are not current students they are asked to have their former program send their approval to grad-schooltransfers@osu.edu.
3. If they have been away for more than 12 months students do not need permission from their former program. They can email us directly at grad-schooltransfers@osu.edu to indicate they are returning to Graduate School.
Step 4:

1. Students will need to complete the application either by updating their biographical information (if any changes to SIS information), or input new information.
2. Application asks standard questions compared to the other degree applications.

Full Legal Name

Enter your Full Legal Name or name as it appears on your passport.

First Name/Given Name: [Name]
Middle Name: [Name]
Last Name/Family/Surname: [Name]
Name Suffix: [Name]

Variations of Your Name

List all variations in your name that might appear on your academic record. This will help the admissions office to match your application materials.

Other Last or Family Name(s) | Other Suffix | Other First Name(s) | Other Middle Name(s)
---------------------------------|------------|-------------------|-------------------
[Name] | [Name] | [Name] | [Name]

Other Personal Information

- Your Social Security Number is required to process your FAFSA and Ohio State Dependent Tuition Assistance payments. Providing your SSN on your application will prevent delays in the processing of these funds.

- U.S. Social Security Number (optional)

- Date of Birth: MMDDYYYY (Example: May 7, 1985 = 05/07/1985)

- Gender: [Gender]

- If you have previously been enrolled at Ohio State, you were assigned a name # (example: smith.1234). Please enter your name # if you have one.

Sexual Orientation

- For informational purposes only, no information you provide will be used in a discriminatory manner. See Ohio state policy administration for more information.

- Do you consider yourself to be a member of the LGBTQ+ community?
  - Yes
  - No
  - Prefer Not to Answer

Citizenship

- If not USA, click the magnifying glass tool
- In the description field, change the search filter from "begins with" to "contains"
- Type all or part of your country name and click "Look up"

- *Country of Citizenship
- Country of Birth
- City of Birth
Step 5:

1. Students will need to select the appropriate program. All plan codes should be active for spring, 2017.

2. Students will need to select the appropriate program. All plan codes (except those using CAS apps.) should be active for spring, 2017.

Step 6:

Student will need to identify their current, or previous, program, plan and whether or not they will graduate. This information is critical, not only for our office, but in the case of international students, OIA will need this information.
**Step 7:**

Students have the option to upload a statement of purpose and a resume/C.V. and one additional document type.

They will also be able to utilize the online reference form.
**Step 8:**

Student agrees to the “Certification of Truth Statement” and then clicks submit.

*Please note that students can only have one transfer application at a time.*

**Step 9 (Program):**

1. Programs are notified that a new transfer application has been submitted for their review like any other application.

2. Transfer applicants will appear in list of applicants in AME with an admit type of IGT.

3. Programs can filter admit types to identify students who are transferring.

4. Documents are accessible through EDWARD.
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<th>Program Nbr</th>
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Step 10 (Program and Student):

Students are automatically assigned a checklist item of GRDIT. This checklist prevents any admit action. This checklist is intended to prevent the completion of the transfer until permission is given from the student’s current/previous program. There are two ways to complete this checklist item:

1. Current students can log into gradforms and initiate a transfer of graduate program form.
2. Former students can have the previous program contact our office noting their approval.

Step 11 (Program):

• Once the checklist item is completed, a “GCAL” row will be automatically added to application maintenance page.

• Please note that no GPA calculation will be performed for transfer students.

• Advising report can be used in lieu of GPA calculation.

• Programs will post a “GREC” on the application maintenance page and contact grad-schooltransfers@osu.edu with the admit decision. The recommend admit is a critical step as it completes specific application evaluations in SIS.

• Graduate School will post the admit decision and update the student’s CPP.

Things to consider

• No application fee for transfer students.

• International students will not need to complete the financial review process

• New I-20 will be generated by Office of International affairs (OIA)

• Need to have decision for international transfer applicants two-weeks prior to the start of the term.

• Admit deadline for domestic students will remain the first day of the term.

• Notice of admission will be automatically generated.