

Checklist for the MS in Medical Science

I. Application Process

A. Send directly to the Graduate Admissions Office

The Ohio State University
1800 Cannon Drive
Columbus, OH 43210-1270

- Complete OSU Graduate School Application form – The application can be completed on line at <http://www-afa.adm.ohio-state.edu/grad/index.asp>.

Must meet minimum graduate and program admission standards:

- An earned cumulative grade-point average (GPA) equivalent to at least 3.0 out of 4.0 (or B) in all previous undergraduate and graduate course work
- MD or DO required; must be pursuing approved Ohio State clinical residency or clinical fellowship
- English Proficiency - for International Applicants and those who have held the status of U.S. Permanent Resident for less than one year.

Applicants, whose native language is not English, must submit a recent, official [Test of English as a Foreign Language \(TOEFL\)](#) score or [Michigan English Language Assessment Battery \(MELAB\)](#) score. Minimum English Proficiency Requirements are as follows:

- At least 550 on the paper-based (213 on the computer-based) Test of English as a Foreign Language (TOEFL) or
 - At least 82 on the Michigan English Language Assessment Battery (MELAB)
- Nonrefundable application fee: \$40 domestic, \$50 international
- One official transcript for each university level school attended. Include English translation of each of any foreign documents

II. Send directly to MS in Medical Science Graduate Studies Committee Chair

Master of Science in Medical Science

Ginny Bumgardner, MD, PhD

c/o Graduate Medical Education

125 Doan Hall

410 W. 10th Avenue

293-7862

- If the application was not completed on-line, send copy of the application form
- Three letters of recommendation written on recommenders' original letterhead stationery, accompanied by completed Ohio State Reference Forms <http://www-afa.adm.ohio-state.edu/grad/dg-dwnld.html>
 - One letter from the Residency/Fellowship Program Director
 - One letter from the trainee's advisor
 - One letter from the Associate Dean for Graduate Medical Education
- A statement of intent
This should be one page and highlight why the resident/fellow wants to pursue the Masters Degree, his/her research interests, long-range plans, etc.

III. Registration Process and Course Planning

- Tuition Assistance**
No tuition assistance application is needed; a credit will appear on the fee statement when you enroll in classes for the quarter. See <http://hr.osu.edu/hrpubs/ben/fs-tuitionfs.pdf>
 - The program **does not** pay for application fees, registration fees, late fees, COTA bus fees
 - You are responsible for withdrawal fees after the full refund period.
- Proposed Course of Study**
Submit your proposed courses of study to the Graduate Studies Committee at the beginning of your program. See attached list of recommended courses

Name _____

Date _____

IV. Prior to Graduation

- Make an oral presentation on your research to the Graduate Studies Committee and your research advisor
- Register and enroll for at least three graduate credit hours during the quarter in which graduation is expected.
- Submit the Application to Graduate form to the Graduate School no later than the second Friday of the quarter in which graduation is expected. The candidate, the candidate's adviser, and the candidate's Graduate Studies Committee chair must sign this form. It must be submitted to Graduation Services in the Graduate School no later than the second Friday of the quarter in which the candidate plans to graduate. This deadline is firm whether the candidate plans to walk in the ceremony or plans to use the End-of-Quarter deadline. There are no exceptions to this deadline.
- Complete the required minimum number of credit hours (45 credit hours) for your program
- Earn a graduate cumulative point hour ratio of at least 3.0.
- Submit the Master's Examination Report form to the Graduate School no later than Wednesday two weeks before commencement.