



Continuing Education

Nondegree Admission for International Undergraduate Students

Undergraduate Admissions and First Year Experience (UAFYE)
The Ohio State University
Enarson Hall, 154 W. 12th Ave.
Columbus, OH 43210-1390
(614) 292-3980
E-mail: int.undergrad@osu.edu
undergrad.osu.edu/admissions.html

Is this application right for you?

This application is for international undergraduates who wish to gain admission as nondegree students in the Continuing Education (CED) Department of Credit Programs. CED is designed for the nondegree-seeking adult learner who wishes to take courses for personal enrichment, professional development, or certification.

Complete this application if you:

- have graduated from high school, and
- are at least 24 years of age, and
- are an international student

OR

- have graduated from high school, and
- are an international transient student

What is an international student?

An international student is a non-U.S. citizen who is not a permanent resident, refugee, or asylee of the U.S. Applicants with decisions pending for permanent residency or asylum requests must use this application. Refer to the “Visas” section for more information.

What is a transient student?

International applicants attending another U.S. university full-time who want to take classes at Ohio State *for no more than one quarter* are considered transient students and should use this application.

Want to pursue an undergraduate degree at Ohio State?

If so, don't use this application. Refer to the International Undergraduate Application or visit undergrad.osu.edu/admissions.html for more information.

Taking classes through Continuing Education

At Ohio State, courses taken through CED are for undergraduate credit only. Students in CED may take many of the classes offered at the 100 through the 500 level. Courses at the 600 through 700 level can also be taken if open to undergraduates. Refer to www.ureg.ohio-state.edu/courses/ for more information.

Courses taken through CED may satisfy **undergraduate prerequisites** for admission to a graduate program. However, undergraduate credit earned through CED cannot be later converted to graduate credit.

Costs

CED students pay undergraduate fees. For a list of costs, refer to the Affidavit of Financial Support for International Students in this application packet.

Admission criteria

Applicants to CED must demonstrate the following academic achievements:

- graduation from high school/secondary school
- a GPA greater than or equal to 2.5 (out of 4.0), or your country's equivalent as determined by UAFYE, for all post high school and university level work

Academic documents

Applicants must submit the appropriate documentation to be considered for CED admission. Refer to the chart below to determine which documents you will need to submit:

Highest level completed:	Document required:
Any university course work	Official university transcripts
Bachelor's degree or higher	Graduation certificate/diploma or official university transcripts
High school	Graduation certificate/diploma

Applicants must submit *official* academic records and transcripts. Transcripts and other educational records are official if the issuing institution sends them directly to UAFYE (see contact information on page 3). If transcripts are submitted with an application, this office will determine authenticity and validity.

All academic documents not issued in English must be accompanied by a literal English translation certified by an appropriate school official, official translator, or U.S. embassy or consulate official.

When institutions prohibit the issuance of transcripts directly to Ohio State, a certified true copy, attested by an appropriate official, can be substituted.

Visas

- Applicants intending to attend Ohio State as a non-immigrant international CED student will need a Certificate of Eligibility (form I-20 for the F-1 student visa, or form DS-2019 for the J-1 exchange visitor visa). You will need to present a valid I-20 or DS-2019 form to the United States Embassy or consulate in your country, in addition to a passport and evidence of financial support. Refer to the “Financial documentation” section for more information.
- **CED students** who have an F-1 or J-1 visa to study at Ohio State must enroll full-time (at least 12 credit hours).
- **Transient students** should contact the appropriate office at their home universities to know what is required to remain in compliance with their assigned visa status.

Contact the Office of International Affairs with questions regarding student visas, dependent visas, and enrollment requirements (see contact information on page 3).

Financial documentation

International students, their families, or their sponsors are responsible for all tuition and living expenses at Ohio State.

Confirmation of sufficient funds and sources of support must be demonstrated with the following documentation that is dated no more than one year prior to the desired quarter of enrollment:

- a completed and signed Nondegree Study Affidavit of Financial Support for International Students. This document includes the budget requirement for a quarter.
- an official bank statement or letter showing sufficient funds. The statement or letter must show funds for at least one quarter of study in U.S. dollars or local currency where the account is held. These documents must be written in English or accompanied by a certified English translation.

The signature of the sponsor listed on the Nondegree Study Affidavit form and the account holder shown on the official bank statement must be the same.

Exception for transient students

Financial documentation is not required for transient applicants. Transient students are enrolled in a degree-seeking program of another U.S. university and therefore are not subject to Ohio State financial requirements. Proof of current enrollment and academic good standing is, however, required (see the International Transient Student Admission Eligibility Statement on page 5).

English language proficiency

Ohio State requires proof that applicants are proficient in the English language. Proficiency can be demonstrated by submitting one of the following:

- an official score of at least 527 on the paper-based Test of English as a Foreign Language (TOEFL)
- an official score of at least 197 on the computer-based TOEFL
- an official score of at least 71 on the internet-based TOEFL
- an official score of at least 79 on the Michigan English Language Assessment Battery (MELAB)
- an official International English Language Testing System (IELT) band score of at least 6.5
- an official SAT critical reading of at least 500
- an official ACT English score of at least 21

Applicants who are citizens of, or who have received a bachelor’s degree from, one of the following countries are exempt from the English proficiency requirement: Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Ireland, Liberia, New Zealand, Scotland, the United States, and Wales.

Notes:

- Ohio State must receive *official* score reports directly from the testing agency. These results must be from a test taken within the last two years.
- Ohio State’s ETS institution code is #1592. Ohio State’s ACT institution code is #3312.
- Transient students with 30 semester hours (45 quarter hours) or more of earned credit will have English proficiency waived.

Health insurance

All international students are required to have health insurance. Contact the Office of International Affairs for more information (see contact information on page 3).

Application checklist

To complete the CED application, all items listed below must be submitted by the appropriate deadline (see list of deadlines on page 3):

- Completed and signed Application for Nondegree Admission for International Undergraduate Students, include the Statement of Nondegree Education Objective on page 6.
- U.S. \$50 application processing fee (check or money order made payable to The Ohio State University). All checks must be drawn on a U.S. bank or overseas bank with a branch or affiliate located in the United States.
- Academic documents (see page 1)
- Financial documentation (see this page)
- Official proof of English language proficiency (see this page)

Application deadlines

Submit a completed and signed application with the application fee and all required documentation to UAFYE by the following deadlines:

Autumn quarter:	June 25
Winter quarter:	November 1
Spring quarter:	February 1
Summer quarter:	May 1

Late applications received by mail

If you apply after the published deadlines, you must present a complete set of documents at the time of application. **Please note:** late applications are considered on a case-by-case basis only.

If you choose to apply in person

Present your application and supporting documents to a counselor in UAFYE (see contact information on this page). **Please note:** late applications are considered on a case-by-case basis only.

After you are admitted

All international students are required to check in at the Office of International Affairs: International Students and Scholars (OIA). At OIA, you will take part in an orientation program, and you can also get help with your visa documents and English placement testing (if required).

If you need help registering for classes, visit the CED office and ask to speak with an academic adviser (see contact information on this page).

For more information

The Course Offerings Bulletin and quarterly Master Schedule of Classes are available from the University Registrar's web site at: www.ureg.ohio-state.edu/courses/.

Undergraduate Admissions and First Year Experience (UAFYE)

Enarson Hall
152 W. 12th Ave.
Columbus, OH 43210-1390
(614) 292-3980
E-mail: int.undergrad@osu.edu
undergrad.osu.edu/admissions.html

Regular hours:

Monday–Friday, 8 a.m. to 5 p.m.
Open Wednesdays until 6 p.m.

Summer hours:

Monday–Friday, 7:30 a.m. to 4:30 p.m.

Office of Continuing Education

Department of Credit Programs
152 Mount Hall
1050 Carmack Rd.
Columbus, OH 43210-1002
(614) 292-8860
E-mail: AskCED@gate.ce.ohio-state.edu
ced.osu.edu/credenroll.html

Regular hours:

Monday–Thursday, 8 a.m. to 6:30 p.m.
Friday, 8 a.m. to 5 p.m.
(subject to change; call ahead to verify office hours)

Summer hours:

Monday–Thursday, 7:30 a.m. to 6 p.m.
Friday, 7:30 a.m. to 4:30 p.m.

Office of University Bursar

220 Lincoln Tower
1800 Cannon Dr.
Columbus, OH 43210-1230
(614) 292-3337
E-mail: feesdeposits@osu.edu
www.treasurer.ohio-state.edu

Regular hours:

Monday–Friday, 8 a.m. to 5 p.m.
Saturday, 10 a.m. to 2 p.m.

Office of International Affairs: International Students and Scholars

100 Oxley Hall
1712 Neil Ave.
Columbus, OH 43210-1219
(614) 688-5482
E-mail: iss@oia.osu.edu
oia.osu.edu