Sociology Graduate Admissions FAQ

General Questions
Who is the best person to contact with questions?
You can submit a request for information here.

Alternatively, general questions about the program and the application can be sent to our Program Coordinator, Alexa Justice. She can be contacted at alexa.justice@uc.edu or 513-556-4720 if you have any questions.

If you have questions about the curriculum or specific degree-related questions you can reach out to our Director of Graduate Studies, Jeff Timberlake. He can be reached at timberjm@ucmail.uc.edu or 513-556-4704.

What degrees do you offer?
We offer a combined BA/MA (4+1), a one-year MA, and PhD. Students enrolled in the PhD program will pursue their MA first, unless they already have one in sociology or a closely related field from a previous institution.

Before You Apply
When are applications due?
The deadline is January 15th for enrollment the following fall for our PhD applicants interested in funding. PhD applicants not interested in funding and those applying to one of the MA programs must have their applications in by April 1st.

Do you offer funding?
We have a limited number of graduate assistantships available for PhD students, which include a full tuition scholarship, a 9-month stipend, one month of summer funding, and most fees. We do not offer funding for the MA program.

Do you offer multiple start dates throughout the year?
We do! In addition to the dates listed above, starting in fall 2017 we are also accepting applications for the spring. Any applications for spring semester entry must be received by November 1st. At this time we are not accepting any students for a summer start date.

Do you offer any distance learning opportunities (online degrees)?
At this time we do not offer any distance learning opportunities at the graduate level, and none are currently in discussion.
**Do you offer summer courses?**
We do not offer any graduate courses in the summer.

**Will my application still be considered even if I do not meet all of the listed requirements?**
While you are still able to apply to our program even if you do not meet all of our requirements, there is a lengthy waiver process and we must be able to explain why an element of your application should be waived.

**Can I still apply even if I don’t have a Bachelor’s degree in Sociology?**
Absolutely! We do require that all applicants have a minimum of a Bachelor’s degree, but it does not have to be specifically in sociology. We understand that there are great candidates who can excel in the program without an undergraduate degree in sociology, and as long as your application demonstrates an aptitude to pursue sociology at the graduate level it will be considered.

**Do I need to submit GRE scores?**
We do require all applicants to submit GRE scores.

**Would it be possible to come and meet with someone from the department?**
Most definitely! If you’d like to make an appointment with Jeff Timberlake, our Director of Graduate Studies, he can be reached at timberjm@ucmail.uc.edu or 513-556-4704. If you’d just like to stop by and say hi, you are also definitely welcome to! Our Program Coordinator, Alexa Justice, is in room 1018 of Crosley Tower and she’d be happy to talk to you.

**Application Process**
**What needs to be included in my application?**
A successful application for any of our degrees will need GRE scores, a resume or CV, a statement of purpose, a writing sample, three letters of recommendation, an unofficial transcript, and (if relevant) evidence of English competence.

In the application, you will be prompted to enter more than three names to submit letters of recommendation. As long as we receive at least three letters, that is sufficient. Also, the application will give you the option of submitting a video essay. We recommend not spending your time on this, as we do not use them in our admission decisions.

More details about our application can be found here: [http://www.artsci.uc.edu/departments/sociology/grad/applicationphd.html](http://www.artsci.uc.edu/departments/sociology/grad/applicationphd.html).
Is it all right if my supporting documents are late, or if I haven’t taken my GRE/TOEFL/IELTS before the application deadline?
Ideally all documents should be submitted before the deadline, as we begin reviewing applications shortly thereafter. However, if you do not believe that your documents will received in time, please contact us to let us know so that we know to keep an eye out for them.

Where do I send my supporting documents?
Nothing should be submitted physically during the application process—everything is taken care of within the application. If anything is needed, you will be contacted.

How can I ensure that my recommenders are able to submit their letters?
After you’ve submitted your application, your recommenders will receive an e-mail with a prompt to submit their letters of recommendation. If they do not receive the prompt within 24 hours, please check that their e-mail addresses were recorded correctly and ask them to check their spam folders. You are able to resend request notifications from your application. You are responsible for ensuring that we receive their letters.

Is there a translation service for recommendation letters or transcripts in a foreign language?
We do not offer any sort of translation services for application materials, and encourage applicants to find reputable translators. Some recommendations would be World Education Services (WES) or Educational Credential Evaluators (ECE), who both translate transcripts and may do recommendation letters, as well. They also have the added benefit of being organizations UC has worked with in the past and whose skills we recognize.

Do I need to submit an official transcript for this application?
Official transcripts are not necessary for the application process, but the application will require applicants to directly upload an image or scan of their unofficial transcripts.

While you do not need an official transcript to be considered, if you are offered admission we will need an official transcript before you arrive. Official transcripts must be received by the Graduate School at least one week before classes begin, and only after the applicant has finished any current program. If you were a UC student after fall 1999, this information can be pulled from your file and you do not need to submit an official transcript.

Students with Degrees Received in China:
Applicants who have received a degree in China will not submit the usual official transcripts. Instead, they must have their degrees verified by the China Academic Degrees and Graduate Education Development Center (CDGDC). English-version verification reports must be sent to UC directly by the CDGDC to be considered official. No other verification will be accepted. For admissions review purposes, these applicants will apply with unofficial transcripts and translations like all other applicants. It would be
most ideal if these applicants provided their own copy of their CDGDC report as their unofficial transcript/translation.

Chinese applicants must contact CDGDC after their degree is completed and request that their degree verification report be submitted directly to the University of Cincinnati. Students who request a verification report prior to degree conferral will be required to submit a second report after conferral.

If students have completed coursework in China but did not receive a degree, they will not be required to submit verification through CDGDC.

China Qualification Verification from the CDGDC
- Chinese: http://cqv.chinadegrees.cn/cn/
- English: http://www.chinadegrees.cn/en/

**After You’ve Submitted Your Application**

**How can I check the status of my application?**
You can check the status of your application if you go to the Graduate School website. There is a tab with a dropdown menu that says ‘Apply,’ and one of the options is ‘Application Status.’ You should be able to check your application here. If for some reason you receive a message that your application cannot be found, this may be because you have submitted it within the past 72 hours or did not click ‘Finalize and Continue’ in the application.

**Can I resubmit an edited document?**
You will not be able to edit your application once it is submitted, so if you have accidentally submitted an unfinished document you are welcome to resubmit the final version to our Program Coordinator, Alexa Justice, She can be contacted at alexa.justice@uc.edu, and she will instruct the faculty to review the new document.

**What if my recommenders are having difficulty submitting their letters?**
If you have completed your application and your recommenders still have not received their e-mails after a few days, please instruct them to check their spam folders. If the request is not in there, you can log in to your application and resend request notifications from there.

**Will I be notified if I am missing any materials?**
The system generates an automatic e-mail if it notices that you are missing materials, but you will need to determine what is missing. Our Program Coordinator will also contact you if a document is needed to either make a decision or extend an offer. It is your responsibility to ensure that all materials make it to the necessary locations.
How will I know if I’ve been accepted?
We will contact you by e-mail to let you know if you have been accepted into the program. Whether or not you are offered a position in our program, you will receive an automatically generated e-mail once a decision has been made. That message will prompt you to check your application.

If you have been accepted, please use the link that is sent to let us know if you would like to accept or reject the offer.

International Students
Will I need to take any tests before I apply?
We require submission of GRE scores from all applicants, and TOEFL/IELTS/PTE scores from applicants coming from countries where English is not the primary language of instruction. English proficiency is required of all applicants, and students must meet the requirements listed here.

One exception to this policy is international students who already have a university degree from an English-speaking institution—please let us know if this is the case.

Are there any opportunities to learn English before entering the program?
Yes, although any offer of admission would be conditional upon you successfully completing the program within a certain timeframe. You can express your interest in English Language Services (ELS) in the application, or can apply to our program while in ELS. Here is a link to their website for more information.

As an international student, am I eligible for funding?
International students are eligible for financial aid and scholarships, although they are all merit-based. You will be able to indicate your wish for funding in the application. If you do not receive funding for your first year, you may be eligible for your second year.

Where should I inquire about visa and other information for international students?
International students may contact the International Services Office at UC at https://www.uc.edu/international/services.html.

Other Questions
Can I defer admission?
Any student who has been admitted without funding may defer their admission, including non-funded PhD students and MA students. However, PhD students who have been accepted with funding may not defer admission, and would have to re-apply.
Is it possible to be readmitted if I was previously accepted or unable to complete the program?
Yes, it is possible to seek readmission. If you were previously accepted but unable to attend or attended but unable to complete your degree, we strongly encourage you to contact the department so that we can discuss your options. It is best to start this process several months before the intended readmission.

More information about the Graduate School’s application policies can be found here.