APPLICATION INSTRUCTIONS FOR UNDERGRADUATE INTERNATIONAL RECIPROCAL EXCHANGE STUDENTS

♦ Apply early: Early application gives the international admission staff more time to work with you if you do not currently meet admission requirements. It also gives you more time to secure a student visa and to make arrangements to arrive on campus before classes begin.

The application deadline for Fall 2009 and the whole academic year 2009-2010 admission is 15 May 2009, Spring 2010 admission is 15 October 2009.

♦ Complete Application: It is very important that you complete all questions on the Application for Admission. Failure to do so delays processing time.

♦ Send everything together: For the fastest response, please submit all required materials together:

- Application for Undergraduate Admission
- All official records of previous course work completed, in English
- Financial Guarantee
- Certification of English Language
  - English Language Evaluation Form, or
  - TOEFL, or
  - IELTS
- Copy of passport
- Course Preference Application
- Submit ALL correspondence to:

Kat Kratochvilova
Study Abroad/NSE Office
Oklahoma State University
060-G Student Union
Stillwater, OK  74078

Application fee is not required from exchange students. This is paid by the OSU Study Abroad Office.

*English Proficiency Requirements - Evidence of English Proficiency is required for all applicants for whom English is a second language. While undergraduate exchange students are not required to provide a TOEFL score, English proficiency at the level of a TOEFL of 500 for a paper-based test, 173 for a computer based test, or an official IELTS, academic stream, examination with a minimum total score of 6.0 is acceptable.

The English Language Evaluation form, signed by a professor of English or by your coordinator can be substituted for the official TOEFL score.

INSTRUCTIONS FOR COMPLETING THE FINANCIAL GUARANTEE

(This information is necessary to issue your visa document, DS 2019, and must be complete.)

- Applicant’s Certification
- Guarantor’s Certification, required if applicant is not guaranteeing their own funds and/or
Bank’s Certification. A signed statement, noting the amount, from the bank can be submitted with the Financial Guarantee in place of this section being completed. The Bank’s Certification is required of the applicant if the applicant is guaranteeing their own funds, or it is required of the guarantor if someone other than the applicant is guaranteeing the applicant’s funds.

Submit with International Application for Admission

**Financial Guarantee requirements**—U.S. Bureau of Citizenship and Naturalization Services requires that evidence of adequate financial support for educational expenses TO be submitted to Oklahoma State University before the University can issue a Certificate of Eligibility (DS 2019). Funds in the amount of at least **$5535 US per semester must be guaranteed.** This amount covers an estimated average cost of room and board, books and supplies, and personal expenses. The Financial Guarantee is provided in the international application materials.

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INSTRUCTIONS FOR COURSE PREFERENCES APPLICATION
(Use this form for course preferences.)
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- Complete the Course Preference Application.
- Use OSU Catalog to find courses that you are interested in taking.
- In first four rows, list your first four primary preferences.
- In the last four rows, list four alternate preferences.
- In the second table, list the courses you have taken at your home university which you believe meet any prerequisites for the above course preferences at Oklahoma State University.
- Attach detailed descriptions of the courses listed in the second table.
  - Provide the best description possible that explains the course.
  - Refer to the OSU catalog for an example of course descriptions.
- Fill in your major field of study, and minor, if necessary. This is the focus of your degree.
- If you have any other comments, list them in the space provided.

*This form is to ensure that you have the best chance of being enrolled in the courses that you need. Each course must be listed in detail on the form. Fill out the form completely.

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INSTRUCTIONS FOR PLANNING A SCHEDULE ONLINE
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- Type [http://prodosu.okstate.edu](http://prodosu.okstate.edu) into your web browser.
- Use the “available courses” to view on what days and times the courses are offered.
- Refer back to the *Browsing the Catalog On-Line* form for specific course descriptions.
- Refer to the *How to Plan a Schedule On-Line* form for detailed information in planning your schedule.

*This option of planning your schedule is an easy way to look for certain classes online. This will help you keep classes from conflicting and ensuring the best possible outlook for you in your trip to Oklahoma State University. The Catalog should have everything that you need except for class schedule times. You should be able to schedule your classes according to all of these different references.*