

APPLICATION INSTRUCTIONS FOR UNDERGRADUATE INTERNATIONAL RECIPROCAL EXCHANGE STUDENTS

◆ Send in applications preferably during the month of the deadline or toward the end of the preceding month, BUT no later than the deadline!

The application deadline for Fall and the whole academic year admission is April 30, Spring admission is September 30.

◆ **Complete Application:** It is very important that you TYPE and 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:

- International Application for Undergraduate Admission
- All University level transcripts of grades in English
- Financial Guarantee**
- Certification of English Language
 - English Language Evaluation Form, **OR**
 - TOEFL, **OR**
 - IELTS
- Copy of passport's main page
- Submit ALL correspondence to: Katerina Henry**
Study Abroad/NSE Office
OSU, 242 Student Union
Stillwater, OK 74078, USA

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.

OR

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 OBTAINING FINANCIAL GUARANTEE

- Fill out and sign, and have your bank certify the **Financial Guarantee Form**. This form is the preferred form of financial guarantee that OSU would like to receive.

If your bank refuses to certify the Financial Guarantee Form:

- Obtain a letter from your bank;** the letter has to be written in English (or officially translated) in the following format:

- 1) Printed on the bank's letterhead paper (name, logo, address and branch number)
- 2) The bank account holder's name and bank account number and type (debit or savings), date when the bank account was opened. Credit card accounts or retirement accounts are not an acceptable financial guarantee.
- 3) Amount of available funds on student's or guarantor's account have to be listed.
- 4) It has to have the bank official's (who prepared the letter) signature and contact information.
- 5) Official stamp of the bank under the signature.

***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 following amounts **must be guaranteed: Fall and Spring: \$14,142; One semester: \$7,250.** This amount covers an estimated average cost of room and board, books and supplies, insurance, and personal expenses.

INSTRUCTIONS FOR FINDING CLASSES ON-LINE

- Enter http://registrar.okstate.edu/index.php?option=com_content&view=article&id=94&Itemid=102 into your browser.
- Click on the term that you will be studying at OSU to view on what days and times the courses are offered.
- Refer back to the *Catalog On-Line* form for specific course descriptions http://registrar.okstate.edu/index.php?option=com_content&view=article&id=59&Itemid=74 .
- If the schedule for a term that you will be attending OSU is not posted yet, look at the same term from a previous term.