

# Application for Special Graduate Admission

OSU-Stillwater Graduate Admissions | 202 Whitehurst | Stillwater, OK 74078-1019 | 405-744-6371 | Fax: 405-744-0355

OSU-Tulsa Graduate Admissions | 700 N Greenwood Ave | Tulsa, OK 74106-0700 | 918-594-8445 | Fax: 918-594-8202



Any person with a bachelor's degree who has not been formally admitted to a graduate degree program, but wishes to enroll in graduate course work for a semester, summer session, workshop, or seminar institute, may apply to be a Special (that is, non-degree-seeking) Student by completing this form and returning it to an OSU Graduate Admissions office along with official transcripts. No entrance examinations or letters of recommendation are required. Graduate Special students are subject to the same academic requirements as degree-seeking students.

**TOEFL Score:** Applicants for whom English is a second language are required to demonstrate an acceptable level of spoken English usually by submitting a TOEFL or IELTS score. A TOEFL score of at least 79 (internet based test), 213 (computer based test) or 550 (paper based test) is required regardless of the number of semesters or terms completed in other institutions of higher education, including OSU, or prior enrollment in English language programs. Alternatively, an official IELTS, academic stream, examination with a minimum overall band score of 6.5 will satisfy the English proficiency requirements for admission to a graduate program. Note that an applicant who has or will have completed a baccalaureate or graduate degree from a college or university where English is the primary teaching language, and which is located in a country where English is a primary language, is **not** required to submit a TOEFL or IELTS score.

**Domestic Students and Permanent Residents:** A non-refundable application fee of \$15.00 is required. This can be paid either by check or money order payable to "Oklahoma State University." **Do not send cash.** Applications cannot be processed until this fee is received. Return this application to one of the OSU Graduate Admissions office listed above. If you are a Permanent Resident of the United States, you must provide a copy of both sides of your Permanent Resident Card with this application form. If you choose to submit your application using the web based application, the application website is at: <https://app.it.okstate.edu/gradcollege/>

**International Students:** A \$75.00 non-refundable Application Fee, either by check or money order payable to "Oklahoma State University" is required. F-1 and J-1 visa holders must be in full-time, degree seeking programs and may not enroll as Special students unless associated with an OPT or OCT opportunity. You can choose to submit your application and fee using the web-based application. The application website is at: <https://app.it.okstate.edu/gradcollege/>

## Contact and Personal Information

**Social Security Number\***    -   -

### Name

\_\_\_\_\_  
Last Name First Name Middle Initial Maiden Name (if applicable)

### Gender

Male  Female

### Date of Birth

\_\_\_\_\_  
Month/Day/Year

### Birthplace

\_\_\_\_\_  
City State Country

### Current Address

\_\_\_\_\_  
Number & Street City State Zip Code/Foreign Country Phone - (Area Code) Number

### Permanent Address

\_\_\_\_\_  
Number & Street City / County State Zip Code/Foreign Country Phone - (Area Code) Number

### Business Phone

\_\_\_\_\_  
(Area Code) Number

### Fax No.

\_\_\_\_\_  
(Area Code) Number

### E-mail address

(required field)

### Legal Residence

\_\_\_\_\_  
State County Country Continuous Years in this State

### Native Language

Is English your native language?  No  Yes

### Citizenship

US Citizen  Permanent Resident (please submit a copy of both sides of your PR card)

### Ethnicity (optional)

American Indian or Alaskan (Specify tribe: \_\_\_\_\_)  Black, Non-Hispanic  White, Non-Hispanic  
 Asian or Pacific Islander  Hispanic

### McNair Participation

Did you or will you graduate from a recognized McNair Scholar program?  No  Yes

If the answer is YES, please list the name of your McNair program institution: \_\_\_\_\_

### Background Information

Have you been expelled or suspended for disciplinary reasons from another college or university?  No  Yes

Have you been convicted of a felony?  No  Yes

If the answer is YES to either of these two questions, you must provide the Graduate College a written explanation with this application.

\*Submitting your Social Security Number (SSN) is voluntary. However, providing your SSN will minimize the risk of confusing your application with others bearing the same name.

## Admission Information

**Proposed Major** Special Student (non-degree seeking) (No more than 9 credit hours taken as a special student may be applied toward an OSU graduate degree at a later time.)

**Semester and year you seek admission:**  Fall  Spring  Summer Of Year \_\_\_\_\_

**Have you previously applied for admission to a graduate program at Oklahoma State University?**  Yes  No

## Academic History

List all institutions at the college level that you have attended and arrange for transcripts from the schools to be sent to an OSU Graduate Admissions office. Include institutions you are currently attending. Please note expected date of graduation and any degree(s) to be awarded. Failure to report all undergraduate and graduate institutions attended may result in dismissal from the university or loss of credit. Attach additional pages if necessary to report additional institutions. You do not need to submit OSU-Stillwater or OSU-Tulsa transcripts; Graduate Admissions will acquire OSU transcripts for you.

University & Location	Dates Attended	Major Field of Study	Degree Earned (e. g., BA., MS)	Date Conferred (or to be conferred)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Special Student Contract

I understand that I am applying to the Graduate College at Oklahoma State University with the status of Special (non-degree-seeking) Student. As such I understand that:

1. I am not enrolled in a degree program at either OSU-Stillwater or OSU-Tulsa;
2. If I intend to seek admission to a specific graduate degree I must submit a separate application for that program to the Graduate College and that there is an additional fee for that application. In addition, I may need to submit additional documents (e.g., letters of recommendation, resume, test scores, etc) as required by that program;
3. Up to **nine (9)** credit hours completed as a Special Student may be applied toward an OSU graduate degree at a later time;
4. If admitted into a degree seeking program, my Plan of Study committee must approve the usage of any hours taken as a special student toward the degree program;
5. I am not eligible for fellowships, assistantships, tuition waivers, and federal financial aids (e.g., student loans) as a Special Student;
6. If I am waiting on a departmental admissions decision, I am not admitted to that degree program until I receive official, written notification from the Graduate College;
7. These conditions apply each semester that I am enrolled as a Special Student.

**CERTIFICATION:**

I certify that the information provided in this application and accompanying documents is complete and accurate to the best of my knowledge. I understand that withholding information or giving false information will make me ineligible for admission and future enrollment. I have read and understood the "Special Student Contract" section of this application.

\_\_\_\_\_ \_\_\_\_\_  
 Date Signature of Applicant

*Complete this form and return to:*

OSU-Stillwater Graduate Admissions  
 202 Whitehurst  
 Stillwater, OK 74078-1019

or

OSU-Tulsa Graduate Admissions  
 700 N. Greenwood  
 Tulsa, OK 74106

405-744-6371  
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