

Information for Prospective International Graduate Students

Thank you for your interest in Oklahoma State University! This document is meant to provide general information to our international prospective students about OSU. You can find expanded information in the "Guide to International Admissions" available on our website at: <http://gradcollege.okstate.edu/download/pdf/InternationalBrochure.pdf>

I. ABOUT OKLAHOMA STATE UNIVERSITY

Location: Oklahoma State University (OSU), founded in 1889, is located in north central Oklahoma in Stillwater, a town of about 46,000 people. Stillwater is the county seat of Payne County and is the hub of the area's cultural, agricultural, and economic activities. International airports in Oklahoma City and Tulsa, each 65 miles from Stillwater, provide easy access from international locations.

Cost: Oklahoma State University remains one of the best values in the United States in terms of costs. We are proud that national publications consistently include OSU at the top of their rankings for value given the high quality of our academic programs. You can view the tuition rates, fees, and other costs – as well as estimate your semester tuition. – at this web address: <http://bursar.okstate.edu/Tuition.html>. For a better estimation, consider you as non Resident student.

About the OSU Campus: The OSU campus is one of exceptional beauty with modified Georgian style architecture. The campus includes a [library](#) (one of the largest in the State of Oklahoma); a [Student Union](#) complete with hotel facilities, barbershops, post office, cafeterias, theater; a student health center, bank services; the large student [recreation center](#) and cultural centers for visual and performing arts. Residence halls are within walking distance of all buildings on campus. Housing for married students or students with families is also available. A [transportation and parking service](#) is available on and out campus and is free for students. For more information, visit the OSU website <http://www.okstate.edu>.

The City of Stillwater: The city boasts a population of around 41,000. The city is well equipped with recreational facilities including a municipal golf course and three public lakes equipped with picnic facilities. The public school system for grades kindergarten through high school is recognized as the best in the State of Oklahoma. For more information about the city, visit the Stillwater Chamber of Commerce website at: <http://stillwaterchamber.org/>.

Weather Conditions: Oklahoma is in the sun belt of the United States, where generally the winters are mild and the summers are warm. During the middle of winter in January and February, the nighttime temperatures are frequently 32°F (0°C) or lower. During the middle of summer in July and August, the temperature may reach 100°F (38°C) for several days at a time.

Degree Programs: Oklahoma State University offers graduate degrees at the master's and doctoral levels. OSU has close to 200 different graduate programs of study available, in over 40 different disciplines. You can find all of our degree programs listed on the Graduate College website at: <http://grad.okstate.edu/degrees.htm>

Application Deadlines: For international applicants outside of the United States, our application deadlines for a COMPLETE application to reach the Graduate College are:

Fall Semester -- March 1
Spring Semester -- August 1

These application deadlines are set to provide graduate programs time to review applications, render admission recommendations, and for admitted students to receive a mailed I-20 or DS-2019. We **will** consider applications completed after the deadline, but we cannot

guarantee an admission decision will be made in time to receive an I-20 or DS-2019 for the visa interview.

Please send your application materials or any questions regarding graduate degrees to:

Graduate College
202 Whitehurst
Oklahoma State University
Stillwater, OK 74078-1019
U.S.A.
Phone: 1-405-744-6371
Fax: 1-405-744-0335

You can also email the Graduate College at gradi@okstate.edu. All emails are usually answered within 24 hours.

II. APPLICATION PROCEDURES

The following items must be submitted to the Graduate College to COMPLETE your application:

1. **An application:** A complete international application must be submitted. You may [submit an application via our web site](#) or you may [download an international student application](#) from our web site.
2. **An application fee:** A US\$75 non-refundable application fee (or US\$25 for each additional application) (international cashier's check or money order in U.S. dollars and on a U.S. bank) payable to Oklahoma State University. Applications are not processed until the fee is submitted.
3. **Transcript(s):** You must submit to the Graduate College one original transcript/marksheet from each college or university attended (all transcripts/marksheets must be official with the college's or registrar's original seal and should show degrees completed). These records should include all courses taken and show all degrees completed. If the applicant is currently working on a degree at another university then the final transcript showing the degree completion must be presented to the Graduate College before the end of the first semester of study at OSU. The applicant must also submit a certified English translation of each record not in English. Both the original and a certified copy of these records must be signed by an authorized school official and show the seal of the school.
4. **TOEFL or IELTS 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 79 (internet based test), 213 (computer based test) or 550 (paper based test) or above 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. Either examination must have been taken within the last two years. Note that an applicant who has or will have completed a degree from a school for which the primary language of instruction is English is not required to submit a TOEFL or IELTS score. Some departments require a score above the minimum 550/213 on the TOEFL or 6.5 on the IELTS; please check with the graduate coordinator of your program for more details. The TOEFL institution code for OSU is 6546.

Information about the TOEFL is available via the World Wide Web at <http://www.TOEFL.org>.

Information about the IELTS can be found on the IELTS web site at <http://www.ielts.org/>.

Complete consideration of your application requires that the Graduate College receives timely submission of these materials. All materials submitted to the Graduate College for admission becomes the property of Oklahoma State University and cannot be returned to the applicant or sent to other schools.

Please remember that you may need to provide additional information to the program or department to which you are applying such as a vita, recommendation letters, or test scores (such as the GRE or GMAT). This information can be sent directly to the Graduate Coordinator of that department. Please contact the program directly if you have any questions about additional materials or test score requirements.

Financial Statement for F-1 or J-1 visa Types: A certified financial statement is required prior to our being able to send an I-20 or DS-2019. Please note that we **CAN process your application** without this financial statement, and you are encouraged to send us all your application materials as soon as possible. However, you should also note that by Federal law we must have a completed Financial Guarantee document before we can send you an I-20 or DS-2019. Scholarships, assistantships, and other financial resources offered by OSU may be included in the amounts reported in this document.

You can download the required form from the Graduate College website at: <http://gradcollege.okstate.edu/download/misc.htm>

Bachelor's Degree Required for Admission: International applicants with a baccalaureate or first professional degrees from colleges and universities of recognized standing are eligible to seek admission to the Graduate College. In some cases, the Graduate College, in consultation with the major department, may require certain prerequisite courses to bring the applicant's credentials to the equivalent of a four-year U.S. bachelor's degree. These "bridge" courses must be completed within a designated period of time and/or prior to enrollment beyond a prescribed number of hours of graduate course work.

III.FOLLOWING YOUR APPLICATION STATUS

Within a few days after the Graduate College receives your application, you will be able to follow your [application status](#) via our web pages. In the boxes provided, enter your CWID (Campus Wide Identification number) and the e-mail address you listed on your application. Click "Get Info" to see your application status.

Your CWID will be a unique eight digit number assigned to you by OSU. You can use the application status web site to have your CWID emailed to you. Just use the "Click Here for your Student ID" link at the bottom of the web page. An email response will be sent to you.

IV. ADMISSION STATUS

The Graduate College evaluates each application to determine if the applicant meets minimum admission requirements. If the applicant meets Graduate College requirements, the application is referred to the specific department in which the degree will be sought. After the department evaluation, the applicant will be notified of his/her admission status by the Graduate College. Students will be admitted with one of the following admission types:

1. **ADMISSION WITHOUT QUALIFICATION:** The applicant possesses credentials to immediately begin the graduate program.
2. **ADMISSION ON PROBATION:** The applicant's credentials rank below those of the applicants given admission without qualification. On probation, the student is given an opportunity to prove that he/she has the ability to do graduate level work. A minimum grade of "B" must be earned in the first 9 to 12 hours of courses to meet the condition of probation.
3. **PROVISIONAL ADMISSION:** The applicant does not meet one or more of the major program's admission requirements or the applicant does not have the necessary academic background. The applicant is fully admitted to the Graduate College, but must complete the requirements identified by the department prior to taking courses that fulfill degree requirements.

The Graduate College is the ONLY office authorized to notify an applicant of acceptance to the Graduate College. Letters from departments or faculty members are not official admission documents. The applicant must receive a CERTIFICATE OF ADMISSION and a CERTIFICATE OF ELIGIBILITY (I-20 or DS-2019) from the Graduate College for formal entry into the United States.

New International Students Are Eligible For A One-Time \$100 Admission Scholarship

New international students who enter the United States for the first time and enroll in graduate school at OSU are eligible to apply for a \$100 International Admission Scholarship. The \$100 admission scholarship is intended to help defray the costs of the visa fee. To apply for this scholarship upon arrival to OSU new international students should:

- Stop by the Graduate College (in 202 Whitehurst);
- Complete a short form; and
- Provide a copy of the receipt for their entrance visa. The receipt should show proof of visa payment by the individual student. Students for whom visas are paid by a third party or government agency are not eligible for this scholarship.

Allow 4 to 6 weeks after the beginning of the semester for the \$100 to be deposited in the student's Bursar account.

V.FINANCIAL AID

Financial aid in the form of assistantships (teaching or research) is awarded by the academic departments. Eligibility for such awards varies by department. If an assistantship is awarded, the out-of-state portion of the tuition is waived.

DHS regulations allow persons holding student visas to enroll as full-time students with a minimum of 6 hours per semester (fall or spring) if holding at least a half-time (.50 FTE or 20 hours per week) assistantship. Otherwise enrollment in 9 hours per semester (fall or spring) is required to be full time. More information is available on the Graduate and Professional Students Association GPSGA website: <http://gpsga.okstate.edu/>

VI.TELP EXAMINATION

At Oklahoma State University, we want to ensure that all students succeed in their studies and perform at the highest academic level. The OSU faculty is concerned about the writing abilities of all graduate students, and in particular students whose first language may not have been English. To ensure that graduate students are sufficiently skilled at written English the Test of English Language Proficiency (TELP) is required for all graduate students before their first semester enrollment. However, a waiver of the TELP requirement can be granted to a student who:

- has achieved on the TOEFL a score of 250 CBT/600 PBT or higher and a score of 5.0 or higher on the Test of Written English (TWE) or Essay. Alternatively, a waiver can be granted to a student who achieved an IELTS, academic stream, overall band score of 6.5 or higher and 6.5 or higher on each of the band scores for Listening, Reading, and Writing, or
- has completed two full-time semesters of study in an accredited college or university at which English is the primary language of instruction, or
- has graduated with a degree from an accredited institution of higher learning, at which English is the primary language of instruction.

Students completing the Internet-based TOEFL test (iBT) are considered separately and are not required to take the TELP. Students, who score at least 42 on the combined Reading and Listening portions, with a score of at least 20 in each section, are not required to enroll in any remedial coursework. Students who score less than this on the Reading and

Listening portions of the TOEFL (irrespective of the score on the Written portion) are required to enroll in ENGL 0003 during their first semester. ENGL 0003 carries a grade of S/U and may not be used toward minimum degree requirements. Students must enroll in ENGL 0003 each semester until a grade of S is earned. Students who score at or above the minimum score(s) on the Reading and Listening portion of the TOEFL, but less than 22 on the Writing portion, are required to enroll in ENGL 4893* at some point in their studies. ENGL 4893* carries graduate credit and may be used toward minimum degree requirements; a grade of C or better in this course is required. Both ENGL 0003 and ENGL 4893*, as applicable, must be listed on the student's Plan of Study.

For those required to take the TELP, it is a test of written English and assesses the academic English skills necessary for students to function well in graduate-level university classes. The test has two sections: Listening/Dictation and Reading/Writing. A score of 70 on both portions of the TELP is considered passing. Students who score less than 70 on the Listening/Dictation portion of the TELP (irrespective of the score on the writing portion) are required to enroll in ENGL 0003 during their first semester. ENGL 0003 carries a grade of satisfactory/unsatisfactory and may not be used toward minimum degree requirements. Students must enroll in ENGL 0003 each semester until a grade of satisfactory is earned.

Students who score at least 70 on the Listening/Dictation portion of the TELP, but less than 70 on the Writing portion are required to enroll in ENGL 4893* at some point in their studies. ENGL 4893* carries graduate credit and may be used toward minimum degree requirements; a grade of C or better in this course is required. Both ENGL 0003 and ENGL 4893*, as applicable, must be listed on the student's Plan of Study.

Spoken English Proficiency for Employment

OSU policy requires all persons for whom English is a second language to demonstrate an acceptable level of spoken English before being employed in an instructionally related capacity, including laboratory assignments. Graduate assistants who serve only as laboratory assistants (e.g., setting up and/or maintaining equipment) are not required to comply with the provision of this section. Employment requires demonstrated proficiency of a score of 50 on the Test of Spoken English (TSE) or by taking the OSU administered SPEAK (Spoken English Assessment Kit) and scoring 250. International students who have been offered a teaching assistantship must take one of these tests. The test score is used as a condition of employment and is not a condition for admission to the Graduate College. Other spoken English examinations are not acceptable as substitutes for the TSE or OSU administered SPEAK.

The TSE may be taken on campus or at any of the many testing sites provided by the Educational Testing Service. Results must be received prior to the beginning of the school semester in which the student will be teaching. SPEAK Tests are given the Monday and Tuesday before the fall and spring semesters begin and only in Stillwater. The purpose of the SPEAK Test is to determine the spoken language proficiency of speakers of English as a Second Language (ESL). The test is administered in a language laboratory and takes about half an hour. It is divided into seven sections, each of which is evaluated for two or more of the following categories: pronunciation, grammar, fluency, and comprehensibility.

Further information about the OSU administered SPEAK can be found on the Internet (<http://english.okstate.edu/ita/>).

International Teaching Assistant Program.

Any new international teaching assistant (ITA) is required to participate in the international teaching assistant orientation and evaluation workshop. New ITAs must attend the three sessions of the orientation (whether they have taught in a classroom somewhere else or not) offered at the beginning of the fall and spring semesters.

The ITA Test is a 10-minute evaluation procedure in which the ITA presents five minutes of information for an undergraduate lab, recitation,

or lecture. Each ITA Test (the five minute mini-lesson and the question and answer period) is evaluated by two faculty members from the English Department, a faculty member from the ITAs department, and a small group of undergraduate students. ITA's who pass the ITA Test and who score sufficiently on the TSE or SPEAK will be eligible to teach in the classroom and/or laboratory.

International graduate students who wish to take the ITA Test should:

- attend all three ITA orientation sessions;
- have a passing score of at least 250 on the SPEAK, or 50 on the TSE;
- prepare a five-minute presentation on a topic that they might be asked to teach (i.e., a topic appropriate for an undergraduate course in their field); and
- be prepared to respond to questions in a five minute question and answer period following the presentation.

A score of 250 or better is an unconditional pass on the ITA test; a score of at least 220 is a provisional pass requiring the assistant, if he or she is assigned to instructional duties, to concurrently enroll in GRAD 5990, a one credit course. Students who score less than 220 and do not enroll in GRAD 5990 may not be employed in an instructionally related capacity (including laboratory instruction). Students who fail the ITA may retake it if they have either passed or are enrolled in GRAD 5990.

VII. ENGLISH LANGUAGE INSTITUTE

Students unable to achieve the minimum score on the TOEFL or IELTS may enroll in the English Language Institute to acquire the level necessary to gain admission to the Graduate College. The English Language Institute at Oklahoma State University is an intensive English program designed to help international students attain the English proficiency necessary to enter a college or university in the United States. It is also suitable for those who may wish to learn English for business or personal reasons.

The English Language Institute offers classes thirty hours per week in listening and speaking, grammar, reading, composition, and academic skills. In some instances, intermediate and advanced students may attend one Oklahoma State University class with the permission of ELI and the Graduate Dean. Please note that completion of an ELI program does not guarantee admission to a graduate program at OSU. An ELI student must submit a sufficient TOEFL score and complete the application process.

Inquiries or applications for admission to the ELI program should be directed to:

English Language Institute
307 WWCITD Bldg.
Oklahoma State University
Stillwater, OK 74078-0437 U.S.A.

VIII. OFFICIAL DOCUMENTS TO ENTER THE UNITED STATES

If you are admitted for graduate study at Oklahoma State University, an I-20 Certificate of Eligibility will be provided by the Graduate College. Students who seek J-1 status will have a DS-2019 provided by the Office of International Student and Scholars (ISS). The student must then apply through the United States Embassy or Consulate for a visa to enter the United States. Students entering the U.S. by means of one of these documents issued by Oklahoma State University must register for classes in the semester for which admission has been offered. Persons who enter the United States with a visitor's visa (B-2) are not permitted to enroll in a United States institution. J-2 visa holders may study part time but only if the course work is avocational or recreational. If an F-2 or J-2 visa holder wishes to engage in full-time study, he/she must first apply for and receive a change of visa status to F-1 or J-1. Students who enter the United States with the wrong visa classification may not be permitted to enroll or continue in school. The responsibility for obtaining and maintaining the appropriate visa classification rests entirely with the student.

IX. UNIVERSITY HOUSING

Graduate students are welcome to live off-campus or take advantage of the ample university housing available on-campus. Oklahoma State University offers 19 residence halls, seven family-first neighborhoods, and 24 dining options to meet the needs of students. Students have the choice of living in the traditional Residence Hall atmosphere, or to live in one of the newly constructed apartment style housing units. Both nine and 12-month contracts are available, and all halls are open continuously throughout the academic year. Daily meal plans are available for dining halls located in or near the residence halls.

To apply for housing, an application and appropriate fee must be submitted to the Residential Life office. Space is assigned by the date on which the completed housing contract is received, so early application is essential. For more information, contact the Residential Life office by phone at 1-405-744-5592 or on the internet at <http://www.reslife.okstate.edu>.

More information on graduate students housing at:
<http://www.reslife.okstate.edu/housing/families.php?nav=3>

X. HEALTH CARE FOR STUDENTS AT OSU

If you have any visual or other impairment that may interfere with walking, climbing stairs, writing, hearing, or studying, you should alert the University to these issues on your medical records. The University Health Center maintains full-time staff physicians, a clinical psychologist, registered nurses, laboratory and x-ray technicians, and other necessary personnel.

University Health Center is funded by student fees and charges for services. The health fee is assessed with other university fees on a per credit hour basis. As such, any student enrolled in at least one credit hour is eligible for services at UHC. In addition to the student fee mentioned above, there are nominal charges for services provided including a per visit charge for a physician visit. Visit their web site for the health records needed for registration <http://www.okstate.edu/UHS/uhshealthhist.htm>

Health Insurance

Medical expenses are extremely costly in the United States. International students are, therefore, required to purchase medical insurance coverage to defray the costs associated with a serious accident or illness. Insurance may be purchased at a low nominal cost. The OSU student health insurance plan can be viewed here <http://www.okstate.edu/UHS/uhsstuins.htm>

Paid Health Insurance for Graduate Assistants and Associates

OSU will pay for the cost of health insurance of students employed as graduate assistants and graduate associates. Students are eligible for health insurance paid by OSU if they meet the following criteria:

- employed in a GA/TA/RA/ position throughout the fall and spring semesters at least 10 hours per week.
- enrolled in six graduate credit hours (six hours for the fall and spring semesters, three hours for the summer).

The University provides the student's coverage on a semester-by-semester basis. Students receiving the GA/TA/RA insurance are required to pay the semester University Health Services fee. The insurance coverage is through ACE (American Insurance Company) and the policy is administered by Academic Risk Management. Information on the policy is available on the Internet (<http://www.academicrisk.com>) at the Graduate College, or through University Health Services. More information available on this website: <http://www.okstate.edu/UHS/uhsatarains.htm>

XI. OSU's ACADEMIC SYSTEM

The academic year includes a fall, spring and a summer session. The fall semester begins in late August and ends in mid-December; the spring semester begins in mid-January and ends in mid-May. The summer semester includes four sessions: a three week May session, an eight week session beginning the first week of June, a four week June session, and a four week July session. Each semester is a complete unit of study requiring examinations and completion of course work. Credits earned toward a degree are expressed in semester hours.

Course load refers to the number of semester hours in which you are enrolled each semester. The U.S. Bureau of Citizenship and Immigration Services (BCIS) regulations specify that international students must be classified as full-time for the fall and spring semesters. Enrollment in nine semester hours during the fall and spring semesters is considered full-time.

The quality of your scholarly effort is recorded at the end of the semester in the form of a grade. Grades range from "A" to "F" and indicate the degree of proficiency you have achieved in the course as determined by examinations, research papers, and class participation. The Graduate College evaluates student progress each semester. A student may be denied future enrollment if he/she violates the conditions of academic probation by earning grades less than "B."

XII. ADDITIONAL DATA FOR GRADUATE STUDENTS

Career Service

OSU is offering high support in jobs and internships research. This service is available on line: <http://www.hireosugrads.com/>

Graduate Student Association

The Graduate and Professional Student Government Association serves as the representative voice for all graduate and professional students at OSU and acts an official advisory body to the President. <http://gpsga.okstate.edu/>

General Facts about Oklahoma State University

Founded	1890
Control	"Tax-Supported"
Type	Co-educational, Comprehensive University
Academic Units	College of Agriculture College of Arts & Sciences Spears College of Business College of Education College of Engineering, Technology & Architecture College of Human Environmental Sciences College of Veterinary Medicine Graduate College
Enrollment (undergraduate and graduate)	Approximately 23,000 students of which 2,000 are International Students representing over 130 countries.