



## 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 our online application at this web address: <https://app.it.okstate.edu/gradcollege/>

### **About Oklahoma State University**

**Locations:** Oklahoma State University (OSU), founded in 1890, 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.

In 1988, OSU in Tulsa was launched as a new branch campus for graduate and undergraduate programs allowing many graduate programs to be available on both campuses. The Tulsa campus is conveniently located near downtown [Tulsa](#) at the intersection of major highways leading in and out of the city. It is near the Greenwood Cultural Center, Brady Arts, and Blue Dome entertainment districts, which offer a diverse array of activities for students.

**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: [bursar.okstate.edu/Tuition.html](https://bursar.okstate.edu/Tuition.html).

**About the OSU Stillwater 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, banking services, and cafeterias; a [student health center](#); an innovative 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 [bus service](#) is available on campus and the surrounding Stillwater community and is free for students. For more information about OSU, visit the OSU website [www.okstate.edu](http://www.okstate.edu).

**The City of Stillwater:** The city boasts a population of around 46,000. The city is well equipped with recreational facilities including a municipal golf course and three public lakes with boating and picnic facilities. The public school system for grades pre-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](#).

**About the OSU Tulsa Campus:** On the Tulsa campus, most courses are scheduled with the working person in mind starting after 4:30 in the afternoon; however, some courses are available during the day. A full-service [library](#) with research librarians for your assistance, high-tech computer labs, [counseling center](#), [health clinic](#), [writing and math tutoring center](#), and [wellness center](#) compliment the modern campus. Additionally, there are several active student organizations at OSU-Tulsa to enhance networking opportunities and stimulate activity both on campus and in the community.

**The City of Tulsa:** Tulsa is Oklahoma's second largest city with a population approaching half a million people. It is a city rich in history and culture. Home to several world-class museums such as the [Philbrook Museum of Art](#), [Gilcrease Museum](#), and the [Tulsa Historical Society](#), Tulsa is known for its innovative ideas and bold entrepreneurial spirit. For more information about the city, visit the [Tulsa Chamber of Commerce website](#).

**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 a list of the degree programs on the Graduate College website at: [gradcollege.okstate.edu/degrees/default.php](https://gradcollege.okstate.edu/degrees/default.php)

**Application Deadlines:** For international applicants outside of the United States, our general application deadlines for departments without a departmental deadline and for a COMPLETE application to reach the Graduate College are:

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

Some programs have specific deadlines which are earlier than these general deadlines. You should review their [program web pages](#) to ensure that you meet their deadlines. 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 can 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](mailto:gradi@okstate.edu). All emails are usually answered within 24 hours.

### **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](#).
2. **An application fee:** A US\$75 non-refundable application fee (or US\$25 for each additional application) can be submitted with your online application. Applications are not processed until the fee is submitted.
3. **Transcript(s):** Arrange for each of your previous and current colleges/universities to submit to the Graduate College one original transcript/marksheet (please note that 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 you are currently working on a degree at another university, 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. Your school 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:** A TOEFL or IELTS score is a required part of the application for all persons for whom English is a second language. However, 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.

If required, an official TOEFL score of 79 (internet based test) or 550 (paper based test) is required to be submitted. The TOEFL institution code for OSU is 6546. Information about the TOEFL is available on their website at [www.TOEFL.org](http://www.TOEFL.org).

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. Information about the IELTS can be found on their web site at [www.ielts.org/](http://www.ielts.org/).

Either examination (TOEFL or IELTS) must have been taken within the last two years. Some departments require a score above the minimum 79/550 on the TOEFL or 6.5 on the IELTS.

Complete consideration of your application requires that the Graduate College receive 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. You can find contact information for all programs on the Graduate College website at: [gradcollege.okstate.edu/degrees/default.php](http://gradcollege.okstate.edu/degrees/default.php)

**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: [gradcollege.okstate.edu/download/pdf/FinancialGuarantee.pdf](http://gradcollege.okstate.edu/download/pdf/FinancialGuarantee.pdf)

**Bachelor's Degree Required for Admission:** International applicants with a baccalaureate or a first professional degree 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.

### **English Proficiency Requirements**

Students who submit TOEFL scores from the Internet-based test (iBT) for reading, listening and writing shall be evaluated for additionally needed course work. Students who submit TOEFL scores and 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 course work. 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. In situations when the student is required to take either ENGL 0003, or ENGL 4893, or both, then these courses must be listed on the student's Plan of Study and become part of the degree completion requirements.

**Test of English Language Proficiency (TELP)** Students for whom English is not their native language and who submit a paper-based test (PBT) version of the TOEFL, or who take the IELTS, must take the Test of English Language Proficiency (TELP) upon arrival at OSU and comply with the provisions associated with that test. The TELP is administered on the Stillwater and Tulsa campuses before each regular semester through University Testing and Evaluation. A waiver of the TELP requirement will be granted to a student who has:

1. achieved a score of 600 PBT or higher on the TOEFL and a score of 5.0 or higher on the Test of Written English (TWE) or Essay; or
2. achieved an IELTS, academic stream, overall band score of 6.5 or higher on each of the band scores for Listening, Reading and 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 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 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 and become part of the degree completion requirements.

### **Following your application status**

To follow the status of your application, you simply need to log back into your online OSU Graduate College application account at: [app.it.okstate.edu/gradcollege/](http://app.it.okstate.edu/gradcollege/). In the main menu, choose "View Submitted Applications". By using this online service, you can follow your application's status, check what transcripts have been received, and verify what official test scores (GRE and/or TOEFL only) have been received.

### **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 or forwarded to the specific department in which the degree will be sought. After the departmental evaluation, the applicant will be notified of his/her admission status by the Graduate College. If admitted, students can be admitted with one of the following admission categories:

1. **ADMISSION WITHOUT QUALIFICATION:** The applicant possesses credentials to immediately begin the graduate program;
2. **ADMISSION ON PROBATION:** A person can be admitted with probation status when he/she has attained less than acceptable grade point average in previous academic course work. A student admitted on probation must make at least a 3.0 grade point average through the semester in which he/she completed 12 hours of courses eligible for graduate credit;
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 those requirements identified by the department.

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.

### **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 holding at least a half-time (.50 FTE or 20 hours per week) assistantship with a minimum of 6 hours per semester (fall or spring). Otherwise enrollment in 9 hours per semester (fall or spring) is required to be full time.

### **Spoken English Proficiency for Employment and the International Teaching Assistant Program**

#### **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 students who serve only as laboratory assistants (e.g., setting up and/or maintaining equipment) are not required to comply with the provisions of this section.

Students who score 26 or better on the speaking portion of the Internet-based TOEFL (iBT), or an IELTS speaking score of 8.5 or higher, will be cleared for classroom or lab instruction. Prospective teaching assistants with iBT speaking scores of 22, 23 or 24, or IELTS speaking scores of 7.0, 7.5 or 8.0 will be required to pass the OSU-administered ITA Test (see below) in order to be certified for classroom or lab instruction. Prospective teaching assistants with TOEFL iBT speaking scores below 22, or IELTS speaking scores below 7.0, are advised to seek English language training in order to improve their spoken language proficiency. After one semester of residence at OSU, students who wish to demonstrate that their English has improved sufficiently to be considered for teaching or lab assignments may take the Versant English Test, administered by the OSU Office of Assessment and Testing. A passing score on the Versant will enable the student to take the ITA test at its next regular administration. Prospective TAs who are unable to access the iBT or the IELTS prior to arrival at OSU may receive authorization to take the Versant English Test. A passing score on the Versant will enable the student to take the ITA test at its next regular administration.

Prospective teaching assistants who do not achieve a 26 or better on the speaking portion of the iBT are required to pass on the OSU-administered ITA test. 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 a faculty member from the English Department and a small group of undergraduate students. A score of 250 or better on the ITA test is an unconditional pass. A score of 240 or 245 is a provisional pass requiring the graduate assistant, if he or she is assigned to instructional duties, to concurrently enroll in GRAD 5991, a one credit course. Students who score less than 240 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 currently enrolled in GRAD 5991.

#### **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 two orientation sessions (whether they have taught in a classroom somewhere else or not) offered at the beginning of the fall and spring semesters.

### **English Language Institute**

Applicants unable to achieve the minimum score on the TOEFL or IELTS may consider admission 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 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.  
[ieo.okstate.edu/ieo.aspx?page=31](http://ieo.okstate.edu/ieo.aspx?page=31)

### **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 coursework, 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.

### **University Housing**

On the Stillwater campus, graduate students are welcome to live off-campus or take advantage of the ample university housing available on-campus. Oklahoma State University's [Residential Life](#) 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 residence 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

[www.reslife.okstate.edu](http://www.reslife.okstate.edu). More information on graduate student housing is available at:

[www.reslife.okstate.edu/housing/families.php?nav=3](http://www.reslife.okstate.edu/housing/families.php?nav=3)

In Tulsa, there are no residence halls on campus, but there are [several housing opportunities](#) located in close proximity to the campus and throughout the city.

### **Health Care for Students at OSU**

The University Health Center maintains full-time staff physicians, registered nurses, laboratory and x-ray technicians, and other necessary personnel.

University Health Center is funded by student fees and charges for its 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 [www.okstate.edu/UHS/uhshealthhist.htm](http://www.okstate.edu/UHS/uhshealthhist.htm)

### **Health Insurance**

In the United States, individuals, families and visitors are responsible for paying for health care costs themselves. Unlike many other countries where the government provides health care for its citizens and sometimes visitors, the United States does not. Instead, the country has multiple private health care systems and insurance companies. Since a single day of hospitalization and medical treatment can cost thousands of dollars, many hospitals and doctors refuse to treat or see uninsured patients except in life threatening emergencies. As a result, the University requires that all visa holding (i.e. non-immigrant) students at OSU be covered by health insurance. The OSU Student Insurance Policy is the recommended health insurance and will be billed to all non-immigrant students accounts automatically. Payment for the student insurance is included in the costs listed on the financial affidavit international students are required to submit to receive a F-1 or J-1 visa.

The insurance premium can be waived for non-immigrant students sponsored by the United States Government, a foreign government recognized by the United States of America, or certain international, government sponsored or non-governmental organizations. Such waivers will be based on the government or organization guaranteeing payment of all health care expenses including evacuation and repatriation.

The insurance premium will also be waived for students who provide documented evidence of health insurance coverage by an employer. Nonimmigrant students employed by OSU and eligible for both employer-provided insurance and international student health insurance may select between the two, as long as the insurance selected includes evacuation and repatriation coverage.

Students covered by a private medical insurance plan with benefits comparable to or better than those of the OSU student plan, may request a waiver from OSU's international student health insurance requirement. Coverage must be in effect from the first day of their first semester of classes and for a 12 month period.

To use alternate insurance, students must complete and submit a waiver request no later than the fifth day of classes. Waiver forms can be found on the International Students and Scholars (ISS) website.

If a student holds an appointment as a .25 FTE or higher OSU Graduate, Teaching or Research Assistant or Associate, OSU provides the student health insurance policy.

### **Paid Health Insurance for Graduate Assistants**

OSU will pay for the cost of health insurance of students employed as graduate assistants. 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 semesterly 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 (<https://www.academichealthplans.com>), at the Graduate College, or through University Health Services. More information available on this website: [www.okstate.edu/UHS/insurance.php](http://www.okstate.edu/UHS/insurance.php).

### **OSU's Academic System**

The academic year includes a fall, spring and a summer session. The fall semester begins in late August and ends mid-December; the spring semester begins mid-January and ends early-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. 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 or by having a cumulative grade point average of less than 3.00.

### **Additional Data For Graduate Students**

#### **Student Disability Services**

If you have a disability, you should contact Student Disability Services, at 405-744-7116 at your earliest opportunity after admission. Proper documentation will be required to verify your disability and advance notice is needed to arrange for certain accommodations.

#### **Career Service**

OSU offers high quality support in job placement and internship research. This service is available in the 360 Student Union or you may view their services online: [www.hireosugrads.com](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 University President. [gpsga.okstate.edu](http://gpsga.okstate.edu)

#### **Office of International Students and Scholars**

This office serves to assist the university's international student community in all of their needs while a guest in our country and on the OSU campus. This office can help with both pre- and post-arrival needs of new international students including airport pick-ups, assistance with bank accounts, housing and other needs. The office also advises and assists all international students on university policies, immigration regulations, as well as any personal and financial matters. [union.okstate.edu/iss](http://union.okstate.edu/iss)

## General Facts about Oklahoma State University

<b>Founded</b>	1890
<b>Control</b>	"Tax-Supported"
<b>Type</b>	Co-educational, Comprehensive University
<b>Academic Units</b>	College of Agricultural Sciences and Natural Resources College of Arts & Sciences Center for Health Sciences Center for Veterinary Health Sciences College of Education College of Engineering, Architecture, & Technology College of Human Environmental Sciences Spears School of Business Graduate College
<b>Enrollment (undergraduate and graduate)</b>	Approximately 23,000 total students enrolled at OSU International Students representing over 130 countries are present on campus. There are approximately 5000 graduate students of which approximately 1300 are international students.

