

## Procedure for Enrollment of Domestic Students

New students should confer with their advisor on classes for enrollment and obtain the advisor's signature on the student's trial study. Each student must complete a trial study form the first time they enroll in classes.

The student takes the signed trial study form to the Graduate College for approval.

The student goes to the Bursar's Office to pay an advance deposit which will be refunded in the student's final semester.

The student goes to Sectioning (4th Floor, Student Union) to complete enrollment (actual registration for classes) and receives his/her ID card.

Stamps indicating graduate student status for use on ID cards are available in the Graduate College.

Continuing students may enroll on-line once a plan of study has been developed. Any deviation from the plan of study should be discussed with and approved by the advisor.

## Procedure for Admission of International Students

Student requests application materials or can apply on-line at the following address: <https://www.app.it.okstate.edu/gradcollege/>

This includes requests for transcripts in the original language and an English translation, certification of finances for the costs of educational and living expenses, a TOEFL (Test of English as a Foreign Language) score, and a \$75 application fee (non-refundable). Information about the TOEFL is available via the World Wide Web at <http://www.TOEFL.org>

When the transcript (s) and TOEFL scores have been received and evaluated to insure the candidate meets the minimum standards set by the Graduate College, the application packet will be forwarded to the Department for an admissions decision. Within a few days after the Graduate College receives your application, you will be able to follow your application status via the Graduate College web pages.

If the student is admitted, and if the financial certification indicates the availability of sufficient funds, the Graduate College will send the student a certificate of admission and an I-20 or IAP-66 form which s/he takes to the US Consulate to obtain the appropriate student visa. Included in that mailing are other information pieces which provide pre-arrival information about travel options to Stillwater, an OSU calendar, orientation, on- and off campus housing, bank drafts, etc. If the student is not admitted, or is admitted with conditions, that is communicated to the student by the Graduate College.