



## Oklahoma State University Institute of Technology Application Materials Checklist

Use this list to make sure your application package is complete. Please try to send everything together at one time. **If you have any questions, contact the person who has been assisting you with your application**, or send an email to [international.office@okstate.edu](mailto:international.office@okstate.edu). OSUIT staff will be happy to help.

### **Required for ALL applications:**

- ADMISSIONS APPLICATION FORM**  
Please make sure you include a valid postal address. This is how we will send you your admission letter. Please include a valid email address or phone number, if you have one. This is how we will communicate with you about your application.
- TRANSCRIPTS and/or ACADEMIC CERTIFICATES**
  - Send a copy of official results and graduation certificate from high school
  - Send a copy of official transcripts for any post-secondary or technical schools you have attended (if any).
  - If any of your transcripts are not in English, also send an English translation
- COPY OF PASSPORT** - personal information page
- FINANCIAL CERTIFICATION FORMS** - Complete page 2 for EACH person providing funds for your study, including yourself if you are using your own money. Use as many copies of page 2 as needed, according to your number of sponsors.
- TOEFL or IELTS official results** - IF ENGLISH IS NOT one of your primary or native languages.
  - Send a copy of your official score report or request the testing agency to send your scores directly to OSU Institute of Technology. For questions about English proficiency, please contact an international admissions staff person.
  - Native English speakers do not need to send IELTS or TOEFL scores

### **Optional, for scholarship or transfer credit:**

- TUITION WAIVER APPLICATION FORM**
  - If you would like to apply for a tuition waiver (scholarship).  
Tuition Waiver application available at <http://www.osuit.edu/admissions/international>
- TRANSCRIPT EVALUATION from WES or ECE**  
Order the evaluation directly from ECE or WES (you are responsible for payment).
  - ECE - Educational Credential Evaluators <http://www.ece.org>
  - WES - World Evaluation Services [www.wes.org](http://www.wes.org) Click on "Student".
  - The same evaluation is used for the tuition waiver and for transfer credit. Only 1 evaluation is needed.
  - Order the "course by course" evaluation option.
  - Request a copy of the evaluation to be sent to OSU Institute of Technology.

- Fill out this form as completely as possible. There are three pages in this section.
- All materials must be translated into English and written clearly.
- Attach a photo of yourself (such as a visa photo).
- Submit official transcripts from all schools, training institutes, colleges, and universities that you have attended.
- Application materials may be posted, faxed, or scanned and emailed. See end of application for addresses.

**PERSONAL INFORMATION**

Family Name (last name): \_\_\_\_\_ Given Names (first and middle names) exactly as it appears on passport: \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Birth Date (month/day/year) \_\_\_\_\_

Place of Birth: City \_\_\_\_\_ State / Province \_\_\_\_\_ Country \_\_\_\_\_

Sex:  Male  Female Married:  No  Yes

Will you bring dependents (spouse and/or children) with you to the US?  No  Yes

- If yes, please provide information about your dependent(s) in the financial certification section of this application

**CONTACT INFORMATION** (please give accurate information so OSUIT can communicate with you)

**Home Mailing Address (where the school can send important documents)**

use as many lines as needed for accurate postal service

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

City \_\_\_\_\_ State or Foreign Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Complete International Telephone Number: \_\_\_\_\_ Receive text(SMS) messages?  
 No  Yes

E-mail address \_\_\_\_\_

**PARENT, GAURDIAN, OR CLOSEST RELATIVE**

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Relationship to student \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address (if different from student's home address)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

City \_\_\_\_\_ State or Foreign Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

**EDUCATION HISTORY**

- Remember to submit official transcripts from all schools, training facilities, colleges and universities that you have attended. Photocopies or scanned images will be accepted for application, **original documents must be presented at enrollment.**

High School \_\_\_\_\_

Graduated?  No  Yes Dates of attendance \_\_\_\_\_ Graduation Date: \_\_\_\_\_

What was the primary language used for classroom instruction at this school? \_\_\_\_\_

Have you earned any credit by examination, such as GCSE, A Levels, International Baccalaureate, AP, or CLEP?  
 No  Yes If yes, submit a copy of official score report.

List any Post-Secondary Education (Vocational or Trade School, Technical Institute, College, University, etc.)

School _____ Graduated? <input type="checkbox"/> No <input type="checkbox"/> Yes Dates of Attendance _____ Graduation Date: _____ Program of study _____ Degree or Certificate _____ What was the primary language used for classroom instruction at this school? _____
School _____ Graduated? <input type="checkbox"/> No <input type="checkbox"/> Yes Dates of Attendance _____ Graduation Date: _____ Program of study _____ Degree or Certificate _____ What was the primary language used for classroom instruction at this school? _____
School _____ Graduated? <input type="checkbox"/> No <input type="checkbox"/> Yes Dates of Attendance _____ Graduation Date: _____ Program of study _____ Degree or Certificate _____ What was the primary language used for classroom at this school? _____

If you need more space for other schools, you may attach a separate sheet of paper.

**ENGLISH PROFICIENCY**

What language is your primary or native language? \_\_\_\_\_

OSUIT accepts TOEFL or IELTS TOEFL Score \_\_\_\_\_ or IELTS Score \_\_\_\_\_

- If English is not your primary language, submit a copy of the official TOEFL or IELTS score report with this application, or have the scores sent directly from the testing agency. (OSUIT's TOEFL facility code is **1192**.)

Have you ever completed an **English as a Second Language** (ESL) program  
 or **Intensive English Program** (IEP)?  No  Yes

- If yes, submit a copy of your certificate with your TOEFL or IELTS scores

**VISA** (only for those already in the US)

If you are currently in the United States, what is your VISA type/classification? \_\_\_\_\_ Issue date: \_\_\_\_\_

**STUDY PLAN**

When do you plan to begin study at OSUIT? SPRING 20 \_\_\_\_\_ SUMMER 20 \_\_\_\_\_ FALL 20 \_\_\_\_\_

Are you transferring from another U.S. school?

No  Yes

Have you decided what program you would like to study at OSU Institute of Technology?

Yes, I want to study \_\_\_\_\_  No, I haven't decided yet  
(See <http://www.osuit.edu/academics/> for a list of programs)

Degree level you plan to earn:

Associate of Science (A.S.)  Associate of Applied Science (A.A.S.)  Bachelor of Technology (B.T.)

Please write a few sentences to answer the following questions. If you would like to send a longer answer you can attach a separate sheet of paper.

Why do you think OSUIT is a good school for you? How do you expect an education from OSUIT to help you achieve your personal or career goals?

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**IMPORTANT NOTIFICATION**

**AUTHORIZATION for RELEASE of CONFIDENTIAL INFORMATION**

United States Federal Public law 93-380 (the Buckley Amendment) restricts access to personal information. Therefore, gathering, accessing or verifying information about an individual or that is part of a student's record is restricted by law.

**IMPACT**

- o Foreign nationals entering or living within the boundaries of the United States have an obligation to the U.S. government to provide information relative to him/her being in the United States. The U.S. federal government requires that universities collect particular information concerning foreign national students, and update that information on an on-going basis.
- o Any student accepting financial assistance or who is otherwise sponsored by any entity other than themselves provides that entity with a vested interest in his/her student status; and, in turn, provides the entity a right to and need for information concerning the student.

In order for the university to facilitate or otherwise cooperate in this effort, the student must provide the university legal right to do so.

**By signing this completed "Admissions Application Form for International Students", you provide the university with your permission to communicate with entities with a right-to-know status concerning you.**

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

- Please submit all application materials together as one package
- Application materials can be posted, faxed, or scanned and emailed.
- If faxing or emailing the application, original documents should be brought with the student and presented to international admissions staff before the student begins attending classes.

Postal Address: International Student Services Grady W. Clack Center Oklahoma State University Institute of Technology 1801 East 4 <sup>th</sup> Street Okmulgee, OK 74447-3901 USA	Fax: 918-293-4614  Email: If you have already contacted a staff person at OSUIT, send your application directly to his or her email address.  If you have never contacted a person at OSUIT before, email to: International.office@okstate.edu
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**APPLICANT'S FULL NAME AS IT APPEARS ON PASSPORT**

\_\_\_\_\_ FIRST MIDDLE FAMILY (LAST)

MINIMUM ESTIMATED COST for ONE ACADEMIC YEAR (3 TERMS): **\$27,874 US Dollars**

This amount is based on tuition and fees for 12 credit hours per term, plus dormitory, meal plan, health insurance, textbooks, and miscellaneous spending.

**NOT INCLUDED in the estimated amount above:** Travel costs to the U.S. and return to home country, special course fees, tools required for certain degree programs, travel & living expenses associated with internships and personal needs.

**Family Support Funds**

If your spouse and/or your children are to accompany you to the U.S., please complete the following. Additional funds must be available for family support. An **estimated** amount for this is an additional **\$6,500 USD** per year for the first dependent and **\$5,000 USD** per year for each additional dependent; in addition, add travel costs from and to your home country. Medical insurance coverage is required for each person, as well as the inoculations and medical testing required of the student.

**DEPENDENT FAMILY MEMBERS ACCOMPANYING THE APPLICANT TO THE UNITED STATES**

Please provide the following information for each individual that will be accompanying you to the U.S. A form I-20 will be issued for each dependent, and sent with yours. An appropriate "cost per dependent" will be added to the estimated cost-per-term. A copy of the passport photo page for each dependent is required upon submission of this form. Names of each dependent should be written as they appear on the passport. If additional space is needed, please attach a supplementary page.

NAME of DEPENDENT	RELATIONSHIP	DATE of BIRTH	COUNTRY of BIRTH and of CITIZENSHIP	Gender
			/	
			/	
			/	
			/	

**FINANCIAL SUPPORT FOR APPLICANT (Include funding for family if accompanying applicant)**

AMOUNTS and SOURCE of FINANCIAL SUPPORT (In U.S. Dollars based on most recent currency exchange rates):

- PERSONAL FUNDS \$ \_\_\_\_\_ BANK FACILITY \_\_\_\_\_
- SCHOLARSHIP \$ \_\_\_\_\_ SOURCE \_\_\_\_\_
- 1<sup>st</sup> SPONSOR \* \$ \_\_\_\_\_ NAME and RELATIONSHIP to STUDENT \_\_\_\_\_
- 2<sup>nd</sup> SPONSOR\* \$ \_\_\_\_\_ NAME and RELATIONSHIP to STUDENT \_\_\_\_\_
- Total financial support** \$ \_\_\_\_\_ **USD** (This is the total of all money reported in categories above.)

\*Sponsor(s) include family/relative, employer, government, or others financially assisting the applicant—documentation required.

**STUDENT APPLICANT'S CERTIFICATION**

By placing my signature on this document, I affirm that:

- this document is a legal and binding contract, committing me to abide by the details contained herein;
- As described above, I guarantee that I will have access to sufficient funds to meet the estimated educational expenses for each year I enroll at OSUIT, funds for family members who accompany me, and funds for travel to and from the United States;
- I understand that the example of costs given are estimates only, and that actual costs may vary;
- I understand that the estimated cost of term attendance is payable at the *beginning of each academic term*, and any additional amount based on actual costs is due upon notification;
- I certify that all of the information submitted by me is true and correct to the best of my knowledge and *understand* that withholding information or giving false or misleading information will disqualify me for admission or continuation as a student at this institution, and may jeopardize my immigration status in the United States;
- I agree to immediately inform the Institute of any changes that will affect my ability to pay my educational expenses.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE COMPLETE THIS PAGE FOR EACH SOURCE OF FINANCIAL SUPPORT (INCLUDING PERSONAL FUNDS) AND FINANCIAL INSTITUTION—DUPLICATE AS NECESSARY.**

- **BE SURE THAT EACH FINANCIAL INSTITUTION HAS ATTACHED THEIR STAMP-SEAL OR NOTARY MARK.**

**SPONSOR'S CERTIFICATION**

Sponsor's full name \_\_\_\_\_

By placing my signature on this document, I affirm that I recognize this document as a *legal and binding contract*, committing me to abide by the details contained herein.

I guarantee that I can and will provide \_\_\_\_\_ with \$ \_\_\_\_\_  
(Print applicant's full name)

for each year that the applicant is enrolled at OSUIT. I understand that tuition, fees, campus housing and meal plan costs are payable *at the beginning of each academic term*.

Sponsor's mailing address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sponsor's email address \_\_\_\_\_ mobile phone number \_\_\_\_\_

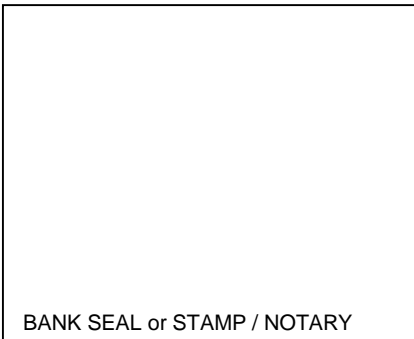
Sponsor's Country of Citizenship \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

**SIGNATURE of SPONSOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SPONSOR'S FINANCIAL INSTITUTION'S CERTIFICATION \***

This is to certify that in our opinion, \_\_\_\_\_ has set-aside and readily has available the amount listed above under his/her designated participation.

Completion or signing of this certificate does not constitute a statement of liability in whole or part on behalf of the bank or financial institution.



Signature \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

*\* If bank policies do not allow completion of this form, a separate bank letter or affidavit is an acceptable substitute. The letter should be on bank letterhead, signed by a bank official, and specifically verify the following:*

- *Name of account holder—designated as either the funding guarantor or the university applicant, according to the information provided to the university.*
- *Date account was opened.*
- *Current account balance (in local currency-if needed the amount will be converted to US dollars by OSUIT staff) or specific acknowledgement that the account(s) have a minimum balance to cover the amount listed above.*