



## INTERNATIONAL STUDENT APPLICATIONS

Oklahoma State University Institute of Technology  
International Affairs  
Telephone: +1-918/293-5160; fax: 918/293-4633  
Email: [international.office@okstate.edu](mailto:international.office@okstate.edu)

Thank you for your interest in Oklahoma State University Institute of Technology (OSUIT). Please visit our campus website for a complete overview of our university: [www.osuit.edu](http://www.osuit.edu)

Campus offices are open from 7:30 a.m. until 4:30 p.m. central-time (USA), Monday through Friday, to receive telephone calls or Skype communications. We have found that email communication is the quickest and most cost-effect way for international students to communicate with our offices.

Also available on the campus website is information about the several important aspects of campus living. We recommend that you visit the following sites:

- [www.osuit.edu/future\\_students/](http://www.osuit.edu/future_students/)
- [www.osuit.edu/current\\_students/](http://www.osuit.edu/current_students/)
- **English as a Second Language:** OSUIT does not provide ESL training. However, the campus is a host-site for *The Language Company*, an Oklahoma Regents-approved ESL training provider. For more information about this program, check their website: [www.thelanguagecompany.com](http://www.thelanguagecompany.com), or email [tlcokmulgee@okstate.edu](mailto:tlcokmulgee@okstate.edu) for information.

### FINANCIAL ASSISTANCE

- **Home-nation Assistance:** International students do not qualify for financial assistance funded by either the U.S. or state governments. International students are encouraged to contact their own nation's government about financial assistance.
- **Scholarships:** The International Student Scholarship is based on grade-point average at the time of initial enrollment. It is a fee-waiver program that reduces the non-resident fees charged by a maximum of 50%. The amount varies with the number of credit hours of enrollment, as well as by the GPA used to determine the percentage awarded. Email International Affairs at [international.office@okstate.edu](mailto:international.office@okstate.edu) for more information.
- **Employment while a student:** Federal government regulations limit international students employment to university "institutional work-study" positions. Because of the limited number, there is competition for these positions and most are filled with students who have been here for more than one term.

### APPLICATION MATERIALS

The application packet for international students is different than for domestic students. Application materials for both domestic and international students can be downloaded from the university website. However, it is important that you get the correct materials. The international student application is found at [www.osuit.edu/international](http://www.osuit.edu/international). After reviewing our website, please direct your questions to email address: [international.office@okstate.edu](mailto:international.office@okstate.edu).

### TIME-LINE FOR APPLYING

Allow at least three (3) months for the process of attaining an I-20 from the university, then a student visa from the U.S. government. This will vary depending on your country of origin and world political conditions.

- For **Fall academic term** enrollment, start the application process no later than May 15<sup>th</sup>;
- For **Spring academic term** enrollment, start the application process no later than September 15<sup>th</sup>; and,
- For **Summer academic term** enrollment, start the application process no later than January 30<sup>th</sup>.

### ACADEMIC TERMS

OSUIT operates three academic terms per calendar year. Each term is fifteen weeks in length.

- Fall term begins near the end of August.
- Spring term begins the first week of January;
- Summer term begins near the end of April.

### ACADEMIC TESTING

Upon arrival but prior to enrollment for the first academic term, each student is required to do an untimed computer-based assessment, performed by the university's Assessment Center. The study-guide is at [www.act.org/compass](http://www.act.org/compass).

### HIGH SCHOOL or COLLEGE TRANSCRIPTS

Submit a set of your school transcripts from each school or university attended (a) to the university and (b) to an approved transcript evaluation center. This is needed to assure a fair comparability to the classes and grade scale of OSUIT, and for awarding the International Student Scholarship. Be sure to request the "course-by-course" evaluation. You will incur a cost for this service. The OSUIT-approved evaluation centers are:

World Education Services ([www.wes.org](http://www.wes.org)), and  
Educational Credential Evaluators, Inc. ([www.ece.org](http://www.ece.org)).

### ENGLISH LANGUAGE

Test of English as a Foreign Language (TOEFL) is required by Oklahoma Board of Regents' policy *unless the applicant is from a country that identifies English as its first language*. The federal government provides an approved list of these countries. If you are unsure about your country's classification, e-mail [international.office@okstate.edu](mailto:international.office@okstate.edu).

The acceptable scores are:

Minimum TOEFL score:	Paper-based	Computer-based	Internet-based
TOTAL SCORE	500	173	61
Listening:	52	18	17
Reading:	51	18	16
Speaking:	n/a	n/a	15
Writing:	50	18	13
Min. IELTS score:	6.5		

For those who have successfully completed English as a Second Language (ESL) *from an Oklahoma Regents-approved training provider in the United States*, TOEFL required is 460 plus 12 weeks of ESL training; IELTS required is 5.0 plus 12 weeks of ESL training. Submit supporting documents.

TOEFL scores must be received prior to acceptance. OSUIT's TOEFL site-code is **1192**, if you want your TOEFL score to sent directly to OSUIT. For those already in the U.S., this campus Assessment Center is approved to administer the Institutional TOEFL. Advanced scheduling with the university Assessment Center is required.

### APPLICATION INSTRUCTIONS

All materials and documents **must be submitted together** as one application packet. All materials submitted must be easy to read, and written in English and U.S. Dollars.

- Application form for International Admission:** The Application form for International Admission must be wholly-completed, and have fee-payment of a \$50 (U.S. dollars) submitted with it. Also include a copy of (a) your high school and college transcripts, (b) transcript evaluations from an approved source, and (c) your TOEFL scores unless you are a from a country that is classified by the U.S. government as an English-speaking country.
- Biography:** Submit a typed narrative about yourself; attach a recent passport-type picture of yourself. **Your narrative should include:**
  - why you want to study in the field or major selected;
  - how this education will advance you toward your future personal and professional goals;
  - why you selected OSU Institute of Technology for this effort;
  - summary of your travels, employment, language and culture, leadership and military experiences, past accomplishments and future goals, awards and recognitions, and academics.
- Information Specific to Financial Certification:** The U.S. Department of Homeland Security (DHS) requires that the university gather and report financial information. You must provide information and evidence that you have sufficient funds to travel from and to your home country, live and attend schooling in the United States in order to be granted a federal form I-20 and student visa.

#### Required Reporting

The financial reporting requirement that is a part of the application packet is two-part: (a) **Estimated Costs Worksheet** that is to help the applicant identify the cost of attending and prepare a personal budget, and (b) **Financial Certification** used to (1) specify and certify the amount of funds set aside specifically for the student's needs and (2) the source(s) of the funds. Applicants are required to complete both forms in order to be considered for enrollment at OSUIT.

**Because of the individual choices, life-style, and other influences on actual costs, the example provided is an estimate only and not to be construed as guaranteed costs or expenses.**

#### Personal Expenses

Individual life style decisions vary; each person must evaluate his or her own life style, and make determinations. Costs such as personal hygiene (soap, deodorant, haircuts, etc.), clothing, area travel, supplemental food, entertainment, and other incidentals associated with living a college student lifestyle vary person-to-person.

#### Housing and Food Service

Visit the Residential Life website at [www.osuit.edu/campus\\_community/residential\\_life](http://www.osuit.edu/campus_community/residential_life)

#### Enrollment, Tuition and Fees

Federal regulations require that international students enroll in a minimum of twelve (12) college credit hours each term.

- Tuition and fees are charged on a per-credit hour; international students are included under "non-resident" rates.
- Cost per credit hour is established by the university and subject to change.
- Special fees are assessed for some courses and services.

More information is available on-line at [www.osuit.edu/future\\_students](http://www.osuit.edu/future_students)

#### Total U.S. Dollars Needed for the Student's Education Costs

Because of the number of variables that influence the actual total, there is no "one price covers all expenses".

- Most (but not all) OSUIT programs-of-study operate three (3) full academic terms per calendar year, 15 weeks each.
- The costs of attendance can be expected to increase annually, but is also affected by such factors as individual spending habits, individual travel and transportation, and regional and national economic factors.

The following is an *example* (only) of the estimated cost for **two (2) academic terms** at OSU Institute of Technology, based on the Fall 2008 academic term pricing. Prices are subject to change at any time without notice or exception. This is not a guarantee or contract to provide such services at the price(s) stated.

ESTIMATED COST FOR TWO ACADEMIC TERMS	
Tuition & Fees, enrolled 12 credit hours (special course fees excluded)	\$ 7,312.00
Room & Board (Hannigan/England Hall with 20-meal plan)	\$ 5,343.33
Books & Supplies (manuals, study guides, & storage devices, pens, etc.)	\$ 966.67
Medical insurance premiums & health care	\$ 800.00
Personal Expenses (local transportation, hygiene, clothing, etc.)	\$ 3,400.00
<b>ESTIMATED TOTAL for ONE ACADEMIC YEAR:</b>	<b>\$ 17,822.00</b>

<p><b>NOT INCLUDED in the estimated costs listed:</b></p> <ul style="list-style-type: none"> <li>&gt; Travel costs to the U.S. and return to home country</li> <li>&gt; Special fees based on course delivery method, course fees, etc.</li> <li>&gt; Travel &amp; living expenses associated with internships</li> <li>&gt; Tools required for particular program-of-study selected</li> </ul>
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**Family Support Funds**

If your spouse and/or your children are to accompany you to the U.S., additional funds must be available for family support. An *estimated* amount for this is an additional \$9,600 USD per year for the first dependent and \$6,000 USD per year for each additional dependent; in addition, add travel costs from and to your home country. Proof of medical insurance coverage is required for each person, as well as the inoculations and medical testing required of the student.

Remember that each family member is also required to have a federal form I-20 issued, and a visa. If family will be accompanying the student, please complete an application form and medical report form for each person, and write "DEPENDENT OF (applicant's name)" on each form. Be sure to add the appropriate amount of additional funds to both the *Estimated Costs Worksheet* and the *Financial Certification Form*.

**Financial Certification Form**

The financial certification form is a report of the funds that have been set aside and are readily available to you for your experience as a student in the United States. It specifies the sources of these funds, as well as the total amount. This form must be properly completed and, signed by the applicant. **ALL AMOUNTS MUST BE SHOWN IN U.S. DOLLARS.**

**Bank Certification:** With this form, provide a *certified statement* from your financial institution or bank verifying that funds are set aside and readily available specifically for this use. This statement must be dated no more than three (3) months prior to the date the application packet is received.

**Signature of Guarantor:** If your expenses will be paid by someone other than yourself, you must submit a *letter of guarantee* with the notarized signature of the person or authority providing that funding. Include the address and other relative contact information about that person. A *letter of guarantee* from his/her financial institution verifying that the funds have been set aside and are readily available specifically for this use must also accompany this report.

**Account Payment**

Students are required to pay the estimated cost of the academic term prior to the first day of classes of the academic term. If the estimated amount paid exceeds the actual cost for the academic term, then the excess amount paid will be carried forward and applied to the next academic term's expenses. If the estimated amount paid is less than the actual cost for the academic term, then the student is invoiced for the remaining amount-owed.

- o Any unpaid balance is subject to a non-payment fee assessed three times during the academic term, and calculated as 1% of the unpaid balance. All term costs must be paid in full prior to the student being allowed to enroll in future academic terms.
- o Payments must be with (a) cash in U.S. dollars, (b) international bank draft issued in U.S. dollars (USD), or (c) major credit card (MasterCard or Visa). To obtain more information about the payment options available to you, contact the university's Bursar's Office (telephone 918-293-5230).

4. **Health Services Report:** By state law, students are required to have certain inoculations and health testing. Your doctor must verify that you have received the required immunizations and health tests in order to be approved for admission. *Also*, you are required to purchase a major-medical health insurance policy, and provide the International Affairs office with the name of your insurance provider and the account number of your insurance policy prior to arrival.
5. **Scholarship Application Form:** If you complete and submit this form, you will be considered for the International Student Fee Waiver Scholarship. If awarded, an estimated value will be noted on the federal form I-20 issued.
6. **Transfer:** If you are currently enrolled in a U.S. university, a university transfer form must be completed by your current university administration, and sent to OSUIT. OSUIT cannot issue a federal I-20 form until the applicant's current university

performs a "release for transfer" in the Student and Exchange Visitor Information System (SEVIS). Contact the OSUIT International Student Services office for a copy of the form needed, then contact with your current university's International Student Services office about completing this form and the SEVIS entries needed.

Foreign nationals in the U.S. under a non-student visa will need to return to their home-country and apply for a new visa in order to become a U.S. university student.

7. **Mailing the Application Packet to the university:** OSUIT cannot accept mail that is marked C.O.D. or Insufficient Postage. All required documents must be sent as one combined package, addressed to:

**International Affairs  
Suite 108, Donald W. Reynolds Technology Center  
Oklahoma State University Institute of Technology  
1801 East 4<sup>th</sup> Street  
Okmulgee, OK 74447-3901 USA**

#### **NOTIFICATION OF ACCEPTANCE**

After processing your application, you will be notified of being accepted by OSUIT. A federal form I-20 will be mailed to the address you have provide. The form I-20 issued is generated from the federal government's Student & Exchange Visitor Information System (SEVIS). It specifies a particular start-date, and is the key document necessary for you to apply for an **F-1** student visa.

#### **STUDENT VISA**

- You must obtain an **F-1** student visa in order to attend OSUIT.
- **The U.S. federal government will determine your eligibility for a student visa.** To obtain a student visa, you must set an appointment and make application through the U.S. Embassy.

The University issues the federal I-20 form that denotes acceptance of the applicant as a student, however **the university has no influence concerning the processing for or awarding of a student visa.**

Be well-prepared when you visit the embassy for your visa interview. Have (a) two forms of identification and your birth certificate, (b) evidence of your finances, and (c) evidence of reason for you to return to your home-country after graduation (family, employment, business relationships, etc.).

For additional information regarding entry into the United States, check the United States Department of Immigration and Customs Enforcement (ICE) website at [www.ice.gov/sevis/](http://www.ice.gov/sevis/), and Citizenship and Immigration Services (USCIS) at [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis).

- **After you have been awarded your F-1 Student Visa**, it is important that you contact the OSU Institute of Technology International Affairs concerning your training start-date prior to making travel arrangements: [international.office@okstate.edu](mailto:international.office@okstate.edu).
- **Transportation from Tulsa International Airport** will be provided by the International Affairs office on the condition that a travel itinerary and evidence of F-1 visa approval is provided no less than two (2) weeks prior to the arrival date.
- **Campus arrival:** All students should arrive on campus no less than one full work-day (Monday through Friday) prior to the start of classes. This is to provide time to (a) check into International Affairs, (b) check into student housing, (c) get a picture identification card issued, (d) complete assessment testing, (e) complete the department enrollment process, (f) purchase textbooks and supplies, and (g) pay the Bursar's office the cost of attendance.

Report in person to the **Office for International Affairs** to complete the international student records requirements:  
**DWRTC, Suite 108; between 8:00 a.m. and 4:00 p.m., Monday through Friday.**

The university is required to notify U.S. Immigration and Customs Enforcement (USCIS) of your arrival.

**BE AWARE:** Withholding information or giving false or misleading information will disqualify you for admission or continuation as a student at this institution, and may jeopardize your legal status as a temporary foreign national in the United States.

*Application Information for International Student Fee Waiver*

Return this form and application packet (if not already submitted) to:  
International Student Services, OSUIT, 1801 East 4<sup>th</sup> Street, Okmulgee, OK, 74447-3901 USA

**APPLICATION CRITERIA and ELIGIBILITY**

All new students must provide the university with a transcript evaluation performed by a university-approved organization\*; the cost of this is paid by the applicant. For those who have prior college, a course-by-course evaluation must be requested of the evaluation agency. \*World Education Services ([www.wes.org](http://www.wes.org)) or Educational Credential Evaluators, Inc. ([www.ece.org](http://www.ece.org))

Transfer students with prior U.S. college experience are eligible to apply based upon submittal of their cumulative college GPA scores that have been evaluated through the approved transcript evaluation agency.

The student must (a) be degree seeking and (b) maintain full-enrollment, with a minimum of twelve credit hours per semester. The student is required to live on campus, and comply with all rules/regulations associated with such.

The student must maintain proper status according to U.S. Citizenship & Immigration Services (USCIS) and U.S. Department of Homeland Security (USDHS) regulations.

**AWARDING**

All new students are eligible to apply; awarding will be based on Grade Point Average scores.

The amount of the award is calculated as a percentage of the non-resident fee each academic term according to the following:

GPA Requirement	Award Amount
2.5-3.00 GPA (considered a C+)	30% of Non-Resident Fee
3.00-3.49 GPA (considered a B)	40% of Non-Resident Fee
3.5 & greater (considered an A)	50% of Non-Resident Fee

**CONTINUATION:** This ISFW award will automatically continue each academic term until graduation assuming that the student maintains compliance with the awarding criteria stated, and maintains an institutional GPA that meets the scholarship criteria listed above.

**NON-COMPLIANCE:** Students who do not meet these standards each term will be placed on probation for one semester. Should the student not meet the requirements for a second term, the student will no longer be eligible for this ISFW for the following term. The student will remain on probation until the cumulative graduation/retention GPA reaches the standard stated in the box above.

**APPEAL PROCESS:** Should a student lose eligibility for an ISFW, an appeal may be made, in writing, to the Coordinator of Scholarships located in the Grady Clack Building. The appeal must state extenuating circumstances and explain how the issues are being addressed.

Student's Legal name: \_\_\_\_\_  
Last First MI Maiden

Country of Citizenship: \_\_\_\_\_ CWID (if assigned): \_\_\_\_\_

OSUIT Program of Study: \_\_\_\_\_ Academic Department: \_\_\_\_\_

Semester of Admission/Year: \_\_\_\_\_ Current Grade-Point Average: \_\_\_\_\_  
(example: Fall 2009)

I understand that this International Student Fee Waiver includes only a waiver of a portion of the **non-resident** fees for each credit hour of enrollment, and that the remaining fees and tuition still apply. I further understand that my International Student Fee Waiver is conditionally awarded subject to verification of qualifying-criteria and cumulative Graduation/Retention GPA as noted in the chart above. Failure to meet any stated condition will result in the loss of the International Student Fee Waiver; other conditions or details of conditions may apply.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:** College Transfer GPA (24± credit hours) \_\_\_\_\_ or High School Cumulative Letter Grade \_\_\_\_\_

Campus Housing & Meal Plan \_\_\_ Yes No \_\_\_ USDHS Compliance \_\_\_ Yes No \_\_\_ Number of Univ. Hours Enrolled \_\_\_\_\_

AWARD \_\_\_ Approved Denied \_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

ADMISSIONS APPLICATION FORM FOR INTERNATIONAL STUDENTS  
OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY

All materials must be translated into English, and legible. Attach a one to two-page biography, with a visa-like picture describing yourself, why you wish to study the program-of-study selected, and why you selected OSU Institute of Technology for that effort.

**PERSONAL INFORMATION**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Family name \_\_\_\_\_

Birth-Date \_\_\_\_\_ Place of Birth: city \_\_\_\_\_ State or Province \_\_\_\_\_ Country \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Sex:  Male  Female Married:  No  Yes Number of dependents \_\_\_\_\_

**Home Mailing Address (where the university should mail correspondence):**

House Number & Street \_\_\_\_\_ City \_\_\_\_\_

State or Foreign Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Complete International Telephone Number: \_\_\_\_\_ E-mail \_\_\_\_\_

**EDUCATION:**

Submit official transcripts from all schools, training facilities, colleges and universities that you have attended.

Also, submit a transcript evaluation report from an OSUIT-approved evaluation center (see "Helpful Information" pages).

High School Attended \_\_\_\_\_ Graduated?  NO  YES; Date: \_\_\_\_\_

University or Trade School Attended \_\_\_\_\_ Graduated?  NO  YES; Date: \_\_\_\_\_

Program of study \_\_\_\_\_ Degree or Certificate Awarded \_\_\_\_\_

**TEST of ENGLISH as a FOREIGN LANGUAGE (TOEFL)**

A copy of the official report of your TOEFL scores must be submitted with the application, or received directly from TOEFL. If you have requested that TOEFL send the scores directly, you must tell them that OSUIT's TOEFL facility code is **1192**.

What language do you consider to be your "first" or primary language? \_\_\_\_\_

Oklahoma State Board of Regents provides a list of **English as a Second Language** (ESL) programs. Have you successfully completed an ESL program from one of the approved programs?  NO  YES

**If you marked "YES", please submit your certificate, in addition to your TOEFL scores.**

**VISA:** IF YOU CURRENTLY ARE OR HAVE BEEN IN THE United States,

What is your VISA type/classification? \_\_\_\_\_ Issue-date: \_\_\_\_\_ SEVIS (Visa annotation) # \_\_\_\_\_

Dates last repatriated \_\_\_\_\_ U.S. Social Security # \_\_\_\_\_ U.S. Driver's License # \_\_\_\_\_ State \_\_\_\_\_

**ACADEMICS** (see university website: <http://www.osuit.edu/> )

Desired Program-of-Study: \_\_\_\_\_ Degree level (A.S., A.A.S., B.T.) \_\_\_\_\_

Academic term that you intend to begin study at OSUIT: SPRING 20\_\_\_\_ SUMMER 20\_\_\_\_ FALL 20\_\_\_\_

Are you transferring from another U.S. school?  No  Yes (if yes, attach a transfer form completed by school, college or university DSO)

**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**

- 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.
- 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 SIGNED \_\_\_\_\_

FINANCIAL CERTIFICATION FOR INTERNATIONAL STUDENTS  
OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY

**READ THE APPLICATION INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.**

**All amounts must be provided in U.S. Dollars (USD) based on most recent currency exchange rates.**

APPLICANT'S FULL NAME \_\_\_\_\_  
FIRST
MIDDLE
FAMILY (LAST)

**FAMILY SUPPORT FUNDS:** Please provide the following information for each accompanying individual.

NAME of DEPENDENT	VISA TYPE and NUMBER	RELATIONSHIP	DATE of BIRTH	CITY and COUNTRY of BIRTH

**FINANCIAL SUPPORT** (REPORTED IN U.S. DOLLARS)    CONVERSION DATE \_\_\_\_\_ RATE \_\_\_\_\_

PERSONAL FUNDS \$ \_\_\_\_\_ BANK FACILITY \_\_\_\_\_

SCHOLARSHIP \$ \_\_\_\_\_ FROM \_\_\_\_\_

GUARANTOR\* \$ \_\_\_\_\_ NAME and RELATIONSHIP to STUDENT \_\_\_\_\_

\* Guarantor(s) include family/relative, employer, government, or others NOT included under another category listed here.  
 \* If the applicant has more than one (1) sponsor, submit second copy of this form with appropriate signatures.

**TOTAL FINANCIAL SUPPORT**    This is the total of all money reported in the categories above:    \$ \_\_\_\_\_ USD  
 Submit bank certifications and/or other supporting documentation.

**STUDENT APPLICANT'S CERTIFICATION**

By placing your signature on this document, I am stating the following:

- o *I recognize* this document as a legal and binding contract, committing me to abide by the details contained herein.
- o *I guarantee* that I will have sufficient funds available to meet the estimated educational expenses as listed above for each year I enroll at OSU Institute of Technology, Okmulgee, Oklahoma, as well as funds for my travel to and from the United States.
- o *I certify* that I can make all of the necessary arrangements to have all funds converted to USD and transferred to the U.S.
- o *I understand* that the example of costs given are estimates only, and that actual costs may vary
- o *I understand* that the estimated cost of term attendance is payable at the beginning of each academic term, and any additional calculated based on actual costs is due upon notification.
- o *I certify* that all of the information submitted by me is true and correct to the best of my knowledge, and agree to immediately inform the University of any change of information that becomes known to me at any future date.
- o *I 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 legal status as a temporary foreign national in the United States.

PRINT NAME of APPLICANT for UNIVERSITY ENROLLMENT \_\_\_\_\_

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

**GUARANTOR'S CERTIFICATION**

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

I guarantee that I will provide \_\_\_\_\_ with the amount of funds stated for each  
(print applicant's full name)  
 year that the applicant is enrolled at OSUIT. I certify that I can make the necessary arrangements to have all funds transferred to the United States and that I will provide adequate funds for the applicant' travel to and from the United States. I understand that tuition, fees, campus housing and meal plan costs are payable at the beginning of each academic term.

Guarantor's full name \_\_\_\_\_

Guarantor's Mailing address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

FINANCIAL CERTIFICATION FOR INTERNATIONAL STUDENTS  
OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY

**READ THE APPLICATION INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.**

**FINANCIAL INSTITUTION'S CERTIFICATION**

**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 or specific acknowledgement that the account(s) have a minimum balance to cover the student's estimated expenses and that of any additional dependents as listed above.

**Monetary values must be converted to the U.S. dollar. The exchange rate and date that rate was accurate must be shown.**

This is to certify that in our opinion, \_\_\_\_\_, whose name appears  
( Guarantor or Applicant's Name )

on page one of this document, has set-aside and readily available the amount listed on one page one of this document 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 incurred by the applicant named on page one of this document.

BANK SEAL or STAMP / NOTARY

Signature \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

I have included payment (international bank draft or money order) for:

Required admission application processing fee of \$15.00 USD.

Housing security deposit of \$ \_\_\_\_\_ USD.

NO PAYMENT(S) INCLUDED.

APPLICANT SIGNATURE \_\_\_\_\_

**FOR CREDIT CARD CHARGES**

I authorize Oklahoma State University Institute of Technology to charge my

VISA

Debit Card

MasterCard  
(mark one only)

Credit Card  
(mark one only)

Required admission application processing fee of \$15.00 USD.

Housing security deposit of \$ \_\_\_\_\_ USD.

Cardholder name (print): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Verification No. \_\_\_\_\_

Note: On VISA/MasterCard, the verification number is a 3-digit non-embossed number printed on the signature panel on the back of the card immediately following the credit card account number.

\_\_\_\_\_  
CARDHOLDER SIGNATURE

\_\_\_\_\_  
DATE SIGNED

MEDICAL CERTIFICATION FOR INTERNATIONAL STUDENTS  
OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY

**PLEASE PRINT LEGIBLY!**

APPLICANT FAMILY NAME \_\_\_\_\_ COUNTRY \_\_\_\_\_

**Purchase a major-medical insurance policy before traveling to the United States, and provide the International Affairs office with the provider-name and account number of your insurance policy prior to arrival.**

**THE FOLLOWING SECTION MUST BE COMPLETED AND CERTIFIED BY A HEALTH CARE PROVIDER.**

ATTACH COPIES OF RECORDS (written in English).

ACCEPTABLE DOCUMENTATION OF IMMUNIZATIONS MUST INCLUDE ANY OF THE FOLLOWING:

- Copies of immunization records signed by a physician or other recognized licensed health care provider;
- Copies of medical records showing dates and types of immunizations administered;

**REQUIRED IMMUNIZATIONS**

**M.M.R.** (measles, mumps, rubella; two doses required ) dose #1 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
month/year dose #2 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
month/year

**Hepatitis B** (three doses required) dose #1 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
month/year dose #2 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
month/year dose #3 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
month/year

**Meningococcal, otherwise known as Meningitis\*** (one dose; quadrivalent polysaccharide vaccine) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
month/year

\* Students cannot be allowed to move into campus housing without having had this inoculation.

**Tuberculosis:** PPD (*Mantoux; tine or monovac are not acceptable*) Tested \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
month/year Result [ ] Normal Abnormal [ ]

**TUBERCULOSIS TESTING**

Regulations require students who meet specific criteria to provide evidence of having been tested for tuberculosis within six months prior to coming to Oklahoma State University Institute of Technology. The list of persons required to comply include (without exception) **"any student currently holding a visa from U.S. Immigration Services"**. To comply, provide:

- a medical record in English from a physician, clinic, or hospital stating that you have been tested for tuberculosis within the past six (6) months; **or**
- documentation of a negative chest x-ray in the past six (6) months; **or**
- a medical record indicating successful treatment for Tuberculosis.

Documentation must include (1) date of test, (2) date test results were read, and (3) the test results in mm; Document zero (0) mm if no test-reaction.

Having received a BCG vaccination does **not** exempt you from this testing and reporting requirement.

Additional testing and documentation will be required for anyone whose results show "positive" on the tuberculosis test.

Are you currently undergoing any medical or dependency treatment? [ ] no [ ] yes, for (diagnosis) \_\_\_\_\_

If yes, describe the treatment and/or medications involved: \_\_\_\_\_

Physician \_\_\_\_\_ Alternative Contact \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone (daytime) \_\_\_\_\_ (evenings) \_\_\_\_\_ fax number \_\_\_\_\_

**PHYSICIAN'S CERTIFICATION**

**By attaching my signature, I certify that the information provided on this form is complete, accurate and true.**

Treating Physician (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**IF UNDER 18 YEARS OF AGE, THE ABOVE NAME AND SIGNATURE MUST BE THAT OF A PARENT OR LEGAL GUARDIAN:**

As parent/legal guardian of the above-named under-age individual, I authorize Oklahoma State University Institute of Technology to seek medical and surgical services, immunization and therapeutic procedures as deemed necessary by duly licensed personnel.

[ ] YES [ ] NO [ ] NOT APPLICABLE; applicant is not under-age.

Parent/Guardian (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY CONTACT:** In the event of an emergency, university staff should contact: (please print legibly!)

Person \_\_\_\_\_ Relationship to student \_\_\_\_\_

Emergency Telephone \_\_\_\_\_ email \_\_\_\_\_

**MEDICAL HEALTH INSURANCE**

Name of Insurance Company \_\_\_\_\_ Telephone Number \_\_\_\_\_

Policy # \_\_\_\_\_ Group # \_\_\_\_\_ Member # \_\_\_\_\_