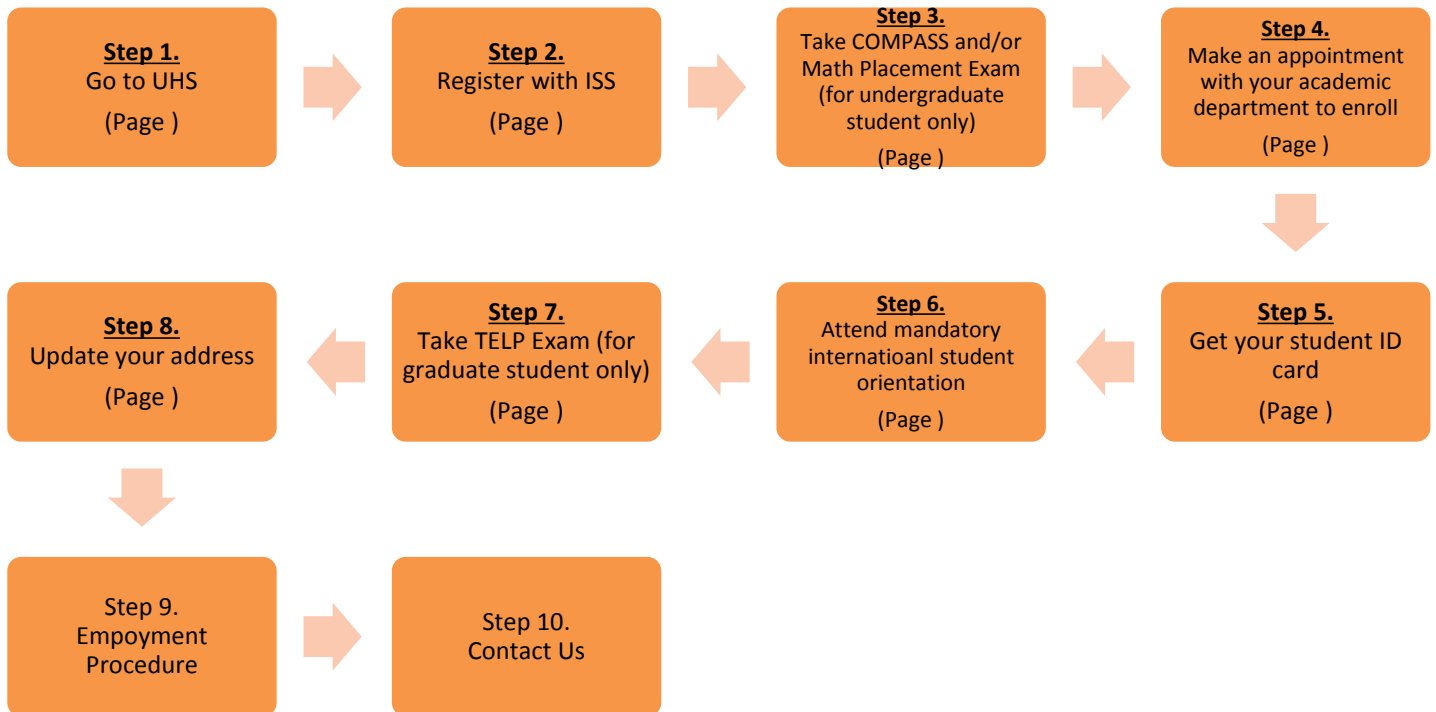


# Arrival & Orientation



\* Please note that offices on campus usually open at 8am and close at 5pm, and offices are usually closed during lunch time (12 to 1pm). Please do not come in few minutes before the office close and expect to finish your

## **Step 1: Go to University Health Service Center (UHS) located at 1202 Farm Road to:**

**\*During the Greeter Service Period, go to ISS to check in first.**

### **A. Take Tuberculosis Test**

Tuberculosis screening is required of all incoming international students. This testing must be completed upon your arrival at OSU. This test is performed at the OSU Health Services building, 1202 W. Farm Road between **8 AM and 3 PM**. At that time a blood sample will be drawn from your arm to be tested for tuberculosis. This test **does not** require a second visit unless your result indicates that you have or have been exposed to tuberculosis. It is a more accurate and reliable method of testing for tuberculosis than a skin test. Please complete this form and bring to the health center. This is a mandatory health screening and if you do not complete this during orientation your enrollment will be cancelled.

### **B. Submit Your Immunization Records**

The State of Oklahoma requires all new students to provide proof of immunization for measles, mumps, Rubella, and Hepatitis B. TB testing is also required and available at the Student Health Center (in lieu of the TB form). For more details and required forms, please visit [www.okstate.edu/UHS/immform.pdf](http://www.okstate.edu/UHS/immform.pdf)

OSU's University Health Services requires students fill out a health history & immunization form. This form is included in your acceptance package and can also be found online at: [www.okstate.edu/UHS/immform.pdf](http://www.okstate.edu/UHS/immform.pdf)

Students should note that they will not be allowed to enroll in their second semester at OSU until this form has been completed. It is recommended that you complete this form before your arrival on campus. You can either submit the form in person upon your arrival at University Health Services, or you may send the completed form to: University Health Services, 1202 W Farm Rd., Stillwater, OK 74078.

## C. Medical Insurance

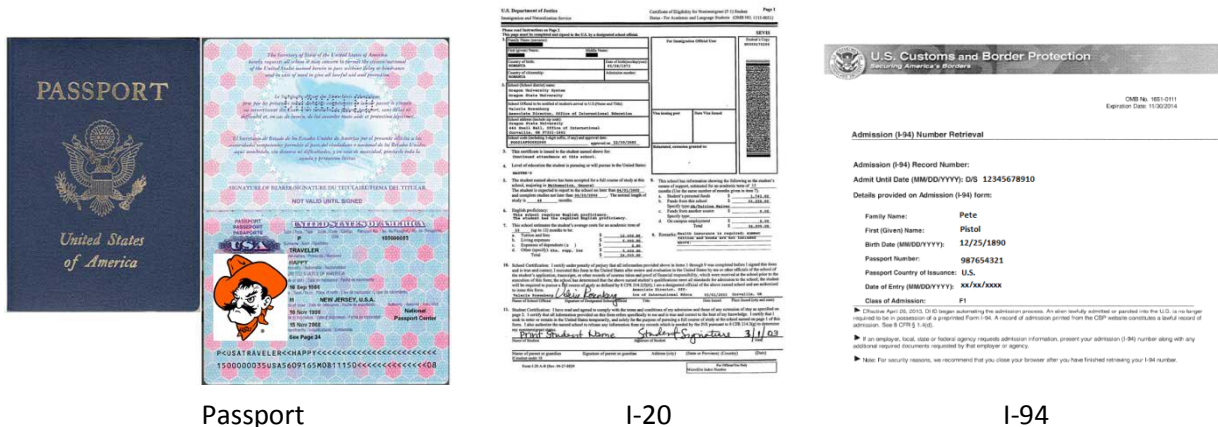
Medical insurance is **MANDATORY** for **ALL** international students (visa holders as well as J-Scholars) at **Oklahoma State University** and their dependents as **U.S. medical care is extremely expensive**. Medical insurance will be provided upon arrival. Fees for insurance will be applied to the 1st tuition billing statement you receive.

For more information please refer to our website here: <http://iss.okstate.edu/insurance>

**After you have completed, bring the signed & stamped yellow ticket back to ISS office.**

## Step 2: Register with International Students & Scholars (ISS) Office at 250 Student Union

At ISS to register for orientation and to complete immigration processing. Please be sure to bring with you your **I-20 or DS-2019, passport, I-94, and ALL other immigration documents.**



U.S. Citizenship and Immigration Services (USCIS) regulations require that you check-in with the International Student and Scholars office (ISS) upon your arrival to Oklahoma State University. The ISS Office is located at 250 Student Union.

Once you arrive at our office to check-in we will make copies of your immigration documents, issue continued attendance documents and review the student check-in list with you. This check-list includes information on meeting with your academic advisor and enrollment, obtaining your student I.D. card, change of address forms, information on the required orientation sessions and any placement tests that may be necessary.

If you are a student sponsored by an **embassy, agency, or company**, bring the **letter of sponsorship complete with billing address and contact person** to the Coordinator of Sponsored students at ISS. This will ensure that you will not be billed personally for tuition and fees.

## **Step 3: Take COMPASS Placement Exam and Math Placement Exam (for Undergraduate Student ONLY)**

New students are required to take Math & English Placement exams (COMPASS & ALEKS exam) Students who need to take the COMPASS Placement Exam will need to schedule an appointment with University Assessment and Testing located on campus at the intersection of Admiral Avenue and Walnut Street.

To schedule your COMPASS exam, contact University assessment testing and center at 405-744-5958, or email [testing.center@okstate.edu](mailto:testing.center@okstate.edu) . Students must complete these exams and return a copy to ISS prior to enrollment.

### **COMPASS Placement Exam**

OSU does not require the ACT or SAT from students who are educated in non-US patterned schools. Students, who are admitted without these scores, will however, need to take the COMPASS English and Reading placement examinations. COMPASS test are provided free of charge to students at the University Assessment and Testing Center. Students are permitted two attempts at the COMPASS English exam. Additional COMPASS testing requires approval from the Director of University Assessment and Testing.

As an incoming international student, you will be asked to sit for these examinations at the University Assessment and Testing center after you arrive on campus and check in with Office of International Students & Scholars (ISS). Please note that these placement exams are NOT recorded as part of your academic record, but utilized by the advising staff to place you in appropriate courses.

Once you have completed the examination, you will be asked submit your result to the ISS office so that we can remove your COMPASS placement hold. You then take your examination results to your advisor to make your class selections.

### **OSU Math Placement Exam (ALEKS)**

OSU requires prior college level mathematics credit (with a grade of C or better) or completion of the Math Placement Exam before enrollment in an OSU college level math course. The OSU Math Placement Exam assesses readiness for the most appropriate college level mathematics course. For those who need math assistance it provides educational modules for improvement of scores or a refresher before taking college math.

OSU Math Placement Exam information and exam access is online: <http://placement.okstate.edu/math>. Please read the instructions and watch the explanation videos before taking the exam.

#### **Who needs math placement?**

The OSU Math Placement Exam should be completed at least three (3) days prior to math course enrollment in the following cases:

- You do not have college level math credit (Beginning and intermediate algebra do NOT count as college level math)
- You are not currently enrolled in a college level math course

#### **What documentation of Math Placement is needed at orientation/enrollment?**

Before advisers may clear math course enrollment, they must have evidence that prerequisites have been met through testing or other means. To avoid math enrollment delays, please read the following and be sure to bring the requested information to academic advisement/enrollment.

- If you have college level math credit with a grade of C or better and it has been submitted to OSU on an official academic transcript, you will be able to continue math enrollment as needed for your degree program.

- If you are currently enrolled in a college level math course, bring a print out of your academic schedule for math enrollment purposes. Following completion of the course, send official transcripts to OSU Undergraduate Admissions at least one week prior to the beginning of classes.
- If you have taken the Math Placement Exam within a few days of your enrollment program, bring a copy of your score report to your advisor.

[Where may the exam be taken?](#)

The ALEKS exam and refresher modules may be accessed through <http://placement.okstate.edu/math>. The site explains how to log into the system and take the exam.

- For students with an ACT/Math of 19+ or an SAT/Math of 460+, the exam may be taken from anywhere there is a computer with internet access and a printer.
- For those with ACT Math below 19, SAT Math below 460 or those who do not have ACT / SAT scores, the exam must be taken in a proctored setting. A list of proctoring locations is listed on the website.

**If a testing site near you is not listed, Internet based proctoring sites are also acceptable. You may contact the OSU University Assessment and Testing Office (405-744-6687) to establish itself as a certified site.**

[How often may the exam be taken?](#)

- Each student is provided five (5) attempts without cost during an 11 month period.
- Following the first test, students may access the educational modules for six (6) weeks as a tool to refresh skills prior to taking their chosen course or retaking the exam.
- Additional tests and time with the modules are available through special permission from the OSU Math Department for a fee.

**Step 4: Make an appointment with your academic department to enroll.**

Contact your academic department to set up an appointment to enroll. After ISS provides you with your department academic information and enrollment permit, take your enrollment permit to meet with your academic advisor for enrollment advising.

**Step 5: Get a Student ID card at 421 Classroom Building**

(You must have a copy of your current class schedule in order to obtain your Student ID).



**Step 6: Attend Mandatory International Student Orientation.**

Schedule of times and locations will be given to you at the time of registration for the orientation.

International Student Orientation provides important information on immigration, legal, health and academic issues. All new international students (including transfers from U.S. institutions) are **required** to attend and complete our International Student Orientation program. Many current international and American students volunteer to assist during orientation so it gives newcomers an opportunity to make new friends upon arrival. You can find the current orientation schedule at: <http://union.okstate.edu/iss/NewStudents/General.htm>

### **At Orientation you will:**

- Learn about immigration regulations for international students
- Talk with current students about the OSU Experience
- Learn about university services
- Meet fellow incoming OSU students
- Learn about the health insurance program and health procedures in the United States
- Learn about campus safety
- Learn about US Banks including savings, checking and credit and debit cards

International Student Orientation is **MANDATORY** for all new international students. Failure to complete orientation will result in:

- a hold on your enrollment for the subsequent semester
- an additional \$100.00 charge
- required attendance of make-up orientation sessions during the subsequent semester

Visit [union.okstate.edu/iss/NewStudents/General.htm](http://union.okstate.edu/iss/NewStudents/General.htm) your scheduled orientation.

### **Step 7 : Take TELP Exam (Graduate Student ONLY)**

If you are a graduate student that needs to take the **TELP** exam, you will need to register with University Assessment and Testing Center (UAT). Students must register for the test before 5:00p.m. on TBA. The test will be offered at 107 UAT on the Stillwater campus with time and date TBA. Please check ISS website for updates.

### **Step 8 : Update you address**

The USCIS require all students to report their change of address within 10 days of change. Submit a Change of Address Form to the ISS Office when you have established a local address in Stillwater. The form may be submitted online at <http://union.okstate.edu/iss/Sevis/AddressChange.htm> (please refresh web page if you see error message)

### **Step 9. Employment Procedures**

- As an F-1 or J-1 student you may only work a maximum of 20 hours per week on campus. Violations of these restrictions could result in loss of immigration status and possible deportation.
- Everyone who works in the U.S. must obtain a Social Security Number (SSN). This is a government issued number. To find out more information on obtaining SSN, visit <http://union.okstate.edu/iss/EmploymentTax/General.htm>.
- Students planning on working while at OSU must attend Employment Sessions listed on your orientation schedule which will be available at the time of registration with ISS (several times and dates will be offered for your convenience). Visit <http://union.okstate.edu/iss/NewStudents/Orientation.htm> for schedule sessions.

## **Step 10. CONTACT US**

If you have any questions or need any assistance, please do not hesitate to contact us.

### **Office of International Students & Scholars (ISS)**

**Address:** 250 Student Union, Oklahoma State University  
Stillwater, OK 74078 U.S.A.

**Email:** [su-iss@okstate.edu](mailto:su-iss@okstate.edu)

**Telephone:** (405) 744-5459

**Fax:** (405)744-8120

**Website:** [iss.okstate.edu](http://iss.okstate.edu)



### **FOR ADMISSION ISSUES:**

- Undergraduates please contact the Office of International Students and Scholars (contact information listed above).
- Graduates please contact the Graduate College at [gradi@okstate.edu](mailto:gradi@okstate.edu).

Note: If you are unable to arrive on campus to complete your enrollment by 5:00pm on the final day of enrollment, you must contact OSU to have your application considered for a future semester.

## **Additional Information: Student Disability Service**

Student Disability Services (SDS) is committed to providing a community that ensures full participation for students. SDS provides assistance to students that will facilitate their independence and academic progress. Academic support services include specialized testing, classroom accommodations, accessible textbooks, access to/assistance with Assistive Technology (AT), and other services as necessary. Students may request services by contacting Student Disability Services. For information on Assistive Technology and Web Accessibility, please visit the <http://access.it.okstate.edu/>.