



## OPSU POLICIES AND PROCEDURES

TITLE: International Student Policy

APPROVED BY: Bobby Jenkins, Registrar and Director of Admission

ISSUING SOURCE: Elizabeth McMurphy, International Student Coordinator

DATE: 10-5-2010

---

The following is the policy for international students beginning in the Spring of 2011:

1. All international applicants must submit the following admission requirements. Once students have submitted all admission requirements, they are sent a verification email to confirm that we have the correct information before issuing the I-20. Once we receive it back with all corrections, we prepare an Acceptance package including the I-20 and mail it to the applicant:
  1. **Application form:** Each section of the application must be completed. The applicant is required to complete and sign the application.
  2. **The following must be submitted by your high school in a sealed envelope unless indicated otherwise:**
    - ✓ **Secondary School Transcripts:** International students must have the equivalent high-school education from their country. Your high school should send the official transcript directly to OPSU.
    - ✓ **Diploma:** Students must submit a certified copy of secondary school exam results or a diploma. If you took the WAEC exam, please request WAEC or your high school to send your results directly to OPSU. You may also mail your scratch card for confirmation of your results online.
    - ✓ **English Proficiency:** A waiver of English proficiency can also be obtained for students who have graduated from an English speaking high-school institution, and for those from West Africa, scored at least a C6 (credit) on the English section of the WAEC exam. Official TOEFL or IELTS scores or a waiver of English proficiency are required of all applicants except for those from Australia, United Kingdom, and English-speaking provinces in Canada or the Caribbean. TOEFL score requirements that must be met for admission and sent directly from ETS are an official TOEFL score of 500 paper-based or 173 computer-based or 61 internet-based. IELTS score requirements that must be met for admission and sent directly from IELTS are an official IELTS score of

6.0. A waiver of English proficiency can be obtained for students who have earned 24 hours of college-level credit, with passing grades, at a recognized college/university which is located in an English speaking country and whose language of instruction is English. A waiver of English proficiency can also be obtained for students who have had 4 units of English at an American High School, or completed grades 10-12 at an American High School and received a diploma.

3. **SAT/ACT College Entrance Exams:** Exam scores must be sent directly from CollegeBoard to OPSU if you are not 21 years or older. You will not be allowed to enroll until you provide us with a copy of your SAT or ACT score. You will be more likely to receive a visa when you visit the embassy if you have an SAT or ACT score.
  4. **Financial Sponsorship Forms:** A student must provide proof of financial support for the period of time necessary to complete degree requirements.
    - ✓ Complete the **Financial Guarantee Form** provided by OPSU by completing the first and second pages. A bank official will complete the bottom portion of the second page and stamp or seal in the marked box. This form must be stamped by your sponsor's bank in order for you to be accepted to OPSU. The financial guarantee must be dated within 6 months of the I-20 issuance and is only valid for one year.
    - ✓ Submit a **Bank Statement** to accompany the Financial Guarantee Form. The bank statement must be original, show the balance of the account, and must be dated within six months of the Form I-20 being issued. Photocopies must be stamped by the bank and sealed in an envelope.

**OR**

  - ✓ If your bank is unwilling to complete the previous two requirements, we will accept a **Bank Letter**. The bank letter should be on bank letterhead, signed and stamped by a bank official, and include the following: 1) Name of account holder – If the account is the sponsor's business, the letter should document it, 2) Current account balance in U.S. dollars, and 3) date.
5. **University Health Requirements:** Oklahoma state law requires that all new students who attend Oklahoma colleges and universities for the first time provide proof of immunization for certain diseases. You must complete the University Health Requirements form and Compliance form to show you have completed the health requirements. You may complete the Exemption form if you have any objections to receiving the immunizations. **You must receive your first dose of MMR (measles, mumps, and rubella) and Hepatitis B before admission, unless the Exemption form is completed. A Tuberculosis Skin Test/ t-spot test is required for admission to OPSU, NO EXCEPTIONS.**
  6. **Passport:** If you have a passport, you must provide a photocopy.

**Note: Once students are accepted and receive a visa, they are required to pay full cost for tuition and fees before arrival through wire**

**transfer. Students should not wire personal spending money with their school fees.**

2. New students will pay in-state plus out-of-state tuition for the first year (Fall and Spring semesters).
3. Beginning their second year (third semester), the out-of-state portion of the tuition can be waived if they meet the following criteria:
  - a. Zero balance of their bursar account.
  - b. Minimum of 3.0 grade point average (GPA)
4. This would apply for transfer international students with an official transcript. They would continue to qualify for the out-of-state waiver as long as they met the aforementioned criteria.
5. In an effort to prevent the contract and spread of infectious diseases, Oklahoma Panhandle State University requires any international student traveling outside the U.S. to inform the International Students Office at least two weeks before departure. Completion of the International Travel Policy form will provide sufficient information for Oklahoma Panhandle State University to provide security to the campus through the preparation of adequate safety precautions for the student's return to campus.