



## UNIVERSITY OF OKLAHOMA FACT SHEET

Academic Year 2018-2019

Institution – University of Oklahoma	
<b>Postal Mailing Address:</b> International Student Services Office College of International Studies University of Oklahoma 729 Elm Avenue, Room 144 Norman, OK 73019-2103 USA	<b>Telephone:</b> 405-325-3337 <b>Fax:</b> 405-325-0197  <b>Office Email:</b> <a href="mailto:iss@ou.edu">iss@ou.edu</a>  <b>Office Hours:</b> Monday-Friday, 8AM-5PM Central Time
<b>Campus Office Location:</b> Farzaneh Hall, Room 144	<b>24-Hour Emergency Telephone:</b> OU Police Department +001 405 325 1911
<b>Profile</b>  <p><a href="#">The University of Oklahoma</a> (OU) is a comprehensive research institution in the heartland of the United States of America. OU offers 21 colleges with more than 170 degree options and over 2,800 full-time faculty members. The OU campus in Norman is home to a diverse group of more than 27,000 local and international students. Our exchange and degree-seeking international students originate from 120 different countries.</p> <p style="text-align: center;">Please view our attractive, informational <a href="#">brochures about the Exchange Student Program</a> online!</p>	
Office Contacts	
<b>The <a href="#">Incoming Exchange Student Website</a> is the best source of current information.</b>  <b>Quick Link:</b> <a href="http://ou.edu/internationalexchange">ou.edu/internationalexchange</a>	<b>Exchange Student Coordinator: Ms. Katie Richardson</b> <b>Tel:</b> 405-325-5875 <b>E-mail:</b> <a href="mailto:katie.j.richardson@ou.edu">katie.j.richardson@ou.edu</a>
<b>Other staff assisting exchange students:</b>  <b>Ms. Whitney Franca, Director of Education Abroad</b> <b>Tel:</b> 405-325-1693 <b>Email:</b> <a href="mailto:wfranca@ou.edu">wfranca@ou.edu</a>	<b>Ms. Robyn Rojas, Director of International Student Services</b> <b>Tel:</b> 405-325-3337 <b>Email:</b> <a href="mailto:rrojas@ou.edu">rrojas@ou.edu</a>
Nomination Process	
<p>Please refer to the <a href="#">Incoming Student Website</a> for information about nominating students to attend the University of Oklahoma on the Exchange Student Program.</p> <p>Partner institutions must nominate exchange students to the Office of International Student Services on or before <b>March 15</b> for fall semester and academic year study and on or before <b>September 15</b> for spring semester and calendar year study.</p> <p>Home university coordinators should use the Nomination Form provided via email each term by OU's Exchange Student Coordinator to nominate students. Students are contacted immediately following nomination to request copies of their passports and their English proficiency scores (if applicable). An online application will be created for each student in a timely manner after the student has sent the requested application materials.</p> <p>The Nomination Form link changes each term so please do not save it in your bookmarks.</p>	

## Application Process

### Application Requirements

Students must have already completed their first year at their home university in order to attend OU as an exchange student. Students are expected to be in good academic standing at their home institution.

Once a student has been nominated, the Exchange Student Coordinator will create an online application for the student based upon the student's passport. The online application has two phases, and nominated students must be attentive to their emails throughout the application process.

When applying, the student is responsible for submitting the following information and documentation:

- 1) Biographical page of passport
- 2) Evidence of English proficiency (TOEFL, iBT TOEFL, or IELTS score)
- 3) University transcripts (must be translated into English) and current course enrollment
- 4) Financial support documentation (must be translated into English)
- 5) Housing preference
- 6) Course preferences submitted via a link sent to students at a later time

The entire application process is managed online, and no hard copies are required of student documents.

### English Proficiency Requirements

All applicants for whom English is a second language must present evidence of proficiency in the English language. English proficiency exam results must be submitted at the time of nomination to the University of Oklahoma - **students cannot be admitted to OU without this documentation.** Please advise students accordingly to avoid processing delays.

Evidence of English proficiency must be demonstrated with a TOEFL (paper based or Internet based) or IELTS score. Incoming exchange students must meet or exceed the minimum scores listed below in order to be accepted as an exchange student to the University of Oklahoma. If a student comes from an English-speaking university where all courses are taught in English, this requirement may be waived.

Minimum scores for access to undergraduate coursework:

TOEFL (paper based)	500
iBT TOEFL (Internet based)	61
IELTS	6.0

The above scores qualify the student to enroll in undergraduate-level courses (numbered 1000 to 4999). An exchange student may not enroll in graduate-level courses (numbered 5000 and above) unless the student has met the Graduate College English proficiency requirements. If enrolled in graduate-level courses, exchange students will receive **undergraduate** credit. Students may not earn graduate credit for graduate-level courses, and they may not apply these credits later to a graduate degree at the University of Oklahoma.

Minimum scores for access to graduate coursework:

TOEFL (paper based)	550
iBT TOEFL (Internet based)	79
IELTS	6.5

Any exchange student wishing to take coursework in the College of Law must be a law student at his/her home institution and must obtain a minimum iBT TOEFL score of 90 (minimum IELTS score of 7.0).

Full details available on the [Incoming Student Website](#).

## Academics

### Courses Options

The majority of departments and courses taught on the Norman campus are open to exchange students. Exchange students are permitted to enroll in courses outside of their primary field of study if they demonstrate appropriate background knowledge and prerequisite coursework in the subject area. Please see below for restrictions.

Subjects **AVAILABLE** to exchange students include the following:

- College of Architecture
- College of Arts and Sciences
- College of Atmospheric and Geographic Sciences
- College of Business
- College of Earth and Energy
- College of Education
- College of Engineering
- College of Fine Arts
- College of International Studies
- College of Journalism and Mass Communication
- College of Law

Subjects **NOT** AVAILABLE to exchange students include the following:

- Coursework offered at the OU Health Sciences Center in Oklahoma City or the OU Tulsa campus
  - Ex: Medicine, Nursing, Dentistry, Pharmacy, Telecommunications
- College of Continuing Education
  - Ex: Aviation, Administrative Leadership, Liberal Studies, Criminal Justice
- College of Business at the graduate level (numbered 5000 and above)
  - Ex: Accounting, Business Administration, Finance, Management, Marketing & Supply Chain Management, and Management Information Systems
- Department of Economics at the graduate level (and some at the undergraduate level)\*

Restrictions exist for undergraduate enrollment in some departments. For example, all courses in the following colleges require advisor approval before enrollment can take place: Architecture, Business, Earth and Energy, Education, Engineering, and Journalism. All Department of English courses, other than English for Exchange Students, require a graduate-level English proficiency score (see section on “English Proficiency Requirements”).

\***Undergraduate** coursework in the Department of Economics often requires exchange students to take a math placement exam online or upon arrival in Oklahoma prior to any course enrollment. Due to departmental policies, several undergraduate Economics courses are not available. No graduate Economics courses are available.

Full details available on the [Incoming Student Website](#).

### Course Selection

The Class Navigator website, [classnav.ou.edu](http://classnav.ou.edu), is the simplest and most flexible tool to find course offerings each semester. Linked [here](#) is an instructional guide created to assist students with the proper search parameters.

When searching for potential coursework at the University of Oklahoma, students should review the prerequisite enrollment requirements and restrictions for each desired course. Students will not be approved for advanced courses if they are missing too much prior coursework required for successful participation at OU.

### Course Enrollment Process

Course preferences are submitted via a special link to the Exchange Student Coordinator. The Exchange Student Coordinator works with the appropriate departments, advisors, and faculty members to enroll students in their top choices. Students cannot self-enroll in courses. It is not recommended that students contact other campus officials directly, as this can delay the enrollment process.

Every effort is made to assist students, but OU **cannot guarantee** enrollment in coursework before arrival on campus. Exchange students must be flexible in their course preferences as course offerings can change, and enrollment in coursework at all levels is subject to policy requirements within each academic department. See “Course Options” section above.

**All exchange students are required to enroll in a full-time course load for non-degree students: 12 OU credits.** This is an average of 4 courses. OU courses vary in weight from 1 to 5 credits, but the majority of courses are worth 3 credits. Students may not enroll in more than 15 OU credits. 12-15 credits is a standard workload for domestic students on campus.

### Academic Expectations

Exchange students must regularly attend classes and make a good faith effort to progress academically in their program in order to meet the requirement of maintaining satisfactory advancement towards program completion. At the middle of each semester, instructors will complete a Mid-Term Progress Report for all exchange students. Any student whose forms show they have not been regularly attending classes and making a good faith effort to succeed in classes may not be eligible to stay at OU after the end of the semester.

### Grading Scale

**Percentage grades will not be posted on transcripts, and grades are shown only in the form of a letter grade with no plus or minus.**

- The passing grades used are A, B, C, D, and under certain conditions, S and P.
- The non-passing grades are F, U, and NP.
- Each hour of A, B, C, D, and F carry a grade point value as follows: A=4, B=3, C=2, D=1, and F=0.
- Grades of S and P, as well as grades of I, X, U, N, NP, AW, and W, carry no grade point value and will not be letter graded with an A-F.
- A grade of W is assigned when a student withdraws from a course after the deadline. This is a neutral grade and does not factor into the grade point average.

### Transcripts

The Family Educational Rights and Privacy Act (“FERPA”) affords students certain rights with respect to their education records. These rights can be found here:

[https://www.ou.edu/content/recordsandtranscripts/release\\_of\\_information.html](https://www.ou.edu/content/recordsandtranscripts/release_of_information.html).

In most instances FERPA requires a student to provide his/her consent prior to OU releasing information contained within a student’s education record. However, FERPA allows the disclosure of information contained within an exchange student’s education record, without consent of the student, to an exchange student’s home institution. Accordingly, at the end of a student’s exchange period, the Office of International Student Services will send, via courier mail, one copy of the exchange student’s official OU transcript to the exchange student’s home institution.

Students can obtain an unofficial copy of their grades approximately two weeks after the end of a semester through [one.ou.edu](http://one.ou.edu). Students may request additional copies of the official transcript directly through the Office of Academic Records after the term ends.

## Student Life

### Arrival and Departure

**Arrival Date:** Monday or Tuesday one week before classes begin

**Departure Date:** Saturday after last day of finals

Students will move into their housing on the designated arrival day, and they will be required to bring their passport with visa and Form DS-2019. The exact designated arrival day will be communicated to students via email by the Exchange Student Coordinator. At the end of the semester, students may check out of housing and leave campus as soon as they complete their final exams. Please view OU's [Academic Calendar](#) for program dates each term.

An airport pickup service may be available through the OU College of International Studies for students arriving on certain days at certain times. This service, known as Airport Transport, is part of the New International Student Orientation experience described below. If Airport Transport is not available, students are expected to take a shuttle or taxi to Norman upon arrival. Shuttles are available 24 hours a day, 7 days a week.

Per J visa regulations, students are allowed to enter the United States up to 30 days prior to the Start Date on their Form DS-2019, and they are allowed to remain in the United States up to 30 days following the End Date of the program. The Start Date (first day of classes) and the End Date (last day of final exams) correspond with the exact term dates on the Academic Calendar, and they cannot be adjusted.

### New International Student Orientation (NISO)

The [New International Student Orientation \(NISO\)](#) experience includes four components:

- 1) a pre-departure [Mandatory Internet Orientation](#), covering topics in immigration, health and safety, and academic and social integrity
- 2) [Airport Transport](#) where students are greeted by OU students and staff at the airport and shuttled to campus
- 3) an [ISS Arrival Appointment](#) where students report to the International Student Services office to complete immigration-related tasks
- 4) [Crimson Connection](#), a required, in-person orientation on campus where students are introduced to various aspects of OU and meet fellow international students

### Housing

Incoming exchange students are encouraged to live in campus-owned residences. Housing charges are billed per semester, and [OU Housing and Food Services](#) offers three choices to exchange students who want to live on the Norman campus: [OU Traditions Square](#) (East and West), [Kraettli Apartments](#), and [Residential Colleges](#) (for Academic Year students only).

The average costs per semester to live in on-campus apartments are below. **The below costs reflect the Academic Year 2017-2018, and they are subject to change for the Academic Year 2018-2019.**

- Fall 2017 semester rate for OU Traditions Square: \$2272.00. This includes a \$40 Application Fee, a \$200 non-refundable deposit, and August 14, 2017 through December 16, 2017 rent.
- Spring 2018 semester rate for OU Traditions Square: \$2288.00. This includes a \$40 Application Fee, a \$200 non-refundable deposit, and January 9, 2018 through May 12, 2018 rent.
- Fall 2017 semester rate for Kraettli Apartments: \$1256.00. This includes a \$40 application fee, a \$200 non-refundable deposit, and August 14, 2017 through December 16, 2017 rent.
- Spring 2018 semester rate for Kraettli Apartments: \$1288.00. This includes a \$40 application fee, a \$200 non-refundable deposit, and January 9, 2018 through May 15, 2018 rent.
- Academic Year 2017-2018 rate for Residential Colleges is approximately \$3999 per semester plus a \$40 non-refundable contract fee. Students in the Residential Colleges are also required to purchase a meal plan (per semester) of 8 meals per week at \$1439 or 12 meals per week and 250 meal plan points per semester at \$2219.

**\*Students staying for the academic year will be billed for winter break rent and spring semester rent during the first part of January, and those dates will be from December 17, 2017-May 12, 2018.**

The above rates may vary slightly if the arrival and departure date of the exchange student are different than the dates listed above. The per semester rate will be higher if the student leaves later than the designated departure date. Students cannot move into housing before the dates above. Questions about arrival and departure dates for exchange students should be directed to the Exchange Student Coordinator. Also, if an exchange student damages the apartment in which he or she is living, OU Housing and Food Services will assess additional charges.

While OU cannot guarantee on-campus housing for all exchange students, every effort will be made to house exchange students on campus who meet the deadlines communicated to them by the Exchange Student Coordinator. Most incoming exchange students are able to obtain housing on campus if they meet the deadlines. It is the Office of International Student Services that manages on-campus housing requests for exchange students. Exchange students should NOT apply for housing through the regular OU Housing and Food Services website. All questions about on-campus housing for exchange students should be directed to the Exchange Student Coordinator.

Please note that the majority of apartment spaces available to exchange students are in OU Traditions Square. Students can apply for Kraettli, but in most cases only Traditions Square is available.

Off-campus housing is available, but this is not facilitated through the Office of International Student Services. Off-campus housing options are generally only feasible for exchange students planning to study at the University of Oklahoma for a full academic year.

### Extracurricular Opportunities

[Student Life](#) at the University of Oklahoma is full of opportunities for exchange students, including:

- [Fitness and Recreation](#)
- [International Advisory Committee](#)
- [Student Government Association](#)
- [Campus Activities Council](#)
- [Student Union](#)
- [OU Cousins](#)
- [Friends to International Students](#)

## Expected Expenses

### Food:

- Meal plans can be purchased for \$275-\$2500 per semester depending on personal choice. Please do not purchase a campus meal plan without first consulting the Exchange Student Coordinator.
- Regular grocery expenses may average \$400-600 per month depending on student needs, but it is helpful to note that access to grocery stores may require bus travel.

### Books:

- Depending on major subject, books can cost anywhere from \$250-800 per semester

### Health Insurance:

- Approximately \$550-685 per semester, depending on length of term (prices set each summer)

### Personal Expenses:

- Depending on personal choice, costs can range from \$400-800+ per month

### Additional Fees:

- \$20 SoonerCard ID
- \$50 Exchange Student Program Fee (each semester)
- \$75 International Student Maintenance Fee (each semester)
- \$200 New International Student Orientation Fee

\*All costs and fees are subject to change without advance notice.

## Important Policies

### Immigration and Visa

[International Student Services](#) assists all incoming exchange students with issues related to their student visas.

- After a student is accepted to the Exchange Student Program, the student must provide financial support documents that meet minimum amounts (details available on the [Incoming Student Website](#)).
- Once this financial documentation has been verified, International Student Services will issue an initial Form DS-2019 for the student. This document is mailed to the student's home institution with the student's acceptance packet.
- The student must use this original document to apply for a J-1 Exchange Visitor visa (non-degree student category) at a US Consulate abroad.
- Information on applying for a visa can be found [here](#) and [here](#).
- Information on the SEVIS I-901 fee can be found [here](#). You must pay the [SEVIS](#) fee before your consular interview.

### Health Insurance

The University of Oklahoma has a fully-equipped, on-campus health facility: [Goddard Health Services](#). OU maintains a self-funded student health plan (SHP) for students enrolled in its Norman-based programs. International students are automatically enrolled in the SHP; the cost for insurance will be billed to the student's bursar account at the beginning of each semester. All international students are required to maintain coverage that meets the minimum requirements of their visa and also complies with requirements of the Affordable Care Act (ACA). The OU SHP meets all of these requirements.

Healthcare coverage for international students must meet the ACA requirements for Minimum Essential Coverage (MEC). Such coverage must provide, at a minimum:

1. MEC as required by the ACA with no annual or lifetime limits,
2. No exclusions for pre-existing conditions,
3. Preventive care and women's health care as required by the ACA covered at 100%,
4. An annual deductible not greater than \$500, and
5. Coinsurance that does not exceed 25% of allowable charges under the plan.

International students must also maintain coverage for repatriation of remains to their home country and medical evacuation to their home country. The benefit for repatriation may not be less than \$25,000 and the benefit for medical evacuation may not be less than \$50,000.

Short-term Limited Duration Plans (sometimes referred to as "travel plans"), or other similar health plans created for the sole purpose of providing coverage to international students or non-immigrant visa holders, do not meet the requirements for international student health coverage.

### When a Waiver for Coverage Under the SHP May be Granted

Students arriving the US who are already enrolled in comprehensive insurance coverage may be able to get this requirement waived by filling out the online waiver application after arrival. To waive the coverage means to decline the OU SHP and to remove the insurance charge from the student's bursar bill.

International students may be granted a waiver from enrolling in the OU SHP for any semester that the student:

1. Is eligible for, and enrolled in, the OU employee group health plan or other employer sponsored ACA compliant group health plan,
2. Provides evidence that the student is eligible for, and enrolled in, coverage that is backed by the full faith and credit of the government of the exchange visitor's home country and is provided through an ACA compliant plan or policy *in writing in English*,
3. Is sponsored by the US government or other sponsoring entity that has guaranteed payment of all of the student's medical expenses, and repatriation and evacuation expenses, *in writing in English*,

4. Provides evidence that the student is eligible for, and enrolled in, health care and repatriation and evacuation coverage, that meets all 5 of the requirements outlined above *in writing in English*, OR
5. Is enrolled exclusively in distance learning classes at the university.

International students who have been granted a waiver from coverage under the OU SHP and who lose coverage at any time during the semester for which the waiver has been granted must immediately report any loss of healthcare coverage to Academic Health Plans, [ou.myahpcare.com](http://ou.myahpcare.com). Failure of an international student to maintain coverage as required under this policy is a violation of OU's student code of conduct and is grounds for disciplinary action.

[Review the full Student Health Plan Coverage Requirements Policy.](#)

Please review the dates of the OU SHP carefully to know what days will be covered by the health insurance in the US. It is recommended that students purchase supplemental insurance if they intend to spend time in the United States before or after the program outside of the OU SHP coverage dates. The OU SHP does *NOT* cover dental or eye care; please take care of these health-related events before arrival.

\*These policies are subject to change without advance notice as required for the university to be in compliance with US federal law.

### **Immunization Requirements**

Oklahoma state law requires that all students who enroll as a full-time or part-time student in an Oklahoma public or private postsecondary institution provide documentation of vaccinations against [Hepatitis B](#) (three doses) and [measles, mumps and rubella](#) (MMR - two doses). See the linked [Certification of Compliance](#) for details regarding this Oklahoma law.

The University of Oklahoma policy requires students who hold US visas to provide evidence of having been tested for Tuberculosis within six months prior to attending classes for the first time.

#### To Comply with the Policy (choose one):

- Provide a medical record from a physician, clinic, or hospital indicating a negative test for Tuberculosis Disease in the 6 months prior to enrollment *OR*
- Provide documentation of a negative chest x-ray in the 6 months prior to enrollment *OR*
- Provide a medical record indicating successful treatment of Tuberculosis disease *OR*
- Receive a TB blood test at OU Health Services (each semester, OU will offer several free TB screening clinics)

#### **Please send compliance form and all appropriate documentation to the following address:**

The University of Oklahoma  
 Immunization Office  
 620 Elm Ave.  
 Norman, OK 73019-2091

The compliance form and documents may also be emailed to [immunization@ou.edu](mailto:immunization@ou.edu) or faxed to 405-325-7542.

### **Employment and Internships**

Due to the limited number of student jobs on the OU campus, exchange students are not permitted to work. International Student Services policy does not support J-1 exchange students for on-campus employment, off-campus employment authorization, or internships.