PROCEDURES FOR INTERNATIONAL STUDENTS WHO WANT TO WORK ON CAMPUS

Please be aware that it will be 4-6 weeks before you will receive a paycheck after you become employed. And the following steps need to be followed to have your paperwork go smoothly.

1. Go to University Health Services and have your TB test done.
2. Check in with the Office of International Students and Scholars when you arrive on campus. Your SEVIS record must be updated and copies of your documents made. You will sign a contract to attend mandatory orientation. You will be given the schedule for Work Permit Sessions.
3. Attend a Work Permit Session. At that time, you will receive a Work Permit as well as general guidance on how to complete an I-9, a W-4, and a Social Security application. If you arrive after the Work Permit Sessions, check with the ISS office for more information. I would make a copy of this so you will know when you need to renew your work permit.
4. Find a job. Graduate Teaching Assistant and Graduate Research Assistant positions are considered employment.
5. Take original Work Permit to hiring department with I-9 and W-4.
6. Ask the hiring department for the Social Security letter with an original signature which has been printed on department letterhead. Take the letter to the ISS Office to ask for a second signature from one of the Designated School Officials.
7. You may go to the Social Security Administration (SSA) after your record has been updated in SEVIS. It is recommended that you wait 24 hours from the SEVIS update. The following documents must be taken to SSA:
   a. Offer letter as described above
   b. Passport
   c. I-94
   d. I-20 if F-1 or DS-2019 if J-1 (A non-student exchange visitor in J-1 status does not need the employment letter.)
8. After your information is confirmed by SSA, you will normally receive the card in the mail within 5 to 7 business days. The number will not be given over the phone nor may it be picked up by you at the SSA office. During peak times at the beginning of each semester, a representative of OSU may go to the SSA office periodically to pick up your SSN if you have given permission during the application process. This will be explained in more detail during the Work Permit Sessions.
9. If you have been offered a job but you have not attended a Work Permit Session or received a Work Permit, you may still apply for a Social Security Number. You must have the employment letter as described in Item 5 above. However, you will still need to get a Work Permit to finish the process of working on the OSU campus.
10. Take the Social Security Number to the Registrar’s Office, 322 Student Union, to update your record in the Student Information System (SIS). If a representative of OSU picked up your SSN and you received the SSN in the form of a print-out instead (sometimes called a “numident”) instead of the card, then the SSN was taken to the Registrar’s Office for you.
11. Take the Social Security Number (or “numident”) to the employer.
12. If you are from a country with which the U.S. has a tax treaty and you wish to take advantage of that benefit, take your Social Security Number to the ISS Office. You will also need to know your passport number. You must sign forms to receive the benefit of your tax treaty. This will be explained in more detail during the Work Permit Sessions.
PaSS New Employee Form

Please allot a time period of 1.5 to 2 hours for completion of application and trainings. 

U.S. Citizen Graduate Students and Part-time employees documents needed: Offer Letter (Grad-students), Un-laminated Social Security Card, Driver’s License, Blank Voided Check or letter from your bank stating account number and routing number.

International Graduate Students and Part-time employees documents needed: Un-laminated Social Security Card, offer letter, work permit. I-9 filled out by ISS, W-4 filled out by ISS, I-94, I-20, Passport, Blank Voided Check or letter from your bank stating account number and routing number.

Please print clearly

<table>
<thead>
<tr>
<th>Todays Date: ____________________</th>
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<tbody>
<tr>
<td>Employee Name ____________________</td>
</tr>
<tr>
<td>CWID ____________________________</td>
</tr>
<tr>
<td>Project Leader ____________________</td>
</tr>
<tr>
<td>Account Number ____________________ Federal Funded (CITI-RCR) Yes No</td>
</tr>
<tr>
<td>If yes do you want Vickie Brake to take care of the CITI RCR training? Yes No</td>
</tr>
<tr>
<td>Estimated hours to work per week? ____________________ Rate of Pay per Hour ____________________</td>
</tr>
<tr>
<td>Appointment Period: Start Date: ____________________ End Date: ____________________</td>
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<tr>
<td>E-mail address (personal) ____________________</td>
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<tr>
<td>E-mail address (OSU e-mail) ____________________</td>
</tr>
<tr>
<td>OSU Student? Yes No Have you ever been an OSU student Yes No</td>
</tr>
<tr>
<td>When were you an OSU Student? ____________ Are you currently employed by OSU Yes No</td>
</tr>
<tr>
<td>Were Employed by OSU in the last 6 months past? Yes No When were you employed? ____________</td>
</tr>
<tr>
<td>Where were you employed ____________________</td>
</tr>
</tbody>
</table>

Position: (If person is a Non-PaSS MS or PhD student please list what dept they are affiliated with.)

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Post-Doc</th>
<th>Staff</th>
<th>PaSS MS Grad Student</th>
<th>Non-PaSS MS Grad Student</th>
<th>PhD Grad Student</th>
<th>Non-PaSS PhD Grad Student</th>
<th>Undergraduate Student</th>
<th>J1</th>
<th>F1</th>
</tr>
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<tbody>
<tr>
<td>Summer thru Fall Semester Over 18</td>
<td>Summer/Temp Over 18</td>
<td>Summer/Temp 16-18</td>
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<tr>
<td>Summer/Temp 14-15</td>
<td>H1B</td>
<td>Visiting Scholar</td>
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</table>

If you are a Visiting Scholar are you paid by OSU funds? Yes No

J1: The minimum length of an intern program is three weeks; the maximum length is 12 months per degree/major. No extensions beyond the 12 months are permitted. The internship program must be full-time with a minimum of 32 hours a week.

F1: See Site: [http://iss.okstate.edu/f-1-visa-holders-maintaining-f-1-status-uscis-regulations-sevis](http://iss.okstate.edu/f-1-visa-holders-maintaining-f-1-status-uscis-regulations-sevis)

Completed Trainings: New Employee Current Quarter Title IIV & IX

CITI-RCR Training (required if federally funded)
Payroll Sign-Up – Debbie Porter, 162 Ag Hall, 405-744-6414, debbie.porter@okstate.edu
See the Back of this Sheet for Required Documents. Bring all required documents. Copies of required documents will not be accepted -you must have originals. Also required at this time is completion of New Employee Safety Training, current quarter training, Title II IV and IX training, and CITI-RCR if required.
To activate/obtain/acquire OSU E-mail, Staff Photo ID, CWID (Campus Wide ID) - 113 Math Sciences 744-4357: You will receive an e-mail from OSU in your alternate e-mail (e-mail used when completing payroll documents) around 5-10 days after you have signed up as a New Employee. This e-mail will tell you how to activate your O-KEY Account. When you access your O-Key account you will see personal information, such as your Name, CWID, O-Key Login Address, O-Key Account Username. Keep the pin number you will need it when you go to 113 Math Sciences to get your photo ID.

Time Sheets/Leave Slips – myokstate.edu (Banner System)

Full Time New Employee Orientation/Benefits Enrollment (for permanent employees) - Employee Services at 744-5449: Benefits Enrollment for new employees must occur within 30 days of the employee’s start date. Please call Employee Services at 744-5449 to register. Orientation is held twice monthly on Thursdays, 8:30am to 12:30pm, 106B Whitehurst. If you cannot attend an enrollment session go to 106J Whitehurst to sign up for benefits. If you have dependents you will need the following: Marriage Certificate, Birth Certificates for each child or the First page of your Tax Return that lists all of this information (you may white out the amounts).

Remember, benefits enrollment for new employees must occur within 30 days of the employee’s start date.

Graduate Student Health Insurance – Graduate College, 202 Whitehurst, 405-744-6368, gradcollege.okstate.edu: You are automatically enrolled in the Student Health Insurance Plan if you meet the requirements set in place by Graduate College. This is the link containing information for graduate student benefits. http://hr.okstate.edu/student-health-plan

Safety Training – Vickie Brake 264 Ag Hall, 405-744-9577
Required by the Department of Plant and Soil Science, OSU Policy and Oklahoma State Laws
New Employee Training: Current Quarterly Training and Future quarterly trainings must be completed by all employees: fulltime, part-time, temporary, students, interns, and visiting scholars. Please complete your trainings in a timely manner.

Title VII and Title IX Training: Everyone is required to complete this yearly training requirement. Go to the link and select the section that fits you. Sections are Faculty, Staff, Student, Part-Time Faculty and Part-Time Staff. When completed bring or e-mail me a copy or screen shot of the confirmation page. https://hr.okstate.edu/TITLEVIIAndIXTraining. When completed please send a pdf or print out of this report to Vickie Brake at vickie.brake@okstate.edu, and a copy to eeo@okstate.edu

CITI-RCR (Collaborative Institutional Training Initiative – Responsible Conduct of Research): https://www.citiprogram.org. Your supervisor will determine if you need to complete this training. When completed please send a pdf or print out of this report to Vickie Brake at, and a copy to eeo.okstate.edu. You are required to complete this training before you begin to work.

Parking Permit: Go to www.parking.okstate.edu select parking service, purchase a permit. Office Hours at 1006 W. Hall of Fame (which is the North East Corner of Monroe and Hall of Fame) 7:30am to 5:00pm Monday through Friday Closed Saturday and Sunday, phone 405-744-6525.

Departmental Contacts:

<table>
<thead>
<tr>
<th>Dr. Jeff Edwards, Department Head, 369 AGH (405) 744-6130, <a href="mailto:jeff.edwards@okstate.edu">jeff.edwards@okstate.edu</a></th>
<th>Tina Johnson, Payroll Questions, 369 AGH, (405) 744-6130, <a href="mailto:tina.r.johnson@okstate.edu">tina.r.johnson@okstate.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vickie Brake, Web Sites, Required Trainings, Poster Printing 264 Ag Hall, (405) 744-9577, <a href="mailto:vickie.brake@okstate.edu">vickie.brake@okstate.edu</a></td>
<td>Debbie Porter, New Hires/Travel/Assists Teaching Professor 162 Ag Hall, (405) 744- 6414 <a href="mailto:debbie.porter@okstate.edu">debbie.porter@okstate.edu</a></td>
</tr>
<tr>
<td>Sharon Williams, P-Card, Office Keys, 371 Ag Hall, (405) 744-8316 <a href="mailto:sharon.williams11@okstate.edu">sharon.williams11@okstate.edu</a></td>
<td>Barbara Krajacic, Accounting Specialist, 370 Ag Hall, (405) 744-6422, <a href="mailto:barbara.krajacic@okstate.edu">barbara.krajacic@okstate.edu</a></td>
</tr>
<tr>
<td>Jessica Willis, Computer Specialist, 364 Ag Hall, (405) 744-9606 <a href="mailto:jessica.r.willis@okstate.edu">jessica.r.willis@okstate.edu</a></td>
<td>Michelle Baird, Accounting Specialist, 372 Ag Hall, (405) 744-9606, <a href="mailto:michelle.baird@okstate.edu">michelle.baird@okstate.edu</a></td>
</tr>
</tbody>
</table>
New Employees: Must have the following in their possession before enrolling for employment. All documents must be unexpired. Expired documents will not be accepted.

Social Security Card: I must see your actual card copies are not accepted. The card must be signed. Every Paid Employee must have a Social Security Card if you do not have one you must acquire one. If you card has been laminated that voided it. You will need to apply for a new card at the Social Security Administration office.

List A You must have 3 of these items (International Students) (most commonly used Passport, I-94 and I-20):

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   A. Foreign passport; and
   B. Form I-94 or Form I-94A that has the following:
      1. The same name as the passport; and
      2. An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Island (RMI) indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.

Or you must have 1 item from List B and 1 item from List C below (Students who are U.S. Citizens):

-------------------------------------------------
List B
For individuals 18 years of age or older:
1. Driver’s license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. School ID card with a photograph.
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

For individuals under age 18 who are unable to present a document listed above:
10. School record or report card

List C
1. Social Security Account Number card unless the card includes one of the following restrictions:
   1) Not valid for employment
   2) Valid for work only with INS Authorization
   3) Valid or work only with DHS Authorization
      Note: A copy (such as a metal or plastic reproduction or laminated card) is not acceptable.
2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
3. Certification of Report of Birth issued by the U.S. Department of State Form DS-1350
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
5. Native American Tribal document
6. U.S. Citizen Identification Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by DHS

-------------------------------------------------
OSU only has direct deposit for check to be deposited in a CHECKING ACCOUNT you MUST have a Blank Voided check OR
If you do not have checks you must have the following:
   Letter from your Bank on bank stationary stating you have a checking account, the account number, the bank routing number.
OR:
For check to be deposited in a SAVINGS ACCOUNT you must have:
   Letter from your Bank on bank stationary stating you have a savings account, the account number, the bank routing number.
Arrival & Orientation

Step 1. Go to UHS
Step 2. Register with ISS
Step 3. Take COMPASS and/or Math Placement Exam (for undergraduate student only)
Step 4. Make an appointment with your academic department to enroll
Step 5. Get your student ID card
Step 6. Attend mandatory international student orientation
Step 7. Take TELP Exam (for graduate student only)
Step 8. Update your address
Step 9. Employment Procedure
Step 10. Contact Us

* 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](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. 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 to 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 113 Math Sciences 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 new comers 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 5:00 p.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](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](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](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
Telephone: (405) 744-5459
Fax: (405) 744-8120
Website: 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.

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/. 
WORKING ON CAMPUS

If you plan to work on campus in any student job, including as a Graduate Teaching Assistant or Graduate Research Assistant, you must attend a Work Permit session. You will receive an OSU “Work Permit” also called an OSU “Work Clearance.” You will also get an explanation of Form W-4 and I-9.

WORK PERMIT SESSIONS

MATH SCIENCE COMPUTER LAB (108):

Thursday, August 4 1:30 pm
Monday, August 8 10:00 am and 3:00pm
Tuesday, August 9 3:00 pm
Wednesday, August 10 1:30 pm
Thursday, August 11 3:00 pm
Friday, August 12 10:00 am

Bring your Passport
I-20
I-94