Helpful pointers

- All programs require that you obtain one (for summer programs) or two (for semester/year programs) academic references. They must be OU faculty members or instructors that you have taken a class with on campus for a grade. You will request an academic reference online as part of the program application process. Although every faculty member and instructor will have their own protocol for writing reference letters for students, here are some general points to consider before you ask a faculty member or instructor for an online recommendation:
  
  o Ask your professor in person for permission to email him or her a reference request before you do so online. See if your professor is comfortable completing the form online, or if s/he would rather you print out a hard copy form for them to complete. Ask your professor if s/he requires any other documentation from you before s/he writes you a reference letter.
  
  o Give your professor adequate lead time to submit the reference. Some faculty require that you give them at least four weeks notice before the letter is due. It is not advisable to request an academic reference less than two weeks before the deadline. Under no circumstances should you ever ask a faculty member to write a letter of recommendation for you the day before it is due.
  
  o The online recommendation request form allows you to waive your right to see a copy of the letter before you submit the request. It is standard protocol for students requesting academic references to waive their right to see a copy so that the faculty member is able to write a confidential letter.

- If you do not already have a passport, you will need to start the process before you apply. If you received a passport before you turned 18, you may need to renew it.

- All of our programs require that students have at least a 2.5 GPA at the time of their application.