

Exchange Student Application Guide

- 1. Go to https://hello.ou.edu/apply/
- 2. Under First-time users, click Create an account



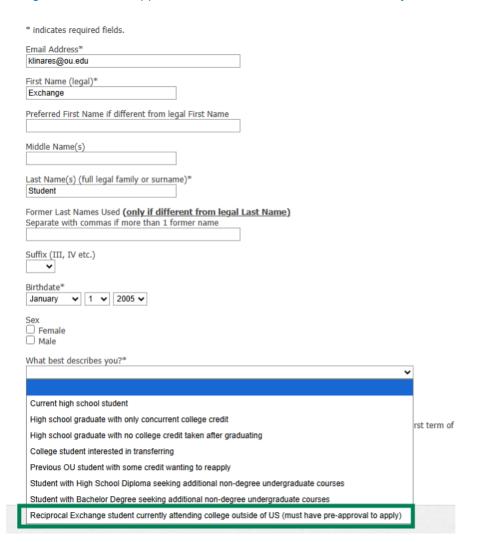
- 3. Enter the email address that we sent the application information to. *It is easier for us to correctly identify you through the email address already on file.*
- 4. Enter your First Name, Last Name, and Birthdate
- 5. Click Continue

Register

Your email address, First Name, Last Name, and Birthdate will match the information you already entered

- 1. If you have a middle name, enter it in the Middle Name(s) field
- 2. Check the box for your Sex (Female or Male)

3. For What best describes you?*, select Reciprocal Exchange student currently attending college outside of US (must have pre-approval to apply) It is also the last option on the drop-down list. Select the following: Otherwise the application will be incorrect, and this can delay the admission process.



- 4. For What year did you or will you graduate from High School?*, select the appropriate year
- 5. For When will you begin undergraduate classes at OU?, select the appropriate term as described in the chart below.

When you will be at OU	Term to select
August to December only	Fall (year)
August to May	Fall (year)
January to May	Spring (year)
January to December	Spring (year)

For example, if you plan to attend OU from August 2099 to December 2099, the term to select is Fall 2099.

6. Click Submit

Login

- 1. An email with your temporary PIN will be sent to the email address you entered.
 - a. The subject of the email is Activate Your Application Account
- 2. Enter your Temporary PIN from the email you received
- 3. Enter your birth date
- 4. Click Login

Set Password

- 1. Create a password
- 2. Click Set Password

Start A New Application

1. Click Start A New 2026 Application



- 2. Answer the following questions as directed below
 - a. When do you plan to enroll at the University of Oklahoma?
 - i. Select the appropriate term using the chart below

When you will be at OU	Term to select
August to December only	Fall (year)
August to May	Fall (year)
January to May	Spring (year)
January to December	Spring (year)

For example, if you plan to attend OU from August 2099 to December 2099, the term to select is Fall 2099.

- b. Are you currently a high school or secondary school/Sixth Form student?
 - i. Answer: No, I graduated or completed high school equivalency
 - ii. High School Outcome*

Answer: I received a equivalency certificate (non-US high schools only).

- c. When did you graduate from high school?
 - i. Enter the month and year you graduated from high school
- d. Have you previously taken classes through The University of Oklahoma? * Answer: No
- e. How many college-level credit hours have you **attempted <u>after</u>** graduating from high school, including current enrollment and classes you will complete before attending OLI2 *

Answer: Choose the option that best describes you.

f. What are your enrollment plans at OU? *

Answer: I am attending an institution outside of the U.S. and I am applying as an exchange student for 1 or 2 semesters.

g. Select an application.



- 3. Click Submit
- 4. You will be returned to the application page.
- 5. Click Exchange (Fall/Spring) (year)



6. Click Open Application



Biographic Information

1. Enter your name exactly as it appears on your passport. This is critical.



- 2. Enter your biographical information
- 3. Enter your Permanent Address
- 4. Click Same as permanent under Mailing Address
- 5. Enter your telephone number
- 6. Enter your citizenship information. **DO NOT check the "Permanent Residency" box in this section** unless you are a U.S. permanent resident and have a U.S. Residence Card, which you will need to upload.
- 7. Click Continue

Reciprocal Exchange Application

- 1. For **Admission Type**, select Reciprocal Exchange Application I am a student attending a foreign university and am applying to take classes at OU.
- For Please select the first term you will be attending, select the appropriate term using the chart below

When you will be at OU	Term to select
August to December only	Fall (year)
August to May	Fall (year)
January to May	Spring (year)
January to December	Spring (year)

For example, if you plan to attend OU from August 2099 to December 2099, the term to select is Fall 2099.

3. For **What is the duration of your attendance?**, check the box that applies to you using the chart below.

When you will be at OU	Term to select
August to December only	Only the Fall term
August to May	Both Fall and Spring terms
January to May	Only the Spring term
January to December	Bother Spring and Fall terms

- 4. For **Current Visa**, select *J-1 Exchange Visitor*
- 5. For Intended Visa, select J-1 Exchange Visitor
- 6. Answer Have you had a US visa in the past?
 - a. If yes, enter the visa you had previously
- 7. Upload your Passport Name page
- 8. Upload your English Proficiency documentation
 - a. If you are from an English-speaking country or otherwise exempt from submitting an English proficiency document, you may skip uploading a document for English proficiency.
- 9. Upload your transcript. If not already in English, you will need to translate it.
- 10. Click Continue

If you are not ready to upload your documents, you may continue the application. You may login at a later time to upload your documents. If you will not be able to upload your application documents before the application deadline, email iss@ou.edu

Disciplinary History

- 1. Answer the questions
- 2. Click Continue

Emergency Contacts

- 1. Enter one emergency contact
- 2. Click Continue

Application Signature

- 1. Type your name in the box at the bottom to agree to the terms of admission application
- 2. Click Confirm

Review

- 1. Any items that are incomplete will be listed here
 - a. You may click on the item listed as missing to complete it
 - b. If you cannot complete your application, click **Save for Later**. You may login to your application to complete it at a later date. Ensure you do this before the application deadline.
- 2. If you have no missing items, click Submit Application

Login to your application later (Save for Later)

- 1. Go to https://hello.ou.edu/apply/
- 2. Under Returning Users, click Log in

