



OFFICE OF GLOBAL ENGAGEMENT
INTERNATIONAL STUDENT SERVICES
The UNIVERSITY of OKLAHOMA

Exchange Student Application Guide

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

The screenshot shows the 'ADMISSIONS & RECRUITMENT' page for the University of Oklahoma. It features three images: a student working on a laptop, a statue on a lawn, and graduates in caps and gowns. Below the images, there are instructions for returning, first-time, and common application users. A red box highlights the 'First-time users' section, which includes a red arrow pointing to the 'Create an account to start a new application' link.

ADMISSIONS & RECRUITMENT
The UNIVERSITY of OKLAHOMA

Returning users: If you have started or submitted an undergraduate or concurrent application after August 1, 2017, log in as a returning user to continue working on your application or to submit a new one.

First-time users: If you have never started an undergraduate application with the University of Oklahoma, create an account as a first-time user.

Common Application users: If you have started or submitted a concurrent application in the past, log in as a returning user. If you have received a pin or password reset via email, log in as a returning user. **If you have not received a pin, please do not create a new account and/or new application.** Applications submitted between August 1st and August 17th will not be in our system until August 19th. After that date, please allow at least 48 hours after submission to receive your login and pin via email.

Returning users:
Log in to continue an application.

First-time users:
Create an account to start a new application.

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.

* indicates required fields.

Email Address*

First Name (legal)*

Preferred First Name if different from legal First Name

Middle Name(s)

Last Name(s) (full legal family or surname)*

Former Last Names Used (**only if different from legal Last Name**)
 Separate with commas if more than 1 former name

Suffix (III, IV etc.)

Birthdate*

Sex
☐ Female
☐ Male

What best describes you?*

Current high school student
 High school graduate with only concurrent college credit
 High school graduate with no college credit taken after graduating
 College student interested in transferring
 Previous OU student with some credit wanting to reapply
 Student with High School Diploma seeking additional non-degree undergraduate courses
 Student with Bachelor Degree seeking additional non-degree undergraduate courses
Reciprocal Exchange student currently attending college outside of US (must have pre-approval to apply)

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**

If you plan to submit a Common App or Coalition Application, do not start an application here.
We only accept the Common App for students that have less than 7 hours of college credit taken **after** high school graduation.

[Start A New 2026 Application](#)

To continue working on an in-progress application, please select the appropriate application below:

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

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 after** graduating from high school, including current enrollment and classes you will complete before attending OU? *
[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.](#)

- Application

Select your application and the term *

☒ Spring 2026 - Exchange Application

☐ Create Application

Submit

- If you plan to submit a Common App or Coalition Application, do not start an application here.
- We only accept the Common App for students that have less than 7 hours of credit taken **after** high school graduation.
- Start A New Fall 2025 Common App Application
- Start A New Fall 2025 Current Common App Degree Application
- To continue working on an in-progress application, please select the appropriate application below:
- | Your Applications | | | |
|---|-------------|------------|-----------|
| Type | Status | Started | Submitted |
| You have started 1 application, listed below, using this account. | | | |
| Exchange Spring 2026 | In Progress | 08/26/2025 | |

- We only accept the Common App for students that have less than 7 hours of college credit taken **after** high school graduation.

Start A New 2026 Application

Start A New Fall 2025 Concurrent or Non-Degree Application

To continue working on an in-progress application, click the application in the table below.

Your Applications	
Type	Status
You have started 1 application, listed below.	
Exchange Spring 2026	<div> <div>Started</div> <div>08/21/2025</div> </div> <div> <div>In Progress</div> <div>2026</div> </div> <div> <div>Exchange Spring 2026</div> <div></div> </div>

Application Details

Started: 08/21/2025

Status: In Progress

2026

Exchange Spring 2026

Open Application Cancel

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

	UTOPIA	
Passeport/ Passaport	Type / Type Country code / Code de pays Passport No / Nº de passeport P UTO L89B902 C	
	Eriksson ANNA MARIA Nationality / Nationalité: UTOPIAN	
	Date of birth / Date de naissance: 06 AUGUST 69	Personal file / N° personnel: Z E 184226 B
	Sex / Sexe: Place of birth / Lieu de naissance:	
	F ZENITH	
	Date of issue / Date de délivrance: 24 JUNIUN 89	Autority / Autorité: PASSPORT OFFICE
	Valid till / Date d'expiration: 23 JUNIUN 94	Holder's signature / Signature du titulaire: <i>Anna Maria Eriksson</i>
	P<UTOEIRIKSSON<<ANNA<MARIA<<<<<<<<<<<<<<<<<<<<	
L89B902C<3UOT6908061F94O623EZET184226B<<<<<14		

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*.
2. 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 2009 to December 2009, the term to select is Fall 2009.

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	Both 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**

