Exchange Student Application Guide

1. Go to https://hello.ou.edu/apply/
2. Under **First-time users**, click *Create an account*
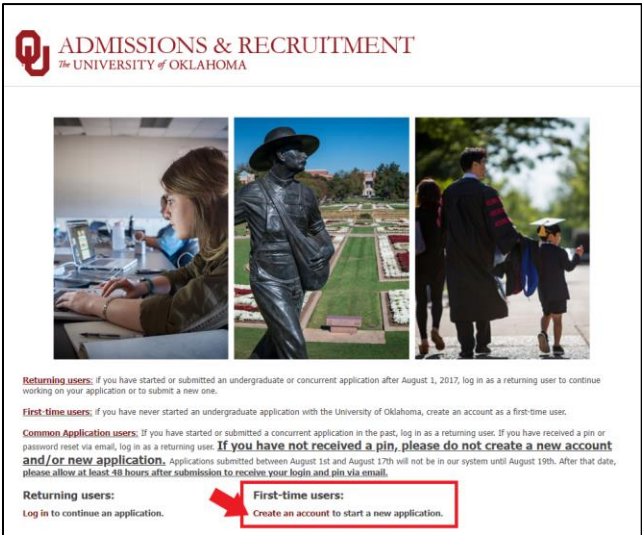
3. Enter the email address that we sent the application information to. *It is easier for us to correctly identify you through the email address already on file.*
4. Enter your First Name, Last Name, and Birthdate
5. Click **Continue**

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)*
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

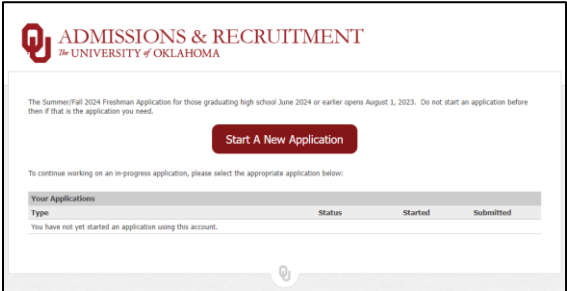1. An email with your temporary PIN will be sent to the email address you entered.
   a. The subject of the email is **Activate Your Application Account**
2. Enter your Temporary PIN from the email you received
3. Enter your birthdate
4. Click **Login**

Set Password

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

## Start A New Application

1. Click **Start A New 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 student?
      i. No

   c. Did you graduate?
      i. Yes

   d. When did you graduate from high school?
      i. Enter the month and year you graduated from high school

   e. What are you looking for at OU?
      i. I am attending an institution outside of the U.S. and I am applying as an exchange student for 1 or 2 semesters.

   f. Select an application.
      i. (year) (Fall/Spring) Fall Exchange Application for students outside the U.S.
         A. Select the same term as previously selected
         B. If you cannot select the appropriate term at this step, stop and wait a few days to try again as the admission application is not yet available.

3. Click **Submit**

4. **You will be returned to the application page.**
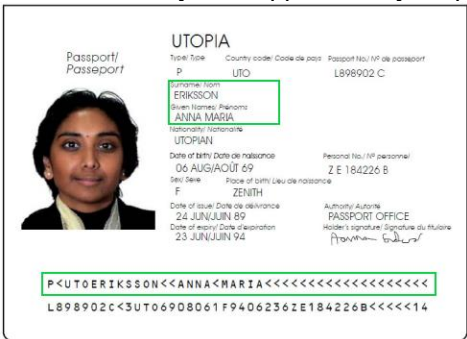
5. Click **Exchange (Fall/Spring) (year)**
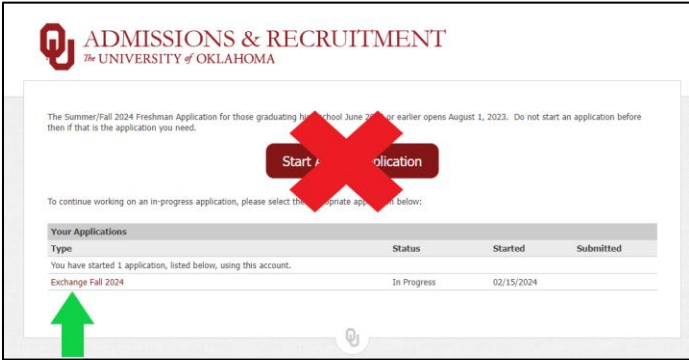
6. Click **Open Application**
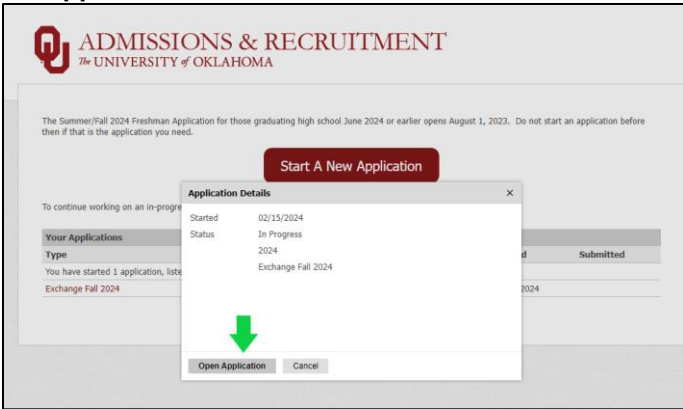
Personal Background
1. Enter your name exactly as it appears on your passport. This is critical.

2. Enter your Permanent Address
3. Click **Same as permanent** under Mailing Address
4. Enter your telephone number

5. Enter your biographical information
6. Enter your citizenship information
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 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
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*