

ORIENTATION PROCESS FOR UNDERGRADUATE STUDENTS

Please follow the order of the steps given below:

Step 1: Report to the ISS Office (076 Student Union) to **register for the orientation** and to complete **immigration processing**. Please be sure to bring with you your **clearance slip, I-20 or DS-2019, passport, I-94, and all other immigration documents, and one passport size photo.**

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 Sponsored Student Specialist at ISS. This will ensure that you will not be billed personally for tuition and fees.

Step 2: Meet with your advisor for enrollment advising.

Step 3: Enroll for classes in the Sectioning Office located at 321 Student Union

Step 4: Get a Student ID card in 432 Student Union.

Step 5: Attend International Student Orientation (Mandatory). Schedule of times and locations will be given to you at the time of registration for the orientation or you can obtain it from the ISS website at: <http://union.okstate.edu/iss/NewStudents/OrientationFall109.htm>

Step 6: Submit a *Change of Address Form* to the ISS Office when you have your local address in Stillwater or complete the electronic address update request form on the ISS website at: <http://union.okstate.edu/ISS/Sevis/AddressChange.htm>