

# ORIENTATION PROCESS FOR GRADUATE STUDENTS

Please follow the order of the steps given below:

**Step 1:** Report to the Graduate College Office (202 Whitehurst) to obtain **Enrollment and Orientation Clearance form**. The “clearance slip” is required before you may register for orientation.

**Step 2:** 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 Coordinator of Sponsored Students at ISS. Karen Sebring will ensure that you will not be billed personally for tuition and fees.

**Step 3:** Go to your department and **meet with your advisor** for enrollment advising

**Step 4:** Enroll for classes in the **Sectioning Office** located at **321 Student Union**.

**Step 5:** Get a **Student ID card** in **432 Student Union**.

**Step 6:** 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/OrientationFall09.htm>

**Step 7:** If you are a student that needs to take the **TELP exam**, you will need to register in 107 Univ. Assessment and Testing  
See flier for exam dates on the ISS website: <http://union.okstate.edu/iss/NewStudents/OrientationFall09.htm>

**Step 8:** 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>