

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

**International Student Admission and Admission of  
Students for Whom English is a Second Language**

**2-022  
ACADEMIC AFFAIRS  
May 2013**

POLICY

- 1.01 International students are required to meet OSU Institute of Technology's (OSUIT's) academic performance standards or equivalent. OSUIT adheres to the Oklahoma State Regents for Higher Education (OSRHE) policy statement on admissions to, retention in, and transfer among colleges and universities in Oklahoma.
- 1.02 Additionally, students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission. Students must meet one of the standards described below to demonstrate their competency in English.

A. First-Time International Students

1. Standardized Testing. Students must meet the minimum score set by the OSRHE on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Examination.

Results of the TOEFL taken at international testing centers and special testing centers will be accepted by OSUIT. Results of the TOEFL administered at institutional testing centers will be accepted only by the administering institution.

<b>Minimum Standardized Testing Scores on the TOEFL/IELTS Tests</b>	
<b>TOEFL Test</b>	<b>Minimum Score</b>
Internet-Based	61
Computer-Based	173
Paper-Based	500
IELTS Test	5.5

2. Intensive English Program (IEP). Students must meet a minimum score set by the OSRHE on the TOEFL administered at a special testing center, an international testing center, or on the IELTS Examination. In addition, after achieving the required score and immediately prior to admission, the student must successfully complete a minimum of 12 weeks of study at an IEP approved by the OSRHE. At least two-thirds of the 12 weeks must be instruction at an advanced level.

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<b>Minimum Intensive English Program (IEP) TOEFL/IELTS Scores</b>	
TOEFL Test	Minimum Score
Internet-Based	48
Computer-Based	140
Paper-Based	460
IELTS Test	5.0

3. High School Performance. Students must have successfully completed all high school core requirements, or graduated from a high school, where English was the primary language. This must also be in a country where English is a primary language. Students are required to demonstrate competency through standard admissions
4. College Degree. Students may satisfy the English language requirement by completing a baccalaureate or graduate degree from a college or university where English is the primary teaching language. This institution must be in a country where English is a primary language, and be recognized by professional organizations in the U.S. involved in admissions and international education.
5. Institutional Discretion. In extraordinary and deserving cases, the president (or designee) may admit a student in lieu of the above requirements. In these situations, the applicant must have demonstrated proficiency in the English language by some other means prior to admission. Such exceptions must be appropriately documented and reported to the OSRHE annually.

B. Transfer International Students

Transfer students that are non-native speakers of English must meet the same admission standards as stated in policy 1.02.A.4 above, which requires earned semester credit hours from a college or university where English is the primary teaching language, and in a country where English is a primary language.

1. Students who have earned 24 semester credit hours or more

Transfer students with 24 semester credit hours of passing grades from a college or university where English is the primary teaching language, and in a country where English is a primary language (and recognized by professional organizations in the U.S. involved in admissions and international education), must meet the same requirements of transfer students to OSUIT.

2. Students who have earned 23 semester credit hours or less

Transfer students with 23 earned semester credit hours or less from a college or university where English is the primary teaching language, and in a country where English is a primary language (and recognized by professional organizations in

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the U.S. involved in admissions and international education), must meet the language requirements for first-time international students as stated above.

- 1.03 Requests for exceptions to the above policy should be made in writing to the President (or designee). Approved exceptions are reported to the OSRHE on an annual basis.

PROCEDURES

- 2.01 OSUIT will follow all guidelines as set by the Department of Homeland Security (DHS) and U.S. Citizenship and Immigration Services (USCIS) for the admission of international students.
- 2.02 All international students are required to submit the following documents to be considered admissible to OSUIT.
- A. International Admissions Application
  - B. Transcripts and/or Academic Certificates
    1. A copy of official results and graduation certificate from high school
    2. A copy of official transcripts for any post-secondary or technical schools attended (if any)
    3. Transcripts must be translated to English
  - C. Copy of Passport
  - D. Evidence of financial support for the estimated cost of attendance
  - E. TOEFL or IELTS official results (if English is not primary or native language)
- 2.03 Once the student has submitted the required documents for admission and meets the guidelines of DHS and USCIS, the International Admissions Office will be responsible for issuing the student's I-20 for admission to OSUIT.