YOUR NEXT STEPS

OKLAHOMA STATE UNIVERSITY

TRANSFER STUDENTS
Now that you’ve been admitted, you need to complete a few important steps before the semester begins. **We’ve put together this handy checklist so you can keep track of what you need to do.** Please note, we do not have a formal acceptance policy; completing the steps listed here will ensure you’re on your way to becoming an OSU Cowboy.

**CREATE YOUR O-KEY ACCOUNT**

[Okey.okstate.edu](http://okey.okstate.edu)  
**405-744-4357**

Your O-Key account is your passport to campus. You have to set it up before you can access your OSU email account, accept your scholarships and financial aid, sign up for housing, register for classes and more, so it’s important to do this as soon as possible. To set it up, go to [okey.okstate.edu](http://okey.okstate.edu), click on O-Key Activation and complete the activation wizard.

For help setting up your O-Key, visit [it.okstate.edu](http://it.okstate.edu) or contact the IT Help Desk at helpdesk@okstate.edu or 405.744.4357.

**CHECK YOUR OSU EMAIL AT LEAST ONCE A WEEK**

[orangemail.okstate.edu](http://orangemail.okstate.edu) or [cowboymail.okstate.edu](http://cowboymail.okstate.edu)

Once you have your O-Key account set up, you can access your OSU email account. This is where communication from the University will be sent, including scholarships and financial aid award letters, housing selection notifications and enrollment information, so it’s important to check it at least once a week. You can access your OSU email through your cellphone or forward your OSU email to an existing account. For additional information on these steps, visit admissions.okstate.edu/email or contact the IT Help Desk at helpdesk@okstate.edu or 405-744-4357.

**APPLY FOR HOUSING**

[reslife.okstate.edu](http://reslife.okstate.edu)  
**405-744-5592**

OSU offers three styles of housing: suites, apartments and community-style. There are also several living-learning communities, where you live alongside others who share common interests or fields of study. Sign-up for housing begins Oct. 1 at [reslife.okstate.edu](http://reslife.okstate.edu). Transfer students with less than 26 credit hours earned must live on campus. Exceptions to this rule are students who are married, have dependent children living with them or are 21 years or older.

**COMPLETE YOUR FAFSA**

[fafsa.gov](http://fafsa.gov)

To be considered for financial aid and some scholarships, you must complete the FAFSA, the Free Application for Federal Student Aid. Visit [fafsa.gov](http://fafsa.gov) as soon as possible after January 1 and enter OSU’s school code (003170) to ensure we receive your records.

You may be asked to submit additional documents by OSU’s Office of Scholarships and Financial Aid to complete the process. Requests will be sent to your OSU email, so remember to continue checking this account. If you receive a request for additional documents, it’s critical that you respond as soon as possible so your potential student aid isn’t affected.

**SIGN UP FOR TRANSFER STUDENT ORIENTATION & ENROLLMENT**

[newstudents.okstate.edu](http://newstudents.okstate.edu)  
**405-744-3636**

New Student Orientation & Enrollment previews student life in and out of the classroom. You will meet with academic advisers, confirm your academic college and major, enroll in classes, meet other new students and learn about campus resources.

This program is mandatory for transfer students, and multiple sessions are available. Register for your chosen orientation & enrollment program at [newstudents.okstate.edu](http://newstudents.okstate.edu).

You are encouraged to register family members to attend with you. Family orientation includes joint sessions with students, as well as parent-only programming.

**ACCEPT YOUR SCHOLARSHIPS & FINANCIAL AID**

[financialaid.okstate.edu](http://financialaid.okstate.edu)  
[prodosu.okstate.edu](http://prodosu.okstate.edu)  
**405-744-6604**

Your application for admission is also your application for scholarships. If you’re eligible for scholarships or financial aid, you’ll receive an award letter in the mail. Log in to [prodosu.okstate.edu](http://prodosu.okstate.edu) with your O-Key account to accept your award(s). Many awards are time-sensitive, so it’s important to accept them as soon as possible.

**February 1:** All scholarship materials – including official transcripts, test scores and essay question answers – must be submitted by February 1 to ensure **FULL** scholarship consideration for students planning to enroll in the fall.

**July 1:** All updated scholarship materials must be submitted by July 1 for **FINAL** scholarship consideration for students planning to enroll in the fall.

**October 15:** All updated scholarship materials must be submitted by October 15 for **FINAL** scholarship consideration for students planning to enroll in the spring.

Submit updated documents to Undergraduate Admissions. Visit admissions.okstate.edu/documents for instructions on submitting these documents.

**FINALIZE YOUR ADMISSION FILE**

[admissions.okstate.edu](http://admissions.okstate.edu)  
**800-233-5019**

Your acceptance to Oklahoma State is based on the academic information available at the time of your application review. Transfer students must submit final transcripts from previous schools, even if a degree was not earned.

Send all documents to Undergraduate Admissions at 219 Student Union, Stillwater, OK 74078.
We look forward to making your transition to life at OSU as smooth as possible. Visit with our experienced staff when you have questions or just want to talk. We're here to help!