Instructions for completing Graduate-level Admissions Applications to the University of Oklahoma
To begin an application for your graduate program, please refer to the link https://gograd.ou.edu/apply/. From here, you would select the “first-time users” section if you have never completed an application in our system beforehand, or “returning users” if you have. If you are a first-time user, you will need to register for a new account. Here, you’ll enter a valid email address, first and last name, and then date of birth.
• **NOTE**: for returning users, you will have to login with the information shown below. If you are having issues recalling the password you used the first time you started the application process, there is a “Forgot your Password” prompt to retrieve this information. The link to do so will be emailed to the address you initially provided on your application.

**Login**

If you have already setup your OU account (admitted students, faculty, or staff), click here to log in with an OU Net ID and password (SSO)

To log in, please enter your email address and password.

- **Email Address**
- **Password**

Forgot Your Password?

Login
• Once you are able to login, you will be presented with the option to “Start New Application” (for first-time applicants), or “Continue Application” if you have started one in the past, and are coming back to complete. To start a new process, click “Start New Application”, shown below in red. This will allow the prompt to appear. Then, scroll down and select the application type. First, you will select the year of the application that you are completing, and then the particular “round” of terms you will begin studies. You would select the appropriate round for the term you wish to select, then the type of application (in this case, for a Master’s program, the system would prompt “2020 Master’s Degree). NOTE: do not select “Add or Change Program” unless you are a currently admitted student, who wishes to change or add a major of study.
Now, you are set to begin the formal application process. First, you will be prompted with some instructions regarding information regarding the completion of your application. You will want to read this information before proceeding, it will assist you with any inquiries you may have.
• Then, you will be asked to complete the personal information section, which constitutes the following: name(s) you are/were under, addresses, emails, phone contacts, biographical, and citizenship information. Complete this section as instructed, and then proceed.
Next, you will answer “Yes” or “No” to if you have ever been admitted to the University of Oklahoma. If you answer “Yes”, you will see the information below and can provide as requested. If “No”, you’ll not be prompted to complete this information.

**Program Selection**

**University of Oklahoma History**

Have you ever been admitted to the University of Oklahoma?

- [ ] Yes
- [ ] No

Enter your Sooner ID without dashes (9-digit number; starts with 11). If your Sooner ID was your SSN at the time you attended, leave this field blank.

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Which campus(es) were you admitted to? (Select all that apply)

- [ ] Norman - Main Campus
- [ ] Tulsa
- [ ] Extended Campus North America and Europe (formerly Advanced Programs)
- [ ] Extended Campus Online (formerly Liberal Studios)

After your admission, did you enroll and attend classes at the University of Oklahoma?

- [ ] Yes
- [ ] No
Next, you will want to select the campus as “Extended Campus North America and Europe” in the Program and Entry Term location. Then, select the location/site where you will be completing your studies in person (if completely online, select “No Site”). After this, you’ll select your primary program of study, concentration of program, preferred entry term, and the advertising channel/method in how you heard of our programs.

Then, you will want to review the “Provisional Admission Statement”. Accepting the terms of this statement will allow you to enroll in up to 3 credit hours, within 30 days of the application being completed....even before your final admission decision is reached. Typing your full name (first, middle and last) will be accepted in lieu of a signature.
Now, if applicable, you will fill out the research interests, scholarship and financial support information section. If none of this pertains to your process, you may skip and proceed to the next section of the process.
Next, you will complete the residency, military information and languages sections as prompted. **NOTE:** to be considered Oklahoma resident status, you must have established domicile in the State of Oklahoma for at least one calendar year, prior to enrollment in courses. For further information regarding residency definitions, please refer to [http://www.ou.edu/admissions/affordability/cost/residency-faq](http://www.ou.edu/admissions/affordability/cost/residency-faq).
Now, please select if you wish to, or wish to not receive text messages from the University. Then, you will be presented a set of optional questions regarding gender identity, sexual orientation, if you are a first-generation college student, employment during your graduate students, and financial support for dependents. This information assists us in crafting the application process to fit all needs, and is helpful....but, it is optional for any applicant to complete.
Then, you will have to answer the five questions below, regarding any previous suspensions/expulsions, felonies, and dishonorable discharged status. Please answer honestly, if you select “Yes” to any of these questions...you will be prompted to explain the situation in further detail, and your application will be review by a special committee upon receipt at our location. NOTE: please answer “No” if you have only been suspended from a college/university as a result of poor received grades. The “Yes” question here is for disciplinary reasons solely.

<table>
<thead>
<tr>
<th>Conduct Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been suspended or expelled from a high school, college, or university for any reason other than poor scholarship?</td>
</tr>
<tr>
<td>○ Yes</td>
</tr>
<tr>
<td>○ No</td>
</tr>
<tr>
<td>Do you currently have any pending felony charges against you or have you been convicted of a felony, entered a plea of guilty or nolo contendere, or received a suspended/deferred sentence to a felony charge?</td>
</tr>
<tr>
<td>○ Yes</td>
</tr>
<tr>
<td>○ No</td>
</tr>
<tr>
<td>Do you currently have, or have you ever had, a protective order issued against you?</td>
</tr>
<tr>
<td>○ Yes</td>
</tr>
<tr>
<td>○ No</td>
</tr>
<tr>
<td>Are you or have you ever been a “prohibited person” within the meaning of 18 U.S.C.A. §922(g) who cannot possess a firearm?</td>
</tr>
<tr>
<td>○ Yes</td>
</tr>
<tr>
<td>○ No</td>
</tr>
<tr>
<td>If formerly in the military, did you receive an Other Than Honorable Discharge, Bad Conduct Discharge, or Dishonorable Discharge?</td>
</tr>
<tr>
<td>○ Yes</td>
</tr>
<tr>
<td>○ No</td>
</tr>
</tbody>
</table>
Next, you will want to list any institutions that you have received a Bachelor’s degree, or higher at. An official transcript (submitted directly from these institutions to our office) will be eventually required, you may attach an “unofficial” (or student) copy to begin processing here. This copy must show the conferred degree, and institutional name listed. Additionally, if you have any Graduate-level transfer credits that you feel may be applicable towards the program you are applying to, please list those as well.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Dates Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indiana University-Purdue University Fort Wayne</td>
<td>Bachelor's Degree, 04/2011</td>
<td>01/2006–03/2011</td>
</tr>
</tbody>
</table>

List specific coursework or pre-requisite coursework that is applicable to this graduate program and has prepared you for graduate study.

- Not all graduate programs require applicants to enter course information, please refer to your academic program's requirements for information about prerequisite coursework.
- Please include course name and number in each entry.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Start (Optional)</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continue
Now, you will list any Bachelor’s (or higher) degrees you have earned. When you begin to enter the name of the institution in the “Institution Name” section, the field will auto-populate information as entered. Please complete, and then proceed.

Enter Degree History

Begin your institution search by entering the name of the institution from which you earned a degree and select the school when found. If you do not see your institution in the initial list, scroll down to the bottom of the list and click on "Continued..." and a larger selection will appear. If you still cannot find your institution, manually enter the name and location of the institution from which you earned a degree.

Degrees

1

Institution Name*

Degree Earned or In Progress

- Bachelor's Degree
- Master's Degree
- Doctoral or Other Professional Degree

Date Conferred (Use 01 for day if only month and year are known)

Add Degree
Then, you will be asked to provide test scores. **NOTE:** the GRE is not required for our programs. The only time this section is utilized, is if you are an international status student, and wish to attach TOEFL or IELTS scores. Otherwise, skip and proceed.

### Test Scores

In this section, you should list the scores of any standardized tests that you have taken that apply to graduate school (GRE, GMAT, TOEFL or IELTS). If you have not taken a required exam yet, enter the expected date of your exam.

The Graduate College does not require the GRE as part of the graduate application, but many of our graduate programs do require this exam. Refer to your academic program’s requirements to see if the GRE is required by your graduate program.
Now, the system will prompt you to attach a 300 to 500 word “statement of purpose” document. As depicted below, if the specific program requires this to be submitted, a “NOTE” will show. This document should contain information regarding why you intend to apply to this program, and what you intend to receive from it upon completion.

Statement of Purpose

Each academic unit and program may have very specific instructions on how to complete your Statement of Purpose and specific questions/topics you may need to address. Refer to your academic program’s requirements for specific Statement of Purpose instructions.

WARNING: Please upload the requested document. Uploading a placeholder document will delay the review process of your application.

* NOTE: A Statement of Purpose is required by the academic program you selected.

Statement of Purpose
Please upload a PDF or Word document.

[Choose File]  No file chosen

[Upload]

[Continue]
Next, you will be required (for some programs, click on the link to view the specific ones) to request three letters of recommendation. These must be from a professional source: family members’ requests would not be preferred. You can request these by selecting the “Add Recommender” option shown below.
Then, the system will prompt you to attach your professional resume. As depicted below, and, similar to the “statement of purpose” section, if the specific program requires this to be submitted, a “NOTE” will show. You can attach the document by selecting “Choose File”, uploading, and then hitting Continue to proceed.
Now, you will be requesting to provide optional information regarding your academic research and achievements. Most of this information is not required for the application process, but would be recommended if you wish to include for informational purposes. In addition to the section below, you’ll have sections to complete for publications/reports, research experience, academic/professional accomplishments, certificates, and fellowships/scholarships/other honors.

**Research and Achievements**

The supplemental materials required will vary by academic program. Some of the material listed on this page may be optional for your program. Refer to your academic program’s requirements to determine if the Resume/Curriculum Vitae, Thesis Abstract are required by your graduate program.

**Research**

**Thesis Title**

**Thesis Abstract**

Please upload a PDF or Word document.

[Choose File] No file chosen

[Upload]

List any additional research experience and publications not listed in your Resume or Curriculum Vitae.
• Now, you will list your employment history (post completion of your Bachelor’s degree program), beginning with your most recent position. Please complete if applicable, if not you can skip by hitting “Continue”.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Dates of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Employer</td>
<td></td>
</tr>
</tbody>
</table>

Continue
Next, you can upload supplemental documents to accompany your application. The GRE/GMAT is not required for any of our specific programs: you may skip. TOEFL/IELTS is only required for international-status students from a non-English speaking nation (please refer to http://ou.edu/admissions/apply/international/ou-approved-native-english-speaking-countries for a list of nations where, if you are from, you would NOT have to submit these scores).
Now, you will sign the Admissions Agreement, and Acknowledgment and Statement of Student Financial Responsibility section. Please read thoroughly and carefully: your signature below states you accept all stipulations therein. You can print your full name in lieu of a signature, and then hit “Confirm” to proceed.
Next, you will be prompted if any items on the application are needing completion. Two types of errors could occur: Required and Warning. Please click on each to resolve, the system should show you what needs correction, or addition. Once done, please click “Submit Application” (it will prompt only when all errors are resolved).

Review

We have detected the following errors with your application. These errors must be corrected before submission.

<table>
<thead>
<tr>
<th>Section</th>
<th>Required Field or Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Type</td>
<td>Error: Incorrect Intended Major Selected</td>
</tr>
<tr>
<td>Application Type</td>
<td>Missing: Entry Term</td>
</tr>
<tr>
<td>Application Information</td>
<td>Missing: Veteran Child Dependent or Spouse Status</td>
</tr>
<tr>
<td>Writing and Supplemental Information</td>
<td>Missing: Disciplinary Question</td>
</tr>
</tbody>
</table>

We have detected the following potential problems with your application:

<table>
<thead>
<tr>
<th>Section</th>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>After you submit your application you will be prompted to pay the application fee. Your application will not be processed if the application fee is not paid.</td>
</tr>
</tbody>
</table>

After submitting your application for admission you may be required to pay an application fee and submit additional materials such as transcripts, test scores, and letters of recommendation.

Click here for information about how to submit these additional items.
Finally, now you will reach the screen to complete the process with your $50 payment. You can pay with any credit card, and once you finalize the process with this information, your application will “complete” on our end, and we’ll begin our part of the admission decision here. To do so, please click on the red text marked “Submit Payment for 50.00 USD”.

This completes your application to the University of Oklahoma! We sincerely appreciate your interest in attending OU Extended Campus. You may email us at pacsGRadmissions@ou.edu at any time if you require any further assistance. Have a wonderful day!