



# Spears School OF BUSINESS

## New Transfer Student Checklist

### First Steps:

- Apply for Admissions (see <https://admissions.okstate.edu/apply-now>).
- Complete Free Application for Federal Student Aid (<http://www.fafsa.ed.gov/>) and other scholarships & financial aid paperwork (see <https://financialaid.okstate.edu/>).

### Additional Steps:

- Explore housing options online and decide about on-campus or off-campus housing.
  - On-campus housing options through OSU Residential Life may be explored at <http://reslife.okstate.edu/>.
  - If you choose on-campus housing, complete a Residential Life housing contract.
- Register for a New Student Orientation and Enrollment date at <http://newstudents.okstate.edu>.
- Complete health history and immunization record online forms at <https://uhs.okstate.edu/forms>.

### Things to Do Before New Student Orientation and Enrollment

- Explore academic majors and career goals within the Spears School of Business.
  - A list of business majors and information about specific study options within each major, including degree requirement sheets, is available at <http://spears.okstate.edu/undergraduate/degrees/>.
  - Career information for each business major may be found at <http://spears.okstate.edu/undergraduate/future/publications/>.
  - The OSU University Catalog contains course descriptions at <http://registrar.okstate.edu>.
- View the Transfer Credit Guides online for specific information on transferring credits to OSU from other colleges and universities.  
<https://admissions.okstate.edu/admission-requirements/transfer-credit-guides>

- Assemble a file of relevant paperwork to simplify your visits to campus. Your file might include:
  - Scholarship award letters and other financial aid paperwork.
  - Receipts for deposits & other fees you have paid.
  - List of questions for your advisor.
  - List of questions for other campus office.

### **Things to Do Before Classes Begin:**

- Submit your final transcripts from high school and any colleges or universities you have attended to the Office of Admissions, 219 Student Union, Stillwater, OK 74078.
- Finalize your new living arrangements and prepare for moving in to your new Stillwater home.
- Begin working on a rough draft of your résumé so that you are ready to visit with Business Career Services staff, and develop an internship search plan when classes begin.
- Activate your Hire System account on <http://www.hireosugrads.com> to begin the recruiting process for internships.

### **Things to Do within the First Few Weeks of Classes:**

- Go to class, read your syllabi and put all of your dates for quizzes, exams, projects, field trips, etc., in your personal time management tool.
- Participate in *Lights on Stillwater* (typically first week of school) and learn about Stillwater area businesses/organizations with products and services available to OSU students.
- Bring your rough draft of your résumé into the Business Student Success Center, 103 Business, to have it critiqued.
- Visit 103 Business and schedule a meeting with your advisor.
- Monitor your Hire System account on <http://www.hireosugrads.com> for numerous activities and events associated with fall recruiting.

### **Important Contact Information**

*Business Student Success Center & Business Career Services*  
103 Business  
405.744.2772

*OSU Undergraduate Admissions*  
219 Student Union  
405-744-5358