

The University of Tulsa application process

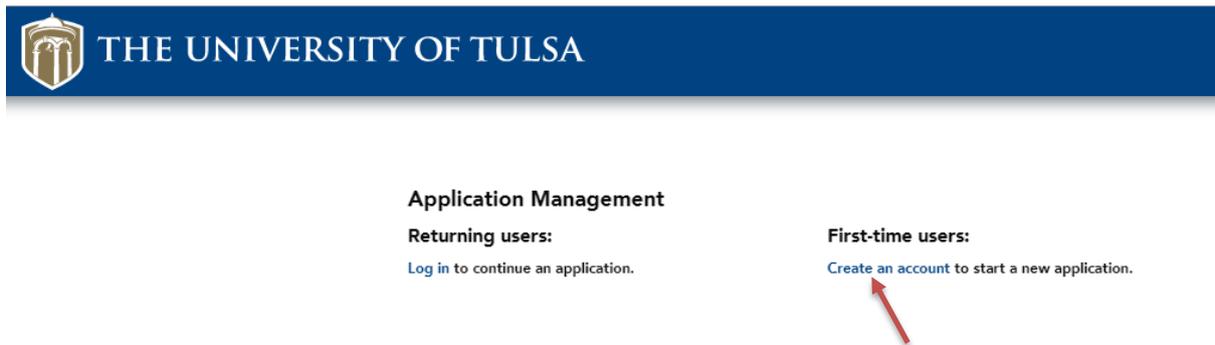
Agent's guide

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Step 1: Set up an account

1. Create an account at <https://applytulsa.utulsa.edu/apply/>



2. Register with the student's email address, their name and date of birth.

Register

To register for an account, please enter the information requested below.

Email Address	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

3. An automated email is sent to the specified email address with a pin number to activate account.
4. Follow the steps to activate account and create a password.

Login

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

Email	maryna.breeson@kaplan.com	switch
Account	Breeson, Maryna	
Password	<input type="password"/>	Forgot Your Password?

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

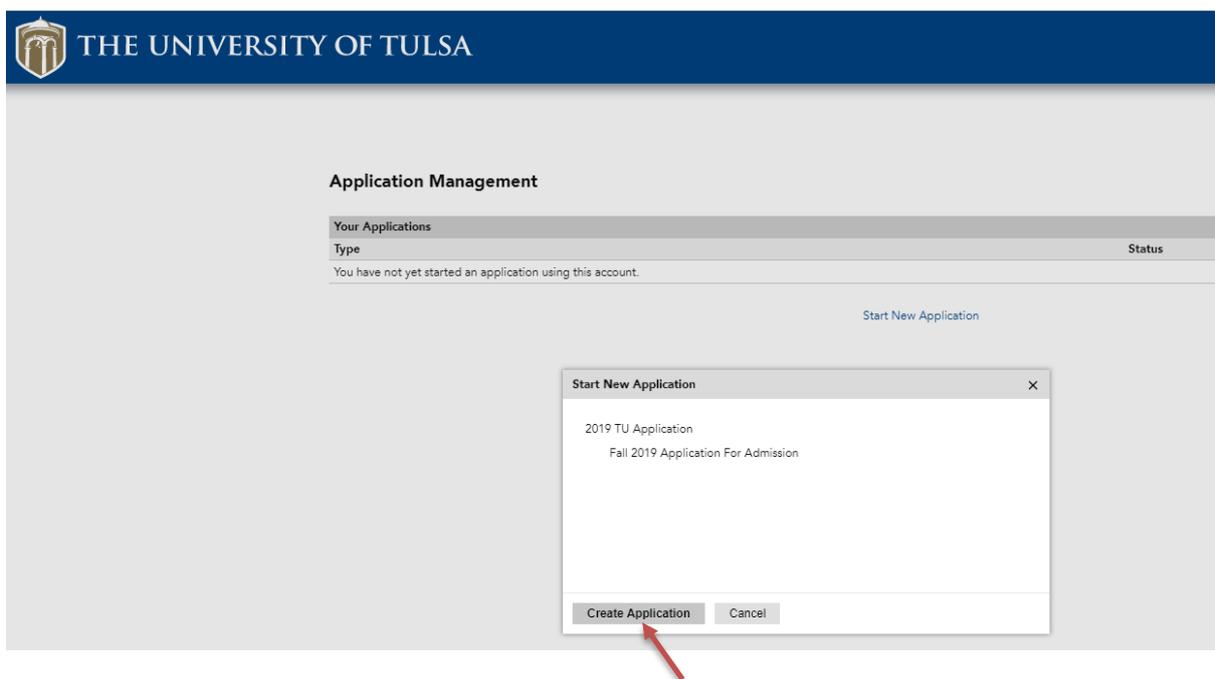
Current Password	<input type="password"/>	<ul style="list-style-type: none">✗ At least one letter✗ At least one capital letter✗ At least one number✗ Be at least 12 characters✗ New passwords must match
New Password	<input type="password"/>	
New Password (again)	<input type="password"/>	

Step 2: Complete the application form

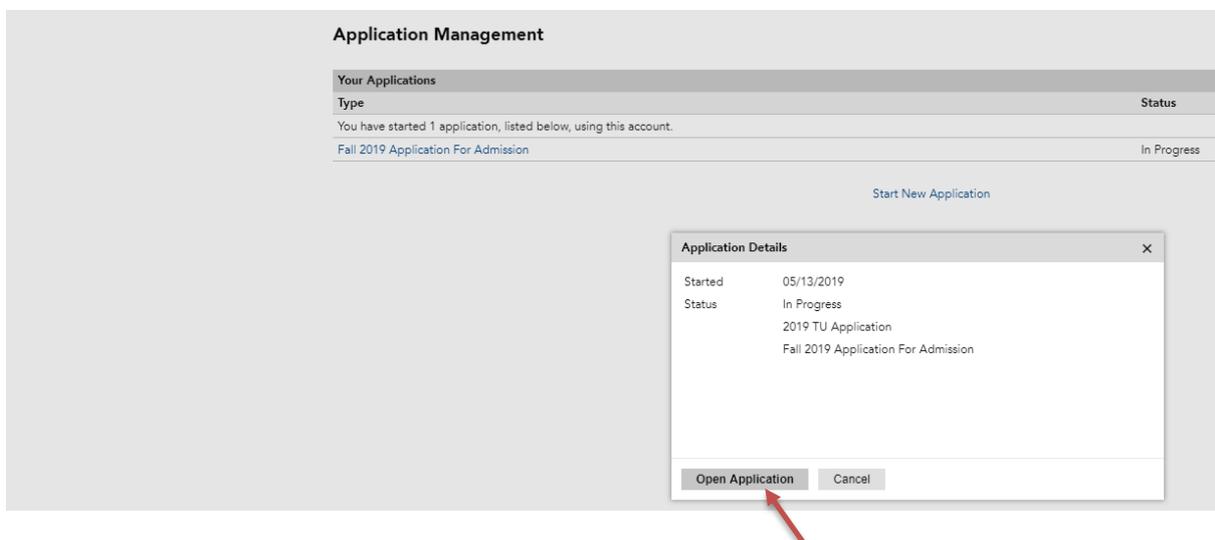
1. Once the account has been created, click "Start New Application".



2. Then click "Create Application"



3. Once application has been created, click "Open Application" to access the form.



4. **Student Type section:** The University of Tulsa only accepts Kaplan applications from students who have not taken any university-level credits previously, therefore choose “I am applying to college for the first time”.



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Please select one of the following which best describes you:

I am applying to college for the first time.

I have graduated from high school, have earned college credits since graduating, and want to earn a degree.

[Continue](#)

5. **Personal Information section:** fill in all fields if possible and click Continue.

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Name

First

Middle

Last (Family)

Suffix

Preferred First Name

Previous Last Name(s), if any

Addresses

Permanent Home Address [Delete](#)

Country

Street Address

City

State

Postal Code

6. **Educational Plans section:** choose the intake under Entry Term, then select choice of major and minor if known. If the student hasn't made a final decision, you could tick “I am undecided about a major”.

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Entry Term

If you are undecided about a major, please check this box to select a preferred college. Otherwise, please choose your first and second choice majors below.

I am undecided about a major

First Major Choice

Second Major Choice (optional)

Regardless of major, are you considering any of the following for graduate school?

Athletic Training

Law

MBA

Medicine/Dentistry/Veterinary/Pharmacy

Physical Therapy

In addition to a major, are you interested in any of the following minors?

Auditions are required for students majoring in the performing arts or non-majors who wish to perform.

Do you plan to audition in any of the following areas? Select all that apply.

Music

Musical Theatre

Theatre

[Continue](#)

7. **Academic History section:** click “Add Institution” to input details of school(s) attended by your applicant.



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Academic History

Please add ALL of the high schools and colleges you have attended.

Click "Add Institution" and begin typing any part of the name of your school to search for it, then select it from the list. If you cannot find your school in the list, please type the name of your school in the space provided.

Homeschooled students who are not affiliated with a homeschool organization in the list should select "Homeschool".

Please use the Course section below to list any courses you will be taking during the upcoming academic year. Please use the Grade field to list "12" for senior year courses in high school, or "college" for college courses.

Institution	Dates Attended		
Add Institution			
Course	Grade	Semester Start	Institution

You must add your institutions before you may add courses.

[Continue](#)

- a) Find the school in the drop-down list or type the name of the school in the provided field “Institution”.
- b) Choose “High School” in the Level of Study drop-down list.
- c) If the GPA and/or Class Rank are stated on the Academic Transcript, please input them into the relevant fields; otherwise, leave the fields blank.
- d) If the language of education at the student’s school was English, tick the Language box.
- e) Click “Save” to add the institution to the student’s account.

Add Institution

If you are having difficulty finding your school, try searching for just a part of the school name, or the city and state where it is located. It is best to select a school from the list rather than typing it in, if possible.

The CEEB code will automatically populate when you select a school from the list. If you do not know the CEEB code for your school, please do not type anything else in that space.

Institution

CEEB

Country

City

Region

Dates Attended to

Level of Study

GPA on a scale of (e.g., 4.0, 4.3, 5.0, 15, 100)
Do not recalculate GPA, and do not report if not printed on transcript.

Class Rank out of

Language Yes, English is the primary language of instruction at this institution.

[Save](#)

[Cancel](#)

8. **Test Scores section:** tick appropriate box if your applicant has taken the SAT or ACT standardized tests.



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Tests
Have you taken either of the following tests?
 ACT
 SAT
Continue

9. **Extracurricular Activities section:** list applicant’s extracurricular activities, including community organizations, volunteer service, work, church, and hobbies by clicking “Add Activity”.

The screenshot shows the 'Extracurricular Activities' section of the application. On the left is a navigation menu with links: Home, Student Type, Personal Background, Educational Plans, Academic History, Test Scores, Extracurricular Activities (highlighted), Family Information, Additional Information, Essay, Required Disclosure, Signature, and Review. The main content area is titled 'Extracurricular Activities' and contains the text 'Please list your extracurricular activities, Organization Name' and a button labeled 'Add Activity' which is pointed to by a red arrow. Below this is a 'Continue' button. An 'Add Activity' dialog box is open, containing the following fields: Organization Name (text input), Position Held (text input), Dates of Participation (dropdown, dropdown, 'to', dropdown, dropdown), Frequency of Participation (input for hours per week, input for weeks per year), and Description of Participation (optional) (text area). At the bottom of the dialog are 'Save' and 'Cancel' buttons.

10. **Family Information section:** fill in the fields to the best of your knowledge.

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Family Information

Parent/Guardian 1

Relationship to Student

Deceased?
 Yes
 No

Parent/Guardian 1 Salutation

Parent/Guardian 1 First Name

Parent/Guardian 1 Middle Name

Parent/Guardian 1 Last Name

Parent/Guardian 1 Highest Education Level

- At the end of the section, tick Yes in answer to “Did a friend, relative, educator or acquaintance recommend The University of Tulsa to you?”
- Write the name of your agency in the “Full name” box
- Put “agent” in the “Relationship to Student” field.
- For “Which of the following best describes this person?” choose “None of the above”



THE UNIVERSITY OF TULSA

Highest Education Level

Would you like to add another sibling or child?

- Yes
 No

Additional Information

Do you have a parent, stepparent or grandparent who has completed a degree at The University of Tulsa?

- Yes
 No

Do you have a parent, stepparent or spouse who is employed by The University of Tulsa, or are you an employee?

- Yes
 No

Please list any additional relatives or friends who attend(ed) The University of Tulsa and their relationship to you.

Did a friend, relative, educator or acquaintance recommend The University of Tulsa to you?

- Yes
 No

Full Name

Relationship to Student

Which of the following best describes this person?

Continue

11. Additional Information section: Fill in the fields accordingly.

- Choose email for the preferred method of communication, in order to receive all the information to the student's email.
- For text messages, please choose “No” because sometimes messages may not be delivered to international numbers and students could miss some important information.
- The University provides all new students with t-shirts. Please select the student's size if they wish to have a t-shirt (not compulsory).

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Additional Information

The following information will be helpful as we review your application.

Are you pursuing the International Baccalaureate (IB) Diploma at a high school that offers an International Baccalaureate program?

- Yes
 No

Please specify your first language

Are you a first generation college student (neither parent has earned a bachelor's degree)?

- Yes
 No

Religious Preference

Are you interested in playing Division I sports at The University of Tulsa?

- Yes
 No

Please select one or more preferred method(s) of communication:

- Email
 Phone Call
 Text Message

Would you like to receive text messages from The University of Tulsa?

- Yes
 No

Please select your unisex t-shirt size:

Continue

- 12. International Student Information section:** you must complete this section with the exact information.
- at the end of the section, answer “How did you find the University of Tulsa?” by choosing “Educational Consultant/Agent”
 - Then tick “Kaplan” in order to be able to claim your commission later.



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International Information

International Student Information

Passport Information

Are you currently in the United States?

Yes
 No

Will you need a student (F-1) visa?

Yes
 No
 I don't know

What is your passport number?

Passport Expiration Date:

June ▼ 2 ▼ 2024 ▼

What country issued your passport?

Passport Copy
 Please upload a copy of your passport

No file chosen

Additional Information

How did you find The University of Tulsa (you can select more than one answer)?

Current Tulsa student
 Educational Consultant/Agent
 Family Member
 Friend
 Internet
 School counselor or teacher
 Sponsoring Organization or Company
 University of Tulsa athletic coach
 University of Tulsa Representative

Please Indicate Which Consultant/Agent:

Kaplan
 Other

Please Specify Which Agent:

I have been informed that the agent above has contracted with The University of Tulsa (TU) to provide recruitment services, including marketing, advising, and application assistance. I understand that if I choose to enroll at TU, the agent will receive compensation from TU.

I understand that I may verify whether a person or company is authorized to represent The University of Tulsa by contacting the university directly. I further understand that if I have any questions or concerns about the accuracy of information provided to me by an agent, I may refer to information at www.utulsa.edu or contact the University of Tulsa Office of International Student Services at inst@utulsa.edu or by phone at +1-918-631-2329.

The University of Tulsa encourages you to review *Trusted Sources*, the guide for students and parents published by the National Association for College and Admission Counseling (NACAC). It describes various types of advisers and sources of information about applying to universities in the U.S.A.

13. **Essay section** with 3 writing tasks: Essay, Inspirational quote and Why the student has chosen the University of Tulsa question. Ask your applicant to do the 3 tasks, then input their work into the section accordingly.



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Essay

To help us know you as an individual and to provide us with a writing sample, please submit a one-page essay (250 - 750 words) on one of the following topics. You may type directly into the box below, or copy and paste from another document.

A. Describe a challenge you have faced, how you met it, and its effect on you.

B. Evaluate the impact a particular event or person has had on your life.

Essay

14. **Required Disclosure section:** contains important legal questions which must be answered by all students. The University will not be able to process the application if this section is incomplete.

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Verification Questions

The following information must be supplied by all applicants. If you answer "yes" to any of the questions below, please explain the circumstances in the space provided.

Have you ever been suspended or dismissed from high school?

Yes
 No

Have you ever been suspended or dismissed from a college or university for academic or disciplinary reasons?

Yes
 No

Have you ever been arrested for, charged with or convicted of a felony?

Yes
 No

Federal legislation stipulates that anyone who is required to register as a sex offender in any state or jurisdiction must notify the college or university he or she attends. In order to be in compliance with this legislation, are you required to register in any state as a sex offender?

Yes
 No

An affirmative answer to any of these questions will not necessarily result in rejection of an applicant for admission. However, failure to answer any of the questions truthfully or to disclose information honestly if you responded affirmatively to any question will subject an accepted applicant to having the offer of admission rescinded or will subject an enrolled student to the University's student judicial process and may result in dismissal from the University. The University reserves the right to request additional documentation.

[Continue](#)

15. **Signature section:** to finish the form, enter student's full name in the signature field and click "Confirm".

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Signature

By entering my name below, I certify that to the best of my knowledge all statements submitted by me on my admission application are correct, complete, and my own. I am aware that, if I enroll at The University of Tulsa, all portions of my application (excluding the secondary school counselor evaluation) will become part of my permanent record. I understand that failure to provide accurate and complete information can result in cancellation of the application, and/or revocation of admission and/or enrollment. I also understand my obligation to inform the University if information or circumstances indicated on my admission application should change.

In place of your signature, please type your full legal name:

[Confirm](#)

Step 3: Upload supporting documents

1. **Upload Materials section:** once the form is submitted, you will be redirected to the Application Checklist page. Look toward the end for the Upload Materials section, and please upload all your student's documents choosing the correct tag for each of them from the drop-down list. Most are self-explanatory, but there are few specific ones to note:

- "Unofficial High School Transcript" for high school academic transcripts and certificates
- "Unofficial College Transcript" for university academic transcripts and certificates
- "Confirmation of Financial Recourses" for Confirmation of Financial Recourses form and bank statement
- "Signature form" for Application and Authorization Form
- "Gap Statement" for any explanation of a study gap

Upload Materials

To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file.

We have received the following documents from you:

- 05/15/2019 09:40 AM - Unofficial College Transcript
- 05/15/2019 08:32 AM - Passport (Copy)

Choose File No file chosen

2. Application checklist section

a) You will see "Application Fee" on the list. Please ignore it: this fee is waived for all Kaplan students. Application Fee status will change to "Waived" after a few days.

b) After you upload documents, the status of some of them will remain as "Awaiting" -  Awaiting. Please don't be alarmed: the status will change to "Received" as soon as the University Admissions see the documents. Normally it takes a couple of days.

Welcome to your TU Application!

Below is your TU applicant checklist. Please take notice of the items received as well as items we have not yet received, and allow up to five days for processing before a green checkmark appears on your checklist. Remember to check your e-mail!

Congratulations on taking the first step on your TU journey!

Application Checklist

Status	Details	Date
	Application Fee	
	Confirmation of Financial Resources form (CFR)	
	Passport Copy	05/15/2019
	TOEFL or IELTS Scores (optional if student plans to attend the TU Intensive English program)	
	Transcript for National School Of Physics And Mathematics Dates Attended: 9/2016 to 5/2019	
	Unofficial College Transcript	05/15/2019

3. Once the application is complete, you will see the message shown below. It takes 5 to 10 days for a decision.

Welcome to your TU Application, Madiyar!

Your application for admission is complete! Keep an eye on your inbox for an admission decision.

Congratulations on completing the first step on your TU journey!

TU International Student Services

Application Checklist

Status	Details	Date
	Application	05/15/2019
	Application Fee	05/16/2019
	Confirmation of Financial Resources form (CFR)	05/15/2019
	Passport Copy	05/15/2019
	TOEFL or IELTS Scores (optional if student plans to attend the TU Intensive English program)	
	Transcript for National School Of Physics And Mathematics Dates Attended: 9/2016 to 5/2019	05/16/2019
	CFR	05/16/2019
	CFR	05/16/2019
	Essay	05/16/2019
	Résumé	05/16/2019
	Signature Form	05/16/2019
	Unofficial High School Transcript	05/16/2019

Step 4: Review decision

1. When the decision is made, your student will receive an email about a status change of their application.



Dear Madiyar,

An admission decision update from The University of Tulsa has been posted to your applicant status page.

You may access your status page here:

<https://applytulsa.utulsa.edu/?e=tuapps%40kaplan.com>

Log in using your PIN or password: (password already established)

Sincerely,

Application Reference Number 039076826

The International Admissions Team
The University of Tulsa

2. Log into the student's University of Tulsa account and "Click here to view your admission decision". Note that the student has been issued an ID Number that will be used in further correspondence.

Admission Decision For Madiyar Amangaliyev

Status Update

New updates to your application were posted May 30, 2019.

[Click here to view your admission decision.](#)

Your TU Credentials

TU Student ID Number: 1550852

Your TU E-mail Address:

3. If student is accepted, you will be redirected to the offer letter. You can download it by clicking Download PDF in the top right corner. Carefully read the letter and follow the further instructions.

May 30, 2019



Mr. Madiyar Amangaliyev
Kabanbay Batyr 713
Astana, Akmola 010000
Kazakhstan

Dear Madiyar Amangaliyev,

I am pleased to inform you that you have been admitted to the Petroleum Engineering program at The University of Tulsa. The faculty of the University join me in congratulating and welcoming you to TU!

Your enrollment is contingent upon submission of the following: Final official high school transcript. Please have your official document(s) sent directly to our office, International Student Services, as soon as possible.

Before you can enroll in academic classes, you must meet our English language proficiency requirement. You are able to begin your studies in The University of Tulsa's English Institute for International Students. Upon completion of Level 5, you will begin your academic classes at TU!

Alternatively, you may satisfy your English language proficiency requirement in ONE of the following ways:

- 70 or better on the internet-based TOEFL (iBT) (Sub-scores: Reading 15, Listening 15, Speaking, 18, Writing 17)
- 525 or better on TU's institutional paper-based (pBT) TOEFL (Contact ISS for test dates and times).
- 6.0 or better on the IELTS (Sub-scores: 6.0 Reading, Listening, and Speaking; 5.5 Writing)
- 51 or better on the Duolingo English Test (DET)
- Completion of ELS level 112 or the Language Company level 9.

In addition, you have been awarded an International Leadership Scholarship in the amount of \$2,000 per year!

Students entering the University before their 18th birthday must submit an [Authorization for Medical Treatment form](#), which must be signed by a parent and submitted upon arrival. There may be other instances of your ineligibility to sign legal documents (such as setting up a bank account), but there are many support services available to help you make a successful and smooth transition to university study.

As a new TU international student starting in our English Institute for International Students, you are required to take a placement exam before your classes begin on . Please plan to arrive on campus a few days in advance so that you can be well-rested and ready to begin your TU experience! **Secure your place at TU by completing our online Intent to Enroll form!**

The items in your admission packet (sent to the mailing address on this letter) contain valuable information, so be sure to read them carefully. Enclosed, you will find your I-20 along with instructions for paying the required SEVIS fee. Bring your forms I-20 and I-94 to your check-in session when you arrive on campus.

You can find an estimate of expenses for the academic year (2 semesters) including tuition, fees, required health insurance, books, housing, meals, and personal expenses. Payment of tuition is due at the beginning of each semester, and the University cannot provide financial assistance, so it is important to plan ahead.

Choosing a university is one of the biggest and, often, one of the most challenging decisions people make. We are here to help! Please let us know if you have any questions about TU or the admissions process. Our Fall 2019 incoming students will be a fascinating group who are academically talented and represent a broad range of backgrounds, interests, and special abilities. I am sure that you will fit right in and be a wonderful addition to our campus community!

Sincerely,

Download PDF

May 30, 2019
TU Net ID:

4. If the student is entitled to receive a scholarship, you will see a letter similar to this:



May 30, 2019
TU Net ID:

Mr. Madiyar Amangaliyev
Kabanbay Batyr 713
Astana, Akmola 010000
Kazakhstan

Dear Madiyar Amangaliyev,

In recognition of your accomplishments, you have been selected to receive the following scholarship(s) and/or award(s) from The University of Tulsa.

Scholarships will be applied when you complete the Intensive English Program and begin your university studies.

• **\$2,000 International Leadership Scholarship** for the academic year, up to a maximum of 4 years total. Eligibility to renew annually: 2.5 University of Tulsa GPA. As a scholarship recipient, it is our expectation that you will not only be an excellent academic student, but also demonstrate your leadership by taking an active role in the international community at TU.

Space and funding are limited so be sure to accept this scholarship and confirm your **Intent to Enroll** as soon as possible!

In our competitive pool of applicants, you have demonstrated a level of excellence we value in our community of learners. We sincerely hope you will join what is sure to be an exciting TU entering class in Fall 2019!

Congratulations on being an award recipient!

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephen Lanier'.

Stephen Lanier
Director of International Undergraduate Admissions

5. On the right side of the student's University of Tulsa account homepage you will see the student's addresses. The mailing address is where immigration documents will be sent, so please check it is correct. If amendments are required, click "Edit Addresses" and make the necessary changes.

Is Your Mailing Address Correct?

(We want to make sure your admission packet goes to the right place!!)

Verify Address

We have your addresses listed as follows:

Mailing Address

Kabanbay Batyr 713
Astana, Akmola 010000
Kazakhstan

Permanent Home Address

Kabanbay Batyr 713
Astana, Akmola 010000
Kazakhstan

[Edit Addresses](#)

Step 5: Accept place

1. To accept their place at the University of Tulsa, the student must complete the "Intent to Enroll" form (access through the link in their offer letter) and pay \$200 deposit.

ISS Intent to Enroll

Madiyar Amangaliyev (tuapps@kaplan.com)
Fall 2019 Application For Admission

This form is your confirmation of your plans to accept or decline your admission to The University of Tulsa.

If you accept your admission a **non-refundable \$200 enrollment deposit** must be paid prior to enrolling in classes.

Do you accept the offer of admission to The University of Tulsa?

- I ACCEPT my offer of admission. I want to enroll at The University of Tulsa!
 I DECLINE my offer of admission. I will NOT attend The University of Tulsa.

Please update your personal email address:

tuapps@kaplan.com

English proficiency

- I plan to enroll in the Intensive English program to gain English proficiency.
 I have submitted a TOEFL/IELTS score proving my English proficiency.
 I plan to submit a test score proving my English proficiency.
 I am a native English speaker

I understand the college dean's office will contact me with information about enrolling in classes, but it is up to me to schedule an enrollment appointment.

I plan on submitting my non-refundable \$200 Enrollment Deposit via:

I understand that payment of current semester charges or payment arrangements must be made by 5:00pm on the first day of classes. I also understand that non-attendance of classes does not constitute withdrawal or drop and that I will incur charges for all classes from which I don't withdraw by the first day of classes and in accordance with The University of Tulsa's refund schedule.

Today's Date

May 2019						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Electronic Signature*

Submit

2. For students under the age of 18, please also complete the Authorisation for Treatment medical form.

Authorization for Treatment of a Student Under the Age of 18

In order for students under the age of 18 to receive medical treatment, and/or counseling and psychological services at the Alexander Health Center, a parent or legal guardian must sign the following statement:

I am the parent or legal guardian of:

First Name Madiyar

Last Name Amangaliyev

Student ID 1550852

Birthdate December 12 2001

I authorize the Alexander Health Center, the physicians and other personnel on its medical/counseling and psychological staff, to provide medical and/or mental health care to my son/daughter, including but not limited to medical and minor surgical services, mental health assessment and treatment, immunizations and therapeutic procedures as deemed necessary and in the best interest of the patient.

I impose no specific limitations or prohibitions regarding treatment of my child other than those that follow (if none, so state)

300 characters remaining

I understand that should my minor child need more invasive diagnostic or surgical procedures, or hospitalization, reasonable attempts will be made to contact me before such care is initiated.

I further understand that once my minor child reaches the age of majority, which is age 18 in Oklahoma, my consent is no longer required.

I understand that I am responsible for any portion of the bill not covered by my insurance company.

I authorize the release of all or part of the patient's medical record for this period of care to any person or corporation liable for any part of the physician's services. Oklahoma State Law (63 O.S. 1-503.3 and 1-502.3) requires that we advise, "The information authorized for release may include information which may be considered a communicable or venereal disease including but not limited to Hepatitis, Syphilis, Gonorrhea, Human Immunodeficiency Virus (HIV), and Acquired Immune Deficiency Syndrome (AIDS)."

I hereby release the Alexander Health Center and Counseling and Psychological Services from any and all liability, its employees, and services related to it.

How are you related to the student?

Relation First Name

Relation Last Name

Phone Number

Alternate Phone Number

Other Contact Person

Other Contact First Name

Other Contact Last Name

Other Contact Phone Number

By submitting this form, I certify that I have read and fully understand the above information and agree to the terms stipulated.

Submit

What happens next

1. Receive I-20 and pre-arrival information

The University will shortly send the admission packet to the mailing address specified in the application. The admission packet contains valuable information, so read each item carefully and follow the instructions for further steps. Included is the I-20 along with instructions for paying the required SEVIS fee. All students must bring their forms I-20 and I-94 to the check-in session when they arrive on campus.

2. Apply for a visa

Allow enough time to receive the visa from the US embassy or consulate. Visa appointment and processing times vary greatly. Students can apply up to 120 days before the start date on their I-20.

3. Pay program tuition

For an estimate of expenses for the academic year (2 semesters) including tuition, fees, required health insurance, books, housing, meals, and personal expenses, visit:

<https://international.utulsa.edu/admission/tuition-fees-and-expenses>

Payment of tuition is due at the beginning of each semester, and the University cannot provide financial assistance, so it is important to plan ahead.

4. Reserve campus housing

The student will receive an email from the University of Tulsa once the Housing and Dining application is open. All information about residence halls and dining options can be found at <http://utulsa.edu/campus-life/housing-dining/>

5. Arrive in the USA and begin classes

The student enrolls at the University of Tulsa and joins their new classmates in the orientation program for an introduction to university life.