



## 1. Application Phase

- Explore options to help identify a program that fits your personal and academic interests or schedule an advising appointment at [abroad.okstate.edu](http://abroad.okstate.edu)
- Decide on a program you want to enroll in and with which approved provider
- Apply to the provider's program **first**, then apply on OSU's side afterwards
  - If the program you selected is not on OSU's study abroad portal, email [abroadadvisors@okstate.edu](mailto:abroadadvisors@okstate.edu) with the link to your program to create an application
    - OSU's **Fall Semester & Academic Year** programs deadline: **March 1st**
    - OSU's **Spring Semester & Calendar Year** programs deadline: **October 15th**
    - The provider's deadlines will likely NOT be the same as OSU's deadlines.
- Your application will move to Post-Decision after every step is complete, including the student conduct report.
  - Be aware once your application moves to post-decision phase your bursar account will be charged the OSU non-refundable application fee.

### Preliminary Materials

- Ensure you have a passport valid at least 6 months after your estimated return date from your abroad program
  - The Gerry Auel Passport Grant is available to OSU students who are first-time passport applicants.
  - Learn more information about this grant, as well as other study abroad scholarships in the Student Resources section at [abroad.okstate.edu](http://abroad.okstate.edu)



## 2. Post-Decision Phase

- Your application will have new steps to complete.
- Be aware of scholarship deadlines, via [abroad.okstate.edu](http://abroad.okstate.edu).

### During the Semester before your Program Begins:

- Apply for a **student visa** at *least* 1–2 months before departure! This will be specific to your host country and your program provider has the tools to assist you.
  - Your provider will most likely have a standardized visa application procedure that does this step for you..
- Your **provider** will ask you to preference your housing options, such as on-campus housing, nearby apartments, or homestays.
- Enroll in the free **STEP** (Smart Traveler Enrollment Program) service at [step.state.gov](http://step.state.gov).
- Outbound orientation will be a mandatory meeting you attend before the semester of your program. Check your email for specific dates.
  - The orientation will be for semester and year-long programs only, not summer programs.
- Research and book flights.
  - You can wait to submit travel plans to OSU until a week before departure.
  - Your provider may provide assistance with looking for flights.





## 2. Post-Decision Phase

- Complete the Course Equivalency (CE) Form** (*time-sensitive*)
  - Fill out "Student Information" and "Section A" sections on the form.
    - It's difficult for abroad courses to transfer back to exact courses at OSU. More often than not, courses will come back as general area study and classified as upper or lower-division, like ENGL-4XXX or MATH-2XXX.
  - Next, schedule a meeting with your **study abroad advisor**, and send them the course descriptions for every course you wrote down **before the meeting** with them.
    - Sam Ball | [samuel.k.ball@okstate.edu](mailto:samuel.k.ball@okstate.edu) | CEHS & SPEARS
    - Judy Parrott | [judy.parrott@okstate.edu](mailto:judy.parrott@okstate.edu) | FERGUSON, CAS & CEAT
  - Then, meet with your primary academic advisor obtain approval signature
  - (*optional*) Meet with any other academic advisor(s) related to what you'll study while abroad and obtain their signatures. (*E.g., minor degree advisors.*)
  - Your primary academic advisor(s) will submit your CE form to obtain department signature from your academic college.
  - Finally, **schedule a meeting** with Linda Millis from the Office of Scholarships and Financial Aid to discuss financial aid by calling (405) 744-7295 and requesting for an abroad appointment
    - Email [linda.millis@okstate.edu](mailto:linda.millis@okstate.edu) sections I-IV of the CE form prior to the appointment
  - After submitting all Post-Decision materials, you will be enrolled in placeholder hours.
  - Confirm or request a waiver of OSU's insurance if your program includes insurance in their tuition fees. Any questions should be sent to [safetravel@okstate.edu](mailto:safetravel@okstate.edu).
    - To request a waiver, upload a 1-2 page insurance verification letter with your name, policy number, and insurance coverage dates to your OSU study abroad portal. The program provider will provide this letter.



## 3. Abroad Phase

- Submit the "Abroad Address and Telephone Contact Information" in your online application portal no later than the 5th day of **arrival** at your host university.
- Submit the enrollment verification form and arrival report in your online application portal no later than the 5th day of **classes** at your host university.
  - If you're receiving financial aid, funds will not be dispersed until after verification is received.
- (*optional*) Submit an add/drop form. Within **6 weeks** of your start date, you can add/drop courses at your host institution
- Register any side trips on your online portal.
  - Registering side trips is not for the purposes of tracking you, but making sure OSU knows where you as a safety precaution.
- Complete Student Agreement Form, notifying that you understand how your transcript abroad will return to your OSU degree.
- Transcripts from your host university should be requested by you to be sent directly to the Center for Global Learning by the end of your semester abroad.

