



# Study Away: Step-by-Step



## I: Application Phase

Visit [nse.org](https://nse.org) to begin looking through options for National Student Exchange.

Familiarize yourself with the two program payment options: **host pay & home pay**

- It's important to consider that some universities do not give an option for which payment method you can use

- Schedule an advising appointment at [abroad.okstate.edu](https://abroad.okstate.edu) with a peer advisor
  - Create a brief list of (at least) 5 universities you are interested in
- Schedule meeting 1 with [judy.parrott@okstate.edu](mailto:judy.parrott@okstate.edu) after meeting with a peer advisor
  - You can't meet with Judy until you have completed the previous step

### Deadlines

- Priority Placement for Fall, Spring, & Academic Year: **February 1st**
- Regular Placement: **July 1st**



## II: Post-Decision Phase

- Visit [nse.org/exchange/after-placement/](https://nse.org/exchange/after-placement/) to review important information, including the "Campus Detail Information" section.
- Complete the Course Equivalency Form** (time-sensitive & will require four signatures)
  - Complete only the Student Information section and Section "A" of the document before sending or bringing it to your NSE advisor for the next step
- Next, schedule meeting 2 with **Judy Parrott**, and send the course descriptions by email or dropping them off at the abroad office (Student Union 242) for every course you wrote down **before the meeting**. This will be your first signature
  - Judy Parrott | [judy.parrott@okstate.edu](mailto:judy.parrott@okstate.edu)
- Then, meet with your academic advisor(s) and obtain their and the department head signatures
  - If you're evaluating and planning on taking courses for any minor degrees, you will need that advisor's signature as well
- Finally, schedule a meeting with **Linda Millis** from the Office of Scholarships and Financial Aid to discuss financial aid while abroad and obtain the final signature
  - Request an appointment with the Office of Scholarships and Financial Aid by calling (405) 744-7295
  - Email Linda Millis ([linda.millis@okstate.edu](mailto:linda.millis@okstate.edu)) sections I, II, III, and IV of the CE form prior to the appointment
- After submitting all Post-Decision materials, you will receive information on how to enroll in placeholder hours

# Study Abroad: Step-by-Step



## U.S. Territories & Canada Locations

- (*Canada-specific*) If studying in Canada, make sure your passport is valid and will not expire during your stay
- (*Canada-specific*) If studying in Canada for more than six months, you must apply for a Study Permit. A Study Permit is also required if you intend to seek employment on campus while on exchange. If your stay is less than six months, you do not need a Study Permit.
  - For more information visit: [nse.org/exchange/to-canada/](https://nse.org/exchange/to-canada/)
- (*French instruction universities in Canada, Spanish instruction universities in Puerto Rico*) Prior to placement, you must demonstrate language proficiency at your home institution. Additional proficiency testing may be required by your host university.



## III: Abroad/Away Phase

**Financial aid will deploy the first day of classes at your host university.**

- Submit enrollment verification form and arrival report 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
- Complete student agreement form, acknowledging that you understand how your transcript away/abroad will return to your OSU degree.

**Register any side trips on the OSU online portal**

- Registering side trips is not for the purposes of tracking you, but making sure OSU knows where you are as a safety precaution.



## IV: Returnee Phase

- Complete Student Agreement Form (*Returnee*) on the abroad application portal.
- Transcripts from your host university should be requested by you to be sent to your respective study abroad coordinator.