



Study Away: Step-by-Step



I: Application Phase

Visit nse.org to begin looking through options for National Student Exchange.

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

- Some universities do not give an option for which payment method you can use

- Schedule an advising appointment at abroad.okstate.edu with a peer advisor
 - Create a brief list of (at least) 5 universities you are interested in
- Complete OSU online application in portal global.okstate.edu
- Schedule meeting 1 with judy.parrott@okstate.edu after meeting with a peer advisor

Deadlines

- Priority Placement for Summer *, Fall, Academic Year, Spring: **February 15th**
- Regular Placement for Fall or Academic Year: **July 1st**
- Regular Placement for Spring: **October 30th**
- Regular Placement for Summer* : **March 15th**

* *not every NSE university will provide summer options*



II: Post-Decision Phase

- Visit nse.org/exchange/after-placement/ to review important information, including the "Campus Detail Information" section.
- Complete the Course Equivalency Form** (*time-sensitive*)
 - 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@okstate.edu, and email the CE form with section A completed before the meeting.
- Then, meet with your academic advisor(s) to obtain their and the department 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 receive the last signature
 - Request an appointment with the Office of Scholarships and Financial Aid by calling (405) 744-7295
 - Email Linda Millis (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 duration 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 intent 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/
- (*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.