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 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/

- **(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.