



I: Application Phase

- Explore options to help identify a program that fits your personal and academic interests, and schedule an advising appointment at **abroad.okstate.edu**
- Decide on (at least) three universities that match your interests and/or goals.
- On your primary selected university's homepage on OSU's website, apply to your intended program.
 - Fall Semester & Academic Year regular placement deadline: **March 1st.**
 - Spring Semester & Calendar Year regular placement deadline: **September 15th.**
 - Priority placement for competitive programs deadline: **February 1st.**
- Your application will move to Post-Decision after every step of the application is complete, including the student conduct report, which is completed by OSU.
 - Be aware that once your application moves to post-decision phase, your bursar account will be charged for the OSU non-refundable application fee.
- Make sure you have a passport that is valid at least 6 months after your estimated return date from your abroad program.
 - The Gerry Auel Passport Grant is available to 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**



II: Post-Decision Phase

- Your application will have new steps to complete.

Be aware of scholarship deadlines, via **abroad.okstate.edu**'s "Student Resources"

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
 - OSU provides support for this, but the visa application process differs based on country
- Your host university will send you a list for common **housing options** for international students, such as on-campus housing or nearby apartments
- Enroll in the free STEP (Smart Traveler Enrollment Program) service at **step.state.gov**
- Outbound Orientation will be a mandatory meeting you attend before the semester of your program. Check your email for specific dates
 - This orientation will be for semester and year-long programs only
- Research phone plans while abroad (SIM cards, International Plan, etc.)
- Research funding plans (host country bank account, international credit card, etc.)
- Book flights to your host country
 - You can wait to submit travel plans until a week before departure





II: Post-Decision Phase

- Complete the (CE) Course Equivalency 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**
 - Sam Ball | samuel.k.ball@okstate.edu | CEHS & SPEARS
 - Judy Parrott | judy.parrott@okstate.edu | FERGUSON, CAS & CEAT
 - Meet with your primary academic advisor(s) and obtain their signatures
 - (*optional*) Meet with any other academic advisor(s) related to what you'll study while abroad and obtain their signatures
 - Your primary academic advisor(s) will submit your CE form to obtain department signatures from your academic college
 - Finally, **schedule a meeting** with Linda Millis from the Office of Scholarships and Financial Aid to discuss scholarships and financial aid while abroad
 - Meetings with Linda Millis can happen by appointment only
 - 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 at OSU for the semester(s) you'll be abroad



III: 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 are as a safety precaution
- Complete student agreement form, notifying that you understand how your transcript abroad will return to your OSU degree



IV: Returnee

- Transcripts from your host university should be requested by you to be sent directly to the Center for Global Learning