Application Instructions & Checklist
for OSU Affiliated/Approved Programs

Congratulations on taking the next big step toward studying abroad! Please read and follow the instructions below to apply to study abroad through an Affiliated/Approved Program.

PLEASE NOTE: If your chosen program is not one with which we have worked before we will have to negotiate a contractual agreement with the provider or the University so that you may use your federal financial aid. This process may take several weeks. You must submit your application in person to the Study Abroad/NSE Office, 005 Classroom Building, so that a staff member can review it prior to its acceptance. Drop by or call 405.744.8569 for an appointment (strongly recommended during busy times of the year).

☐ Complete the pink Affiliated/Approved Program Application form.
☐ Authorize the $150 application fee by signing the Charge to Bursar’s Account Form.
☐ It is your responsibility to apply to the program or host university.
☐ Semester and full-year participants must attend the OSU Study Abroad Orientation (held in August for spring participants and in April for fall participants).
☐ Complete the Course Equivalency Form, listing classes you intend to take abroad.
☐ Complete the Enrollment Authorization Form (obtaining signatures on last page of Course Equivalency Form).
☐ Provide a copy of your acceptance letter from your program provider or host university. If you received your acceptance on-line, forward the ‘acceptance’ email to student exchange advisor.
☐ If you receive scholarships other than tuition and fee waivers, discuss with your scholarship providers your enrollment status and the continuation of your scholarship. Be certain to confirm continuation of your funding during your exchange and upon your return. Contact Linda Millis in Financial Aid.
☐ Sign the Financial Aid Statement of Responsibility.
☐ Sign the Release & Assumption of Risk form, providing proof of insurance coverage that includes including emergency medical evacuation and repatriation of remains.
☐ Provide your travel plans and a copy of your passport.
☐ Prior to your departure, verify your enrollment in TEMP 1777, Section 691, by the Study Abroad/NSE Office for the number of credit hours you will be enrolled in while abroad. This enrollment should occur automatically following completion of your Enrollment Authorization form; however, it is your responsibility to ensure that it has been done. Contact the Study Abroad Office if any questions.

The Study Abroad Office is pleased to be able to share in your adventures and to help you achieve your goals!