Reciprocal Exchange Application Instructions

Oklahoma State University

Congratulations on taking the first step toward studying abroad! Please read the instructions below to better understand the application and selection procedure. You will be expected to complete these steps. Incomplete applications will not be processed for placement.

Your Application should include:

- Application form
- Reference form
- Personal essay
- University Research Form
- Language Proficiency Evaluation (necessary when classes are taught in language other than English)
- $300 non-refundable application fee charged to Bursar's account

You must submit your application in person to the Study Abroad/NSE Office, 242 Student Union 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).

Application deadlines

LAST Friday of January is the final date for priority consideration, for both fall and spring semesters. Applications received after this date will be considered after priority placements have been made. February 15 is the deadline to have your reference form and language evaluation sent to the office. Notification of placement will be made when possible by mid-March.

Application form

If your time is limited, you may want to schedule an appointment to submit your application form in person. Otherwise, please bring the application form to the Study Abroad/NSE Office.

Reference form

Please submit a reference form from professor or advisor who knows you well. Complete the first section of a Reference Form, indicating your reference, before giving the form to your reference. Your reference should complete the rest of the form and may return it directly to the Study Abroad Office or allow you to pick up and hand-deliver the reference in an envelope sealed and signed by the reference.

Personal Essay

Submit a clear, thoughtfully expressed essay of up to 500 words explaining the reasons you selected your first choice institution (major, classes, future career plans), and indicating the study program you plan to pursue, as well as the qualities you have that will help you make your study abroad experience successful. Please type or print clearly and put your name on each sheet. If you plan to study in a language other than English, you must submit your essay in that language as well.

University Research Form

Complete the University Research Form. Conduct some research on the top three institutions where you are interested in studying and then completely answer the questions listed on the form. Each question must be answered. Applications submitted without the University Research Form completed will not be considered.

Language Evaluation

If you plan to study in a language other than English, please ask a language instructor who teaches that language to complete the Language Evaluation Form and return it to the Study Abroad Office.

Faculty Interview

When you submit your completed application, an interview MAY be arranged with a faculty member who has lived or worked in the region where you wish to study. Interviews are only conducted in specific cases (such as when a large number of applicants apply for the same host university). While most applicants are not interviewed, be aware you may be asked to do so depending on the content of your application.

Placement Acceptance

If you are chosen for the OSU exchange program, you will be asked to confirm that you accept your placement. We will recommend you as a candidate for reciprocal exchange to your selected university, and you will be required to attend a mandatory orientation session.

Host Application

If your host university accepts you as a candidate for reciprocal exchange, you will be asked to complete your host university's application. Final acceptance rests with your host university.
Selection Criteria for Reciprocal Exchange Applications

Reciprocal exchange program applications are scored on a point system.
Each part of your application has an assigned possible point value.

Reference 1-5 + 1-3 points (8 points total maximum)
- A reference is evaluated on a five-point scale for seven dimensions.

Essay 0-10 points
- The essay is read by several people who evaluate it on the basis of creativity, motivation, and structure (including grammar).

Level of Study 1-4 points
- Your academic classification during your time abroad is a straight translation. Freshmen receive one point; sophomores, two points; juniors, three points; seniors, four points.

GPA 3.0-4.0 points
- Your GPA is also scored directly. Because you must have at least a 3.0 GPA to apply for reciprocal exchange, points range from 3.0 to 4.0.

Research Form 0-10 points
Reviewed for completeness, correct information, and diligence.

Bonus Points 1-5 points
You may participate in any or all of the activities below to earn up to a maximum of five bonus points.

*Introduction to Study Abroad Class* (5 bonus points)
- A&S 2000: Introduction to Study Abroad class is valuable preparation for your time abroad.
- The course is an eight-week, graded course for academic credit (one credit-hour) that appears on your transcript.

*Honor’s Study Abroad Class* (3 points)

*Be a Cowboy Cousin* (3 points)
- Cowboy Cousins is a program the pairs American students and international students in order to develop a better understanding of each others’ cultures, as well as to help international students become oriented and adjusted to life at OSU.

*Live on the Study Abroad Floor* (4 points)
- This living-learning community is designed for students who are interested in study abroad or learning about other cultures. The goal of this floor is to create a cross-cultural environment where American students and international students can get to know each other. Various programs and trips are designed to share the cultures of those living on the floor.

*Volunteer in the Study Abroad Office* (3 hours, 1 bonus point)
- Posting fliers
- Reception desk
- General office work

*Complete the Study Abroad Workbook* (1-3 bonus points)
- Pick up the workbook in the Study Abroad Office.

*Interview an international student* (1 bonus point)
- Pick up an interview form in the Study Abroad Office.

*Attend an international event* (1 bonus point)
- Document your attendance and describe in writing your impressions and reactions.

*Help arriving exchange student settle at OSU* (1-3 bonus points)
- Pick them up at the airport
- Help them figure out their way around campus
- Help them to finalize their schedule/help with enrollment

*Other suggestions will also be considered* (hours and points vary)