Academic Advisor’s Guide
to Study Abroad at OSU

Prepared by the
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We prepared this guide for you, the academic advisor, because we recognize how integral you are to the study abroad process. First and foremost, it is you who often meets the student for the first time and who may first suggest the idea of study abroad. It is also you who helps the student incorporate study abroad into a degree program and who can determine which courses taken abroad will apply to the degree program at OSU.

Recognizing the role you play in the study abroad process, we want to provide you the tools you need to best help your students decide where they can study, in which types of programs, and how they can fund their international experience.

We have assembled the material we think might be helpful to you in advising students about studying abroad. We hope you find the Advisors’ Guide to Study Abroad at OSU useful. If, as you are reading this guide, you notice areas in which you could use more information, please let us know.

Thank you for your help and your partnership. We appreciate your contribution to the study abroad process.

Sincerely,

Gerry Auel
Study Abroad Coordinator

Katerina Kratochvilova
Student Exchange Advisor

Hope Ray
Study Abroad Advisor
Overview of the Study Abroad/NSE Office

The Work of the Study Abroad/NSE Office

The Study Abroad/NSE Office is a lively and friendly center of international activity. Its dedicated staff and enthusiastic peer advisors work hard to help students find the opportunities they seek to enhance their education, expand their horizons, develop their independence and challenge their world view. The Office prepares students for their time abroad, supports them while they’re away and welcomes them when they return. As such, the office:

- Coordinates international and domestic reciprocal exchanges, serving both outgoing and incoming students
- Assists students studying on approved programs
- Coordinates with campus units involved in the administrative and academic aspects of reciprocal exchanges and approved programs such as Admissions, Scholarships and Financial Aid, Bursar, Registrar/Fee adjustments, Residential Life and Academic Student Services
- Offers two one-credit courses each semester (A&S 2000: Introduction to Study Abroad and 4000: Authoring your Study Abroad Experience)
- Provides a day-long orientation for students and parents, including cross-cultural awareness training and site-specific informational sessions
- Provides re-entry orientation and follow-up
- Assists students in identifying scholarship opportunities and in preparing their scholarship applications; administers an OSU-funded study abroad scholarship program
- Serves as the first point of contact for the Fulbright program
- Maintains a library of study abroad material and provides advisement for study, work, and travel abroad
- Provides a passport photo service
- Works in concert with faculty members to initiate and negotiate exchange and affiliation agreements
- Promotes study abroad programs through the study abroad fair and study abroad seminars, classroom visits, and other presentations to campus organizations, local schools, and community groups

The Staff of the Office

The Office consists of three full-time staff members and two undergraduate peer advisors.

- Hope Ray serves as the Study Abroad Advisor. Together with the undergraduate Peer Advisors, she conducts student advising sessions and coordinates the general marketing and advising efforts of the office.
• Katerina Kratochvilova, coordinates the application and course equivalency process for outbound students. She also coordinates the admissions process for inbound exchange students.

• As Coordinator of the office, Gerry Auel is the liaison between office staff and the administration. She develops new exchange agreements and works to maintain and enrich relations with existing partners.

The Programs of the Office

Three main types of programs are administered through our office, Reciprocal Exchange programs, Affiliated & Approved programs, and the National Student Exchange program. Additionally, we support and promote OSU college-based faculty-led programs to students interested in shorter study abroad experiences. These programs will be described in greater detail in the sections that follow, but here is a quick introduction to them:

• **Reciprocal Exchanges** enable students to pay OSU tuition and fees and to earn OSU resident credit while studying abroad. Through bi-lateral and consortium agreements, students are directly exposed to other educational systems and benefit from immediate contact with other cultures and countries.

• **Affiliated & Approved Programs** expand the options available to OSU students, enabling them to study in countries where OSU has not yet developed reciprocal exchanges and with providers who have specialized programs. The Office facilitates participation in these programs which are offered by other U.S. institutions, study abroad organizations (providers) and universities abroad.

• **The National Student Exchange** is a domestic exchange program that involves more than 190 institutions in the United States, its territories, and in Canada. OSU is one of only two institutions in Oklahoma that offer this option. Through NSE, students discover the diverse cultures that make up the U.S. and its northern neighbor. As one OSU student wrote from New Jersey, “It’s a whole new world out here!”

• **College-based study abroad programs** are OSU courses offered through OSU colleges and taken at least partially abroad. These include summer and other short-term courses taught entirely abroad, as well as a study abroad experience embedded in a semester-long course. The student enrolls in the actual course and pays tuition and fees (including an additional fee for the travel course) directly to OSU. Program requirements and application processes are set and coordinated by the sponsoring college or department.

Additionally, the office administers the Study Abroad Office Scholarship- an incentive scholarship for OSU students that is distributed on a first-come, first-served basis. For more information, see the “Scholarships and Financial Aid” section of this manual.
1. Attend a General Information Session
General Information Sessions are given by Study Abroad/NSE Office Peer Advisors on alternating Wednesdays and Thursdays throughout the year. This is where students learn the basic outline of the study abroad programs offered by OSU.

2. Make an Appointment with a Peer Advisor
This is a one-on-one meeting with a member of the Study Abroad/NSE Office staff. Students will discuss their motivations, their options, scholarships and financial aid, and the application procedure.

3. Meet with you, their Academic Advisor
Students will need guidance from you as to how study abroad fits into their academic schedule and what academic requirements they might fulfill abroad.

4. Apply for their Study Abroad Program
Students will submit all necessary application documents to the OSU Study Abroad/NSE Office.
- **Where to find applications:** Applications with detailed instructions are available both on the forms page of our website and in the office.
- **Submission of applications:** All application materials should be submitted to the Study Abroad/NSE Office. To better organize their application process, students are required to meet with an office staff member to review their application prior to its submission.
- **Deadlines:** Reciprocal Exchange, Feb. 1st; Affiliated /Approved, rolling.
- **Post-application action:** Students will be notified of acceptance to the program and will attend the required orientation. At this orientation, Reciprocal Exchange program participants will receive information regarding their necessary application to their host university.

5. Attend the Study Abroad Orientation
Students who are outbound for fall semester or the full academic year attend orientation in late March or early April. Students who are outbound for spring semester attend orientation in September. Sessions include information on academic credit and the course equivalency evaluation process, finances, safety, and cultural adjustment, and practical matters.

6. Complete final Paperwork
Students will complete the course equivalency evaluation process, apply to their host university, make travel plans, and complete the visa application process.

7. Begin their Study Abroad Adventure!
Reciprocal Exchange

The main points for advisors
Reciprocal Exchange students pay OSU tuition and fees to study at a university abroad. Students in this program are considered OSU students in-residence while on exchange, thus they receive direct OSU credit for the coursework they complete abroad. This program has the most involved application process of OSU’s study abroad programs. Students must complete site studies for three universities, an interview, an essay, and obtain two references. The application fee for this program is $250 and the deadline for priority consideration for both fall and spring semesters is February 1st, thus students may apply up to a year prior to their intended exchange. Participants in this program must be organized, self-directed and persistent.

The details for advisors
OSU students who participate in reciprocal exchange are billed for tuition and fees at OSU and are enrolled in a designated number of study abroad credit hours specific to each college, A&S 3090 or BUS 3090, for example. Authorization for enrollment in the study abroad credits is granted after completion of the Course Equivalency and Enrollment Authorization form (for more information on your role in this process, see the “Credit” section of this manual). When students complete their studies abroad and provide a transcript from their host institution, the 3090 credit is converted to OSU credit and posted to the OSU transcript as credit taken at the host university.

Students apply for reciprocal exchange through the Study Abroad Office. They must possess at least a 3.0 GPA. When the students are selected for exchange, they must also complete the application and be accepted at their host university.

Exchange students coming to OSU pay tuition and fees at their home institution and are excused from paying tuition and fees at OSU. They are classified as freshmen non-degree seeking undergraduates (NDUG) to ensure housing upon arrival. Many exchange students are at a relatively advanced level of studies in their own countries and are capable of successfully completing coursework at the 5000 level. The Study Abroad Office serves as their advisor at OSU and consults as needed with advisors in relevant departments. The students receive academic advising from their home university.

Reciprocal exchange partners & timeline
The following list gives information regarding the reciprocal exchange locations available to students, restrictions regarding the academic programs at these institutions, and those institutions that offer some coursework in English. It is important to note that most of the institutions are comprehensive, like OSU, and offer a wide range of course offerings. Their course offerings in English, however, may be limited, perhaps to only a few offerings. The timeline gives important student deadlines which may be helpful to you as you advise reciprocal exchange applicants and students accepted to the program.
Participating Universities

**Australia**
Charles Darwin University

**Austria**
Karl-Franzens Universität

**Belgium**
1. University of Antwerp
2. Université Catholique de Louvain
Engineering & Architecture primarily
3. Université Libre de Bruxelles

**Canada**
1. Université Laval
2. University of Manitoba
3. University of Calgary
4. University of Waterloo
5. See the National Student Exchange for additional institutions

**Czech Republic**
Masaryk University

**Denmark**
1. Aarhus University
2. Royal Veterinary & Agricultural Univ.

**Estonia**
1. University of Tartu

**Finland**
1. University of Helsinki
2. Helsinki University of Technology
Engineering only

**France**
1. École Centrale de Lille
2. Burgundy School of Business
Business only
3. Université des Sciences et Technologies de Lille

**Germany**
1. Ruhr-Universität Bochum
2. Universität Leipzig
3. Technical University of München
Business and Engineering primarily
4. Universität Bamberg
5. Universität Hannover

**Greece**
Technological Educational Institute, Crete

**Iceland**
University of Iceland – Reykjavik

**Ireland**
University College Cork

**Italy**
1. Politecnico di Milano
Engineering primarily
2. Università degli Studi di Bologna

**Japan**
1. Kansai Gaidai University
2. Shinshu University

**Korea**
1. Ewha Womans University
2. Kangdong University
3. Soongsil University
4. Yonsei University
Engineering & Asian Studies primarily

**Lithuania**
Vilnius University

**Malta**
University of Malta

**Mexico**
1. Technologico de Monterrey – Chihuahua
Business & Engineering
2. Universidad Popular Autonoma del Estado de Puebla (UPAEP)
3. Universidad de Las Americas (UDLA)
4. Universidad Autonoma del Estado de Mexico (UAEM), Toluca
5. Universidad Autonoma de Chihuahua
6. Universidad Autonoma de Chapingo
7. Universidad Autonoma de Yucatan
8. Universidad Autonoma de San Luis Potosi
9. Universidad Autonoma Metropolitana Azcapotzalco

**The Netherlands**
1. University of Utrecht
2. Utrecht School of the Arts
3. Inholland University Delft

**Norway**
University of Bergen

**Peru**
University Peruana de Ciencias Aplicadas

**Portugal**
Universidade de Coimbra

**Romania**
University of Iasi

**Slovakia**
Comenius University in Bratislava

**Slovenia**
University of Ljubljana

**Spain**
1. Universidad Complutense de Madrid
2. Universidad de Zaragoza
3. Universidad Politecnica de Valencia

**Sweden**
1. Lund University
2. Mid Sweden University

**Switzerland**
Universität Basel

**Thailand**
1. Maejo University (internships)
2. Chiang Mai University
3. Chulalongkorn University
Business primarily

**Turkey**
Middle East Technical University

**United Kingdom**
1. Keele University
2. University of Hertfordshire
3. University of Leicester

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**PLEASE NOTE:**
This list is subject to change. Please contact the Study Abroad/NSE Office for the most current information.

Some Courses Taught in English
Horticulture Students Only
Agriculture Students Only
Architecture Students Only
Reciprocal Exchange Timetable

12 to 18 months before departure
Research options! Visit the study abroad office to start.

9 to 12 months
Apply for a passport!
Consult with your academic advisor.
Gather information about potential host institutions.
Choose your top three host institutions.
Begin the application process (deadline for priority consideration: Feb. 1)

6 to 9 months
Draw up a study abroad budget.
Consult with the Financial Aid Office (See the Study Abroad/NSE Office for Financial Aid contact).
Decide which courses you may wish to take while abroad.
Attend the OSU Study Abroad Orientation.
Complete the course equivalency evaluation process.
Apply to the host institution at which you have been placed for exchange.

3 to 6 months
Get visa(s).
Make travel plans.
Make financial arrangements.
Arrange housing.
Study the culture, history and literature of the country.

1 to 3 months
Schedule medical and dental visits.
Ensure enrollment in 3090 placeholder credits for the number of credit hours you will be enrolled in while abroad.
Arrange adequate insurance.
PACK!!
Affiliated & Approved Programs

The main points for advisors
Students participating in affiliated and approved programs pay tuition, fees, and program costs directly to the sponsoring organization, company, or institution. Students in these programs maintain their enrollment at OSU through enrollment in temporary hours (TEMP 1777). They receive transfer credit for the coursework they complete abroad. Students must complete an application to their program, as well as an application to the Study Abroad Office. The OSU application fee for this type of program is $100, which covers the cost of course evaluation, mailing, and any long-distance communication to facilitate the credit transfer and transcripting process. The application deadlines vary among organizations; however, we suggest that students complete their application process six to nine months prior to their departure date to ensure ample time to complete the course equivalency process and to take care of all details. Affiliated and approved programs often provide more in-country support for students than reciprocal exchange programs. As a result, students with less international experience, students who wish to study a language at the beginning or intermediate level, or students who require a bit more help may find the structure of affiliated and approved programs reassuring.

The details for advisors
OSU maintains affiliation agreements with a number of study abroad organizations. It has also negotiated Title IV Financial Aid agreements with individual universities abroad, facilitating the receipt of financial aid. The presence of affiliation agreements is an indication that a significant number of OSU students have participated successfully in programs offered by these organizations or universities, that they have been satisfied with the quality of the program, and that their credit transferred back to OSU. The Study Abroad Office continues to pursue other affiliation agreements and to negotiate Financial Aid agreements so students have a greater choice in selecting an appropriate study abroad option.

It is also possible for a student to participate in a study abroad program through an institution or provider that is not affiliated with OSU. Students interested in doing so undergo the same application process, but must complete additional paperwork if they wish to use federal financial aid to fund their program.

It is also important to discuss with advisees the level of the courses that they plan to take while abroad on an affiliated or approved program. Because students receive transfer credit for the courses they take with affiliated/approved programs, if your department or college has a rule regarding the number of hours at a certain level that students can take outside of OSU, they will need to consider carefully the courses they plan to take abroad or make a formal request to your department for a waiver of that requirement.

Affiliated and approved partner list & timeline
The following list gives information regarding the organizations and/or companies with which OSU has current affiliation agreements, as well as those institutions abroad with which OSU has active Title IV Financial Aid agreements. This list also gives the countries in which affiliated organizations have programs. The timeline gives a suggested schedule which may be helpful to you as you advise affiliated/approved program applicants and students accepted into their chosen program.
Affiliated Programs

Affiliated Study Abroad Programs and Locations
OSU has signed affiliation agreements with the program providers listed below. However, students may also suggest other providers for approval.

- **American Institute for Foreign Studies (AIFS):** [www.aifs.com](http://www.aifs.com)
  - Argentina, Australia, Austria, China, Costa Rica, Czech Republic, England, France, Hungary, India, Ireland, Italy, Russia, South Africa, Spain, Multi-Country
- **American Intercontinental University (AIU):** [www.aiustudyabroad.com](http://www.aiustudyabroad.com)
  - England (London), France (Paris), Italy (Florence), UAE (Dubai)
- **Academic Programs International (API):** [www.academicintl.com](http://www.academicintl.com)
  - Costa Rica, England, France, Hungary, Ireland, Italy, Poland, Spain
- **Cultural Experiences Abroad (CEA):** [www.gowithcea.com](http://www.gowithcea.com)
  - Argentina, Australia, China, Costa Rica, Czech Republic, England, France, Germany, Ireland, Italy, Mexico, Poland, Russia, Spain
- **Institute for Study Abroad -Butler (IFSA):** [www.ifsa-butler.org](http://www.ifsa-butler.org)
  - Argentina, Australia, Chile, China, Costa Rica, England, Ireland, Mexico, New Zealand, Peru, Scotland, Spain, Wales
- **International Studies Abroad (ISA):** [www.studiesabroad.com](http://www.studiesabroad.com)
  - Argentina, Belgium, Chile, Costa Rica, The Czech Republic, Dominican Republic, England, France, Italy, Mexico, Morocco, Perú, Spain, Multi
- **Study Abroad Italy (SAI):** [www.studyabroaditaly.com](http://www.studyabroaditaly.com)
  - Italy (Rome, Milan, Florence, Sicily)

Affiliated Universities
OSU has signed Title IV Financial Aid agreements with the schools listed below, to enable students to enroll directly, receive transfer credit, and use their financial aid. Students may suggest other universities for approval.

- Al-Akhawayn University- Morocco
- Nagasaki College of Foreign Languages – Japan
- National University of Ireland, Galway – Ireland
- Universidad San Andres- Argentina
- University de Belgrano- Argentina
- University of Hull – England, UK
- University of St. Andrew’s- Scotland, UK
- University of Stirling- Scotland, UK
- University of York – England, UK

Affiliated/Approved Timetable

**12 months before departure**
- Research options! Visit the study abroad office to start.

**9 to 12 months**
- Apply for a passport!
- Gather information.
- Choose a field of study and a country.
- Choose a program.
- Consult with your academic advisor.

**6 to 9 months**
- Fill out application in the Study Abroad Office.
- Apply to program before deadlines.
- Draw up a study abroad budget.
- Consult with the Financial Aid Office (See the Study Abroad/NSE Office for Financial Aid contact).
- Decide on a study plan.
- Attend the OSU Study Abroad Orientation.
- Complete the course equivalency evaluation process.

**3 to 6 months**
- Get visa(s).
- Make travel plans.
- Make financial arrangements.
- Arrange housing.
- Study the culture, history and literature of the country.

**1 to 3 months**
- Schedule medical and dental visits.
- Ensure enrollment in TEMP 1777-691 for the number of credit hours you will be enrolled in while abroad.
- Arrange adequate insurance.
- Purchase International Student Identity Card.
- PACK!!
National Student Exchange

The main points for advisors
The National Student Exchange is a partnership among over 190 institutions in the U.S., U.S. territories, and Canada. Students can participate in NSE in one of two ways: by paying the in-state tuition and fees of their host institution and receiving transfer credit (Plan A), or by paying OSU tuition and fees and receiving resident credit (Plan B). Students on Plan A maintain their enrollment at OSU through enrollment in temporary hours (TEMP 1777). Students on Plan B enroll in UNIV 3110 while they are away. All students apply to the NSE program by completing an NSE application and submitting it to the Study Abroad/NSE Office. The OSU application fee for this type of program is $250. The application deadline for the National Student Exchange program is February 15. The National Student Exchange also sponsors a special program for the exchange of Resident Assistants. Honors courses and study abroad programs may also be accessed through the NSE.

The details for advisors
Students choose NSE for many reasons – to enhance an academic program, to experience a university setting outside of Oklahoma, to explore possibilities for graduate school. Students return from NSE recognizing the cultural differences within the U.S., and certainly with Canada. One student who was studying in New Jersey exclaimed, “It’s a whole different world out here!”

Under Plan A, students pay tuition and fees “away” at the host institution at the resident rate. Students often must defer any OSU or Oklahoma scholarships they hold and federal financial aid is disbursed through the host university. It is also important to discuss with student advisees the level of the courses that they plan to take while away on Plan A of NSE. Because students receive transfer credit for the courses they take at their host institution, if your department or college has a rule regarding the number of hours at a certain level that a student can take outside of OSU, the student will need to consider carefully the courses they plan to take abroad or make a formal request to your department for a waiver of that requirement.

Plan B enables students to pay OSU tuition and fees. Federal financial aid is disbursed through OSU and students retain their scholarships, except those that require actual physical presence. When the student returns and provides a transcript from the host university, the UNIV designation is replaced by host university courses and letter grades. Credits are considered resident credit.

For both plans, Transfer Admissions determines OSU course equivalence. For more information on your role in the course equivalency process, see the “Credit” section of this manual.

OSU both sends and receives students through the NSE. Inbound OSU students are treated in much the same way as inbound reciprocal exchange students.

NSE participating universities list & timeline
The following list gives information regarding the institutions affiliated with NSE. The timeline gives important student deadlines which may be helpful to you as you advise NSE applicants and students accepted to the program.
Alabama
- Alabama A&M University
- Alabama State University
- Tuskegee University
- University of Alabama

Alaska
- University of Alaska Anchorage
- University of Alaska Fairbanks
- University of Alaska Southeast

Alberta
- University of Calgary

Arizona
- Northern Arizona University
- University of Arizona

Arkansas
- Arkansas State University

British Columbia
- Simon Fraser University
- University of Northern British Columbia

California
- California Polytechnic State University, San Luis Obispo
- California State Polytechnic University, Pomona
- California State University, Bakersfield
- California State University, Chico
- California State University, East Bay
- California State University, Fresno
- California State University, Los Angeles
- California State University, Monterey Bay
- California State University, Northridge
- California State University, San Bernardino
- Humboldt State University
- San Jose State University
- Sonoma State University

Colorado
- Adams State College
- Mesa State College
- University of Colorado at Colorado Springs
- University of Northern Colorado
- Western State College

Connecticut
- Eastern Connecticut State University
- University of Connecticut

Florida
- Florida International University
- New College of Florida
- University of South Florida
- University of West Florida

Georgia
- University of Georgia
- Wesleyan College

Guam
- University of Guam

Hawaii
- University of Hawaii at Hilo
- University of Hawaii at Manoa

Idaho
- Boise State University
- Idaho State University
- University of Idaho

Illinois
- Eastern Illinois University
- Illinois State University
- Northeastern Illinois University

Indiana
- Ball State University
- Indiana University-Purdue University Fort Wayne
- Indiana University-Purdue University Indianapolis

Iowa
- Iowa State University
- University of Northern Iowa

Kansas
- Fort Hays State University
- Kansas State University
- Wichita State University

Kentucky
- Morehead State University
- Murray State University
- University of Kentucky
- University of Louisville

Louisiana
- Grambling State University
- Louisiana State University
- Louisiana Tech University
- Southern University
- University of New Orleans

Maine
- University of Maine

Maryland
- Bowie State University
- St. Mary's College of Maryland
- Towson University

Massachusetts
- Bridgewater State College
- Massachusetts College of Liberal Arts
- Suffolk University
- University of Massachusetts at Amherst
- University of Massachusetts at Boston
- Westfield State College

Michigan
- Ferris State University
- Michigan Technological University

Minnesota
- Minnesota State University, Mankato
- Minnesota State University Moorhead
- University of Minnesota, Morris
- University of Minnesota Twin Cities

Mississippi
- Jackson State University
- Mississippi State University

Missouri
- Missouri State University
- University of Missouri-St. Louis

Montana
- Montana State University
- University of Montana

Nebraska
- University of Nebraska at Kearney

Nevada
- University of Nevada, Las Vegas
- University of Nevada, Reno

New Hampshire
- Keene State College
- Plymouth State University
- University of New Hampshire
Newfoundland and Labrador
- Sir Wilfred Grenfell College

New Jersey
- Ramapo College of New Jersey
- Rutgers College, Rutgers University
- The College of New Jersey
- William Paterson College of New Jersey

New Mexico
- Eastern New Mexico University
- New Mexico Institute of Mining and Technology
- New Mexico State University
- University of New Mexico

New York
- Binghamton University, SUNY
- Hunter College, CUNY
- Queens College
- Stony Brook University
- SUNY College at Buffalo
- SUNY College at Potsdam
- SUNY Plattsburgh

North Carolina
- North Carolina Central University
- North Carolina State University
- University of North Carolina at Asheville
- University of North Carolina at Wilmington

Nova Scotia
- Cape Breton University

Ohio
- Bowling Green State University
- Cleveland State University
- Kent State University

Oklahoma
- East Central University
- Oklahoma State University

Oregon
- Eastern Oregon University
- Oregon State University
- Portland State University
- Southern Oregon University
- University of Oregon
- Western Oregon University

Pennsylvania
- California University of Pennsylvania
- East Stroudsburg University of Pennsylvania
- Indiana University of Pennsylvania
- Kutztown University of Pennsylvania
- West Chester University of Pennsylvania

Puerto Rico
- Inter American University of Puerto Rico, San German
- Universidad Del Sagrado Corazon
- University of Puerto Rico, Bayamon
- University of Puerto Rico, Cayey
- University of Puerto Rico, Humacao
- University of Puerto Rico, Mayaguez
- University of Puerto Rico, Rio Piedras

Quebec
- Bishop’s University
- Universite de Sherbrooke

Rhode Island
- Rhode Island College
- University of Rhode Island

Saskatchewan
- University of Regina
- University of Saskatchewan

South Carolina
- College of Charleston
- South Carolina State University
- University of South Carolina
- Winthrop University

South Dakota
- Northern State University
- South Dakota State University
- University of South Dakota

Tennessee
- East Tennessee State University
- Tennessee State University
- University of Memphis
- University of Tennessee Knoxville
- University of Tennessee at Chattanooga
- University of Tennessee at Martin

Texas
- Prairie View A&M University
- Texas A&M University
- Texas State University-San Marcos
- University of North Texas
- University of Texas at El Paso
- University of Texas at San Antonio

U.S. Virgin Islands
- University of the Virgin Islands, St. Croix and St. Thomas

Utah
- Southern Utah University
- University of Utah
- Utah State University
- Utah Valley State College

Vermont
- Johnson State College

Virginia
- Virginia State University

Washington
- Central Washington University
- University of Washington, Seattle Campus
- Washington State University
- Western Washington University

Washington, D.C.
- Howard University

West Virginia
- Fairmont State University
- Marshall University
- West Virginia University

Wisconsin
- University of Wisconsin-Eau Claire
- University of Wisconsin-Green Bay
- University of Wisconsin-Oshkosh
- University of Wisconsin-Platteville
- University of Wisconsin-River Falls
- University of Wisconsin-Superior
- University of Wisconsin-Whitewater

Wyoming
- University of Wyoming
### TIMETABLE
**NATIONAL STUDENT EXCHANGE**

<table>
<thead>
<tr>
<th><strong>DEADLINE</strong></th>
<th><strong>ACTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15</td>
<td>Submit application <strong>in person</strong> to the Study Abroad/NSE office, 060 Student Union. Make sure to include transcripts, application fee, and essay</td>
</tr>
<tr>
<td>March 22</td>
<td>Sign <strong>Placement Acceptance</strong>, Financial Aid Statement of Responsibility (if applicable), and <strong>Liability Release</strong></td>
</tr>
<tr>
<td>As soon as you know you are going on exchange</td>
<td>Identify yourself to the Financial Aid Office, Margaret Betts, SU 214 (tel: 744-6604; e-mail: <a href="mailto:betts@okstate.edu">betts@okstate.edu</a>)</td>
</tr>
<tr>
<td>By Host Campus Deadline</td>
<td>Complete and return Host Campus application for admission and housing</td>
</tr>
<tr>
<td>April 15 – Fall Nov. 15 - Spring</td>
<td>Select courses, complete <strong>Course Equivalent Form</strong> and submit to Study Abroad Office</td>
</tr>
<tr>
<td>By Host Campus Deadline</td>
<td>Enroll in classes at Host Campus</td>
</tr>
<tr>
<td>May 15 – Fall Dec. 15 - Spring</td>
<td>Finalize Financial Aid/Scholarship arrangements at OSU or Host Campus (Margaret Betts, 214 Student Union)</td>
</tr>
<tr>
<td>June 15 - Plan B Fall Dec. 15 - Plan B Spring</td>
<td>Obtain signatures on Enrollment Authorization Form (page 4 of Course Equivalency Evaluation) and submit to Study Abroad Office request enrollment in UNIV 3110</td>
</tr>
<tr>
<td>June 15 - Plan A Fall Dec. 15 - Plan A Spring</td>
<td>Obtain signatures on Enrollment Authorization Form (page 4 of Course Equivalency Evaluation) and submit to Study Abroad Office request enrollment in TEMP 1777</td>
</tr>
<tr>
<td>End first semester – Plan B</td>
<td>For Financial Aid clearance - submit Host University transcript to Study Abroad Office</td>
</tr>
<tr>
<td>End of NSE participation</td>
<td>Submit Host University transcript to Study Abroad Office for posting to OSU transcript</td>
</tr>
</tbody>
</table>

### YOUR ADDITIONAL TIMETABLE

<table>
<thead>
<tr>
<th><strong>YOUR OWN DEADLINE</strong></th>
<th><strong>YOUR OWN ACTIONS</strong></th>
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</table>
Course Equivalency: The Advisor’s Role
Advisors sometimes underestimate their importance in the course equivalency process. However, as you will see, your role as an advisor is vital in ensuring that students receive credit for their time abroad and that this credit applies toward their degree plan. If you have questions about the course equivalency process, please feel free to contact Kat Kratochvilova, the Student Exchange Advisor, at any time.

Students complete the OSU Course Equivalency Evaluation form to request an evaluation of their credits. This evaluation of credits occurs after students have applied to their chosen program/institution. It is not necessary for students to be accepted to their program/institution; students are encouraged to begin the course equivalency process as soon as course listings are available for the program/institution and semester in which they intend to enroll.

It is at this point that your role begins in the course equivalency process. Students are asked to first confer with their academic advisor to determine how and if study abroad will fit into their degree program. They should review the degree requirements they could fulfill while abroad, then identify possible appropriate courses offered by their chosen program/institution that might fulfill those requirements. Students may also confer with you for help in deciding which courses they should have evaluated given course descriptions they have found. We always encourage students to evaluate any courses that appear to have potential to fulfill requirements in their major or degree plan. They then list these courses on the Course Equivalency Form and submit the form to the Study Abroad/NSE Office with course descriptions, an indication of the level of the courses, and the number of credits assigned to each course.

The appropriate evaluator will evaluate the courses listed and assign either a specific OSU course number or a general OSU equivalence to each course submitted (e.g. BIO 2--, Biology at the 2000 level). The student will then bring their form to you. It is now your role to determine how the course applies to the student’s degree program. You have the authority to decide whether the course will apply directly (substituting for a specific required course), as an elective, or as an excess elective. You will make decisions regarding the courses just as if a student has transferred credit in from a community college or another institution.

If the student and/or advisor believes that the course equivalency assigned by the evaluator is not congruent with the course requirements, the student should work with you, as the advisor, to identify faculty members who would be willing to review the course description and to advocate for the student with the evaluator to assign the course a different equivalency. Additionally, should the OSU course equivalency be assigned fewer credit hours than the student needs to complete a degree requirement, the student should work with you to identify faculty members who might be willing to serve as faculty of record for a directed or independent study for the remaining hours. Ultimately, in both
cases, it is the student’s responsibility to communicate with the faculty members and to make arrangements.

After the Course Equivalency: Enrollment Authorization
After obtaining your signature on the third page of the Course Equivalency Form, students must complete the Enrollment Authorization on the back of the Course Equivalency Form. Doing so ensures that they have secured approval of their courses and have satisfied requirements to receive financial aid or scholarships. When completed, this form results in students’ enrollment in the place holding courses appropriate to their program type. For reciprocal exchange students, the Study Abroad 3090 designation serves as a holding number while they are abroad. Students on affiliated/approved programs or on NSE Plan A are enrolled in a section of TEMP 1777 that serves as their holding number. NSE students on Plan B are enrolled by the Study Abroad Office in UNIV 3110. The designations for TEMP 1777 and UNIV 3110 are not college specific.

Upon Arrival at the Host Institution: Enrollment Verification
Students submit an Enrollment Verification form by fax as soon as they have enrolled in classes at their host university. If they enroll in courses not previously evaluated, they must provide a course description. Students are held responsible for courses listed on the Enrollment Verification and it is expected these courses will be listed on the host university transcript, unless students have indicated otherwise on the Drop/Add form. The Enrollment Verification and the Drop/Add form are signed by both the student and the exchange coordinator at the host institution. National Exchange coordinators verify the number of hours of enrollment electronically during the first three weeks of classes.

The Progress Report
The Progress Report is used when a transcript will not be available at the end of the semester to satisfy federal financial aid requirements for disbursement of financial aid for the following semester. Classes are listed on the Report and the instructor signs to indicate satisfactory progress.

Sample Forms
The documents that follow are examples of the Course Equivalency & Enrollment Authorization Forms, which appear as they might when a student brings them to you for your advice and approval. Important instructions to advisors have been highlighted on the third page of the form.
Students participating in an OSU Reciprocal Exchange, Approved Study Abroad Program, or National Student Exchange Program are required to complete this evaluation process and obtain the appropriate signatures before enrollment in the program will be authorized. This evaluation request must be completed to ensure that the courses you take during this study program will be accepted by Oklahoma State University and will apply to your degree program requirements.

Insofar as possible, you are responsible for providing the following information needed to determine OSU course equivalent:

1. The institution’s accreditation status -- accredited or non-accredited, or recognized by a Ministry of Education
2. Full time course load requirements at the Host Institution
3. Academic calendar of the Host Institution
4. Grading scales
5. Course completion reporting policies at the Host Institution (Dates when the official transcript(s) of record available)
6. Dates you plan to attend the Host Institution
7. Course information for the courses you plan to take abroad
   a. Identifier, if used
   b. Titles
   c. Descriptions, in English
   d. Year in the degree plan in which the course is taught
   e. Number of credits

You can usually find the above information in the institution’s catalog or on its web site. You may also consult with your academic advisor and the Study Abroad Office. Student’s participating in an OSU Reciprocal Exchange or the National Student Exchange Program, need only provide items 6 and 7 listed above. Items 1 through 5 have already been determined.

If you plan to request federal, state or institutional financial aid/scholarships to study abroad or through the NSE, you may be required to provide additional documentation. Financial Aid can be applied to approved study abroad programs offered by a sponsoring agency. You should consult with the University Scholarship and Financial Aid Office before your departure to determine the documentation required to ensure that aid is available for your study program and that it will be disbursed in a timely manner while you are away.

I. STUDENT INFORMATION

Name: Pete Pistol

Student ID#: 12345678

Local Telephone: 744-8569

E-mail: pistol.pete@okstate.edu

Local Address: 123 Cowboy Way Stillwater, OK 74074

College: Business

Major: Finance

2nd Major/Minor: Spanish

Academic Advisor: Amazing Advisor

Advisor’s Telephone: X40000

2nd Major/Minor Academic Advisor: Wonderful Advisor

Advisor’s Telephone: X41111

Federal Financial Aid expected: ☑ Yes ☐ No

OSU Scholarship(s) expected: ☐ Yes ☑ No If yes, please list

Study Abroad Program: ☑ Reciprocal Exchange ☐ Direct Enrollment

☐ US Study Abroad – University/Organization sponsoring program

Planned term(s) of enrollment: Fall 200___ Spring 200___ Summer 200___

Term Dates: Classes Begin 9/12/07 Classes End 12/23/07

Country where you plan to study: Spain

Institution where you will complete coursework: Universidad Politencia de Valencia

Institution that will issue the official record of grades (transcript): Universidad Politencia de Valencia
II. STUDENT AGREEMENT

☑ All Programs:
  • If I am receiving Federal Financial Aid or an OSU scholarship, I must provide the Office of Scholarships and Financial Aid with the appropriate documentation to facilitate financial aid disbursements.
  • I must sign the statement of Financial Aid Responsibility and provide a progress report, if applicable, at the end of my enrollment period.
  • I must provide the Study Abroad Office with an official record of grades for the courses completed in this program.

☐ Reciprocal Exchange Programs:
  • I will submit a completed Placement Acceptance Form and Release and Assumption of Risk Form. I understand that I am responsible for compliance with the terms of the Agreement and that OSU course credit for this program of study will be posted to my OSU academic record as outlined in the Participant Agreement section of the Placement Acceptance form.
  • I will receive a grade of “Pass” for the U.S. equivalent of grades “A-C” and a grade of “No Pass” for the U.S. equivalent grades of “D & F” if I am enrolling at an institution abroad that serves as the institution of record and does not have regional U.S. accreditation status. I will receive letter grades if I am enrolled at Kansai Gaidai University in Japan, UDLA in Mexico, or if my host university has regional U.S. accreditation status.

☐ Direct Enrollment and U.S. Study Abroad Programs:
  • I will submit a completed Release and Assumption of Risk Form. I understand that I will be enrolled in TEMP 1777 during my exchange term.
  • I will receive a grade of “Pass” for the U.S. equivalent of grades “A-C” and a grade of “No Pass” for the U.S. equivalent grades of “D & F” if I am enrolling at an institution abroad that serves as the institution of record and does not have regional U.S. accreditation status.
  • Letter grades will be posted to my OSU record for approved U.S. Study Abroad Programs and Direct Enrollment in overseas institutions that have regional U.S. accreditation status.

I acknowledge that all information listed in the Applicant Information section is correct and I request that the courses listed in Section III be evaluated for their applicability to my degree program. I understand that there is no guarantee of OSU credit for any courses completed at the above named institution other than those I have listed. I understand my obligations to OSU while participating in this program and when I submit the official record of grades for the completed courses from my Host Institution, I will receive credit for the evaluated courses, as outlined above.

Pistol A. Pete
Applicant’s Signature

4/1/07
Date
III. Degree Program Review and Equivalent Course Selection

TO THE ACADEMIC ADVISOR:
The student who is completing this Course Equivalent Request Form is planning to study abroad, or in the U.S or Canada through the National Student Exchange. You can help ensure that the student will achieve anticipated academic goals by discussing appropriate courses to be taken and by indicating their applicability to the student’s degree program.

1. Column III-A: With your assistance, the student should review the outstanding curriculum requirements and determine which of these requirements might be fulfilled while participating in the designated program. Keeping these requirements in mind, the student should list the courses that he/she is interested in taking at the Host Institution. This is not a determination of degree applicability, only preliminary suggestions.

2. Column III-B: After Column III-A is completed, the student will take the form and requirements listed on page one to the Study Abroad Office for review and completion of Column III-B.

3. Column III-C: After completion of Column III-B, the student will return the request to you for a final review. Please review column III-B and indicate in Column III-C how the courses will apply to the student’s degree program at OSU. If you cannot approve a course for degree applicability, please indicate it as an excess elective.

### III-A. HOST INSTITUTIONS COURSES TO BE EVALUATED (Discuss with your advisor)

<table>
<thead>
<tr>
<th>Course Identifier</th>
<th>Title</th>
<th>OSU Course #</th>
<th>Gen Ed</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6034</td>
<td>Spanish &amp; Regional Economy</td>
<td>ECON 3----</td>
<td>S</td>
<td>3</td>
</tr>
<tr>
<td>5919</td>
<td>Learning &amp; Perception</td>
<td>PSYC 3----</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>6034</td>
<td>Corporate Governance Strategies</td>
<td>BUS 2----</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>4325</td>
<td>Don Quixote and contemporaries</td>
<td>SPAN 4----</td>
<td>I</td>
<td>2</td>
</tr>
<tr>
<td>4651</td>
<td>Spain During WWII</td>
<td>SPAN 3----</td>
<td>H</td>
<td>4</td>
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</tbody>
</table>

### III-B OSU COURSE EQUIVALENCE (Admissions will complete)

<table>
<thead>
<tr>
<th>Course Identifier</th>
<th>Title</th>
<th>OSU Course #</th>
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<th>Credits</th>
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<td>Spain During WWII</td>
<td>SPAN 3----</td>
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<td>4</td>
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</tbody>
</table>

### III-C. RECOMMENDATIONS FOR DEGREE APPLICABILITY (Advisor will complete)

<table>
<thead>
<tr>
<th>Course Identifier</th>
<th>Title</th>
<th>OSU Course #</th>
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<th>Credits</th>
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<td>H</td>
<td>4</td>
</tr>
</tbody>
</table>

Study Abroad/NSE or Admissions Office: I have assigned OSU course equivalents and credit hours to the courses listed in section III-A. This is a preliminary assessment. The number of credit hours actually awarded may deviate from this evaluation once I have reviewed the official record of grades issued by the institution of record. The Study Abroad/NSE and Admissions Office requires an official record of grades (transcript) from the Host Institution with English translation (if applicable) upon completion of the study program.

I have reviewed the Host Institution’s structure and determined the following:

- Academic records available: ☑ After each term has been completed ☐ after conclusion of the year long program ☐ Information is not available
- Host Institution credit hour conversion: ☑ ECTS Credits: 1ECTS Credit = ½ semester credit ☐ Semester System ☐ Other ☐ Can not determine conversion at this time
- Course level equivalency: Freshman Sophomore Junior Senior
- Grading scale conversion: Minimum “C”

Happy Evaluator: 4/12/07

Study Abroad/NSE or Admissions Officer: Date
IV. ENROLLMENT AUTHORIZATION

Student Initial Enrollment Plans:

Based on discussions with my advisor and on my goals for participation in this program, I plan to enroll in the following courses at the Host Institution:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
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Student’s Signature __________________ Date _________________

Academic Advisement

☐ I understand that the student is participating in a Reciprocal Exchange, Study Abroad, Direct Enrollment, U.S. Study Abroad Program or NSE program; I am authorizing the student to enroll for the following semester(s) and hours:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Total Hours</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
</tr>
</tbody>
</table>

☐ I have reviewed the courses that the student would like to complete at the Host Institution and their OSU equivalents and have determined the following:

☐ Subject to satisfactory completion, they will apply to the student’s degree program as indicated in section III-C.

☐ Information provided is insufficient to evaluate degree applicability at this time. This review process can only be completed after the student has submitted the necessary documentation to the Study Abroad/NSE Office and the OSU credit equivalent has been determined.

College’s Academic Services Director ___________________________ Date _________________

Second Major/Minor College’s Academic Services Director ___________________________ Date _________________

Scholarships and Financial Aid (Required only if student is receiving Financial Aid or Scholarships)

I have received and retained a copy of this request to assist our office with the disbursement of Federal Financial Aid and/or eligible OSU scholarships. I have explained the necessary action that the student must take to be eligible for disbursement(s) in his/her aid package. Therefore, I am authorizing the student to complete his/her enrollment.

Scholarships and Financial Aid Office Representative ___________________________ Date _________________

Study Abroad Office

☐ Our records show the student is participating in a Study Abroad Direct Enrollment, U.S. Study Abroad Provider, or NSE program. The student has completed all Study Abroad/NSE Office requirements. I have advised the student regarding the requirements to continue participation in this program. Therefore, I am authorizing the student to enroll for the following semester(s) and hours:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
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<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
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</tbody>
</table>

Study Abroad/NSE Office ___________________________ Date _________________

☐ Our records show the student is participating in a reciprocal exchange program. The student has completed all Study Abroad/NSE Office requirements. I have advised the student regarding the requirements to continue participation in this program. Therefore, I am authorizing the student to enroll for the following semester(s) and hours:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
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<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
</tr>
</tbody>
</table>

Study Abroad/NSE Office ___________________________ Date _________________

Study Abroad/NSE Office
Oklahoma State University
060-G Student Union
Stillwater, OK 74078
P: 1(405) 744-8569
F: 1(405) 744-5667
abroad@okstate.edu
http://studyabroad.okstate.edu
Overview
A first important step for any student who receives financial aid and scholarships and hopes to study abroad is to make an appointment with the Office of Scholarships and Financial Aid. A specialist there, currently Linda Millis, will examine their total aid package and help them to determine what funding may be used, for which programs, and if there are any restrictions or requirements of which the students should be aware.

Federal Financial Aid
In general, students may use federal financial aid for study abroad if they study at a recognized, accredited institution. As students on reciprocal exchange remain enrolled at OSU, their aid and scholarships continue just as though they were physically on the campus. The same is valid for students studying through the NSE on Plan B. Financial aid is also available for students who study abroad through study abroad organizations (third party providers), through US universities, or through direct enrollment. In each case, an appropriate financial aid agreement must be in place.

General Scholarships
Scholarships continue for students on reciprocal exchange, unless the scholarship requires actual physical presence at OSU. Students on affiliated/approved programs or on NSE Plan A must defer any scholarships that are tuition-based. Students may petition their scholarship providers to use cash-based scholarships for affiliated/approved or NSE Plan A programs.

Study Abroad-Specific Scholarships
Scholarships are offered specifically for study abroad, whether through OSU or other programs. Recently, the Study Abroad Office received funding to provide incentive scholarships of $500 for short-term study, $750 for semester-long study, or $1000 for full-year study. The scholarship is distributed on a first-come, first-served basis to students studying abroad. An application is available on the Study Abroad Website or in the Study Abroad Office. This scholarship is open to students of all majors, undergraduate or graduate.

The Bailey Scholarship is OSU’s major study abroad scholarship and is offered through the College of Arts and Sciences and provides funding for study abroad in the humanities. The scholarship is open to all majors.

National Scholarship Programs
Several federal scholarship programs are of particular interest to OSU students: the Gilman scholarship for students who are Pell Grant eligible, the Freeman/Asia scholarship for study in Asian countries, and the National Security Education Program (NSEP Scholarship) for study abroad at non-traditional sites. These three national scholarships are coordinated through the Study Abroad Office.

Other Scholarships
Other scholarships such as the Marshall and Rhodes are coordinated through the Office of Scholar Development, 206 Student Union. Students should be made aware that graduating seniors are eligible to receive the Fulbright Grant for an enrichment year after they complete their undergraduate studies. The Fulbright Scholarship is coordinated by the School of International Studies in cooperation with the Study Abroad Office and the Office of Scholar Development. The handout that follows details a number of possible funding sources for students participating in study abroad.
Funding for Study Abroad Programs

This is by no means a comprehensive list. Please be sure to use all avenues you can think of, read all printed information on relevant financial opportunities carefully, and follow-up as needed. Above all, start to think about financial aid opportunities very early on so you can meet all the deadlines required.

Using Federal Financial Aid

Reciprocal exchanges enable you to benefit from federal financial aid, because you are enrolled at OSU. It is possible to use your OSU federal financial aid award* to fund enrollment at a non-OSU (Affiliated/Approved) program provided it is ONE of the following:

1. Program through a U.S. university. For example: University of Oklahoma, University of Kansas, etc.
2. Program through an affiliated study abroad provider. OSU is currently affiliated with the following study abroad providers:
   - American Institute for Foreign Study (AIFS): www.aifsabroad.com
   - International Studies Abroad (ISA): www.studiesabroad.com
   - Cultural Experiences Abroad (CEA): www.gowithcea.com
   - IFSA-Butler: http://www.ifsa-butler.org/
   - Study Abroad Italy: http://www.studyabroaditaly.com/
   - American Intercontinental University: http://www.aiustudyabroad.com/
   - Academic Programs International: http://www.academicintl.com
3. Program through a university abroad with which OSU has a special agreement to enable you to use your financial aid. For a current list of universities abroad with which OSU has an agreement, please visit the Study Abroad Office.

*Note: To be eligible for financial aid, students need to enroll in courses that will apply towards their degree plan at OSU, regardless of the study abroad program. Students must also meet all other eligibility requirements, including but not limited to, satisfactory academic progress, financial need, and minimum enrollment. For more information on obtaining financial aid, contact the OSU Office of Scholarships and Financial Aid (119 Student Union, 744-6604) or refer to http://www.okstate.edu/finaid/resources/studyabroad.html.

OSU Institutional or Enrollment-based Scholarships

Reciprocal exchange programs enable you to keep your OSU enrollment-based scholarships and OSU tuition-waiver scholarships. Some of your OSU scholarships won’t apply on Affiliated/Approved programs, therefore scholarships not dependent on resident enrollment at OSU are the best way to fund these often more expensive study abroad programs. If you have a tuition-waiver scholarship or similar OSU enrollment-based scholarship (Regents, Valedictorian, etc.), be sure to defer it so it can be used when you return. The appropriate form is available in the Scholarships Office, 213 Student Union.

OSU Study Abroad Scholarships

Study Abroad Office Scholarship – Open to full-time OSU students participating in credit bearing programs and activities abroad. Awards are given on a first-come first-served basis and amounts vary depending on program length. Cycles open the second Wednesday of classes for the semester preceding your period of study abroad.

Contact: Study Abroad/NSE Office, 060-G Student Union, 744-8569
Website: http://studyabroad.okstate.edu (Click on “Study Abroad Office Scholarship” in the menu at the left)

Bailey Family Memorial Trust Scholarship – Open to full-time OSU students who wish to pursue liberal arts studies at a recognized university outside of the United States. Awards vary depending on program length and location.

Deadline: February 1
Website: www.cas.okstate.edu/services/info/about/Bailey.html

Foreign Language Department Scholarships

Deadline: February
Contact: Department of Foreign Languages, 309 Gunderson, 744-5825
Website: http://www.cas.okstate.edu/fll/scholarships/
National Study Abroad Scholarships

Benjamin A. Gilman Scholarship
The Gilman Scholarship Program administered by the Institute of International Education broadens the student population that studies abroad by supporting undergraduates who have been traditionally underrepresented in US study abroad and those with high financial need. Awards are up to $5,000. To be eligible, students must be receiving a Federal Pell Grant at the time of application. *Summer programs are not eligible.*

**Deadlines:** for Fall/Academic Year programs: early April; for Spring programs: mid-September.
**Contact:** Study Abroad Office
**Website:** [http://www.iie.org/programs/gilman/index.html](http://www.iie.org/programs/gilman/index.html)

National Security Education Program (NSEP) - This program awards scholarships to American undergraduate and graduate students to study in foreign countries and world regions critical to U.S. national security. NSEP awards are available for a maximum of $10,000 per semester or $20,000 per academic year. The competition is merit-based. Students may apply for study in summer, fall, and spring.

**Deadline:** mid-January
**Contact:** Study Abroad Office
**Website:** [http://www.iie.org/programs/nsep/nsephome.htm](http://www.iie.org/programs/nsep/nsephome.htm)

Phi Kappa Phi Undergraduate Study Abroad Grant - The competition is open to qualified members and nonmembers in all fields of study. Criteria includes: 1) must be enrolled at an institution that has an active Phi Kappa Phi chapter and have a minimum academic grade point average of 3.5 on a 4.0 scale. 2) All applicants must have earned a minimum of 56 semester hours of academic credit but not more than 90 semester hours on or before April 15. 3) The applicant must be accepted into a study abroad program at the time of application.

**Contact:** Dr. Mary Lawler, lawlerm@okstate.edu
**Website:** [http://www.phikappaphi.org](http://www.phikappaphi.org)

Rotary Ambassadorial Scholarship – Scholarship provides funding for one academic year of study in another country. This award is intended to help cover round-trip transportation, tuition, fees, room and board expenses, and some educational supplies up to US$23,000 or its equivalent. Apply one year in advance.

**Deadline:** Set by local Rotary Club
**Contact:** Dan Tilley, 422 Ag Hall, 744-6180
**Website:** [www.rotary.org/foundation/educational](http://www.rotary.org/foundation/educational)

Scholarships to Study in Asia

Bridging Scholarship – Sponsored by the Association of Teachers of Japanese Bridging Project Clearinghouse. Open to undergraduate students majoring in any field of study and who will be studying in Japan. Japanese language study is not a prerequisite.

**Deadline:** October 5
**Website:** [http://www.colorado.edu/ealc/atj/Bridging/scholarships.html](http://www.colorado.edu/ealc/atj/Bridging/scholarships.html)

Freeman-ASIA Awards for Study in Asia
The scholarship focuses on students wishing to study in East and Southeast Asia. Awardees will be expected to share their experiences with their home campus to encourage study abroad by others, and to spread understanding of Asia in their home communities. Awards range from $3,000 - $7,000, depending on the length of the study abroad program.

**Deadlines:** Summer programs: early March; Fall/AY programs: early April; Spring programs: mid-October
**Contact:** Study Abroad Office
**Website:** [http://www.iie.org/programs/freeman-asia/](http://www.iie.org/programs/freeman-asia/)

JASSO Scholarship – Known as the JASSO Short-term Students Exchange Promotion Program Scholarship; this award is available for students who choose to study on a reciprocal exchange at Kansai Gaidai University in Japan.
**Contact:** Study abroad Office
**Website:** [http://www.jasso.go.jp/scholarship/short_term_e.html](http://www.jasso.go.jp/scholarship/short_term_e.html)
Graduate Scholarships (Be aware: application processes begin during undergraduate work)

**Fulbright U.S. Student Program** - Grants are available to U.S. graduating seniors and graduate students. It provides qualified applicants the opportunity to develop a proposal for a specific research project to be undertaken in a specific country for one year, or to teach English as a second language (English Teaching Assistantship ETA) in designated countries. Generally, successful Fulbright applicants devote several months to the development of their projects. Thus, you should identify yourself to the Fulbright advisor immediately if you are interested in pursuing this scholarship.

**Deadline:** mid-October

**Contact:** Dr. Steve Hallgren, 008 Ag Hall, 744-6805, steve.hallgren@okstate.edu

**Website:** [http://www.iie.org/fulbright](http://www.iie.org/fulbright)

**OAS Fellowships** – The fundamental objective of the Organization of American States (OAS) is to promote the economic, social, scientific and cultural development of the Member States in order to achieve a stronger bond and better understanding among the peoples of the Americas. The OAS provides several hundred fellowships for graduate studies and research throughout the Americas.

**Deadline:** Jan. 15

**Website:** [http://www.oas.org](http://www.oas.org)

**Mitchell Scholarship (Ireland)**—Post undergraduate study, in Ireland, to recognize Senator George Mitchell’s contributions to Irish peace process. All costs plus travel. Application early-October of senior year.

**Contact:** Office of Scholar Development, 260 Student Union, 744-7313, schdev@okstate.edu

**Website:** [http://www.us-irelandalliance.org/mitchell/index.html](http://www.us-irelandalliance.org/mitchell/index.html)

**Gates Cambridge Scholarship (UK)**—Graduate study at the University of Cambridge, sponsored by the Gates Foundation. Apply to Cambridge by early October.

**Contact:** Office of Scholar Development, 260 Student Union, 744-7313, schdev@okstate.edu

**Website:** [http://www.gates.scholarships.cam.ac.uk/](http://www.gates.scholarships.cam.ac.uk/)

**Marshall Scholarships (UK)**—For 2-3 years study at any school in the UK. Nearly 40 awards given every year to students with highest scholarship/leadership credentials. Intense application process, including interview requirement. All costs. Apply early fall of senior year.

**Contact:** Office of Scholar Development, 260 Student Union, 744-7313, schdev@okstate.edu

**Website:** [http://www.marshallscholarship.org](http://www.marshallscholarship.org)

**Rhodes Scholarships (UK)**—The Rhodes Scholarship is available to graduating seniors and graduate students for 2 years of study at Oxford University. Application is highly selective and competitive, and students must be endorsed by their schools. Several interviews required. All costs. Application early-October of senior year.

**Contact:** Office of Scholar Development, 260 Student Union, 744-7313, schdev@okstate.edu

**Website:** [http://www.rhodescholar.org](http://www.rhodescholar.org)

**The American Scandinavian Foundation Awards (Scandinavia)**—Grants and fellowships for post-graduate study in Scandinavian countries. Awards range from grants (normally $4,000) to fellowships (up to $20,000).

**Deadline:** November

**Website:** [http://www.amscan.org/](http://www.amscan.org/)

**Huntington Public Service Award**—For any graduating senior who wishes to pursue public service anywhere in the world. $10,000 for one year.

**Deadline:** mid-February

**Contact:** 508-389-3390, amy.stacy@us.ngrid.com

**Website:** [http://www.nationalgridus.com/non_html/shared_award.pdf](http://www.nationalgridus.com/non_html/shared_award.pdf)
Other Sources of Aid

- **www.studyabroadfunding.org** - This valuable funding resource allows you to search by *country* or *subject* to find the study abroad funding information that you need. Our comprehensive database of study abroad scholarships, fellowships, and grants can help make your dream of studying abroad a financial possibility and a profound reality.

- **www.studyabroad.com/forum/financial_aid.html** - has a listing of various resources for finding funding.

- **www.studyabroaddirectory.com/scholarship/index.cfm** - Provides an online database for scholarships for study abroad. Students can search by using "Field of Study", "Location of Study", or "Host Institution".

- **www.istc.umn.edu** – The University of Minnesota offers an online database of scholarships for study abroad.

- **www.fastweb.com** - Offers access to many different general scholarships for college students.

- **www.finaid.org** - Provides a comprehensive source for finding financial aid.

- **http://studentaid.ed.gov** – Provides info on federal student aid

- **www.iefa.org** - International Education Financial Aid (IEFA) scholarship search is a resource for financial aid, college scholarship and grant information for international students wishing to study abroad. At this site, you will find a college scholarship search and grant listings plus international student loan programs.

- **www.iefc.com** - International Education Finance Corporation has developed a range of international student loan programs for the growing population of students who wish to study in foreign countries.

- **www.rsfpfunding.com** - Reference Service Press (RSP) publishes some of the best hard-copy directories of scholarships for overseas opportunities, which include grants for all levels of students as well as for post-doctorates and professionals.


- **http://www.britishcouncil.org/learning-funding-your-studies.htm** - Info on funding for study in the United Kingdom.

- **http://www.info-france-usa.org/culture/education/support/index.html** - Info on funding for study in France.

- **www.daad.org** – German Academic Exchange Service provides info on funding and study in Germany.

- **www.columbia.edu/cu/sipa/REGIONAL/ECE/grants.html** - Info on funding for study in East Central Europe.

- **http://web.gc.cuny.edu/RalphBuncheInstitute** - Info on fellowships and graduate student research funding.

- **www.scholarshipexperts.com** - Provides scholarship search tailored to your needs based on a submitted profile. Annual fee for use of service.

Affiliated Study Abroad Scholarship Opportunities

- **AIFS**: [http://www.aifsabroad.com/ays06/scholarships.htm](http://www.aifsabroad.com/ays06/scholarships.htm)
- **IFS-Butler**: [http://www.ifsa-butler.org/services/scholarships.html](http://www.ifsa-butler.org/services/scholarships.html)
- **CEA**: [http://www.gowithcea.com/financing/scholarships.html](http://www.gowithcea.com/financing/scholarships.html)
- **API**: [http://www.academicintl.com/scholarship.html](http://www.academicintl.com/scholarship.html)

Also, stop by the Study Abroad Office to check out these two great funding publications:

- **Financial Resources for International Study**, published by IIE. Current information resource on grants and fellowships for study abroad. Key facts on amount of award and what award covers, eligibility and application, numbers of awards offered, purpose and duration, and complete contact information. Based on a survey of 5,000 donor organizations worldwide.

- **A Student's Guide to Scholarships, Grants and Funding Sources in International Education and Other Disciplines**, published by Michigan State University International Studies & Programs. Useful and comprehensive reference work to obtain information on funding publications, web sites, and grants in international education and on other disciplines. The guide consists of 228 pages and each citation is annotated with a description and appropriate web sites.

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**OSU Study Abroad/NSE Office**

060 G Student Union
405.744.8569 abroad@okstate.edu
http://studyabroad.okstate.edu
Study Abroad

Study abroad is the general definition for any program of study outside of one’s home country. The term “study abroad” in “Study Abroad Office” may refer to travel, work or volunteer programs in addition to academic studies. At one time, the term “education abroad” was thought to more accurately describe the many aspects of a student’s international experience; however, “study abroad” is still used more frequently.

Study Abroad Program

A Study Abroad Program may be sponsored by a U.S. or a non-U.S. institution, or by an intermediary organization such as AIFS or CIEE. The program is designed for a target group of students. The program may be associated with an institution abroad, making use of its facilities and/or faculty, or it may be held at a center owned by a particular institution or organization. An on-site director is often responsible for the participants’ interests, and for seeing that grades are reported appropriately and promptly. Study Abroad Programs may be offered for the academic year, semester or summer. Study Abroad Offices may distinguish between regular study abroad programs and summer study abroad, because of the length of study.

Faculty-Led International Courses

Faculty members offer a specific course or courses abroad. The courses are generally of short duration, two to four weeks, and may be offered during spring break or during the summer session.

Reciprocal Exchange

Reciprocal exchange involves the exchange of students in which tuition and fees, and sometimes lodging and meals, are paid at the home university for study at the host university. Reciprocal exchanges usually involve a semester or an academic year. Students are generally considered “non-degree seeking” at the host university. Students take classes with their host country counterparts. OSU students are enrolled at OSU while studying away and receive OSU resident credit for the work successfully completed abroad. The OSU Study Abroad Office is responsible for administering reciprocal exchange programs.

National Student Exchange

The National Student Exchange is a domestic reciprocal exchange that involves 190 universities and colleges in the U.S. and its territories, as well as several Canadian institutions. Students receive either OSU resident credit or transfer credit depending on the category in which they enroll at the host institution.

Direct Enrollment

Students enroll directly in a university abroad or they may go through a “third party,” such as agencies like Australearn, or a university like the University of Kansas that has a “direct enrollment” program. The OSU Study Abroad Office is the source of information about direct enrollment and assists students with arranging transfer credit for the academic work they complete at their host institution.
Internship Abroad
An internship abroad is work abroad related directly to the students’ program of study or career interests. Students may or may not receive a salary. Some internships require a program fee.

Work/Volunteer Abroad
Both work and volunteer abroad programs enable students to work abroad for a limited time or to volunteer for a specific project abroad. Students usually pay a program fee for both types of programs.

Acronyms
- **EAIE**: European Association of International Educators.
- **ECTS**: The European Credit Transfer System was developed by the Commission of the European Community to provide common procedures to guarantee academic recognition of studies abroad. In general 2 ECTS credits equal 1 OSU credit.
- **IIE**: Institute of International Education. IIE administers both the foreign and domestic Fulbright programs in addition to providing a placement service for international students and supervising other grant programs, such as the Gilman, Freeman, and NSEP scholarships.
- **ISEP**: International Student Exchange Program. ISEP is an international reciprocal exchange that involves not only tuition and fees, but also of food and lodging.
- **ISIC**: International Student Identity Card. The ISIC is offered by Student Travel Abroad (STA) and is issued by the OSU Study Abroad Office.
- **NAFSA**: National Association for Foreign Student Affairs: Association of International Educators. Listed as NAFSA: Association of International Educators, it is THE professional organization for international educators, both in the U.S. and abroad.
- **NSE**: National Student Exchange Program.
- **NSEP**: The National Security Education Program (NSEP Scholarship) provides substantial scholarships for study abroad in non-traditional countries.
- **SIS**: The School of International Studies is part of International Education/Outreach and offers both a Masters degree program and a Certificate program in International Studies.