Academic Advisor’s Guide to Study Abroad at OSU

2015-2016 Version

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Introduction

Overview of the Study Abroad/NSE Office
  The Work of the Study Abroad/NSE Office
  The Staff of the Office
  The Programs of the Office

List of Study Abroad Definitions & Acronyms

The Steps to the Study Abroad Process

Reciprocal Exchange
  The Main Points for Advisors
  The Details for Advisors
  Reciprocal Exchange Partners

Affiliated & Approved Programs
  The Main Points for Advisors
  The Details for Advisors
  Affiliated and Approved Partner List

National Student Exchange
  The Main Points for Advisors
  The Details for Advisors
  NSE Participating Universities List

International Internships and Service Learning
  The Main Points for Advisors

Academic Credit for Study Abroad
  Course Equivalency: The Advisor’s Role
  After the Course Equivalency: Enrollment Authorization
  Upon Arrival at the Host Institution: Enrollment Verification
  Sample Forms

Financial Aid for Study Abroad
  Overview
  Federal Financial Aid
  General Scholarships
  Study Abroad-Specific Scholarships
  Federal Scholarship Programs
  Other Scholarships
  List of Scholarships
Introduction

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.

This guide focuses on undergraduate students. Graduate students are encouraged to participate in study abroad programs, but must meet different requirements and follow different procedures. Please refer any graduate student advisees who are interested in programs abroad to the Study Abroad Office.

We have assembled the material we think might be helpful to you in advising undergraduate 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,

Jeff Simpson
Study Abroad Director

Marissa Hernandez
Study Abroad Coordinator

Josh Pontrelli
Student Exchange Coordinator

Aleithia Burgess
Incoming Exchange Student Coordinator
Overview 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 transfer credit approved programs
- Assists with the coordination of faculty credit approved programs within the colleges
- Coordinates with campus units involved in the administrative and academic aspects of study abroad programs such as Admissions, Scholarships and Financial Aid, Bursar, Registrar, Residential Life, and Academic Student Services
- Administers OSU’s online application system for study abroad, study abroad scholarships, and travel programs under the auspices of OSU through which all students apply and in which all staff and faculty traveling internationally are registered.
- Oversees online Travel Health and Safety training certification modules, required for all students traveling overseas under the auspices of Oklahoma State University.
- Offers two one-credit courses (A&S 2000: Introduction to Study Abroad and A&S 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 two OSU study abroad scholarship programs
- Maintains a library of study abroad material and provides advisement for study, work, and travel abroad
- Works in concert with faculty members to initiate and negotiate exchange and affiliation agreements
- Promotes study abroad programs through the study abroad day each September and study abroad seminars, classroom visits, and other presentations to campus organizations, local schools, and community groups

Two OSU Students on exchange at Robert Gordon University in Scotland present information about the Stillwater campus to potential incoming exchange students.
The Staff of the Office

The Office consists of three full-time and one half-time staff members, three undergraduate peer advisors, an undergraduate student events intern, and a graduate research assistant.

- **Peer Advisors** are returned study abroad students who serve as initial advisors for OSU students interested in student abroad.
- **Graduate Research Assistants** work with the office staff on various projects and tasks.
- **Study Abroad Coordinator.** Together with the undergraduate Peer Advisors and events intern, the coordinator conducts student advising sessions and coordinates the general marketing and advising efforts of the office.
- **Student Exchange Coordinator** coordinates the application and course equivalency process for outbound students. The coordinator also works with the inbound exchange students.
- **Inbound Exchange Student Coordinator** coordinates the application process and prepares incoming exchange students coming to OSU for a semester or year long exchange.
- **Director** of the office serves as the liaison between office staff and the administration. The director develops new exchange agreements and works to maintain and enrich relations with existing partners. The director works to ensure OSU meets ethical and best practices in promoting study abroad opportunities for all students.

Study Abroad Programs at Oklahoma State University

Four main types of programs are administered through our office, Reciprocal Exchange programs, Transfer Credit (Affiliated & Approved) programs, the National Student Exchange program, and International Internship/Service Learning programs. 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 residential credit while studying abroad. Through bilateral and consortium agreements, students are directly exposed to other educational systems and benefit from immediate contact with other cultures and countries.

- **Transfer Credit (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 that better meet specific academic or personal needs of students. The Office facilitates participation in these programs which are offered by other U.S. institutions, study abroad organizations (providers) and universities abroad. Students pay the program’s set tuition and fees and earn transfer credit while studying abroad.

- **The National Student Exchange** is a domestic exchange program that involves nearly 200 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!” Students can pay OSU tuition
and fees for resident credit or they can pay the host university’s in-state tuition and fees for transfer credit.

- **College-based, short-term, faculty-led study abroad travel programs** are OSU courses offered through each college and taken at least partially abroad or away from the OSU campus. 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’s Outreach Office. Please contact the appropriate college Outreach Office for more information.

- **International Internship/Service Learning Programs** offer students the opportunity to expand their experiences abroad as an extension of their study abroad program or as an entirely independent experience. Some programs are completed for academic credit while others are purely experiential learning. By working with locals in their host community, students gain critical experience through this culturally immersive experience.
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 at OSU because it resonates with students and staff.

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.

Study Abroad Program
Study Abroad Program is a general term for any program conducted abroad. 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. It 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. The AFFILIATED/APPROVED designation for a Study Abroad Program indicates that the university has either signed an affiliation agreement with an intermediary organization or has approved the program for university credit.
**Direct Enrollment**
Students enroll directly in a university abroad or they may go through a “third party,” such as agencies like Study Abroad Italy, 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.

**National Student Exchange**
The National Student Exchange is a domestic reciprocal exchange that involves over 200 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.

**Short-Term or Faculty-Led International Travel 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 winter or spring breaks or during the summer session. These courses are coordinated through the individual Outreach Offices within each academic college at OSU.

**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. Most 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.

**Studio Abroad or Terra Dotta**
The Terra Dotta software system Studio Abroad is the web-based program management system used by OSU to manage all study abroad and international travel programs. All students traveling abroad are required to register their travel in this system.
Acronyms

- **CE**: Course Equivalency when comparing a course abroad with those taught at OSU
- **EA**: Education Abroad
- **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, though each university is different.
- **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, and NSEP-Boren 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. Its primary function at OSU is to provide supplemental insurance for students while abroad.
- **ISS**: International Students and Scholars Office is the office at OSU responsible for all international students immigration matters, including visas for incoming exchange students.
- **FORUM**: The Forum on Education Abroad is the body that establishes Code of Conduct and Ethics Guidelines for all US Study Abroad Programs.
- **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-Boren Scholarship) provides substantial scholarships for study abroad in non-traditional countries.
- **SIS**: The School of International Studies is part of International Studies & Outreach and offers both a Master’s degree program and a Minor program in International Studies.
- **TD (or TDS)**: Terra Dotta Software, the online application system used by OSU’s Study Abroad/NSE Office.

A student on reciprocal exchange in Norway.
Steps to the Study Abroad Process

1. Attend a General Information Session or Visit the Office’s Website
   General information sessions are given by Study Abroad/NSE Office Peer Advisors throughout the semester. This is where students learn the basic outline of the study abroad programs offered by OSU. An online version is available at the Study Abroad website for students who prefer to complete the session at their own pace. Degree and topic specific information sessions are also held throughout the year. Completion of the information session is mandatory for all interested students.

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, options, scholarships and financial aid, as well as the application procedure.

3. Meet with 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. Early planning is key!

4. Apply for their Study Abroad Program
   Students will apply for their program online at www.studyabroad.okstate.edu.
   • Deadlines listed on website

5. Attend Study Abroad Orientation (Semester and Year Long Programs)
   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 August. Sessions include information on academic credit and the course equivalency evaluation process, finances, safety, and cultural adjustment, and practical matters. Faculty-led, short courses conduct their own orientation sessions.

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 during the semester prior to their time abroad.

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 resident credit for the coursework they complete abroad. This program has the most involved application process of OSU’s study abroad programs. Students must complete research on up to three universities, an essay, and obtain at least one reference. The application fee for this program is $300 and the deadline for priority consideration for both fall and spring semesters is in late January; 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 BADM 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.

International 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
The reciprocal exchange locations available to students can be found on the www.studyabroad.okstate.edu website.

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 colleges or programs.

Heriot Watt University, Scotland
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 $150, 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
The organizations and/or companies with which OSU has current affiliation agreements can be found on the website at www.studyabroad.okstate.edu
The main points for advisors
Students participating in short-term, faculty-led study abroad programs work with outreach coordinators in the particular college that is administering the program. Faculty members lead students on a short trip that may include tours, museum visits, classroom instruction, etc. 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’s Outreach Office. Courses occur during winter intersession, spring break, and the summer and vary each semester but may include components during the semester. Please contact the appropriate college Outreach Office for more information.

The details for advisors
Students can participate in any college’s program – they do not need to be enrolled in the college offering the study abroad opportunity. Students can participate in multiple programs during one semester. Students must be registered through OSU’s online application system and satisfy the mandatory insurance requirements. Credits are posted directly to their transcripts.

List of Coordinators (current as of June 2015)
- College of Agricultural Sciences and Natural Resources, 158 Ag Hall
  - Dr. Adel Tongco – adel@okstate.edu – 405-744-6580
  - http://internationalagprograms.okstate.edu/
- College of Arts and Sciences, 213 Life Sciences East
  - Shane O’Mealey – shane.omealey@okstate.edu – 405-744-5647
  - http://asoutreach.okstate.edu/
- College of Education, 325C Willard Hall
  - Vallory Vencill – vallory.vencill@okstate.edu – 405-744-8932
  - https://education.okstate.edu/is
- College of Engineering, Architecture, and Technology, 512 Engineering North
  - Nathan Cragun – nathan.cragun@okstate.edu – 405-744-5146
  - Kristi Wheeler – kristi.wheeler@okstate.edu – 405-744-5146
  - http://de.ceat.okstate.edu/
- College of Human Sciences, 101 Human Sciences
  - Pending – 405-744-9386
  - http://human sciencesoutreach.okstate.edu/
- Spears School of Business, 104E Business
  - Cinda Krout – spearsabroad@okstate.edu – 405-744-5210
  - Courtney Harp – spearsabroad@okstate.edu – 405-744-5210
  - http://spears.okstate.edu/studyabroad/
**The main points for advisors**

The National Student Exchange is a partnership among nearly 200 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 through the Study Abroad/NSE Office. The OSU application fee for this type of program is $300. The application deadline for the National Student Exchange program is February 15. Honors courses 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 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.

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**

Details on the National Student Exchange can be found at the consortium’s website at [www.nse.org](http://www.nse.org).
The main points for advisors
Many students opt to extend their programs abroad with experiential learning opportunities. On rare occasion these include paid internships, but usually are unpaid internships or volunteer experiences. Students often arrange to receive academic credit with their home department, but many students choose to participate without credit for the experience and learning opportunity.

OSU Career Services also provides resources for students seeking employment overseas.

*Please get with the Study Abroad Office for more information and resources in finding internship and volunteer opportunities abroad.

NOTE: All students going abroad under the auspices of OSU, even if their activity earns no academic credit, are required to register their program/travel with the study abroad office using the online portal available at http://www.studyabroad.okstate.edu
Basic Requirements for Receiving Academic Credits Abroad

Students enrolled in OSU faculty-led study abroad courses receive credit as they would for any course at OSU. For all other study abroad programs, OSU has basic expectations for students seeking academic credit for courses taken abroad.

All students seeking credit for courses taken abroad, regardless of program are expected to:

- Apply through the online application system at http://studyabroad.okstate.edu and have non-OSU courses pre-evaluated through the OSU Study Abroad Office.
- Complete an OSU Release and Assumption of Risk form.
- Complete an OSU Financial Aid Statement of Responsibility form if applying scholarships or aid to their program.
- Complete the mandatory, online Health and Safety modules provided by the Study Abroad Office.

Pre-evaluation of non-OSU Courses

All students participating in programs administered through the Study Abroad Office will have their courses pre-evaluated using the Course Equivalency form detailed below. Students on OSU faculty-led programs are participating in an OSU course, so no evaluation is necessary. Many times, students pursuing independent programs outside the auspices of OSU (e.g. students arranging research internships, international students taking a summer course at a university in their home country, or students simply trying to avoid OSU Study Abroad procedures and requirements) request that OSU advisors or professors pre-evaluate their courses for degree applicability. Advisors are not expected or required to evaluate courses outside of the OSU Study Abroad course equivalency process.

Students who choose not to follow OSU procedures for pre-evaluating courses and fail to apply through the Study Abroad Office will have their courses evaluated by Admissions or International Admissions AFTER they return from their program and present a final transcript. There is no guarantee that courses evaluated for transfer credit after completing a program abroad will receive OSU credit and/or be applicable to the student’s degree requirements.

If students participate in a fall, spring, or full-year program and do not go through the Study Abroad Office, they will be unable to use financial aid or OSU scholarships, or access other OSU resources while abroad, because they will not be enrolled at the university. Such students will be required to re-apply to OSU upon return if they wish to resume their studies at OSU.

If students have any questions on this process, please send them to the Study Abroad Office and we will gladly help explain this process to them.
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 Josh Pontrelli, the Student Exchange Coordinator, at any time.

Students studying on long-term programs (Semester, Yearlong, and Summer Programs administered through the Study Abroad Office) 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 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. Depending on the policies of your college, 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 you or the student 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 transfer credit 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 email or fax as soon as they have enrolled in classes at their host university. If they enroll in courses not previously evaluated, they must send a course description to the Student Exchange Coordinator along with the Enrollment Verification. 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 Student Exchange coordinators verify the number of hours of enrollment electronically during the first three weeks of classes.

**Sample Forms**

The documents that follow are examples of the Course Equivalency Instructions, Course Equivalency Form, and Enrollment Verification Memorandum for long-term programs (Semester, Yearlong, and Summer Programs administered through the Study Abroad Office. Areas highlighted in yellow are of particular importance to advisors. The Enrollment Verification Memorandum (see page 18) is an email sent to advisors once students send their Enrollment Verifications to the student exchange coordinator.

OSU students in Morocco take a break from their business development course excursion provided through their European host university.
Instructions for completing the Course Equivalency (CE) form

The Course Equivalency Evaluation (CE) Form will document the OSU credit that you will receive for the courses you take away from OSU and how courses will apply to your degree program.

Steps for completing the Course Equivalency (CE) form

1) Meet with your Academic Advisor to look over your degree sheet to determine which courses you might be able to satisfy with courses taken away from OSU. Look at the courses you might take at your host university. In general, do any of them look like possibilities for applying to your degree program? Your advisor does not make any notations on your Course Equivalency yet.

2) Read, fill out, and sign the first page of the Course Equivalency form (Section I and II).

3) List all possible courses you might take at your host university for all the semesters you’ll be abroad in Column A in section III. The more the better!

4) Copy/Print course descriptions for each of the courses you listed.

5) Make an appointment with the Student Exchange Coordinator, in the Study Abroad/NSE Office (242 Student Union), to determine how your host university courses can be assigned OSU equivalents in Column B.

6) Take the CE Form back to your Academic Advisor to fill in Column C, how the courses might apply to your degree program. You may need two signatures if you have a double major or if you have a different advisor for your minor.

7) Get a signature of the director of your Academic Advising unit of your College or your Department Head (whichever applies) on the back page (Enrollment Authorization — section IV). If you are completing a double major or a major and a minor in two different colleges, you’ll need two signatures.

8) Get a signature from the Linda Millis (for Study Abroad) or Margaret Betts (for NSE) in the Financial Aid Office (Section IV). Keep in mind that federal financial aid will NOT pay for excess courses.

9) Make an appointment with the Student Exchange Coordinator, in the Study Abroad/NSE Office, to turn in the completed form. You will receive some final reminders, have the opportunity to ask more questions, and obtain the final signature needed to confirm that you have completed all your program requirements in order to be enrolled in your placeholder credit hours at OSU while you are away.

10) Upload the final, completed document into your online application profile at www.studyabroad.okstate.edu

Please direct any questions to abroad@okstate.edu or visit the Study Abroad/NSE Office in 242 Student Union!

The Study Abroad/NSE Office will enroll you in an appropriate prefix, number, and section of your placeholder hours; as well as the appropriate number of credit hours. (E.G.: ENGR 3090 – 351 = 12 credit hours. OR TEMP 1777-691 = 15 credit hours.)

Ultimately, you are responsible for making sure you are enrolled at OSU for your semester away.
You should be enrolled before you leave. DOUBLE-CHECK on SIS!
I. STUDENT INFORMATION

Name: Pete Pistol A.

Student ID#: 12345678
E-mail: pistol.pete@okstate.edu

College: Business
Major: Finance
2nd Major/Minor: Spanish

Academic Advisor: Jane Advisor
2nd Major/Minor Academic Advisor: John Advisor

Federal Financial Aid expected:
☐ Yes ☐ No

OSU Scholarship(s) expected:
☒ Reciprocal Exchange
☐ Direct Enrollment
☐ US Study Abroad – University/Organization sponsoring program
☒ NSE Plan A / ☐ Plan B (check one)

Study Abroad Program:
☐ Direct Enrollment
☐ US Study Abroad – University/Organization sponsoring program
☒ NSE Plan A / ☐ Plan B (check one)

Planned term(s) of enrollment:
Fall 2015 Spring 20 Summer 20

Term Dates: Classes Begin 9/12/15 Classes End 12/23/15

Institution where you will complete coursework: UPV
Country: Spain

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 official transcript from my host-institution at the end of my enrollment period.
• I must provide the Study Abroad Office with an official transcript of grades for the courses completed in this program.

INITIAL ALL BOXES BELOW:

☒ I am aware that equivalent U.S. letter grades will be posted to my OSU record for all courses completed in this program.

☒ I understand that I can petition prior to my participation in this program to 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 understand that I cannot petition to receive a grade of PASS/NO PASS, if I am enrolled in an institution, either through an approved U.S. Study Abroad Program or directly, that has a regional U.S. accreditation status, and if I am enrolled specifically at Kansai Gaidai University in Japan and UDLA in Mexico.

☒ I understand that any requests for adjustments to the posted credit can only be made during two subsequent semesters immediately following the semester I studied abroad, including summer. (e.g. A student studying abroad spring 2013 will have summer 2013 and fall 2013 to request adjustments to the posted credit.)

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.

☐ 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 acknowledge that all information listed in the Applicant Information section is correct. 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 that I will receive credit for the evaluated courses, as outlined above.

Student Signature: Pistol Pete
Date: 4/1/15
### III. Equivalent Course Selection and Degree Applicability Review

<table>
<thead>
<tr>
<th>Course Code (if available)</th>
<th>Course Title</th>
<th>OSU Course Prefix &amp; Number</th>
<th>OSU Gen Ed</th>
<th>OSU Credits</th>
<th>Degree Requirement</th>
<th>Substitution for OSU Course #</th>
<th>Excess Course (Not a degree requirement)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>6034</td>
<td>Spanish &amp; Regional Economy</td>
<td>ECON 3 - -</td>
<td>S</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5919</td>
<td>Learning &amp; Perception</td>
<td>PSYC 3 - -</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6034</td>
<td>Corporate Governance Strategies</td>
<td>BUS 2 - -</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4325</td>
<td>Don Quixote and contemporaries</td>
<td>SPAN 4 - -</td>
<td>I</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4651</td>
<td>Spain During WWII</td>
<td>SPAN 3 - -</td>
<td>H</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Study Abroad/NSE or Admissions Office:** I have assigned OSU course equivalents and credit hours to the courses listed. 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 after the student completes his program.

- 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 ☐ Cannot determine at this time
- Course level equivalency: ☑ Freshman ☑ Sophomore ☑ Junior ☑ Senior

**SE Coordinator**  
Evaluator - Study Abroad/NSE or Admissions Officer  
Date 4/12/15
### III. Equivalent Course Evaluation and Degree Applicability Review

#### Host Institutions Courses to be Evaluated
Student completes

Sign here, if the information for courses listed will only be available after you arrive to the Host Institution.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Date</th>
<th>Evaluator</th>
<th>Advisor Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 2025</td>
<td>Differential Equations 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 36310</td>
<td>Variational Calculus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 3016</td>
<td>Statistical Principles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTH 3006</td>
<td>Dance, Fitness and Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 2009</td>
<td>International Economics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 3031</td>
<td>Complex Analysis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 3032</td>
<td>Design and Analysis of Experiments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 2009</td>
<td>Catholic Studies 1: Scripture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 2049</td>
<td>Catholic Studies 2: Theology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 2027</td>
<td>Fundamentals of Real Analysis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 3017</td>
<td>Decision Science</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Signature**:  

**Date**: 4/29/2012

---

**Study Abroad/NSE or Admissions Office**: I have assigned OSU course equivalents and credit hours to the courses listed. 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 after the student completes his program.

**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
- □ Cannot determine at this time

**Course level equivalency**:  
- Freshman 1000  
- Sophomore 2000  
- Junior 3000  
- Senior  

**Evaluator**: Study Abroad/NSE or Admissions Officer  
**Date**: 4/19/2012

---

**C. Recommendations for Degree Applicability**
Advisor completes

Sign here, if a review of the degree applicability of courses listed can only be completed after the student arrives at the Host Institution.

---

**Advisor's Signature**:  

**Date**: 4/29/2012

---

**2nd Major/Minor Advisor**:  

---

**Date**: 4/29/2012
IV. ENROLLMENT AUTHORIZATION

**Academic Advisement**

I am authorizing the student to enroll for the following semester(s):
- Fall 2015
- Spring 20__
- Summer 20__

I have reviewed the courses listed in Section III and their OSU equivalents and have determined the following:
- Courses are subject to satisfactory completion, they will apply to the student's degree program as indicated in section III, column C.
- Information provided is insufficient to evaluate degree applicability at this time.

Signature of College's Academic Services Director
Date

Signature of the 2nd Major/Minor
Date

College's Academic Services or Department Head

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

I have received and retained a copy of this form. I have explained the necessary action that the student must take to be eligible for disbursement(s) in his/her aid package. I authorize the student to complete his/her enrollment.

Signature of Scholarships and Financial Aid Office Representative
Date

**Student Signature**

I request that the OSU Office of the Registrar enroll me in the course(s) listed below.

Signature of Student Studying Abroad
Date

**Study Abroad Office**

☐ Our records show the student is participating in a Study Abroad Direct Enrollment, U.S. Study Abroad Provider, or NSE Plan A 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>SIS Cal Number</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Section</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEMP</td>
<td>1777</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TEMP*</td>
<td>1777</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>SIS Cal Number</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Section</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>F 2015</td>
<td>1024A</td>
<td>BAKM</td>
<td>3046</td>
<td>35A</td>
<td>12</td>
</tr>
</tbody>
</table>

☐ Our records show the student is participating in the National Student Exchange program on Plan B. 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>SIS Cal Number</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Section</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UNV</td>
<td>3110</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNV</td>
<td>2110</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Registrar Use Only

Total Hours After Changes
Initialed
Date

Updated 02/15/2015.
July 23, 2015

Dear Pistol A. Pete:

CWID: 12345678

I have received the Enrollment Verification and Arrival Report that you have submitted on July 23, 2015 for your fall 2015 enrollment at Universidad Politecnica de Valencia (UPV) in Spain. The results are as follows:

<table>
<thead>
<tr>
<th>Course Identifier</th>
<th>Course Title</th>
<th>OSU Equivalence</th>
<th>General Education</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH3017</td>
<td>Decision Science</td>
<td>MATH 4</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MATH3019</td>
<td>Investment Science</td>
<td>MATH 4</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>ECON2009</td>
<td>International Economics</td>
<td>ECON 3</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>SPRC1007</td>
<td>Recreation and Sport Event Programming</td>
<td>RMTR 2</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Enrolled Semester Hour Equivalent 16**

Term Dates: 07/23/2015 to 01/11/2015
OSU Enrollment: A&S 3090 - 16 hours
Adjustment Needed (to # of placeholder hours in SIS) - NONE
Deadline to change enrollment (Add/Drop Notification): September 3, 2015

If you have enrolled in any courses that were not previously evaluated by this office, it is highly recommended that you contact your advisor to determine if the courses can be used to satisfy course requirements in your degree program.

If your enrollment in SIS does not match the Total Enrolled Semester Hour Equivalent on the Verification of Enrollment, it will be automatically adjusted right before the deadline to change your enrollment. Please make sure to check your enrollment in SIS around the deadline date to see if your enrollment has been adjusted.

You can expect your enrollment and eligibility for credit at OSU to be based on the verification. You must report any changes in your schedule. The Add/Drop Notification that must be submitted to report these changes to your schedule was included in your Orientation Packet.

You are expected to request an official record (transcript) to be submitted to OSU when it becomes available. Please have the host institution forward it to the attention of:

Study Abroad Office  
Oklahoma State University  
242 Student Union  
Stillwater, OK 74078 U.S.A.

Please let me know if you have any questions regarding this evaluation of credit.

Sincerely,

Student Exchange Coordinator

Study Abroad & NSE Office
Oklahoma State University
242 Student Union | Stillwater, OK 74078
phone+1.405.744.2810 | fax+1.405.744.5667
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 transfer credit 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 transfer credit or NSE Plan A programs.

Study Abroad Specific Scholarships
Scholarships are offered specifically for study abroad, whether through OSU or other programs. The Study Abroad Office administers two scholarships: Provost’s Study Abroad Scholarship and the Don and Cathey Humphreys’ Study Abroad Scholarship. The Office awards over $275,000 to students each year. Students apply online through the Study Abroad website.

The Bailey Scholarship is another major study abroad scholarship at OSU 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. Contact David Crawford in Arts and Sciences Student Success Center for more information.

Federal Scholarship Programs
Several federal scholarship programs are of particular interest to OSU students: the Gilman scholarship for students who are Pell Grant eligible, the Critical Language Scholarship for language learning in non-traditional locations, and the National Security Education Program (NSEP -Boren Scholarship) for study abroad at non-traditional sites with a focus on national security (loosely defined). These national scholarships are coordinated through the Study Abroad Office and Dr. Steve Hallgren, the Fulbright and Boren Faculty Advisor.

Other Scholarships
Other scholarships such as the Marshall and Rhodes are coordinated through the Office of Scholar Development. 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 Dr. Steve Hallgren 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.

A few of the 2013-14 academic year Humphreys Grant recipients.