

EDUCATION ABROAD

Deadlines for Faculty-led Programs

4 week Session 1 (May) 2021

Activity	May 2021 "stand alone" (Summer 2021 registration)
New program proposal due to OIA	February 1, 2020
Program Reauthorization (continuing programs) due to OIA	March 30 – May 15, 2020
Itinerary request from academic unit/RD due to OIA Specialist	June 28, 2020
OIA Specialists submit specifications for airfare/in-country quotes solicitation	July 15, 2020
OIA Specialists submit budget worksheet due to OIA Program Managers	August 15, 2020
Conduct Information Sessions and other recruiting methods	Throughout autumn semester
Complete appropriate documents in your Education Abroad center https://educationabroad.osu.edu/secure/	January 6, 2021
Student program application deadline	
Request for Spouse/Minor Legal Dependent, Departmental or Academic Guests (https://oia.osu.edu/faculty-resident-directors/current-resident-directors.html)	
Conduct student orientations with OIA Specialist	During spring semester prior to departure
Complete GET Card application and required fiscal trainings (*as necessary)	March/April 2021 Documents and trainings sent to RD via DocuSign
Attend RD orientation and GET Card orientation (*as necessary)	Orientation Sessions TBD during Spring 2021 semester
RD and OIA Specialist Handoff Meeting	One to two weeks prior to departure
GET Card Transactions Review with OIA Business Operations (Return GET card and submit financial documentation)	Three days after program ends