Students planning to study abroad in the summer of 2009 will be able to complete their applications online beginning January 2 when the new system goes live. For the past six months the Office of Information Technology and the Office of International Affairs have worked on creating the online application process, which students will be able to access through buckeyelink.osu.edu and clicking on the link for study abroad.

"This new online application will help streamline the process for students who want to study abroad," said Grace Johnson, director of study abroad. "Students will be able to submit their application and pay the fees associated with a study abroad program without ever having to fill out a paper application or write a check."

The online application is one component of the custom Study Abroad module within the new Peoplesoft Student Information System. The system will make information flow easier among the students, the study abroad office and the Office of the Bursar. Because the application is connected through the university’s new PeopleSoft system, student contact information will automatically populate into the appropriate fields. Application fees, payments, and refunds all will be managed seamlessly through the student’s university account.

"This module will provide the Office of International Affairs a systematic way to administer and maintain their varied and complex ‘study abroad’ programs and processes, and will replace the mostly manual processes that are in place currently," said Nalini Sundar, manager of the SIS Study Abroad Project for the Office of Information Technology.

"The online system has touch points with other SIS modules – student records and student financials – to enable a seamless integration of the various study abroad processes like program maintenance, application evaluation, fee assessment and enrollment within this module, and to provide a streamlined and user friendly online application and workflow among program coordinators, faculty and students."

While students who want to apply for summer 2009 study abroad programs will be able to take advantage of the new online system, those who are applying for winter and spring quarter 2009 study abroad programs will still need to complete a paper application.
As a result of the new system, study abroad will move to 12 application deadlines throughout the year, which will land on the first day of every month. There will be a Frequently Asked Questions section on the site to help answer questions about the application process and students will also be able to submit questions through a separate e-mail address.

Students will log into the system using their name and password. Once students have determined the study abroad program for which they will be applying, they will need to have the following information available and ready to enter or upload when they begin the online application process:

1. Passport number (Students who do not currently have a passport are still eligible to submit an application for a study abroad program, however, they are encouraged to apply for a passport immediately)
2. Personal statement
3. Ohio State advising report
4. Reference letter from a professor or teaching assistant – this will be collected in an electronic format via the Office of International Affairs website beginning December 2008
5. Names and contact information of those to be called in case of an emergency
6. Payment of $150 application fee

Students must complete all fields of the study abroad application. If students have not completed a section, an error message will appear when submitting the application. It is important for students to review all of the information prior to submitting the application to ensure there are no errors. Once the application has been submitted, students will not be able to make any changes to the information entered.

During the 2007-08 academic year, 1,801 Ohio State students studied abroad, and close to 20 percent of all Ohio State students have a study abroad experience before they graduate. Study abroad coordinators are available to speak with students to discuss their options during walk-in advising hours, Monday – Friday from 1 – 4 p.m. Learn more about Study Abroad at Getting Started.