



# EDUCATION ABROAD

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## Services for Colleges, Academic Units and Faculty

The Office of International Affairs takes pride in partnering with academic departments to facilitate education abroad opportunities at Ohio State. To ensure a coordinated and comprehensive strategy is employed for the success of every Ohio State approved study abroad program, a wide variety of specialized services are provided by the Office of International Affairs. Core services include advising and outreach, comprehensive application management, pre-departure orientation, risk management, program coordination, new program development, scholarship administration, business and financial services and marketing and communications, all of which collectively further the growth and awareness of a wide variety of international opportunities. These services are essential to manage and enhance the development and implementation of international programming for all Ohio State students seeking to expand their global awareness and expertise.

### New Program Development and Consultation

- Provide expert assistance to academic and other Ohio State units interested in setting up new curricular and co-curricular international opportunities
- Assist departments in identifying and implementing appropriate education abroad options and program models in alignment with curricular needs for majors and minors
- Source opportunities and education abroad venues based on academic unit need and interest

### Comprehensive Application Management

- Manage study abroad program offerings in the Student Information System
- Manage common education abroad application in the Student Information System (SIS)
- Communicate admittance or denial decision to students
- Maintain student applications (withdrawal, change of admission status)
- Advise students on registration and enrollment as related to education abroad
- Prepare individual budget sheets for admitted students according to guidelines approved by the Office of Student Financial Aid
- Post study abroad program fee on individual student accounts



## Study Abroad Program Coordination

- Coordinate Ohio State faculty-led programs, provider and direct enroll programs and student exchanges (an Office of International Affairs education abroad coordinator is assigned to each program)
- Provide guidance on education abroad application review and admission process
- Recruit and promote study abroad programming
- Manage relationships and communications with host institutions, exchange partners, providers and vendors
- Make international travel and in-country arrangements for study abroad programming
- Apply for group and individual visas as needed

## Business and Financial Expertise

- Process payments for study abroad programming and airfare in compliance with university requirements and expectations
- Initiate and process cash advances, Travel “T” numbers and per diem for study abroad resident directors
- Establish study abroad program fees in collaboration with relevant academic units
- Manage all fiscal interactions related to study abroad programming
- Perform financial and managerial accounting for all programs

## Risk Management

- Enroll all students and resident directors in international supplemental insurance
- Verify student eligibility for education abroad with the Office of Student Conduct
- Monitor and provide communication on Department of State travel advisories
- Provide 24/7 emergency response to students and resident directors
- Provide guidance on Clery reporting and Title IX
- Guide and advise academic units, faculty and students on university policies related to Department of State travel advisories
- Manage petition process for travel to countries under Department of State travel advisory
- Conduct Safety and Risk Management Orientation for Education Abroad Resident Directors (held multiple times each semester)

- Perform risk assessment and abatement for new and pre-existing international opportunities
- Maintain emergency database
- Monitor activities and decisions made by the International Travel Policy Committee. The committee, appointed by the provost, establishes guidelines and policies to maintain the health and safety of Ohio State students, faculty and staff studying abroad or conducting research or business in another country

## Outreach

- Promote education abroad through presentations in classrooms and residence halls
- Provide customized education abroad presentations for academic and support units, academic advisors and other stakeholders interested in learning more about Ohio State education abroad opportunities
- Plan, manage and promote the annual Education Abroad Expo, a table fair that showcases Ohio State’s education abroad opportunities and attracts over 1,000 Ohio state students interested in learning more about how to study abroad

## Marketing and Communications

- Produce the Education Abroad Handbook, Resident Director Handbook, Getting Started booklet, education abroad flyers, e-newsletters and powerpoint presentations to provide up-to-date information about study abroad programs, processes and new policies
- Provide students with the information necessary to help guide them through the necessary steps to study abroad – all on the Office of International Affairs website [oia.osu.edu/study-abroad](http://oia.osu.edu/study-abroad)
- Share student stories and repost photos through social media channels: Facebook, Twitter, Instagram, Tumblr and Storify
- Collaborate with communicators in the colleges to cross promote study abroad as well as student experiences while abroad

## Statistical Reporting

- Prepare and disseminate statistical reports including the Open Doors Survey conducted by the Institute of International Education, “Ohio State Education Abroad by the Numbers” – which is distributed to each of Ohio State’s colleges – and by request

