

## INTERNATIONAL STUDENTS

**2018 – 19 Undergraduate Exchange Application Instructions**

As of January 1, the application can be accessed via this link:

[https://delegated.osu.edu/psp/csosuda/EMPLOYEE/CAMP/c/OAD\\_GEA.OAD\\_GEA\\_NUR\\_APL.GBL](https://delegated.osu.edu/psp/csosuda/EMPLOYEE/CAMP/c/OAD_GEA.OAD_GEA_NUR_APL.GBL)

A) Create an Account

- 1) Click on the yellow box, and follow the instructions to set up your username and password.

B) "Apply to The Ohio State University"

- 1) Select "Undergraduate"
- 2) Select "Special"
- 3) Select: "Undergraduate Non-Degree International - Apply for Extended Education: International applicants to Columbus campus."
- 4) Scroll down to where it says "Academic Plan": leave all the fields blank, and click "Search."
- 5) Your "Academic Area" is "OIA Incoming Exchange Program."
- 6) Enter your "Start Term"
- 7) "Campus" is "Columbus"
- 8) Click "Start Application."
- 9) Enter all the required information in all five of the blue tabs shown at the top of the screen—Personal Data, Contact Data, Academic Data, Program Data, and Final Steps/Submit

**Tips for entering the required information on individual tabs:**

Personal Data:

- 1) Throughout the application, for any fields that show the icon of a magnifying glass, you must click on that to view the options of what to enter. For example, do not just type in your country of citizenship.
- 2) It is extremely important that you enter your full name in the way that it appears on your passport, even if this is different from your preferred way of writing your name. If you have a multi-part family name, be sure to include all parts in the "last name" field. For example, if your name on your passport is "Maria Rodrigues da Silva" but usually you just go by "Maria da Silva," you still need to include "Rodrigues" in your family name.
- 3) Most of you will not have a Social Security Number; you may leave this field blank.
- 4) Date of Birth: click on the calendar icon to the right of the box to select your birth date.
- 5) When you enter your "Country of Citizenship," new wording will appear asking about your "Citizenship Status." Assuming you are not a U.S. permanent resident, refugee or asylee, select "None of These," and select the box for "I do not hold a U.S. visa and I am requesting this visa type: J1." (If one of the other options does apply to your situation, please contact Caroline Omolesky via e-mail, at [Omolesky.2@osu.edu](mailto:Omolesky.2@osu.edu).)

Contact Data:

- 1) Under "Permanent Address" and "Current Address," once you input your country, a blue link will appear that says "Add/Update Address." Click on that to enter your address.
- 2) For "Current Address," put the address where you want your DS-2019 to be mailed.

#### Academic Data:

- 1) You are required to enter the name of where you attended high school. Use the magnifying glass icon to search for your high school's name; it is helpful to first filter by country. If you do not see the name of your school in the search function, you can type it in under "Name/Description."
- 2) Under "Universities/Colleges," the "To Date" should be the end date of the term at your current school prior to your first term of study at Ohio State.
- 3) Under "Universities/Colleges," you can leave the "Degree" information blank if you have not yet received a university degree, which will be the case for most of you.

#### Final Steps/Submit:

- 1) The system will prompt you to upload your supporting documentation, listed below. Please review the full details for these documents on the OIA exchange website: <https://oia.osu.edu/exchange-students/application-instructions.html>. If you have any difficulty uploading your documents, please e-mail them to Caroline Omolesky, at [omolesky.2@osu.edu](mailto:omolesky.2@osu.edu) as attachments.
  - Copy of the biographical page of your passport, showing your full name, and the passport expiration date
  - Copy of official academic transcripts for all previous academic coursework at the university level. Transcripts should be in English, or be accompanied by a certified translation into English.
  - Proof of English proficiency—a copy of the score report of either the TOEFL, MELAB, or IELTS test. Be aware that Ohio State no longer accepts TOEFL or IELTS scores sent only via paper score reports. In addition to uploading the paper score report, please arrange early in the application process to have the TOEFL or IELTS score report sent *electronically* to Ohio State directly by the testing agency. Ohio State's institution code is #1592. Ohio State continues to accept paper score reports for MELAB.
  - Sufficient financial documentation – please provide a bank statement or statements showing a minimum of \$10,317 for one semester of study, and \$20,635 for two semesters of study (the full academic year). If the bank statement included in an application is from a family member or friend of the student, a completed [Affidavit of Financial Support form](#) must be included as well.
  - Letter of recommendation from the outgoing exchange coordinator or university professor
  - Personal statement of approximately 400 – 500 words, from the student applicant

