Study Abroad Options for STEP Students

**Ohio State-approved Study Abroad Programs**

The Office of International Affairs (OIA) administers study abroad programming at Ohio State, offering a variety of opportunities across the globe to fit your interests and academic plans, including:

- May Session programs
- Winter/Spring Break programs
- Summer programs
- Semester or academic year programs
- Programs with internship, research and service-learning components

The program search engine (oia.osu.edu/ GettingStarted/search-programs) may be used to find programs based upon specific criteria, including subject, location, program length or time of year.

In addition to OIA, college units (e.g. Office of Global Business) and the Office of Student Life (e.g. Buck-I-Serv, Buckeye Leadership Fellows) offer Ohio State administered international programming.

**Independent International Education Opportunities**

Independent international education opportunities should be pursued if, and only if, there is not an Ohio State administered program that meets your academic and personal goals. An independent international education opportunity may be a non-Ohio State administered study abroad program. It may also be any of the other 5 STEP experiences that you plan to complete all or part of in a country outside of the U.S.  Please note: Credit-bearing independent international experiences may be completed for transfer (“K”) credit only.

In order to expand the options available to students, STEP allows students to propose an independent experience abroad. The term “independent experience” is used to describe a non-Ohio State administered option. Although students may be approved to undertake an independent STEP experience, they are still doing so:

1. As part of the student experience embodied by STEP
2. As completion of STEP at Ohio State
3. In consultation with their STEP Faculty Member
4. With STEP funds supported by the university

Thus students on independent experiences to international destinations are still required to adhere to all relevant University and STEP policies and operating procedures.

Per university procedures, Ohio State students engaging in independent international education activities must meet the following requirements:
• No travel to high-risk destinations as defined by a Department of State Travel Warning or exclusion from the evacuation provision of the supplemental international travel insurance. Information on current travel warnings can be found at http://travel.state.gov/content/passports/english/alertswarnings.html.
• Enrollment in the university’s supplemental international insurance (regardless of other forms of coverage): http://oia.osu.edu/preparing-to-depart/health-insurance.html
• Completion of the STEP International Experience Information Form available on the STEP website
• Review of an online Health & Safety Pre-Departure Orientation provided by OIA

All proposals involving international experiences are subject to final verification by the Office of International Affairs.

**Deadlines**

December 1st – STEP students developing a proposal for study abroad or an international experience will need to enter their proposed experience, date, country/ies and program sponsor into the STEP dashboard. OIA will use this information for an initial verification that the experience meets current Ohio State requirements.

45-days prior to experience – Students on independent international experiences are required to have completed the information on the STEP International Experience Information Form and enrolled in the supplemental travel insurance. Funding for international STEP experiences will not be disbursed until OIA has verified completion of the form and enrollment in the insurance.
- Earlier disbursement of funding may be considered for students who demonstrate need to use funds in advance for program deposits or other fees.
- If your program does not release information on the form until within 45-days of departure, please speak with OIA STEP contacts about verification and completion of the form

Study abroad and international experiences require planning ahead. The deadline for submitting applications for study abroad is specific to your program of interest. Generally speaking, students should be prepared to submit the program application six months to one year in advance of the start of their desired program.

Please be aware that STEP students do not have special priority for Ohio State administered programs, and must meet the same requirements as non-STEP peers. Please work with your STEP Faculty Member to identify alternate uses for your fellowship, should your first choice not be available.

**Next Steps**

• Talk to your STEP Faculty Member about how study abroad fits with your academic, career and life goals
• Attend a “Getting Started” session at 122 Oxley Hall (Mondays and Tuesdays, 12 - 1 p.m.)
OR Wednesdays and Thursdays, 4:30 - 5:30 p.m.)
- Talk with the OIA Program Coordinator. Each program has a designated OIA Study Abroad Program Coordinator who may provide program-specific advising services throughout all stages of the study abroad process. Coordinators are available by appointment (call or email to schedule) and hold walk-in advising hours on Wednesdays from 1 - 4 p.m. in Oxley Hall.
- Send general study abroad inquiries to abroadadvisor@osu.edu
- For STEP-specific inquiries about study abroad, contact Jenny Kraft (.51)
- Complete your STEP proposal, budget and supplemental documentation

A Completed STEP Study Abroad Project will include:
- Pre-proposal submitted to STEP dashboard by December 1st
- Final Proposal approved by STEP Faculty member
- Budget

In addition, independent international experiences will include:
- A completed STEP International Experience Information Form
- Enrollment in the university’s Supplemental Travel Insurance

Fellowship Disbursement

For experiences occurring in May of 2015, the approved fellowship amount will post to your university statement of account approximately May 11th and be applied toward the balance due. If your balance is less than the amount of your STEP fellowship and any other loans, grants, and/or scholarships you may receive for that term, you will be able to receive the excess balance (or “refund”). In order to access your refund, you will need to set up a direct deposit into your personal bank account otherwise the Bursar’s Office will mail you a check. You do not have to establish a bank account locally to use direct deposit; refunds may be electronically transferred to any bank in the United States. To set up direct deposit, go to buckeyelink.osu.edu. Once enrolled, the direct deposit service will continue every semester.

For experiences occurring during a later term, your fellowship will be disbursed approximately 45 days prior to the start of the experience.

Please note: Prior to disbursement of the fellowship, STEP administration will verify faculty certification of completion for all STEP program requirements. International experiences will also be subject to verification by OIA.

Project Reflection and Reporting Back

- Students will be asked to reflect on their project through a reflective essay they will post on U.OSU.
- Students will also be required to report back to the university by presenting at the STEP Expo or another approved public demonstration.