How to Apply for a College of Business
Study Abroad/Exchange Program (Design Students)

I. Create/Edit Profile and select correct exchange program
   a. Go to the OSU GO online application
   b. Login with your ONID username and password.
   c. Select term in which you would be going abroad
      i. Fall: All programs available
      ii. Summer: Italy and England
      iii. Spring: Italy, England, South Korea
   d. If new to GO application system:
      i. Select “yes” below New Profile Confirmation
      ii. You’ll be prompted to complete information regarding birthdate and emergency contact information.
   e. If you have used the GO system to previously apply for any study abroad program:
      i. You can update your profile by clicking on the dial icon at the top right and then “edit”.
   f. Search for the program for which you would like to apply. You can search by city or country and then select the correct institution:
      i. Florence, Italy: Accademia Italiana
      iii. Seoul, South Korea: Hanyang University
   g. Select the program and submit your application.

II. Complete Required Items in Each Section
   a. Learning Content
      i. Passport Application Instructions
         o Read and mark as “read”
   b. Application Questionnaires *
      i. Accommodations
         o List any accommodations you may need or enter “none”.
      ii. Personal Statement - This will be your only opportunity to convince the COB to approve placing you at your first choice location. Competition can be high for the study abroad/exchange locations. Be clear, specific, and informed regarding your reasons, influences, research, and goals as they relate to the prompts below.
         Statement should:
         • Be 2-3 pages in length, double spaced.
         • Include answers to these questions:
            o Why should the COB send you to your chosen location?
            o What do you hope to gain or learn from the experience?
   * NOTE: You should select “Save” in each section above until you are confident you have your final version. Once you select “submit”, you cannot go back and edit that section.
   c. Signature Documents
      i. Read and digitally sign the Application Submission Agreement

III. Recommendations
   a. Input email addresses of 2 people who will provide recommendations on your behalf. At least one of the two must be an OSU academic connection.
b. Internal OSU email addresses can be searched in the box provided.
   i. Manually enter email addresses of non-OSU contacts or for OSU addresses not available via the search box.

c. Once the email addresses are submitted, each person will receive an email from the GO Application System with details on how to submit the electronic recommendation.

d. Students can log back into their GO Application and check to see if a recommendation has been submitted (received box will be checked).

IV. Final Review and Submit

a. Review that all items in the sections listed above have been entered, marked as read, and/or digitally signed.

b. Be sure to go back and select “submit” in the different sections above to complete the application (if you previously only selected “save”).

c. Once all items are completed correctly, your GO Application dashboard should look similar to this:

V. Accessing Completed GO Application

a. This application will be part of the entire study abroad experience and therefore it is beneficial to “bookmark” the login page.

b. Use the “Applicant” menu item at the top left side of dashboard to get back into your COB application.

c. As applications are being processed, additional items will become available to read, sign, and submit.