

# How to Apply for a College of Business Exchange Program

## 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 (typically Fall, but Germany and Australia do have Spring options)
- d. If new to GO application system:
  - i. Select “yes” below New Profile Confirmation (if new to the GO application system).
  - 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. Select “College of Business Stonehill Exchange” under applications or locate application by typing “stonehill” using the search box.

NOTE: Do not apply for individual locations. Apply to the “Stonehill” application and you will list your top 3 locations preferences as part of the Stonehill application.

## II. Complete Required Items in Each Section

- a. Learning Content
  - i. Passport Application Instructions – read and mark as “read”
- b. Application Questionnaires \*
  - i. Accommodations – list any accommodations you may need or enter “none”.
  - ii. COB Location Preference – list your top 3 location choices
  - iii. **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 many of the exchange locations. Be clear, specific, and informed regarding your reasons, influences, research, and goals as they relate to your first choice location.  
Statement should:
    1. Be 2-3 pages in length, double spaced.
    2. Include answers to these questions:
      - a. Why should the COB send you to your 1<sup>st</sup> choice location?
      - b. What influenced the selection of your 2<sup>nd</sup> and 3<sup>rd</sup> locations?

\* **NOTE:** You should select “Save” in each section above until you are confident you have included your final version. Once you select “submit”, you cannot go back and edit that section.

- c. Signature Documents
  - i. Read and digitally sign the following documents;
    1. Application Submission Agreement
    2. COB Interview with Academic Advising

### III. Recommendations

- 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.
- Internal OSU email addresses can be searched in the box provided.
  - Manually enter email addresses of non-OSU contacts or for OSU addresses not available via the search box.
- 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.
- 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

- Review that all items in the sections listed above have been entered, marked as read, and/or digitally signed.
- Be sure to go back and select “submit” in the different sections above to complete the application (if you previously only selected “save”).
- Once all items are completed correctly, your GO Application dashboard should look like this:

Application : ( )

<b>Lindsay Niemeyer</b>	
<b>Program:</b>	College of Business Stonehill Exchange
<b>Term/Year:</b>	Fall, 2018
<b>Deadline:</b>	04/15/2018
<b>Dates:</b>	TBA

  

<b>Learning Content</b>	
Click the following to view, read, and mark these pages as having been read.	
<b>Title</b>	<b>Received</b>
Passport Application Instructions	<input checked="" type="checkbox"/>

  

<b>Application Instructions</b>	
Welcome! Your Program Application is designed to show you critical information at the time it is needed.	
<b>DON'T DELAY! Electronically sign the Application Submission Agreement immediately in order for the OSU GO staff to begin processing your application.</b>	
In order for your application to be considered complete, you will need to complete all required steps prior to by the application deadline.	
As you move forward in this process, several new forms will be periodically released that will require your immediate attention so be sure to monitor your account frequently for updates.	
Please allow 7-10 business days for processing of all material submissions. All submissions postmarked by the deadline are accepted.	
<b>Financial Aid:</b> Check with your Financial Aid Office <u>NOW</u> (or as soon as possible) regarding eligibility and deadlines. Note that even if you have not been eligible for financial aid in the past, the extra cost of studying abroad may enable you to qualify for certain types of financial aid.	

  

<b>Application Questionnaire(s)</b>	
Complete the following questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click the 'submit' button in order for the questionnaire to be marked as 'received'.	
<b>Title</b>	<b>Received</b>
Additional Accommodation Requests	<input checked="" type="checkbox"/>
COB Location Preference	<input checked="" type="checkbox"/>
Cover Letter	<input checked="" type="checkbox"/>
Resume	<input checked="" type="checkbox"/>

  

<b>Signature Documents</b>	
Please read, understand, agree to and sign the following documents. If you have questions or concerns about any of the content, please contact the Office of Global Opportunities.	
<b>Title</b>	<b>Received</b>
Application Submission Agreement (Complete First)	<input checked="" type="checkbox"/>
COB Interview with Academic Advisor	<input checked="" type="checkbox"/>

  

<b>Recommendations</b>	
To send an e-mail to a recommender, click the envelope icon next to the name.	
<b>Requests</b>	<b>Received</b>
(2 required)	
<b>- Request Electronic Recommendation</b>	
✉ Connie Caddis	<input type="checkbox"/>
✉ Lindsay Niemeyer	<input type="checkbox"/>

### V. Accessing Completed GO Application

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