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 1st choice location?
            b. What influenced the selection of your 2nd and 3rd 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  
   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 like 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 Stonehill Exchange application.

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