

**Examining Reciprocal Exchange:**  
*A Guide to OSU's Reciprocal Exchange  
Study Abroad Programs*



**OSU Study Abroad/NSE Office**



060 G Student Union

405.744.8569

abroad@okstate.edu

<http://studyabroad.okstate.edu>

# Participating Universities

## Australia

Charles Darwin University 🇦🇺  
University of South Australia 🇦🇺

## Austria

Karl-Franzens Universität 🇦🇹

## Belgium

University of Antwerp 🇧🇪  
Université Catholique de Louvain 🇧🇪  
*Engineering & Architecture primarily*  
Université Libre de Bruxelles

## China

Southwest Jiaotong University

## Czech Republic

Masaryk University 🇨🇪

## Denmark

Aarhus University 🇩🇪

## Estonia

University of Tartu 🇪🇪

## Finland

University of Helsinki 🇫🇮

## France

Ecole Centrale de Lille  
Burgundy School of Business 🇫🇷  
Université des Sciences et Technologies  
de Lille  
Université de Strasbourg

## Germany

Ruhr-Universität Bochum  
Universität Leipzig  
Technical University of Munich 🇩🇪  
*Business and Engineering primarily*  
Universität Bamberg 🇩🇪  
Universität of Hannover 🇩🇪

## Iceland

University of Iceland – Reykjavik 🇮🇸

## Ireland

University College Cork 🇮🇪

## Italy

Politecnico di Milano  
*Engineering primarily*  
Università degli Studi di Bologna

## Japan

Kansai Gaidai University 🇯🇵  
Shinshu University

## Korea

Ewha Womans University 🇰🇷  
Soongsil University 🇰🇷  
Yonsei University 🇰🇷  
*Engineering & Asian Studies  
primarily*

## Lithuania

Vilnius University 🇱🇹

## Malta

University of Malta 🇲🇹

## Mexico

Technologico de Monterrey –

Chihuahua 🧠

*Business & Engineering*

Universidad Popular Autonoma del

Estado de Puebla (UPAEP)

Universidad de Las Americas

(UDLA) 🧠

Universidad Autonoma del Estado de

Mexico (UAEM), Toluca

## The Netherlands

University of Utrecht 🧠

Utrecht School of the Arts 🧠

Inholland University Delft 🧠 🌱

## Norway

University of Bergen 🧠

## Peru

Universidad Peruana de Ciencias

Aplicadas

## Philippines

University of the Philippines

Los Baños 🧠

## Poland

Jagiellonian University 🧠

## Portugal

Universidade de Coimbra

## Romania

University of Iasi

## Slovakia

Comenius University in Bratislava 🧠

## Slovenia

University of Ljubljana 🧠

## Spain

Universidad Complutense de Madrid

Universidad de Zaragoza

Universidad Politecnica de Valencia 🧠

## Sweden

Lund University 🧠

Mid Sweden University 🧠

## Switzerland

Universität Basel 🧠

## Thailand

Maejo University (internships)

Chiang Mai University

Chulalongkorn University 🧠

*Business primarily*

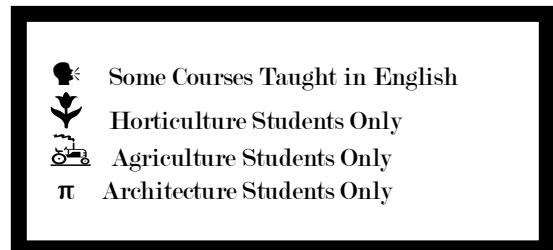
## Turkey

Middle East Technical University 🧠

## United Kingdom

Keele University 🧠

University of Hertfordshire 🧠



### **PLEASE NOTE:**

This list is subject to change. Please contact the Study Abroad/NSE Office for the most current information.

# Reciprocal Exchange Programs

A reciprocal exchange involves an agreement between two universities to exchange students and to have the students pay tuition and fees at their home institution only. To help you learn more about participating in OSU's Reciprocal Exchange Program, this booklet contains:

- Advice on how to begin and a timetable to help you structure the exchange process from application to arrival at your host university.
- Frequently Asked Questions (FAQs) – with answers outlining the administrative process.
- A list of services you can expect from the Study Abroad/NSE Office.

## How to Begin

If you do not yet have a passport you should apply for one now. If you do have one, check its expiration date. Applications are available at county court houses, or on the State Department webpage:

[http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

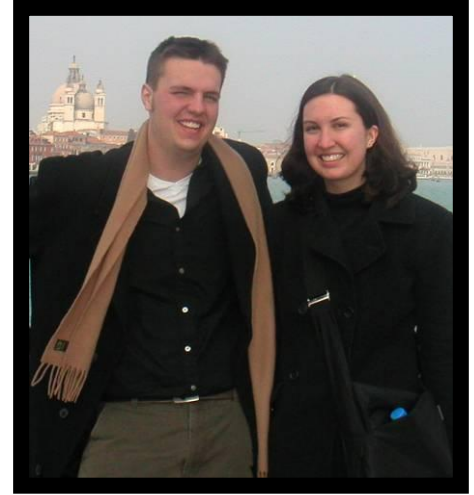
- 1) Attend information sessions offered at various times throughout the year.
- 2) Schedule an individual advising session with a peer advisor in our office.
- 3) Research programs in the study abroad resource library and on our website under the "Prospective Participants" section.
- 4) Discuss your plans with your academic advisor to identify programs that offer courses that may meet your academic needs.
- 5) Obtain the appropriate application form from the office or our website.
- 6) Complete the application procedure.
- 7) Interview with an assigned faculty person.
- 8) Upon notification of acceptance, complete financial aid arrangements.
- 9) Attend required orientations.
- 10) Apply to host university.
- 11) Complete the course equivalency evaluation process and enroll in Study Abroad 3090.



## FAQ'S You May Have

### **How does a reciprocal exchange compare to other types of study abroad options?**

Other study abroad options involve paying a program fee or tuition and fees directly to the institution you will attend or to a program sponsor. A reciprocal exchange is an exchange of students between two universities. You pay tuition and fees to your home university (OSU) and study at a host university. You pay all other expenses to your host university.



### **How does reciprocal exchange work?**

When you participate in a reciprocal exchange, you are enrolled at OSU for upper division study abroad credit and pay OSU tuition and fees for those hours. You then take classes at your host university abroad. When you return with a transcript from your host university, the classes you successfully completed are recorded as resident credit on your OSU transcript with OSU course numbers and credit hours with a pass/no pass grade.

### **Is reciprocal exchange for me?**

You must be independent, self confident, mature, adaptable, resourceful, well-organized and persistent to apply for and study on a reciprocal exchange. You really work in partnership with the Study Abroad/NSE Office to arrange and prepare for your exchange. If you decide that reciprocal exchange is not for you, consider study abroad through an affiliated or approved provider instead!

OSU assists its students in making off-campus study arrangements only as a service to its students. It acts solely as an agent for its students, and therefore, does not make any warranties of any kind, stated or implied, regarding another country or study abroad program. There are certain inherent and various risks associated with travel to and in another country. The University cannot control these risks and cannot guarantee the safety of participating students.

### **Who can participate?**

Students with a 3.0 GPA or above who will have at least 45 hours at the time they intend to participate are eligible to apply. If you do not meet these criteria, please speak to the Study Abroad Advisor as some exceptions may be considered.

If you have any special conditions or circumstances – a medical condition; a condition that might affect your emotional or mental well-being while abroad; a physical

condition for which you will need accessible, on-campus housing and/or classroom accommodation; or a documented disability that may require academic accommodations – you should identify yourself and your needs to the Study Abroad Advisor.

### **Is it difficult to get accepted in the program?**

Selection is competitive for more popular sites like England or Japan; however, because of the demands of completing the application process, the program is largely self-selecting. Ultimately your host university has the final say in your acceptance.



### **How much does it cost?**

For most programs, you pay OSU tuition and fees for 12 hours of undergraduate, upper-division credit. For some programs, you may also pay room and board costs at OSU residence hall rates. When not paid to OSU, room and board costs vary depending on the study site and are the student's responsibility. You are also responsible for round-trip and local transportation, books and personal expenses, fees for special classes, and insurance coverage abroad.

You should plan to spend at a minimum approximately \$6,000 to \$10,000 per semester for the total cost of a reciprocal exchange, including round trip transportation. Some students spend more if they travel extensively or if the cost of travel to their host country is greater.

### **How can I finance my reciprocal exchange?**

You can use federal financial aid as well as regular OSU scholarships to pay for your reciprocal exchange expenses. Additionally, the College of Arts and Sciences offers the Bailey Scholarship for study abroad in the humanities, as well as foreign language department scholarships. The Study Abroad/NSE Office also offers scholarships. The Freeman Scholarship, for study in Asian countries, and the Gilman Scholarship, offered by the Federal Government, are national competitions. Further information regarding scholarships can be found on the Study Abroad/NSE website. **Plan in advance**, as deadlines are often a year before departure.

### **Where can I study?**

You can study at universities with which OSU has a reciprocal exchange agreement. A list of the countries and universities is included at the front of this booklet. Some universities in non-English speaking countries offer courses in English. In other

countries you may have to speak the language of the country where you plan to study and be able to complete college-level coursework instructed in that language.

### **What can I study?**

The type of courses you can take depends on what your host university has to offer. In most cases, you can take courses that apply to your major. Some students leave flexibility in their schedules to be able to take electives abroad. You should not expect to take exactly the same courses you would at OSU.

### **How do the credits transfer?**

The courses taken on reciprocal exchange are transcribed at OSU as resident credit, on a pass/no pass basis (unless you request a letter grade option in advance). In most cases, you can determine before you leave how the courses will apply to your degree program.

### **How will I be enrolled?**

You remain registered in Study Abroad credit hours at Oklahoma State University and maintain full-time student status while you are abroad. You also enroll in individual classes at your host university but do not pay any tuition to that institution.

### **What are the advantages and disadvantages of reciprocal exchange?**

- + Offers less expensive option for studying abroad.
- + Enables you to retain most scholarships at OSU.
- + Provides greater opportunity for cultural and academic immersion.
- + Offers greater opportunity to develop independence.
- Lacks the on-site personal supervision and support found in programs through study abroad organizations.
- Is less structured than programs through study abroad organizations; courses may be difficult to find.
- May carry greater academic (and thus, financial) risk.



### **How do I apply?**

Submit a completed reciprocal exchange application form available in the Study Abroad/NSE Office, 060-G SU, or on-line at the office website. Other requirements,

such as the application fee, recommendations and transcripts are listed on the application instructions.

### **When should I apply?**

**The application deadline is February 1 for priority consideration.** Applications received after that deadline will be considered on a first-come, first-served basis for those partner institutions which are not full after priority placement.

### **When will I be notified of my acceptance?**

You should be notified of your acceptance sometime in mid March, depending on your host institution. At that time, you will be asked to complete an application specifically for your chosen university. Final selection rests with your host institution abroad.

### **Where can I get further information and help?**

The Study Abroad/NSE Office, 060-G Student Union, is open from 8 – 5, Monday through Friday! The office is staffed by peer advisors (students like you!), a study abroad advisor, a senior office assistant, and a coordinator. You do not need an appointment to use the resource room; however we ask that you attend an information session and then schedule an appointment for an individual advising session with a peer advisor or the study abroad advisor.

### **What can you expect from the Study Abroad Office?**

- Assistance and support before, during, and after your time abroad.
- Domestic and international mailing (regular and priority), including FedEx.
- Domestic and international telephone calls & faxes from our office.
- Copying and scanning.
- Two free passport photos from our office photo service.
- Assistance in determining OSU course equivalence and applicability of courses to degree program.
- Correspondence with your host university.
- Lots of advising time with friendly and helpful office staff.
- Help in selecting your host program/university.
- Liaison with OSU administrative offices such as Financial Aid, Bursar's Office, and Academic Advising Offices.
- Assistance with passport and visa matters.
- One day orientation for you and your family prior to your departure.
- Welcome back party upon your return to OSU.

