

OREGON INSTITUTE OF TECHNOLOGY

Study Abroad Student Application Form

Student Participation Application

Office of Global Engagement and Study Abroad

Submit to: global.engagement@oit.edu

Before You Begin

This application is for Oregon Tech students who wish to participate in an approved study abroad program. Before completing this form, confirm with the faculty lead or the Office of Global Engagement and Study Abroad that the program has been approved.

Important: Submitting this application does not guarantee acceptance into the program. Acceptance is subject to available space, eligibility requirements, and completion of all required steps outlined below.

For Student Exchange Programs: Students are required to pay for an international transfer credit evaluation. See: oit.edu/admissions/international-students/transcripts

Section 1. Student Information

Student Name (First, Last):	Student ID:
Email (OIT):	Phone:
Major / Program:	Expected Graduation Date:
Academic Standing:	Current GPA:
Class Level:	Degree-Seeking?
☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate	☐ Yes ☐ No

Section 2. Program Information

Complete this section based on the approved study abroad program you are applying for.

Program / Course Title:	Course Number:
Faculty Lead:	Destination Country / City:

Program Dates:	Term:

Program Type:

- ☐ Faculty-Led Study Abroad Course
- ☐ Student Exchange Program (credits transfer from partner institution)
- ☐ International Externship or Service-Learning Program
- ☐ Faculty-Led Research Program
- ☐ Other: _____

Section 3. Transfer Course Planning

This section ensures that your study abroad coursework is properly planned and will apply toward your degree. Please work with your academic advisor before completing this section.

How will this course apply to your degree?

- ☐ Required course for my major
- ☐ Elective within my major
- ☐ General education requirement
- ☐ Free elective
- ☐ Other: _____

Academic Advisor Name: _____

Has your academic advisor confirmed how these credits will apply?

- ☐ Yes ☐ Not yet — meeting scheduled for: _____

For Student Exchange Programs Only:

An international transfer credit evaluation is required. Students are responsible for the cost of this evaluation.

Reference: oit.edu/admissions/international-students/transcripts

- ☐ I understand and acknowledge the transfer credit evaluation requirement and cost

Registrar's Office Enrollment:

To ensure continued access to university resources (financial aid, library, health services, etc.) while abroad, exchange students must be enrolled in a placeholder course through the Registrar's Office.

Has the Registrar's Office enrolled you in the appropriate placeholder course?

- ☐ Yes — course: _____ ☐ Not yet

Section 3a. Credit Transfer Pre-Approval

Complete this page if your program transfers credits from a partner institution (for example, a student exchange program). List each course below and obtain both signatures before departure.

Host Institution Course (code and title)	Credits	OIT Equivalent Course	Applies As (requirement type)

The credits listed above are pre-approved to transfer and apply toward the student's degree as indicated, subject to successful completion with the required grade.

Academic Advisor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Section 4. Financial Information

Estimated Program Fee: _____

As provided by the faculty lead or the Office of Global Engagement and Study Abroad. This may be subject to change.

How do you plan to fund your participation?

☐ Personal / family funds

☐ Financial aid

☐ Scholarships

☐ Student loans

☐ Other: _____

Financial Aid Review:

Important: Financial Aid consultation should be completed as early as possible to ensure aid can be applied to your study abroad experience.

☐ I have consulted with Financial Aid

☐ Consultation scheduled for: _____

☐ Not yet scheduled

Financial Aid Contact / Notes:

Do you anticipate financial barriers to participation?

☐ No

☐ Yes — please describe:

Section 5. Passport & Travel Documents

Do you have a valid passport?	☐ Yes ☐ No, application in progress ☐ No, not yet applied
Passport Expiration Date:	
Passport Country of Issue:	

Your passport must be valid for at least six months beyond your planned return date.

Visa Requirements:

- ☐ I have reviewed the visa/entry requirements for the destination country
- ☐ A visa is required — status: ☐ Applied ☐ Received ☐ Not yet started
- ☐ No visa required for this destination

Section 6. Health, Accessibility & Safety

This information helps the faculty lead and Office of Global Engagement and Study Abroad plan appropriately for your safety and wellbeing abroad. All information is confidential and shared only with program organizers as needed.

Do you have any medical conditions, allergies, or ongoing treatments that program organizers should be aware of?

- ☐ No
- ☐ Yes — please describe:

Do you have any accessibility needs or require accommodations?

- ☐ No
- ☐ Yes — please describe:

Do you have any dietary restrictions or requirements?

- ☐ No
- ☐ Yes — please describe:

Emergency Contact Information:

Emergency Contact Name:	Relationship:
Phone:	Email:

Secondary Emergency Contact (optional):	Phone:

☐ I understand that before departure I will receive the contact details of the program's on-site host contact, the person at the host institution who welcomes students on arrival and provides day-to-day support during the program

Section 7. Student Code of Conduct & Program Agreement

By signing this application, I acknowledge and agree to the following:

- OIT's Student Code of Conduct applies throughout the program, including during travel days, free time, and any activities connected to the program.
- Violations may result in removal from the program, academic consequences, or disciplinary action consistent with OIT policy.
- I will represent Oregon Institute of Technology professionally and respectfully in all international settings.
- I understand that program costs, itineraries, and logistics may be subject to change and that I will be informed of any significant changes.
- I am responsible for obtaining a valid passport and any required visas before the program departure date.
- All information provided in this application is accurate and complete to the best of my knowledge.

Section 8. Signatures

Student Signature:	Date:
Parent/Guardian Signature (if under 18):	Date:

Section 9. Required Steps Checklist

Complete all required steps before your application can be processed. Check each box as completed.

- ☐ Academic advisor consultation completed — credit application confirmed
- ☐ Financial Aid Office consultation completed (if using financial aid)
- ☐ Registrar's Office enrollment in placeholder course confirmed (Student Exchange Programs only)
- ☐ Valid passport confirmed (expiration 6+ months beyond return date)
- ☐ Visa application submitted (if required)
- ☐ Transfer credit evaluation acknowledged (Student Exchange Programs only)
- ☐ Student Code of Conduct and Program Agreement signed
- ☐ Emergency contact information provided

For Office Use Only

Application Decision:	☐ Accepted ☐ Waitlisted ☐ Not accepted
Reviewed by:	
Date:	
Financial Aid Clearance:	☐ Confirmed ☐ Pending ☐ N/A
Registrar Enrollment Confirmed:	☐ Yes ☐ Pending
Travel Insurance Bound:	☐ Yes ☐ Pending
Comments:	
Processed by:	Date: