



Inbound Exchange Program

Undergraduate Application Instructions

Create your OSU account online:

Save your username and password for future reference.

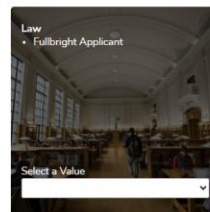
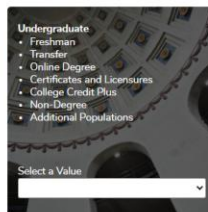
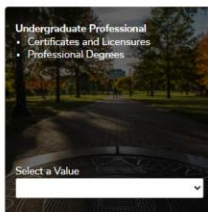
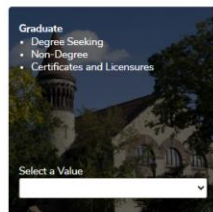
Selecting the Correct Application

Select the "Undergraduate" category, then "International Undergraduate Non-Degree". Under the "Academic Program/Plan" field, enter "Business" then click "Search" and select "Business Incoming Exchange Program", the term you are attending OSU, and "Columbus" campus.

IMPORTANT! Apply to the "Business Incoming Exchange Program" or you will be unable to apply an application fee waiver.

[Apply on the Undergraduate Application](#)

1. Select Degree Objective



2. Select Application

3. Select Term and Campus



2. Select Application

☐ Late Application for Domestic Non-Degree- Regional

After the regular application deadline has passed, Ohio residents with no felony history are eligible to apply for admission to Lima, Newark, Mansfield, or Marion campus using this Late (RapidApp) Application. Prior to using this form, you must contact the Admissions Office on your campus to receive additional instructions and to schedule your enrollment appointment.

- Lima: 567-242-7500 or lima-askabuckeye@osu.edu
- Mansfield: 419-755-4300 or mansfield-askabuckeye@osu.edu
- Marion: 740-725-6242 or askmarion@osu.edu
- Newark: 740-366-9344 or Newark-askabuckeye@osu.edu

International applicants, and applicants who are otherwise ineligible, should not use this application form. Ineligible applicants are encouraged to contact the Admissions Office to learn more about pursuing the regular admissions process for a subsequent term.

☐ Late Application for Domestic Non-Degree- WST/ATI

After the regular application deadline has passed, Ohio residents with no felony history are eligible to apply for admission to Wooster/ATI using this Late (RapidApp) Application. Prior to using this form, you must contact the Admissions Office on your campus to receive additional instructions and to schedule your enrollment appointment.

- 330-287-1327 or atiadmissions@osu.edu

International applicants, and applicants who are otherwise ineligible, should not use this application form. Ineligible applicants are encouraged to contact the Admissions Office to learn more about pursuing the regular admissions process for a subsequent term.

☐ Domestic Undergraduate Non-Degree Columbus Campus

Apply for **Extended Education**: Domestic undergraduate non-degree application to Columbus campus.

☐ Domestic Undergraduate Non-Degree Regional Campus

Apply for **Extended Education**: Domestic undergraduate non-degree application to Regional campus.

☒ International Undergraduate Non-Degree

Apply for **Extended Education**: International applicants to Columbus campus. Select your program under Academic Program/Plan.

3. Select Term and Campus

Academic Program/Plan

Business Incoming Exchange

Search Plans

Term

Autumn 2026 Semester

Campus

Columbus

Start Application

Complete your online application form:

Overall

- If any of the *State/Province* field search box does not list your correct location, please keep blank.
- Upload **all required documents** under the appropriate upload box on the online application (i.e. Academic transcripts, Proof of financial support form, Financial documents, Passport copy, Proof of English proficiency).
- The system and documents dates should be entered Month/Day/Year.

Personal Data Section

- Make sure you enter your Personal Data **exactly** as it appears on your passport. Mistakes in name spelling, gender, etc. will result in complications later in the process.
- Under *Citizenship*, on the *Visa / Immigration information*, select the *J1* visa for the requesting visa type, if appropriate.

Contact Data Section

- Follow instruction on the online application.

Academic Data Section

- Under "Universities/Colleges", submit your home institution transcript by clicking the "Add Attachment" button, which appear after you enter your school information.



Program Data Section

- The application will ask about *University Housing Interest*, but as an exchange student, you will *not* be able to get into university housing as it is primarily reserved for OSU's four-year degree seeking Freshman and Sophomore students.

Final Steps/Submit Section

- Upload all requested documentations and review the checklist.

Other Information:

As an applicant to OSU, you are required to answer questions regarding any criminal and/or disciplinary record you might have.

Application Fee payment page:

If you have selected the correct application, your application fee waiver will be automatically applied. If you select the wrong application and pay the application fee, you will not get it refunded.

Make corrections to your data:

If there are any sections in which you have omitted a required field or entered data incorrectly, you will have to contact the Exchange Coordinator to report changes.

Submit the online application:

Check your form carefully. When you are ready to submit, click the button "Submit" at the bottom of the last page. This saves your data in final form.

IMPORTANT! Email the Exchange Coordinator to confirm your completion of the application, with the "name.#" or the "OSU ID number" you have been assigned to your application. If you do not notify the exchange coordinator, your application will not be move forward in the process.

Monitor your application for any update on your online applications.

Accept your admission:

Once your application has been "admitted", you receive a notification and you will have to "accept" to move forward with next steps. Go to back your [Application Center](#) in [buckeyelink](#) and login to the OSU Student Information System (SIS) to accept your admission.

If you have technical issues accessing your application, contact [OSU's IT Office](#) at 614-688-4357 or ServiceDesk@osu.edu.