

# OUS APPLICATION TIMELINE – DENMARK PROGRAM (CBS)

## Winter/Spring – OUS Students

**COMPLETE THE FOLLOWING BY THE DEADLINES NOTED!**

**OUS IP OFFICE ADDRESS:**

OUS International Programs (Denmark), Snell 444, Oregon State University, Corvallis, OR 97331

**We recommend that you print out this timeline for easy reference.**

✓	DEADLINE (not a postmark date)	FORMS & DOCUMENTS TO BE COMPLETED	SUBMIT TO
	<b>NOW</b>	<b>APPLY FOR OR RENEW YOUR PASSPORT</b> <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> </ul> <p>Normally, passport application takes three weeks. Since we need your passport sooner than that, you must <b>EXPEDITE</b> your passport application. See instructions above for details.</p>	PASSPORT PROCESSING AGENCY (see instructions)
	<b>NOW</b>	<b>CAMPUS INTERVIEW</b> <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> </ul> <p>Your home campus study abroad office will contact you to set up a personal interview as soon as your application is complete. Please schedule this appointment promptly. <b>We cannot determine whether you can be accepted to the program until we receive a report from your personal interviewer.</b></p>	
	<b>ASAP (no later than Nov. 1)</b>	<b>CBS ACCOMMODATION FORM – First come/first serve!</b> <ul style="list-style-type: none"> <li>• <a href="#">Instructions and Form</a></li> </ul>	CBS
	<b>OCT. 24</b>	<b>RSVP SURVEY FOR ORIENTATION</b> <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> </ul>	OUS IP OFFICE
	<b>OCT. 26</b>	<b>CBS REGISTRATION FORM RESUMÉ PHOTO PHOTOCOPY OF YOUR PASSPORT</b> <ul style="list-style-type: none"> <li>• <a href="#">Instructions and Form</a></li> </ul>	OUS IP OFFICE

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	<b>ASAP after acceptance</b>	<b>PURCHASE PLANE TICKET</b> <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> </ul>	
	<b>NOV. 3</b>	<b>HEALTH DISCLOSURE FORM</b> <ul style="list-style-type: none"> <li>• <a href="#">Form</a></li> </ul> <p>(NOTE: Please turn in the health disclosure form to your home campus study abroad office. They will keep a copy and forward the original to us.)</p>	HOME CAMPUS STUDY ABROAD OFFICE
	<b>NOV. 6</b>	<b>OUS PAPERWORK</b> <ul style="list-style-type: none"> <li>○ Release of Risk: <a href="#">Form</a></li> <li>○ Permission to Use Photos: <a href="#">Form</a></li> <li>○ Advisory on Safety and Security: <a href="#">Form</a></li> <li>○ Billing and Vacation Address: <a href="#">Form</a></li> </ul>	OUS IP OFFICE
	<b>FIRST WEEK OF NOV.</b>	<b>SCHEDULE MEETING WITH YOUR ACADEMIC ADVISOR SO YOU CAN COMPLETE THE FORMS BELOW BY NOVEMBER 10</b> <ul style="list-style-type: none"> <li>• See forms and instructions below</li> </ul>	
	<b>NOV. 10</b>	<b>ACADEMIC ADVISING FORM (signed by advisor)</b> <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> <li>• <a href="#">Form</a> (your advisor must sign this form)</li> </ul> <b>CBS CHOICE OF COURSES FORM</b> <ul style="list-style-type: none"> <li>• <a href="#">Instructions and Form</a></li> </ul>	OUS IP OFFICE  OUS IP OFFICE
	<b>MID-NOV.</b>	<b>DANISH CRASH COURSE REGISTRATION AND PAYMENT</b> (only if you plan to take this optional course) <ul style="list-style-type: none"> <li>• <a href="#">Instructions and Form</a></li> </ul>	CBS
	<b>NOV. 14 (due at orientation)</b>	<b>DANISH STUDENT PERMIT APPLICATION DUE</b> <ul style="list-style-type: none"> <li>• <a href="#">Instructions and Form</a></li> <li>○ ACTUAL passport (plus photocopy)</li> <li>○ ST1 application form (plus photocopy)</li> <li>○ Three (3) official passport photos</li> <li>○ Original CBS acceptance letter (plus photocopy)</li> <li>○ Money order (plus photocopy)</li> <li>○ Original bank letter or statement (plus photocopy)</li> </ul>	OUS IP OFFICE

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	<b>NOV. 14</b>	<p><b>OUS PRE-DEPARTURE ORIENTATION (mandatory)</b>  <b>More information will be sent to you by e-mail.</b></p> <p><b>\$200 PROGRAM DEPOSIT (non-refundable)</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> </ul>	<p>OUS IP OFFICE</p> <p>OUS IP OFFICE</p>
	<b>NOV. 21</b>	<p><b>SIGNED PAYMENT AGREEMENT</b>  This form will be given to you at the orientation.</p>	<p>OUS IP OFFICE</p>
	<b>DEC. 14</b>	<p><b>SEND ARRIVAL INFORMATION TO CBS</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> </ul>	<p>CBS</p>
	<b>LATE DEC.</b>	<p><b>UPDATED OFFICIAL TRANSCRIPT FROM YOUR CURRENT UNIVERSITY</b>  Request this transcript now to be sent to OUS IP only after your fall grades are recorded.</p>	<p>OUS IP OFFICE</p>
	<b>LATE DEC – EARLY JAN.</b>	<p><b>HOUSING CONFIRMATION, RESERVATION &amp; PAYMENT</b>  CBS will send your exact housing assignment and specific payment instructions to your CBS e-mail account. Please check your CBS e-mail account daily, and make sure that messages from CBS are not mistaken as junk mail by your e-mail account’s SPAM filters.</p> <p>It is YOUR responsibility to reserve and pay for your accommodation. The OUS International Programs Office will not be involved in this process. Be sure to follow the CBS instructions and deadlines very carefully!</p>	<p>CBS</p>
	<b>EARLY JAN.</b>	<p><b>RESERVE &amp; PAY FOR THE SOCIAL PROGRAM (optional)</b>  You are required to participate in the introduction week at CBS. During this week, you may participate in an optional social program, if you wish, for an extra fee. CBS will send instructions to your CBS e-mail address about how to reserve and pay for this social program. You will pay the fee directly to CBS. The OUS International Office will not be involved in this process. Please note that once you have made payment for this social program, you will not be able to get a refund if you decide not to participate. You may pay for this social program upon your arrival, but it is best to pay beforehand to reserve your place.</p>	<p>CBS</p>
	<b>JAN. 17 (if participating in Crash Course)</b>	<p><b>ARRIVE IN COPENHAGEN</b>  (if you are participating in the optional Danish Crash Course)</p>	
	<b>JAN. 18 (Specific time/place tba)</b>	<p><b>WELCOME/INFORMATION MEETING AT CBS</b>  (if you are participating in the Danish Crash Course)</p> <p style="text-align: right;"><b>Continued...</b></p>	

	<b>JAN. 18 - 22</b>	<b>DANISH CRASH COURSE (optional)</b>	
	<b>JAN. 24</b> <b>(if not participating in Crash Course)</b>	<b>ARRIVE IN COPENHAGEN</b> (all students not participating in the earlier optional Crash Course)	
	<b>JAN. 25</b> <b>(specific time/place tba)</b>	<b>WELCOME/INFORMATION MEETING AT CBS</b> (all students not participating in the earlier optional Crash Course)	
	<b>JAN. 25 - 29</b>	<b>CBS INTRODUCTION PROGRAM (mandatory)</b>	