

**Kent State University**  
**Office of International Affairs**

<http://www.dept.kent.edu/oia>

**Guide to Study Abroad**



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## Why Study Abroad?

You may be interested in studying abroad for different reasons. Would you like to engage in a life-changing experience? Do you want an opportunity to practice the language you've been studying? Or a chance to visit a country or culture that interests you, while earning credit toward graduation? Perhaps an international program experience would look good on your resume. No matter what your initial motivation, spending a semester, a year, or a month in overseas study can be a rewarding and life-changing experience.

Whether your future plans include graduate school, working in the international arena, or working in the U.S, a carefully planned study abroad experience will help you become more independent and self-confident. Studying abroad not only alters your life for a short time, but also provides life-long benefits, one of which may be help in getting a job upon graduation.

The choice of a program will depend on a number of factors, not the least of which is your ability to speak a foreign language. If you do not have good proficiency in a foreign language, it is unrealistic to think that you will be able to take regular university courses given in that language.

For example, if you are a physics major who wants to study in Germany, and if your German is good, you should be able to do reasonably well in regular physics classes in a German university; if it is weak or non-existent, you would clearly be unable to follow classes being given in German. So if you still desire to

study at a German university, you would be limited to German-for-foreigners classes.

The options are essentially as follows:

- You have good proficiency in a foreign language and should be able to take courses in area(s) of interest to you in a foreign university where that language is spoken.
- You have little or no proficiency in a foreign language. Then you should do your study-abroad in an English-speaking country; enroll in a foreign-language for foreigners program in a non-English-speaking country; or choose a program where the language of instruction is English, although the program takes place in a non-English-speaking country.

### Questions to Ask Before Deciding On a Certain Program

Am I flexible and open-minded?  
What are my expectations, will I be able to tolerate ambiguity? What countries or areas of the world draw my interests?  
What do I need to learn in advance about the culture of that area? How confident am I in a new setting? How do I cope with loneliness and home sickness? Should I go for a semester, a year, or a few weeks? How does the foreign university or program calendar fit with my university's schedule?  
What type of courses would I like to take? Will the courses offered help me toward graduation? What type of housing should I choose:  
Staying with a host family, or living in an apartment with fellow American students, or with local students?  
Living in a university residence hall?  
Some answers to these questions may be found at the **KSU Libraries website:** <http://www.library.kent.edu/studyabroad>. In the pages that follow, learn about KSU programs, and more.

## How to Select a Program

Careful planning and research on your part will contribute to a successful study abroad experience. With so much to plan and so many options to choose from, you need to start early. It is not uncommon to begin planning a year in advance. The research that you do in selecting a program may be the most critical step in planning to go abroad.

First take a look at Kent State University programs. Some KSU programs register students directly in KSU classes; other KSU programs involve transferring credits earned at a partner university. Some programs are short-term programs that may or may not have a “for-credit” component. Here’s a suggested step-by-step approach:

1. Research the programs offered (you can review information for some programs by visiting OIA’s home page: <[www.dept.kent.edu/oia](http://www.dept.kent.edu/oia)>, then visit with a study abroad advisor in the Office of International Affairs in Van Campen Hall. Also ask to speak with students who have studied abroad.
2. Compare the costs and benefits of various programs. Ask a study abroad advisor what expenses are included in the program fee and what expenses are not? Check with student financial aid to answer this question: Will your financial aid cover the costs? Ask about possible scholarships or grants through your academic department, college, or through other sources?
3. Apply early. Another reason to plan ahead is that semesters in other parts of the world do not necessarily coincide with American semesters. Plus, many programs have application deadlines.
4. Absolutely check with your academic advisor to ensure course selections earn credit toward graduation.

## Kent State Programs

This section and the next few pages are summaries of some of the programs offered by Kent State University.

### The Geneva Semester

<http://www.dept.kent.edu/geneva>

Since 1977 students from a variety of



colleges and universities have participated in the Geneva Semester. In Geneva you have the opportunity to study, be an intern, visit historic places, meet with European officials, establish new friendships and touch cultures

different than your own. Your participation may expand your resume, but more importantly we believe the experience will last a lifetime.

- **Instruction is in English**, except the French classes.
- **Week-long field** to important European cities. Trip destinations vary; **Brussels, Strasbourg, and The Hague, or Berlin and Dresden** constitute recent field trips.
- **One-week break** to take advantage of Geneva’s location for travel throughout Europe with your **2 - month Eurail YouthPass** provided as part of the program fee.
- **Internships** with U.N. agencies and international non-governmental organizations. Interns can earn academic credit, but are not paid.
- Students must register for a minimum of 12 hours.
- Classes at the **John Knox Centre**, Monday through Thursday. Courses are offered in French studies, international

business and economics, international relations, the United Nations, and political science. Visit the website for a detailed list of courses.

- A Kent faculty member travels with the group from Newark and is the on-site Director.
- The faculty includes regular professors from Kent as well as full-time and adjunct faculty from Geneva's community of business, education and international relations.
- Students travel as a group from Newark.
- Geneva Semester Fees vary by semester, but include Kent State tuition, books, round-trip airfare from New York, most field trip expenses, two month Eurail Youth Pass, insurance and an administrative fee.

The Geneva website is the best source for all program details.



### **Florence Semester**

<http://dept.kent.edu/florence>

Imagine yourself strolling on the Ponte Vecchio, a bridge erected during Roman times. Picture the view from the top of Florence's Duomo, one of the world's largest churches, begun in 1296. Catch a vision of strolling through the myriad of winding, narrow medieval streets, visiting museums brimming with stunning artworks, and talking about their significance with new friends over coffee at one of dozens of outdoor cafés. Fancy what it would be like to be immersed in a challenging study of Italian art, history, music, and culture in

an eight-hundred year-old building, refurbished with modern comforts without compromising its charm. That's the Florence Semester experience.

The following courses are a current list of offerings. Check out the OIA website for updates. The credits earned will be official KSU ones and appear on your transcript, just as if they were taken in Kent Ohio:

European Issues - 3 credits

Italian Art from Giotto to Bernini (1300 - 1680) - 3 credits

Italian History from the Middle Ages to the Age of the Enlightenment (1300- 1700) - 3 credits

Italian Literature from Dante to Metastasio (1300 -1780) - 3 credits

Music and Society in Renaissance and Baroque Italy: The Construction of a Culture - 3 credits

Italian Language (choose from);  
Elementary Italian I - 4 credits,  
Elementary Italian II - 4 credits,  
Intermediate Italian I - 3 credits,  
Intermediate Italian II -3 credits,

Italian Composition and Conversation I or II- 3 credits

**LER's In Florence!** Live Italian, study in English. In addition to the above CORE offerings, a series of Liberal Education Requirements (LER's) are offered in Florence. Courses range across disciplines from Classics, History, and Philosophy through Music, Art, Theater, Geography, and Political Science.

KSU also offers an **Intensive Summer Course in Italian Language** at the Florence campus. Home stays with Italian families will be a part of this experience.

More about studying at the KSU  
Florence campus:

- Classes are held Monday through Thursday to allow for weekend field trips and for travel to other important Italian cities and historic and cultural venues.
- The classrooms and lecture halls are newly furnished, and completely up to date.
- The Palazzo where classes are held is the home for Kent State University's Architecture-in-Italy Program (founded in 1972) and of its Fashion Design and Merchandising program in Florence (founded in 2002).
- Kent State University-Florence faculty members are drawn from the city's extraordinarily rich community of academics, scholars, and artists.
- The Program arranges for accommodations in furnished apartments. Students are responsible for their meals and usually prepare their food in the apartment with groceries purchased at nearby markets. Some eat in local bistros and trattorias.
- Students are required to enroll in, and maintain a minimum of 12 credit hours enrollment, including one of the Italian-language courses.
- For spring admission apply by Oct. 15<sup>th</sup>, for fall admission apply by May 15<sup>th</sup> and for summer language apply by March 15<sup>th</sup>.



## Other Study Opportunities Abroad

### **Gerald H. Read Center for International and Intercultural Education**

The Read Center, located in White Hall, offers overseas trips to different locations in the world, usually for education majors. For example, the Center annually sponsors an undergraduate 3 credit hour course entitled, Schooling in a Democratic Society in Ireland. This course takes place during the intersession in late May and early June, and is a comparative study of school in America and Ireland. Other study abroad opportunities are being designed each year. In past years students have earned credit in Belize, Kenya, and Siberia-Mongolia-China. To learn more about Read Center offerings, visit the website: <http://www.kent.edu/ciie/StudyAbroad>

### **Consortium for Overseas Student Teaching (COST)**

Kent State University is a member of COST. To learn about this opportunity visit Gretchen Espinetti in 313 White Hall, telephone (330) 672-0541, in addition, you may visit the website <http://teachabroad.ua.edu/>.



### **Language Immersion and Other Short Term Programs**

If you are unable to spend a semester or academic year abroad, several programs from a month to five weeks are available. Short-Term language programs are offered in Spanish, German, and Italian. Visit OIA to learn more, or check with your language professor. For more information about the summer intersession German language program, visit the website: <http://www.kent.edu/esl/dresden/>.

OIA will also have information about other short-term programs that offer a variety of topics and classes.

### **Teaching English as a Foreign Language**

Kent State University offers an 18 credit-hour certificate in teaching English as a foreign language. Students have two options, both of which include going to the Kent State ESL Studio at TU Dresden/Germany. One option is a semester in length including a practicum; the second option is studying in Kent and then a four-week practicum in Germany. Neither program requires German language skills. For more information, please contact Dr. Klaus Gommlich, the Director of the ESL Center, through his email address: [kgommlic@kent.edu](mailto:kgommlic@kent.edu), or visit the web site: <http://dept.kent.edu/esl/efl/>.

### **National Student Exchange**

As an undergraduate student with a 2.5 GPA, you have the opportunity to study for one semester or an academic year at another college or university in the United States, its territories, and Canada. Some of the partner institutions are in Canada, Puerto Rico, Hawaii, U.S. Virgin Islands, and Guam, thus offering students the opportunity to study in other cultural settings. Universities include western-coastal, eastern-coastal, northern, southern U.S., and Historically Black Colleges

and Universities. There are more than 170 institutions open for exchange. You pay NO out-of-state fees, you pay Kent State tuition, and financial aid and scholarships apply, while earning course credit during an exciting educational adventure exchange experience. If you would like more information about the NSE program, call Pamela Jones in Undergraduate Studies, located in Olson Hall, telephone (330) 672-9292, or email [pjones@kent.edu](mailto:pjones@kent.edu). The website is <http://explore.kent.edu/nse>.

### **Kent-in-England and**

### **Kent-in- Northern Ireland**

Find out about study abroad programs in the United Kingdom offered through the KSU Honors College by visiting the website:

<http://www.kent.edu/honors/CurrentStudents/studyabroad/studyabroad.cfm> and by visiting the OIA website: <http://www.dept.kent.edu/oia>

Contact Carolyn Sampson at [csampson@kent.edu](mailto:csampson@kent.edu) for information about course offerings. Contact Sandy Baker at [sbaker@kent.edu](mailto:sbaker@kent.edu) to apply. A 3.0 GPA is required, however you do not need to be an Honors College student to participate.

### **College of Business**

Find out about specific study abroad programs offered for business undergraduate students by contacting Theresa Wallace, Academic Advisor in the Undergraduate Programs Office (330) 672-2872, Room 107, Business Administration Building, or visit the web site: <http://business.kent.edu/international>

### **Ohio International Consortium**

If, after researching Kent State University programs, you find that the program offerings do not fit your academic, cultural, or geographic goals;

try browsing the programs offered through OIC. Kent State University is a member of this partnership formed among the thirteen state universities in Ohio. This arrangement makes available to KSU students many of the study abroad programs offered by member institutions. Visit the web site to view a list of the programs:  
<http://www.uc.edu/global/oic.html>

### **Program Deadlines**

Deadlines will vary with each program. For some programs you need to apply for fall semester or academic year no later than April, and for spring semester no later than October. It is best to check the information about each program for specific deadline dates. Again, planning at least six months to a year in advance is crucial.

To find more information about KSU programs, refer to the Program Contact List on page 8, and ask the program advisor. You must be a sophomore or above at time of participation.

## **Scholarships for Study Abroad**

The Institute of International Education (IIE) [www.iie.org](http://www.iie.org) This site lists several scholarship opportunities, including the Benjamin A. Gilman International Scholarship, which awards up to \$5,000 to U.S. citizen undergraduates for study abroad. Students who are receiving federal Pell Grant funding at 2-year or 4-year undergraduate colleges or universities are eligible to apply.  
<http://www.iie.org/programs/gilman/overview/overview.html>

IIE Passport hosts a searchable site <http://www.studyabroadfunding.org/> where students may search for funding for particular programs.

Find at IIE also the National Security Education Program (NSEP), a merit-based scholarship for undergraduate study of non-traditional languages. This scholarship incurs a US government service obligation after college graduation.

<http://www.iie.org/programs/nsep/>

The Freeman Asia Undergraduate Awards for Study In Asia, also administered by IIE, can be found at <http://iie.org/freeman-asia>

Rotary International is a worldwide organization of business and professional leaders with the goal of building goodwill and peace in the world. Information about the Rotary Ambassadorial Scholarships can be found at [http://www.rotary.org/foundation/educational/amb\\_scho/index.html](http://www.rotary.org/foundation/educational/amb_scho/index.html)

### **Study Abroad Scholarships**

#### **Sponsored By Kent State**

The College of Business offers an International Study Scholarship to honors students. Contact the Dean's Office, Room 107 BSA.

The Honors College sponsors several scholarships for honors students studying abroad. Contact Dr. Deborah Craig, Stopher Hall, 45 Janik Dr.

The Edward E. and Margaret M. Bauer Study Abroad Scholarship is offered to students attending the Geneva Semester. Contact OIA, Van Campen Hall, 21 Loop Rd.

The Phi Beta Delta Study-Abroad Scholarship is offered to KSU undergraduates participating in an accredited study abroad program. Contact OIA, Van Campen Hall.



## Other Helps and Tips

### **The International Student I.D. Card (ISIC)**

The ISIC card is available for students and teachers through OIA, or purchase online at [www.isicus.com/MyISIC/](http://www.isicus.com/MyISIC/). The identity cards are recognized worldwide as proof of student and teacher status; and offer many travel benefits, for example, discounted airfares, and discounted admission to museums, etc. The card also comes with health insurance benefits, and emergency services.

### **Internet Sites for Travelers**

The U.S. Department of State: This is the place to begin application for a passport. It provides a downloadable application and list of fees. First time applicants file in person at a local post office providing this service, or other processing centers.  
<http://travel.state.gov>

Center for Disease Control (CDC): This website will provide current health reports and immunization requirements for travelers. <http://www.cdc.gov/travel>

World Health Organization (WHO): This website will provide health information for any country in the world.  
<http://www.who.int/en>

Visa Card Global: This website will give you information about using your visa card worldwide.  
<http://www.visa.com/globalgateway/>

MasterCard: This website will give you ATM location information worldwide.  
<http://www.mastercard.com/atmlocator/>

Yahoo Currency Converter: This website will convert U.S. dollars into any foreign currency.  
<http://finance.yahoo.com/currency?u>



### **Links to Other Programs**

Perhaps you are searching for a program in a country or academic discipline not offered through Kent State University or OIC. In that case it is possible to broaden your program search. A wide selection of programs is available through other universities and third party providers. This list includes providers of long-established programs:

[www.EduFind.com](http://www.EduFind.com)  
[www.GoAbroad.com](http://www.GoAbroad.com)  
[www.iie.org](http://www.iie.org)  
[www.TeachAbroad.com](http://www.TeachAbroad.com)  
[www.teachingabroad.ua.edu](http://www.teachingabroad.ua.edu)  
[www.TransitionsAbroad.com](http://www.TransitionsAbroad.com)  
[www.VolunteerAbroad.com](http://www.VolunteerAbroad.com)  
[www.studyabroad.com](http://www.studyabroad.com)  
[www.studiesabroad.com](http://www.studiesabroad.com)  
[www.usac.unr.edu](http://www.usac.unr.edu)  
[www.planetedu.com](http://www.planetedu.com)  
[www.councilexchanges.org](http://www.councilexchanges.org)  
[www.globaled.us/rfsa/index.html](http://www.globaled.us/rfsa/index.html)  
[www.wheretherebedragons.com](http://www.wheretherebedragons.com)  
[www.idealists.org](http://www.idealists.org)

If choosing a non-KSU program, check carefully for accreditation. Work with your academic advisor. Follow the "Steps to Applying for a Study Abroad Program – KSU Student Applying to a Non-KSU program" instructions in this guide.

Program Location	Program Length	Academic Focus	Language of Instruction	Academic Standing and Requirements	Program Coordinator and Contact
China - Hong Kong	Spring Semester	Fashion design and merchandising	English	Undergraduate 2.5 GPA	Dr. Elizabeth Rhodes <a href="mailto:erhodes@kent.edu">erhodes@kent.edu</a> 330-672-3010
Finland	Semester /Year	Variety of courses	Some courses in English	Undergraduate 2.5 GPA	Sandy Baker <a href="mailto:sbaker@kent.edu">sbaker@kent.edu</a> 330-672-7980
France - ESC Rennes	Semester /Year	Graduate students in business	French	Graduate 2.5 GPA	Dr. Louise Ditchey <a href="mailto:lditchey@kent.edu">lditchey@kent.edu</a> 330-672-2282
France – Bordeaux III and IV	Semester /Year	French, various subjects	French	Undergraduate 2.5 GPA	Dr. Maryann De Julio <a href="mailto:mdejulio@kent.edu">mdejulio@kent.edu</a> (330) 672-1807
Germany – Leipzig or Dresden	Semester /Year also Summer 4 week	Wide variety Of subjects	German	Undergraduate 2.5 GPA	Judith Carroll <a href="mailto:jjcarrol@kent.edu">jjcarrol@kent.edu</a> 330-672-7980
Italy - Florence	Semester	Fashion	English	2.5 GPA	Dr. Elizabeth Davic <a href="mailto:edavic@kent.edu">edavic@kent.edu</a> 330-672-0198
Italy - Florence	Semester	Architecture	English	2.5 GPA	Dr. Charles Harker <a href="mailto:charker@kent.edu">charker@kent.edu</a> (330) 672-0938
Italy - Florence	Summer – 5 weeks	Art & Culture	English	Undergraduate 2.5 GPA	Sandy Baker <a href="mailto:sbaker@kent.edu">sbaker@kent.edu</a> 330-672-7980
Italy - Florence	Fall or Spring Semester  Summer	Italian Language, history, art, lit., music, LER's, Italian Language	English	Undergraduate 2.5 GPA	Judith Carroll <a href="mailto:jjcarrol@kent.edu">jjcarrol@kent.edu</a> 330-672-7980 or Dr. Alan Coe <a href="mailto:acoe@kent.edu">acoe@kent.edu</a> or
Japan – Tokyo	Semester /Year	Japanese language, culture	Japanese	Undergraduate 2.5 GPA	Judith Carroll <a href="mailto:jjcarrol@kent.edu">jjcarrol@kent.edu</a> 330-672-7980
Mexico	Semester /Year/ Summer	Wide variety of subjects	Spanish	Undergraduate 2.5 GPA	Judith Carroll <a href="mailto:jjcarrol@kent.edu">jjcarrol@kent.edu</a> 330-672-7980
Russia – Volgograd	Semester /Year	Russian language and culture	Russian	Undergraduate 2.5 GPA	Sandy Baker <a href="mailto:sbaker@kent.edu">sbaker@kent.edu</a> 330-672-7980
Switzerland - Geneva	Fall or Spring Semester	Int'l Business, French, Political Sci., Econ., Internship	English	Undergraduate 2.5 GPA	Dr. Alan Coe <a href="mailto:acoe@kent.edu">acoe@kent.edu</a> or Judith Carroll <a href="mailto:jjcarrol@kent.edu">jjcarrol@kent.edu</a> 330-672-7980
Taiwan – Ming Chuan University	Semester /Year	Wide variety of subjects	English	Undergraduate 2.5 GPA,	Dr. Kenneth Cushner <a href="mailto:kcushner@kent.edu">kcushner@kent.edu</a> 330-672-7980
United Kingdom – Leicester and Northern Ireland	Spring Semester /Year	Wide variety of subjects	English	Undergraduate 3.0 GPA, junior standing	Sandy Baker <a href="mailto:sbaker@kent.edu">sbaker@kent.edu</a> 330-672-7980

## Steps to Receiving Financial Aid for Study Abroad

Complete the Free Application for Federal Student Aid (FAFSA) for the academic year in which you will be participating in a study abroad program. The FAFSA Form can be filed electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

If you have a scholarship awarded to you by an academic department (i.e. Art Scholarship, Accounting Scholarship, Honors College), contact the appropriate department to find out if you can use this scholarship while participating in a study abroad program. Obtain information regarding the direct and indirect cost for each program you are considering.

Make an appointment to see the study abroad financial aid representative (Mrs. Tara Jackson). Be sure to bring information regarding each program you are considering.

If you decide to participate in a study abroad program offered by another college or university, complete the student section of the Ad Hoc Consortium Agreement and submit it to the Student Financial Office along with all required paperwork. Students can download a copy of the Ad Hoc Consortium Agreement form from the Student Financial Aid Office web site.

If you will be participating in a study abroad program during the summer, complete a Summer Financial Aid Application, available on the Student Financial Aid Office web site:

(<http://www.sfa.kent.edu>)

## FAQ's About Financial Aid and Study Abroad

Q. *Can I get financial aid to study abroad?*

A. Enrollment in a study abroad program approved for credit by the institution may be considered enrollment in the institution for purposes of applying for Title IV aid. If you are an eligible student and enroll in a Kent State University sponsored study abroad program full time, you will be able to retain all Title IV federal financial aid, most state, and institutional financial aid.

Q. *I have a Kent State University Scholarship. Can I use it if I study abroad?*

A. Students can use Kent State University scholarships that are awarded by the Student Financial Aid Office or the Admissions Office for Kent State University or Ohio International Consortium (<http://www.uc.edu/global/OIC.htm>) sponsored study abroad programs, provided you are enrolled full time. This does not include room, board, or book scholarships, which are specific to the Kent campus. A student studying abroad through another Ohio or U.S. school or by direct enrollment at a foreign institution cannot use a Kent State University scholarship at the visited school.

If your scholarship was awarded by an academic department or by the Honor's College, please contact that office to find out if you can use your scholarship.

Q. *I am participating in a study abroad program offered by another school. Can I still receive financial aid?*

A. If you are participating in a program offered through another university, you will be considered a Transient

Student and you must complete the student section of the Ad Hoc Consortium Agreement and submit it to the Student Financial Office along with all required paperwork. Students can download a copy of the Ad Hoc Consortium Agreement form from the Student Financial Aid web site.

Q. *I am not a Kent State University student, but I am going to participate in a study abroad program sponsored by Kent State University. Can I receive financial aid?*

A. If you are not a Kent State University student but will be participating in one of our study abroad programs, you will be considered a Transient Student. You should contact the financial aid office at your "home" institution and initiate an Ad Hoc Consortium Agreement.

Q. *When should I contact the Student Financial Aid Office to let them know I am planning to study abroad?*

A. Contact the Student Financial Aid Office at least one full semester before beginning the study abroad program.

B.

Q. *Studying abroad is going to cost more. Can I qualify for more financial aid since my expenses will be greater?*

A. Study abroad students may be eligible for a budget adjustment, which would allow for additional expenses related to studying abroad to be included in their Cost of Attendance. Please note: budget adjustments do not change the student's eligibility for federal or state grant programs, and it does not increase the amount a student can borrow in a federal loan program. Typically, a budget adjustment will only increase the amount of money a student can borrow in a private

loan from a bank or a PLUS Loan (Parent Loan for Undergraduate Students). To request a budget adjustment you must complete a Cost of Attendance Increase Form, available in the Student Financial Aid Office or available on our web site at [www.sfa.kent.edu](http://www.sfa.kent.edu).

Q. *The study abroad program I am participating in needs documentation of what financial aid I will be receiving. Can the Student Financial Aid Office give this to me?*

A. Most students should be able to submit a copy of their Financial Aid Award Letter as documentation of the financial aid they will be receiving.

Q. *I will be leaving the country before the semester begins. Can I get my excess financial aid/refund check early?*

A. Financial aid and scholarship funds cannot be released to the Bursar's Office any sooner than 10 days before the start of the semester at Kent State University or 10 days prior to the start of the study abroad program, provided the program starts after the semester begins at Kent State University. Therefore, funds may not be available to you until after your departure. You are strongly encouraged to register for electronic funds transfer (EFT) with the Bursar's Office so that your refund check will be directly deposited into the bank account of your choice. Otherwise, you may need to make arrangements with your bank and/or family to handle your funds once they are released.

## Steps for Applying to Study Abroad

Applying for study abroad is a collaborative process between the student, academic advisor, study abroad program coordinator, and financial aid. It is the student's responsibility to complete applications within deadlines and ensure that all the required forms are completed.

### For KSU student applying to a KSU program

**Step 1** Make an appointment with the study abroad coordinator to plan your semester abroad, and then meet with your academic advisor to discuss how coursework from the study abroad program may apply as transfer credits.

### **Step 2 Credit Transfer from Foreign University**

If you will be directly attending a foreign university through a KSU exchange program, ask your study abroad coordinator or the study abroad academic advisor for your college about how credit will be transferred to your KSU academic record. This person is normally a program faculty advisor, or may be on staff at OIA. Initiate the proper forms before departure.

**Step 3** Make an appointment with Tara Jackson in Student Financial Aid to discuss financial aid, scholarships, and application deadlines.

**Step 4** Complete study abroad application and return to OIA.

**Step 5** If you are living in a KSU residence hall, after you are accepted into a program; apply to cancel your housing and food plan.

**Step 6** Ensure that the foreign university sends your transcript directly to the OIA office. Upon return, meet with the advisor who will review your transfer credit and complete the

transfer. Please note that if you do not complete this step, it is more than likely that the transfer credit will not be posted to your academic record.

### For KSU Student applying to a Non-KSU program:

#### **Step 1 Visit OIA.**

If you will attend a foreign university directly, meet with the Director of International Admissions to verify that KSU will accept transfer credit from that particular university. It will be your responsibility to ensure transcripts from the foreign university are sent directly to OIA. Ask how credit transfer will take place after you finish studying abroad.

If the program you've chosen will furnish you with a transcript from a U.S. university, meet with a study abroad advisor at OIA to discuss the program. Also ask about health insurance requirements for the time you are abroad.

**Step 2** Meet with the study abroad academic advisor for your college to discuss coursework at the host institution or program, and review how the coursework will apply as credit toward your graduation or major. Bring the forms obtained at OIA to this meeting

**Step 3** Same as Step 3 for KSU programs.

**Step 4** Same as Step 6 for KSU programs.

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December 28, 2006, by Judith J. Carroll