



2008 Application Instructions Short-Term Institutes Abroad

1410 Jayhawk Blvd, Room 108 • Lawrence, KS 66045-7515
tel: 785.864.3742 • fax: 785.864.5040
osa@ku.edu • www.studyabroad.ku.edu

Use this application for the following programs:

Honors, The Costa Rica Experience (Winter break)

Theatre and the Arts in Prague, Czech Republic (Winter break)

Design in Mexico (Winter break)

Turkish Women in Islam & Society (Winter break)

Marine Biology in Bonaire (Winter break)

Exploring International Careers, London (Spring break)

The London Review (Honors/English, Spring break)

Western Civilization, London (Spring break)

Baroque Spectacle: Art & Architecture in Rome (Spring break)

Toledo, Spain: City of Merging Cultures (Spring break)

Eligibility

- All programs require student status of good standing and a minimum GPA of 2.5 for undergraduates, 3.0 for graduate students.
- Many programs have higher minimum GPA, or other requirements. See the program brochure for details.
- Applicants who do not meet the minimum requirements may submit a petition for an exception to the standards. Petition forms are available from an OSA Program Coordinator.

Application Fee

- **Current KU Students:** no application fee.
- **Non-KU Students:** non-refundable \$38.00 application fee, check payable to The University of Kansas.
- **Non-KU International Students (non-permanent residents):** non-refundable \$83 application fee, check payable to The University of Kansas.
- **KU students not currently enrolled:** must apply for readmission through the KU Admissions Office, www.admissions.ku.edu. Admission to KU must be confirmed before participating in the study abroad program.

Application Procedure

- A complete application consists of:
- A. Applicant Profile (attached)
 - B. Statement of Purpose
 - C. ARTS form or Transcript
 - D. One academic reference (form attached)
- Specific instructions are on the back of this page.
 - Submit all materials to KU OSA. References may be sent separately.
 - Only complete applications will be considered for acceptance.

Your Contact Information

- The KU OSA uses e-mail, phone and current address to deliver critical information and materials to applicants and participants. Applicants who do not keep OSA updated are in jeopardy of missing critical information, which may mean losing a place on the program.
- It is your responsibility to submit changes to the KU Office of Study Abroad IN WRITING.

APPLICATION DEADLINE

Winter Break and The London Review: October 1, 2007

Spring Break: November 1, 2007

Acceptance

- When your application is complete, it will be forwarded to the Program Director for review.
- Check to see if your references have been received on the KU OSA website, www.studyabroad.ku.edu.
- When you are accepted you will receive a packet containing a letter, contract and acceptance forms.

Deposit

- \$300 due within two weeks of acceptance.
- A non-refundable \$300 deposit and a signed contract are due within two weeks of acceptance to secure your place in the program. The deposit is the first payment of the program fee.
 - The deposit is due whether or not you will pay the balance with financial aid.
 - The deposit may be paid by check, MasterCard or Visa.
 - If you are not sure whether or not you will be financially or personally able to participate at the time of acceptance, notify the director and the OSA but DO NOT submit the contract and deposit. OSA cannot guarantee your place past the deposit due date.

REQUIRED ORIENTATION

December 1, 2007

- All KU students accepted to KU Short-Term programs must attend the orientation as a condition of participation.
- You will receive information about the orientation date and location with your acceptance materials.

Final Payment

Winter Break Programs: balance of program fee is due December 1

Spring Break Programs: balance of program fee is due December 15

■ If you will pay the balance with financial aid, you must make arrangements with KU OSA by the payment deadline to defer payment until your aid is disbursed. See 'Using Federal Financial Aid for Study Abroad' for more information.

Financial Aid Information

KU Students

■ All KU students planning to apply financial aid to the program fee must meet in person with the Student Services Coordinator at the OSA for complete instructions.

■ Step-by-step instructions are available at the OSA. Ask for the sheet, 'Using Federal Financial Aid for Study Abroad'.

Types of Aid Available for KU Students

■ Federal aid and KU Endowment loans are available to eligible students. Visit the Office of Student Financial Aid (OSFA), 50 Strong Hall, www.financialaid.ku.edu.

■ Most KU scholarships can be applied toward the study abroad program fee.

■ Study Abroad Scholarship for Short-Term Programs: Qualified KU students may apply for these supplementary scholarships (\$150). Applications for the scholarship are available at the OSA and on the OSA website. Applicants must be degree-seeking undergraduates or graduate students at KU with a minimum GPA of 3.25 UG/3.5 GR for Summer scholarships. Deadline: October 1. No late or incomplete scholarship applications will be reviewed.

Non-KU Students:

■ Check into the resources available at your home institution.

■ The KU OSA will consider requests to sign a Financial Aid Consortium Agreement with the student's home institution in order to facilitate the use of financial aid from the home institution.

Attachments/Additional Materials

A. Applicant Profile

B. Statement of Purpose

- Attach a typed statement of purpose, no longer than one page, double-spaced, addressing why you would like to participate in this program and what you will contribute to the program.
- Be sure your name, KUID or SSN, the date and the program name are in the upper right corner of the page.

C. KU ARTS form or Transcript

- KU Students: Attach a current ARTS form. An official transcript is not necessary for this application.
- Non-KU Students: Enclose one transcript. An unofficial transcript 'issued to student' is acceptable.

D. One Academic Reference (Reference may be turned in separately)

- One reference form is attached. Follow the instructions on the form. The reference must be from an academic instructor who has had you in a class.
- Your instructor will return the form to the KU OSA. Or, you can ask your instructor if you can collect the completed reference, in a sealed envelope, to turn in with your other application materials.
- It is your responsibility to deliver the reference form to your instructor and to ensure that it has been returned to the OSA.
- Check to see if your reference has been received on the OSA website, www.studyabroad.ku.edu

E. Application Fee

- Current KU students: no admission fee
- Non-KU students: enclose a \$38 check, payable to the University of Kansas
- Non-KU International Students (non-permanent residents): non-refundable \$83 application fee, check payable to The University of Kansas.
- KU students not currently enrolled: You must apply for readmission through the Office of Admissions, www.admissions.ku.edu, by the application deadline. You must be accepted for readmission to KU in order to participate in the program.



Applicant Profile

Short-Term Institutes Abroad

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1. Short-Term Institute to which you are applying:

- | | |
|--|---|
| <input type="checkbox"/> Honors, The Costa Rica Experience (Winter break) | <input type="checkbox"/> Exploring International Careers, London (Spring break) |
| <input type="checkbox"/> Theatre and the Arts in Prague, Czech Republic (Winter break) | <input type="checkbox"/> The London Review (Honors, Spring break) |
| <input type="checkbox"/> Design in Mexico (Winter break) | <input type="checkbox"/> Western Civilization, London (Spring break) |
| <input type="checkbox"/> Turkish Women in Islam & Society (Winter break) | <input type="checkbox"/> Baroque Spectacle: Art & Architecture in Rome (Spring break) |
| <input type="checkbox"/> Marine Biology in Bonaire (Winter break) | <input type="checkbox"/> Toledo, Spain (Spring break) |

2. Personal Data

<input type="text"/> Last name	<input type="text"/> First name	<input type="text"/> Middle name	<input type="text"/> KUID (KU students only)
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>
<input type="text"/> Date of Birth (month/day/year)	<input type="text"/> Sex	<input type="text"/> Social Security Number	

US Citizen US Permanent Resident Non-US Citizen/Non-Permanent Resident: _____

Race/Ethnic Group (Optional): In an effort to track participation of culturally diverse students in study abroad programs, The University of Kansas collects information about participants. This information is requested on a voluntary basis and will be kept confidential. Providing this information will not affect your participation in any KU study abroad program, and will be used only in accordance with applicable federal and state laws.

Please check all blocks that apply to you:

American Indian or Alaskan Native Asian or Pacific Islander African American Hispanic Non-US Citizen White

3. Current Address – where you will be when school is in session

When will you move from this address? / /
(month / day / year)

Street

City, State, Zipcode

Phone (include area code)

E-mail address (print clearly, separate characters)

Alternate e-mail address

4. Permanent Address – where you will be when school is not in session

Name of primary resident (parent/guardian/spouse/other)

Street

City, State, Zipcode

Phone (include area code)

Can you be reached by e-mail when school is not in session? Yes No

5. Academic Data

↑ Institution where you are currently enrolled		<input type="checkbox"/> Fr <input type="checkbox"/> So <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/> Grad. <input type="checkbox"/> Other
		↑ Current Status
↑ Major	↑ School	
↑ 2 nd Major or Minor, if applicable	↑ School	
↑ GPA as of _____ / _____ (semester/year)	↑ Hours completed by start of program	↑ Expected Graduation date (sem/yr) _____ / _____
↑ Names of other institutions you have attended		
↑ Dates attended		↑ Degree awarded, if any
↑ Program-related foreign language you have studied (if applicable)	↑ High School years	↑ College semester hours
↑ List all college-level courses you have taken in this language, including courses you are currently taking		
↑ Extracurricular Activities, Scholarships, Honors		

6. Academic Reference (reference may be turned in separately)

List your referee below. It is your responsibility to deliver the reference form to your instructor and to ensure that it has been returned to the OSA.

↑ Reference 1. Name, Title, Academic Department, Institution	e-mail
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7. Authorization to Release Student Account Information

The financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). The Office of Study Abroad cannot release certain information to another person without your written authorization. This form will grant the Office of Study Abroad authority to release specific information about you to the person(s) you designate below.

↑ Designee 1. Name (please print), relation to you	Last 4-digits of social security #	Month/Year of Birth
↑ Designee 2. Name (please print), relation to you	Last 4-digits of social security #	Month/Year of Birth

I authorize the Office of Study Abroad to release my study abroad program, academic, financial aid and payment information to the person(s) listed above. I understand this authorization will remain in effect until I submit a written request to the Office of Study Abroad to cancel this authorization.

X ↑ Applicant Signature	↑ Date
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Application for Study Abroad Reference form

University of Kansas • Office of Study Abroad
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Part 1. To be completed by student Term/Year

<hr/> <small>↑</small> Last name	<hr/> <small>↑</small> First name	<hr/> <small>↑</small> Middle name	<input type="checkbox"/> Fall 20__
<hr/> <small>↑</small> Name of program	<hr/> <small>↑</small> City, Country	<hr/> <small>↑</small> KUID (KU students only)	<input type="checkbox"/> Spring 20__
			<input type="checkbox"/> Winter Break/Spring Break 20__
			<input type="checkbox"/> Acad. Yr. 20__ - 20__
<small>Note: Check the program brochure for available terms of study for your program.</small>			

Student Waiver Statement (optional)

I understand my right under the provisions of PL 93-380.513 (Family Educational rights and Privacy Act of 1974) to inspect letters of recommendation on my behalf. In order to encourage the authors of letters about me to write with candor, I have elected not to exercise my rights under this statute and affirm that I shall not do so in the future.

I understand that this document will be used only for the purposes of evaluating my qualification for study abroad by the University of Kansas program administrators and/or selection committee members, and cooperating institutions, and will not be available to any other institution, organization or party.

X

Applicant Signature (optional)

Date

Part 2. To be completed by Instructor

Students participating on study abroad programs are chosen on the basis of their academic records, personal qualifications and evaluations by professors. Because a cooperative spirit and an awareness of his/her position as a representative of the University are necessary for study abroad, please indicate how you think this

applicant will make use of an academic opportunity abroad, taking into consideration his/her character, adaptability, stability and academic competence in comparison with other students at similar stages in their careers.

A. How long and in what capacity have you known the applicant?

	Excellent	Good	Fair	Poor	Unknown
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B. General Preparation	Excellent	Good	Fair	Poor	Unknown
Articulateness in speech					
Articulateness in writing					
Academic potential					
Self-discipline and self-reliance					
Ability to get along with others					
Respect for other cultures					

C. Foreign Language Preparation (where applicable)

C. Foreign Language Preparation (where applicable)	Excellent	Good	Fair	Poor	Unknown
Reading					
Composition					
Comprehension					
Conversation					

D. Comments

Please comment as specifically as possible on the applicant in terms of the following:

- 1) academic suitability for study abroad
- 2) personal suitability for living abroad;
- 3) known weaknesses relevant to study abroad;
- 4) linguistic preparation, if applicable;
- 5) any other factors which you believe may affect a successful study abroad experience.

Instructor Information

X		
↑Signature		↑Date
↑Name (please print or type)	↑Position/Title	↑Department/School
↑Institution, City, State	↑e-mail	

Please return this form directly to The University of Kansas, Office of Study Abroad, 1410 Jayhawk Blvd, Room 108, Lawrence, KS 66045-7515