



2008 Application Instructions

KU Summer Architecture Programs 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:

- Architecture in Europe: Technology & Culture
- Architecture in Italy: Reading the City – Siena and its Neighbors
- Architecture in France

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 study abroad program.

Application Procedure

- A complete application consists of:
- A. Applicant Profile (attached)
 - B. Statement of Purpose
 - C. ARTS form or Transcript
 - D. Example of work, see program director for details.
 - E. Non-Architecture Majors only: Two academic references (download form from OSA website)
- 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

Undergraduate Programs: February 1, 2008

Acceptance

- Only complete applications will be forwarded to the Program Director for review.
- 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

- April 2008
- All KU students accepted to KU Summer Institutes must attend an orientation as a condition of participation.

Final Payment

- May 15, 2008 – balance of program fee is due
- If you will pay the balance with financial aid, you must make arrangements with KU OSA **BY MAY 15** 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.
- Study Abroad Summer Scholarship: Qualified KU students may apply for these supplementary scholarships (\$200-\$500). 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: March 1. No late or incomplete scholarship applications will be reviewed.
- Other Scholarships: Most KU scholarships can be applied toward the study abroad program fee.

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 no longer than 1-2 pages, double spaced, addressing why you would like to participate in this program, what you will contribute to the program and how this study abroad program fits your specific architectural interests.
- 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. Example of work, see program director for details

E. Two Academic References—Non-Architecture majors only

(References may be turned in separately)

- *Non architecture majors*-download the reference forms from the following website: www.studyabroad.ku.edu/-osa/applications/Referenceform.pdf
- **BOTH references** must be from academic instructors who have had you in a class. *Architecture majors do not need to submit references.*
- Your instructor will return the letters 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 ensure that the letters have been submitted to the OSA.
- Check to see if your references have been received on the OSA website, www.studyabroad.ku.edu

F. 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

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For Office Use Only - Application fee rec'd:

1. Summer Institute to which you are applying: Term: Summer 2008

- Architecture in Europe: Technology & Culture
Architecture in Italy: Reading the City - Siena and its Neighbors
Architecture in France

2. Personal Data

Last name, First name, Middle name, KUID (KU students only)

Date of Birth (month/day/year), Sex (Male/Female), 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.

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

When will you move from this address? (month / day / year), Name of primary resident (parent/guardian/spouse/other)

Street

City, State, Zipcode

Phone (include area code)

E-mail address (print clearly, separate characters)

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

5. Academic Data

↑ Institution where you are currently enrolled Fr So Jr Sr Grad. Other
↑ Current Status

↑ Major ↑ School

↑ 2nd 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. Applicant Agreement and Release

I affirm that the information given in this application is true and correct to the best of my knowledge. I agree to allow the KU OSA access to academic and financial records available through the University of Kansas and authorize the Office of Financial Aid to share information from my file regarding my application to study abroad.

X
↑ Applicant Signature ↑ Date

7. Optional Financial Aid and Student Account Information Release

I authorize the KU OSA to release Financial Aid and Student Account information to the individuals listed below in order to process payments or financial aid in my absence.

↑ Designee 1. Name (please print), relation to you Daytime phone, e-mail

↑ Designee 2. Name (please print), relation to you Daytime phone, e-mail

X
↑ Applicant Signature ↑ Date