



2010 Application Instructions

KU Architecture Short-Term Programs

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 Asia (Winter Break)
- Architecture in Italy: Reading the City – Exploring the Civic Realm
- Architecture in Germany: Reading the City-Berlin
- Architecture of Spain and France-Modernity in the Context of History

Application Fee

- Current KU Students: no application fee.
- 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. ARTS form
 - C. Statement of Purpose Essay
 - D. Portfolio of design work
 - E. Resume
 - F. 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.
 - The Statement of Purpose Essay, Portfolio and Resume must be submitted on a CD as PDF files to OSA with your Applicant Profile and ARTS form.

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: September 10, 2009
Summer Programs: February 1, 2010

Acceptance

- Only complete applications will be forwarded 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

Winter Break: Saturday, December 5, 2009
Summer Programs: Saturday, April 24, 2010

- All KU students accepted to KU Programs must attend an orientation as a condition of participation.

Final Payment

Winter Break Program: November 16, 2009 - balance of program fee is due
Summer Programs: May 14, 2010 - balance of program fee is due

- If you will pay the balance with financial aid, you must make arrangements with KU OSA by your program 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.
- Study Abroad Scholarship: Qualified KU students may apply for these supplementary scholarships (\$200-\$500 for short-term programs, \$500-\$1,000 for semester internships). 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 scholarships. Deadline: Winter Break: October 1, Summer and Fall: 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.

Attachments/Additional Materials

A. Applicant Profile

B. KU ARTS form
Attach a current ARTS form.

The remaining three items (C,D & F) must be submitted on a CD with all documents as PDF files.

- Please clearly label your name and the program you are applying for on the CD.
- C. Statement of Purpose Essay
- 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 and the program name are in the upper right corner of the page.
- D. Portfolio of Design Work on CD (Digital PDF Format)
- Please clearly label on the CD your name and the program for which you are applying. If you are applying for more than one program, please submit a CD for *each* program.
- E. Resume
- F. 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
- G. Application Fee
- Current KU students: no admission fee
 - 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.
- Note: The Statement of Purpose Essay, Portfolio and Resume must be submitted on a CD to OSA with your Applicant Profile and ARTS form.



Applicant Profile

KU Architecture Short-Term Programs

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 osa@ku.edu • www.studyabroad.ku.edu

For Office Use Only - Application fee rec'd:

1. Short-Term Architecture Program to which you are applying: **Term: WB 2010, Summer 2010**

- | | |
|---|---|
| <input type="checkbox"/> Architecture in Asia (Winter Break) | <input type="checkbox"/> Architecture in Italy: Reading the City – Exploring the Civic Realm |
| <input type="checkbox"/> Architecture in Germany: Reading the City-Berlin | <input type="checkbox"/> Architecture of Spain and France-Modernity in the Context of History |

2. Personal Data

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

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

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

<hr/> When will you move from this address? / / (month / day / year)	<hr/> ↑Name of primary resident (parent/guardian/spouse/other)
<hr/> ↑Street	<hr/> ↑Street
<hr/> ↑City, State, Zipcode	<hr/> ↑City, State, Zipcode
<hr/> ↑Phone (include area code)	<hr/> ↑Phone (include area code)
<hr/> ↑E-mail address (print clearly, separate characters)	<hr/> Can you be reached by e-mail when school is not in session? <input type="checkbox"/> Yes <input type="checkbox"/> No
<hr/> ↑Alternate e-mail address	

5. Academic Data

Fr So Jr Sr Grad.
Other

↑ Institution where you are currently enrolled

↑ 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. Optional Financial Aid and Student Account Information Release

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.

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

↑ 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

7. 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