



2009 Application Instructions Department 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 Exchanges

Australia – UNSW
Australia – Univ. of Newcastle
Denmark – DIS
Germany – FH Potsdam
Germany – Univ. of Stuttgart
Scotland – Edinburgh College of Art

Chemistry Exchanges

Ireland – Dublin City Univ.
EU Atlantis Program

Fine Arts Exchanges

Finland – Lahti Univ. of Applied Sci.
Germany – FH Trier
Korea – Hongik Univ.
Scotland – Edinburgh College of Art
Sweden – Halmstad Univ.
Taiwan - NTUST

Indigenous Studies Exchanges

Australia – Univ. of Newcastle
Finland – Univ. of Oulu

If the program you are interested in is not listed, consult the Office of Study Abroad for the appropriate application.

Eligibility

- Eligibility requirements vary by program. See department for details.
- The minimum requirement for all KU Study Abroad participants is status of good standing and a cumulative KU GPA of 2.5 UG/3.0GR. However, many programs have higher GPA minimums and/or additional eligibility requirements.

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. Readmission 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. Transcript
- D. Academic Plan and Approval (attached)

- Specific instructions are on the back of this page.
- Submit all materials to KU OSA.
- 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.

Deadline

Spring 2009: October 1, 2008

Fall 2009: March 1, 2009

Acceptance

- Only complete applications will be reviewed.
- When you are accepted you will receive a packet containing a letter, contract and acceptance forms.

Deposit

\$300 due upon acceptance.

- A non-refundable \$300 deposit and a signed contract are due on **November 15** for Spring programs or **April 15** for Fall and Academic Year programs. The contract and deposit 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, Discover, 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 OSA but **DO NOT** submit the contract and deposit. OSA cannot guarantee your place past the deposit due date.

REQUIRED ORIENTATION

Spring 2009: December 6, 2008

Fall 2009: April 25, 2009

- All KU students accepted to this program must attend the orientation as a condition of participation.

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 Semester/Year Scholarships: Qualified KU students may apply for these supplementary scholarships (\$500-\$1000 for the semester, \$750-\$1500 for the academic year). 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 3.0 UG/3.5 GR. Deadlines: October 1 for Spring, and March 1 for Fall. 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. 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. Transcript

- All Applicants: An official transcript is necessary for this application.
- Attach your transcript to your application or have the transcript sent directly to the KU OSA. If attached to your application, the transcript should be in an envelope sealed by the Registrar (students may order a transcript to be picked up at 151 Strong)

D. Academic Plan and Approval Form: Foreign Institution

- Follow instructions on the form.
- Attach the completed, signed form to your application.



Applicant Profile Department Programs

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1. Program to which you are applying:				Term/Year
Architecture Exchanges <input type="checkbox"/> Australia – UNSW <input type="checkbox"/> Australia – Univ. of Newcastle <input type="checkbox"/> Denmark – DIS <input type="checkbox"/> Germany – FH Potsdam <input type="checkbox"/> Germany – Univ. of Stuttgart <input type="checkbox"/> Scotland – Edinburgh College of Art	Chemistry Exchanges <input type="checkbox"/> Ireland – Dublin City Univ. <input type="checkbox"/> EU Atlantis Program	Fine Arts Exchanges <input type="checkbox"/> Finland – Lahti Univ. of Applied Sci. <input type="checkbox"/> Germany – FH Trier <input type="checkbox"/> Korea – Hongik Univ. <input type="checkbox"/> Scotland – Edinburgh College of Art <input type="checkbox"/> Sweden – Halmstad Univ. <input type="checkbox"/> Taiwan - NTUST	Indigenous Studies Exchanges <input type="checkbox"/> Australia – Univ. of Newcastle <input type="checkbox"/> Finland – Univ. of Oulu	<input type="checkbox"/> Spring 0__ <input type="checkbox"/> Fall 20__ <input type="checkbox"/> Acad. Yr. 20__ - 20__ <small>Note: Check the program brochure for available terms of study for your program.</small>
<i>If the program you are interested in is not listed, consult the Office of Study Abroad for the appropriate application.</i>				

2. Personal Data

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

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	↑ Street
↑ City, State, Zipcode	↑ City, State, Zipcode
↑ Phone (include area code)	↑ Phone (include area code)
↑ E-mail address (print clearly, separate characters)	Can you be reached by e-mail when school is not in session? <input type="checkbox"/> Yes <input type="checkbox"/> No
↑ 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 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



Application for Study Abroad Academic Plan and Approval: Direct Enrollment at a Foreign Institution

INSTRUCTIONS

A completed Academic Plan and Approval form is required in order for grades to be posted on your KU transcript. Consult your OSA Program Coordinator for program-specific instructions.

Make a copy of this form and take it abroad with you.

STEP 1: Plan the courses you will take abroad

Research available courses: Your OSA Program Coordinator will refer you to catalogs, web sites or other sources for course availability at your host institution. Your Coordinator will also give you information about:

- 1) the standard full-time course load,
- 2) credit hour conversions,
- 3) any restrictions to courses or departments at your host institution.

Write the courses you plan to take at your host institution on the left-hand side of the Academic Plan Approval form. Be sure to list several alternatives in case your first choices are not available.

If there are not enough spaces to list all the courses you are interested in, you can obtain an additional form from the Office of Study Abroad (OSA) or the OSA website, www.studyabroad.ku.edu

Step 1 for Non-KU students:
Complete Step 1 as for KU students.

STEP 2: Obtain *tentative* approval for KU course equivalents in each academic department

Each department has a Study Abroad Faculty Advisor who determines KU equivalencies for courses taken at foreign institutions. Your OSA Coordinator has a list of Advisors' names and contact information. This information is also available on the OSA website, www.studyabroad.ku.edu.

You must obtain tentative approval from the Study Abroad Faculty Advisor in each department that corresponds to the courses you wish to take abroad. For example, a history course equivalent must be approved by the Study Abroad Faculty Advisor in the History department.

When you meet with the Study Abroad Faculty Advisor, bring all available course information, such as a catalog description, syllabus, or texts. The Study Abroad Faculty Advisor will evaluate this information to determine a *tentative* KU equivalent.

If available course information is insufficient, the Study Abroad Faculty Advisor may ask you to bring back evidence of course work, syllabus, assignments, etc., at the end of the study abroad period before finalizing the approval.

When available, your OSA Coordinator will give you a list of course equivalents that have been approved in the past. The list will serve as a guideline as you select courses and work with Advisors.

Step 2 for Non-KU students:
Under KU Course Equivalent, write in ONLY pre-approved courses from the program list. KU will determine course equivalents for any courses that have not been pre-approved. It will be your responsibility to bring back a syllabus in English for any host institution course that has not been pre-approved.

STEP 3: Meet with your Academic Advisor

After you have KU course equivalents approved for all of your courses, your Academic Advisor must approve your overall plan.

If you have not yet declared a major, make an appointment with the Freshman-Sophomore Advising Center (FSAC). The FSAC Advisor will sign your form. If you have declared a major or are in the Honors program, meet with your designated Academic Advisor.

Take a copy of your ARTS form so that you can discuss how the courses you will take abroad fit in with your degree program. Review the requirements that will be met while you are abroad as well as the credits that will remain when you return.

Step 3 for Non-KU students:
Obtain the approval of the appropriate advisor at your home institution for your overall enrollment. Be sure to discuss how KU credit earned on the program will apply toward your degree.

STEP 4: If you will have two semesters (30 hours) or fewer to graduate when you return...

Make an appointment with the Graduation Officer in your school to do a Graduation Check and plan your last semester(s) at KU *before* you leave.

If you will complete ALL degree requirements while abroad, arrange to *apply for your degree before you depart*. It can take several months after the end of your program to post study abroad credit. Let your OSA Coordinator know your graduation plans. Stay in contact to ensure that grade posting moves as quickly as possible.

Credits must be posted by a specific date in order to graduate during the term in which you completed your coursework abroad. Visit the OSA website at www.studyabroad.ku.edu for the applicable date for each term.

Academic Plan and Approval: Direct Enrollment at a Foreign Institution

Step-by-Step Instructions for completing KU Course Equivalencies

Host Institution Course			KU Course Equivalent				
	Equivalent KU Level	Equivalent KU Hours	Dept Code	Course Title	Credit Hours	Type of Degree Requirement	Conditional Approval?
1. 1.	<input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4.	5.	6.	7. <input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective	8. <input type="checkbox"/> Yes <input type="checkbox"/> No
			9.				
			↑ Department Representative (Print Name)		↑ Signature		↑ Date

Host Institution Course

1. Enter the course code (if any) and name of the course that you want to take at the Host Institution.
2. Mark the level of the Host Institution course that corresponds to similar courses at KU, if this information is available from your OSA Coordinator.
3. Enter the number of KU credit hours the course is worth, according to the information given by your OSA Coordinator.

KU Course Equivalent

- 4., 5. Enter the pre-approved KU equivalent course Department abbreviation and course number and course name. If the course has no prior KU equivalent, then leave this blank, to discuss with the Study Abroad Faculty Advisor.
6. Enter the number of credit hours for the course.
7. Mark the type of degree requirement that the course satisfies. For instance, say the KU equivalent is ANTH 108, which is on the SC Principal Course list. If you have yet to satisfy the 'SC' category of Principal Courses, mark the Gen. Ed. Box and write 'SC' in the blank following. If you have already satisfied the 'SC' principal course category, then mark the course as an elective.
8. If the Study Abroad Faculty Advisor needs additional information to give final approval for a KU equivalent course, mark 'Yes'. The Study Abroad Faculty Advisor should attach a statement indicating what documentation you must bring back and the course content that must be covered in order for final approval to be granted. Otherwise, the Study Abroad Faculty Advisor should mark 'No', indicating that no further information is required to approve the KU course equivalent and that the KU course equivalent is approved for this student.
9. For individual or new approvals, the Study Abroad Faculty Advisor should print his/her name, sign and date the approval. If the course is pre-approved, write 'pre-approved' in the Department Representative space. Your OSA Coordinator will check the approval, then sign and date for this course.

Academic Plan and Approval : Direct Enrollment at a Foreign Institution

Student Name (please print) _____ KUID or SSN _____ Major (s) _____

Host Institution _____ Program Location _____ Term(s) Fall 20__ Spring 20__ Summer 20__

Statement of Understanding

1. I have discussed these plans with my academic advisor and the appropriate graduation official and have familiarized myself with all degree and major requirements.
2. It is my responsibility to enroll in the appropriate courses at the foreign institution. The granting of credit for these courses is dependent upon their successful completion.
3. I must inform my academic advisor and the Office of Study Abroad of any changes in course choice or curriculum.
4. If I intend to finish all degree requirements while abroad, I know the rules and procedures and have made all arrangements before going abroad.
5. I understand that all coursework completed and grades received will be posted on my official KU transcript.

X _____
 Student Signature _____ Date _____

X _____
 Academic Advisor (Print Name, Dept.) _____ Signature _____ Date _____

Host Institution Course	Equivalent KU Level	Equivalent KU Hours	KU Course Equivalent				
			Dept Code	Course Title	Credit Hours	Type of Degree Requirement	Conditional Approval?
I. 1.	<input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4.	5.	6.	7. <input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective	8. <input type="checkbox"/> Yes <input type="checkbox"/> No
			9.				
			↑ Department Representative (Print Name)		↑ Signature		↑ Date
II. 1.	<input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4.	5.	6.	7. <input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective	8. <input type="checkbox"/> Yes <input type="checkbox"/> No
			9.				
			↑ Department Representative (Print Name)		↑ Signature		↑ Date
III. 1.	<input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4.	5.	6.	7. <input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective	8. <input type="checkbox"/> Yes <input type="checkbox"/> No
			9.				
			↑ Department Representative (Print Name)		↑ Signature		↑ Date
IV. 1.	<input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4.	5.	6.	7. <input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective	8. <input type="checkbox"/> Yes <input type="checkbox"/> No
			9.				
			↑ Department Representative (Print Name)		↑ Signature		↑ Date

Academic Plan and Approval : Direct Enrollment at a Foreign Institution

Host Institution Course	Equivalent KU		KU Course Equivalent		Credit Hours	Type of Degree Requirement	Conditional Approval?
	Level	Hours	Dept Code	Course Title			
V. 1.	2. <input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4.	5.	6.	7. <input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective	8. <input type="checkbox"/> Yes <input type="checkbox"/> No
			9.				
			↑ Department Representative (Print Name)		↑ Signature		↑ Date
VI. 1.	2. <input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4.	5.	6.	7. <input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective	8. <input type="checkbox"/> Yes <input type="checkbox"/> No
			9.				
			↑ Department Representative (Print Name)		↑ Signature		↑ Date
VII. 1.	2. <input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4.	5.	6.	7. <input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective	8. <input type="checkbox"/> Yes <input type="checkbox"/> No
			9.				
			↑ Department Representative (Print Name)		↑ Signature		↑ Date
VIII. 1.	2. <input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4.	5.	6.	7. <input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective	8. <input type="checkbox"/> Yes <input type="checkbox"/> No
			9.				
			↑ Department Representative (Print Name)		↑ Signature		↑ Date
IX. 1.	2. <input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4.	5.	6.	7. <input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective	8. <input type="checkbox"/> Yes <input type="checkbox"/> No
			9.				
			↑ Department Representative (Print Name)		↑ Signature		↑ Date
X. 1.	2. <input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4.	5.	6.	7. <input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective	8. <input type="checkbox"/> Yes <input type="checkbox"/> No
			9.				
			↑ Department Representative (Print Name)		↑ Signature		↑ Date