

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 these scholarships 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.

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. Autobiography

- Attach a typed statement, no longer than one page, double-spaced, giving a basic overview of who you are.
- Be sure your name, KUID or SSN, the date and the program name are in the upper right corner of the page.

 D. Transcript

- All Applicants: An official paper transcript is necessary for this application. (Electronic PDF not accepted)
- 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 your institutional registrar (KU students may order a transcript to be picked up at 151 Strong Hall)

 E. Two Academic References (References may be turned in separately)

- Two reference forms are attached. Follow the instructions on the form. BOTH references must be from academic instructors who have 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 forms to your instructors and to ensure that they have been returned to the OSA.
- Check to see if your references have been received on the OSA website, www.studyabroad.ku.edu.
- **Note: References not required for ETH-Zurich Physics Exchange.**

 F. Academic Plan and Approval Form: Foreign Institution

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

 G. Application Fee

- Current KU students: no admission fee
- Non-KU students (NEGOCIA, France and ETH-Zurich only): enclose a \$40 check, payable to The University of Kansas.
- Non-KU International Students (non-permanent residents) (NEGOCIA, France and ETH-Zurich only): non-refundable \$85 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 English-Speaking 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

1. Program to which you are applying:	Term/Year
<input type="checkbox"/> Australia ___ Deakin ___ Newcastle ___ UNSW ___ Wollongong <input type="checkbox"/> China ___ Hong Kong Univ. ___ SYSU ___ UIBE <input type="checkbox"/> Denmark ___ Engineering ___ DIS Copenhagen (non-Architecture majors) <input type="checkbox"/> France, NEGOCIA <input type="checkbox"/> Great Britain (includes semester and academic year programs; rank 1 st , 2 nd and 3 rd choices) ___ East Anglia ___ Essex ___ Exeter ___ Hull ___ Kent ___ Leeds ___ Leicester ___ Reading ___ Strathclyde ___ Stirling ___ Swansea <input type="checkbox"/> Ireland, Cork <input type="checkbox"/> Korea, Korea University <input type="checkbox"/> Netherlands, Radboud <input type="checkbox"/> New Zealand (Auckland-Law Exchange) <input type="checkbox"/> Sweden, Uppsala <input type="checkbox"/> Switzerland, ETH-Zurich (Physics Exchange)	<input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 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	
<input type="checkbox"/> US Citizen <input type="checkbox"/> US Permanent Resident <input type="checkbox"/> 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
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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) _____	
↑Alternate e-mail address _____	Can you be reached by e-mail when school is not in session? <input type="checkbox"/> Yes <input type="checkbox"/> No

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. Academic References (references may be turned in separately)

List your two referees below. It is your responsibility to deliver the reference forms to your instructors and to ensure that they have been returned to the OSA.

↑ Reference 1. Name, Title, Academic Department, Institution e-mail

↑ Reference 2. Name, Title, Academic Department, Institution e-mail

7. Optional 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.

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

8. 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 ↑ Date
↑ Applicant Signature

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



Application for Study Abroad Reference form

University of Kansas • Office of Study 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

Part 1. To be completed by student

↑Last name	↑First name	↑Middle name	↑KUID (KU students only)
↑Name of program	↑City, Country	Fall 20__ Spring 20__ Summer 20__ Acad. Year 20__ - 20__	↑Semester of enrollment

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	Date
Applicant Signature (optional)	

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
B. General Preparation					
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)					
Reading					
Composition					
Comprehension					
Conversation					

D. Comments

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

- 6) academic suitability for study abroad
 - 7) personal suitability for living abroad;
 - 8) known weaknesses relevant to study abroad;
 - 9) linguistic preparation, if applicable;
 - 10) 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



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) _____

Fall 20__ Spring 20__ Summer 20__

Host Institution _____ Program Location _____ Term(s) _____

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 _____		
			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				Type of Degree Requirement	Conditional Approval?
	Level	Hours	Dept Code	Course Title	Credit Hours			
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	