



2010 Application Instructions HWC Semester 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:

Humanities and Western Civilization Semester in Paris and Florence

Eligibility

- Student status in good standing, Cumulative GPA 2.75.
- 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 \$40.00 application fee, check payable to The University of Kansas.
- Non-KU International Students (non-permanent residents): non-refundable \$85 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. Readmission to KU must be confirmed before participating in a study abroad program.

Application Procedure

- A complete application consists of:
- A. Applicant Profile (attached)
 - B. Statement of Purpose
 - C. Two 2"x2" photographs (passport-size)
 - D. Autobiography
 - E. KU ARTS form or Official Paper Transcripts for non-KU students (electronic PDF not accepted)
 - F. Two Academic References (attached)
 - G. Academic Plan and Approval (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

Spring 2010: October 1, 2009 Fall 2010: March 1, 2010

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 upon acceptance.
- A non-refundable \$300 deposit and a signed contract are due on **November 16** 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 2010: Saturday, December 5, 2009 Fall 2010: Saturday, Apr 24, 2010

- 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 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 or KU ARTS form

- 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.

 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

 F. Academic Plan and Approval Form: KU Courses

- 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: enclose a \$40 check, payable to The University of Kansas
- Non-KU International Students (non-permanent residents): 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
HWC Semester Abroad

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1. Program to which you are applying: Humanities and Western Civilization Semester Abroad
Term/Year: [] Spring 20__ [] Fall 20__

2. Personal Data

Fields for Last name, First name, Middle name, KUID, Date of Birth, Sex, and Social Security Number.

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

Form sections for Current Address and Permanent Address, including fields for move date, name of primary resident, street, city/state/zipcode, phone, and 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. 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 ↑ Applicant Signature ↑ Date



Application for Study Abroad Reference form

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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
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
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:

- 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



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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

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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
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: Taking KU Courses Abroad

INSTRUCTIONS

STEP 1

□ Plan the courses you will take during your program:

■ Check the program brochure or with your OSA coordinator for the list of courses available.

■ Your Coordinator will also give you information about required courses and minimum/maximum credit hours.

■ Fill out the Academic Plan and Approval form on the reverse :

1) Enter the course department abbreviation, course number, course title and number of credit hours.

2) Mark the type of degree requirement that the course satisfies. For instance, say the KU course 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.

3) Once you have filled out the form, make an appointment with your Academic Advisor. Take your ARTS form. Proceed to Step 2.

Step 1 for Non-KU students:

■ It is not necessary to fill in the 'Type of Degree Requirement'. Otherwise, complete Step 1 as for KU students.

STEP 2

□ Obtain Academic Advisor's approval for your Plan:

■ It is important that you understand how the courses you will take abroad fit in with your degree program, and that you have discussed and obtained approval of your plans from an academic advisor.

■ If you have not yet declared a major, make an appointment with the Freshman-Sophomore Advising Center (FSAC). The FSAC Advisor will review your study abroad academic plans, discuss them with you and sign your form.

■ If you have declared a major or are in the Honors program, meet with your designated Academic Advisor for approval.

■ When you meet with your Academic Advisor, take a copy of your ARTS form in order to review:

1) requirements that will be met while abroad,

2) requirements that will remain when you return.

Step 2 for Non-KU students:

■ The approval of the appropriate advisor at your home institution is required.

■ If your institution needs additional information, such as a course syllabus, to facilitate approval and credit transfer, contact the KU OSA.

STEP 3

□ 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. Maintain close contact with your OSA Coordinator to ensure that grade posting moves as quickly as possible.

Step 3 for Non-KU students:

■ KU OSA encourages you to consult the appropriate advisors at your home institution to discuss how KU credit earned on the program will apply toward your degree.

Academic Plan and Approval for Study Abroad : Taking KU Courses Abroad

↑Student Name (please print)

↑KUID or SSN

↑Major(s)

Fall 20__ Spring 20__ Summer 20__

↑Program Name

↑Program Location

↑Term(s)

KU Dept.	Course No.	Course Title	Credit Hours	Type of Degree Requirement
				<input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective _____
				<input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective _____
				<input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective _____
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				<input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective _____
				<input type="checkbox"/> Major _____ <input type="checkbox"/> Gen. Ed _____ <input type="checkbox"/> Elective _____

Statement of Understanding

1. I have discussed these plans with my academic advisor and a graduation official, if appropriate, and have familiarized myself with all degree and major requirements.
2. I understand that this form shows academic approval for my intended course of study but it is not an enrollment form.
3. I understand that it is my responsibility to complete and sign an enrollment form after acceptance, and that my enrollment depends on submission of a signed contract and deposit to the Office of Study Abroad.
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.

X

↑Student Signature

↑Date

X

↑Academic Advisor (Print Name, Dept.)

↑Signature

↑Date