

UNIVERSITY OF KANSAS OFFICE OF STUDY ABROAD



ADVISING HANDBOOK





TEN STEPS TO STUDYING ABROAD

- 1) **Visit the Office of Study Abroad (OSA).** Speak with a Peer Advisor in room 105 Lippincott Hall. Browse through the resource library, view program brochures and ask questions.
- 2) **Investigate program options and inform yourself.** Define your goals for studying abroad and identify suitable programs. Learn about the country where you wish to study abroad. Talk with exchange students and study abroad returnees about their experiences.
- 3) **Apply for your passport!** Passport applications take approximately 4-6 weeks to process. Information on applying for a passport is available at <http://travel.state.gov/passport>. Students may also apply on campus at the Office of International Programs, 300 Strong.
- 4) **Meet with a Study Abroad Program Coordinator.** Once you have determined what country and program you are interested in, make an appointment with the appropriate coordinator in the Office of Study Abroad to discuss your plans.
- 5) **See your Faculty Advisor.** Discuss how your proposed study abroad courses will fit in with your degree requirements.
- 6) **Find out about financing your study abroad program.** Students considering using any form of financial aid and/or scholarships to fund their study abroad experience should speak with a Financial Aid Counselor in the Financial Aid and Scholarships office, 50 Strong.
- 7) **Apply! Submit your online application.**
Begin applying for your program of choice the semester before you plan to go. The deadline for most Fall, Academic Year, and Summer programs is March 1, and the deadline for most Winter Break, Spring Break, or Spring programs is October 1. Check with your Program Coordinator for program-specific deadlines.
- 8) **You've been accepted!** Complete acceptance forms online, apply for your student visa (if necessary) and make travel plans.
- 9) **Orient yourself.** Attend the mandatory OSA pre-departure orientation for additional program information and question-and-answer sessions with past participants. Read carefully all the information in your orientation packet. Ask questions!
- 10) **Pack your bags.** Kiss everyone good-bye and go!



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INTRODUCTION

Welcome to The Office of Study Abroad!

The Office of Study Abroad staff are here to help you match your academic and personal interests to an international experience. Study abroad programs can help you meet major or minor requirements, fulfill general education requirements, or achieve proficiency in a second language.

Opportunities abound! Imagine yourself living with a host family and studying language in Russia, exploring Western Civilization in Italy and France, taking classes taught in English at the University of Hong Kong, or participating in an internship in Great Britain. The Office of Study Abroad (OSA) offers a wide variety of programs around the world to choose from. Build your skills, intercultural awareness, and self-confidence.

This handbook is designed to assist you in the process of selecting a study abroad experience. It highlights study abroad programs, resources, services, and policies. The handbook is intended for undergraduate degree-seeking students at the University of Kansas. If you are a student at another university, a non-degree seeking student, or a graduate student, contact a Study Abroad Program Coordinator to find out whether you are eligible to participate on a particular program and/or to apply for financial aid and scholarships.

WHY Study Abroad?

Study abroad is a once-in-a-lifetime opportunity and its benefits go far beyond academic learning. Students develop skills in intercultural communication and problem-solving that are applicable to everyday life. They learn to become independent and take initiative. Students often gain self-confidence, flexibility, perseverance, and appreciation of diversity. An international experience strengthens career opportunities and increases awareness of the interconnected nature of the world.

WHERE can I study?

The Office of Study Abroad (OSA) currently administers more than 100 study abroad programs in over 70 countries throughout the world. Students can study in Africa, the Americas, Asia, Australia, or Europe except countries currently on the US state Department travel warning list. International students can also study abroad except in the country of their citizenship.



Students who cannot meet their academic objectives through an existing KU study abroad program may, with academic approval, develop their own programs in collaboration with the OSA. Information on Student-Initiated Programs (SIPs) is available on the OSA website: www.studyabroad.ku.edu.

WHAT can I study?

Some programs focus on a particular field of study; others offer a general curriculum. Most students are able to fulfill graduation requirements and maintain progress toward a degree while studying abroad.

Discipline-specific programs include those for anthropology, architecture, biology, chemistry, classics, communication studies, design, education, engineering, English, European studies, fine arts, history, history of art, honors, indigenous studies, international business and economics, journalism, language and culture, law, physics, religious studies, social welfare, sociology, theatre and film, and humanities and western civilization.

Courses are taught in more than 20 different languages (including English), and many semester and academic year programs allow qualified students with demonstrated language proficiency to choose from regular university course offerings at the overseas institution. Instructional offerings in English are plentiful and incorporate a wide variety of disciplines.

WHERE do I go for more information?

To begin a search for a study abroad program, students are encouraged to visit with a Peer Advisor in the OSA, view program brochures online and then schedule a meeting with a Study Abroad Program Coordinator to identify the program that best fits their objectives. Early planning generally affords more options.

For more information about KU study abroad programs, contact:

University of Kansas, Office of Study Abroad
Lippincott Hall, 1410 Jayhawk Blvd., Room 108
Lawrence, KS 66045-7537
phone (785) 864-3742
e-mail: osa@ku.edu
web site: www.studyabroad.ku.edu



SELECTING A PROGRAM

Consider these factors . . .

1) Academic Components

Language of instruction

English

- Courses taught in English are available in English-speaking and many non-English speaking countries.
- Programs may combine courses taught in English with courses taught in the language of the host country.

Another Language

- Intensive Language Study programs are broadly available. These programs often enable students to complete a substantial portion of their foreign language requirements for a B.A. degree or for a foreign language major while abroad.
- Learning a language in-country will increase language proficiency more quickly.
- Regular university coursework in non-English speaking countries generally requires at least four college semesters of prior language study.

Courses offered

Field or Classroom coursework

Study abroad programs offer courses that are field-based, classroom-based with local excursions tied to course content, or solely classroom-based. Most classroom courses include lectures, discussions, laboratory work, and/or tutorials.

Prerequisites

Requirements for acceptance vary by program and usually include GPA, foreign language proficiency, and class standing.

Credit

Resident Credit

Through the OSA, students remain enrolled at KU and receive resident KU credit. Grades earned while studying abroad are calculated into your KU grade-point average. You may earn credit toward your major, minor, general education credit, or elective credit. Students work with an academic advisor in conjunction with a Study Abroad Program Coordinator to ensure continued progress toward a degree.



Opportunities for Immersion

Classes Primarily with Host-Country Students

- Classes are taken at an overseas university, allowing you to choose from a variety of courses.
- Programs offer further cultural immersion with local students.
- Program dates follow the academic calendar of the overseas university, rather than the University of Kansas calendar. Semesters may begin earlier or end later.
- You are expected to perform at the same level as a local student and are graded accordingly.

Classes Primarily with U.S. Students

- Classes are usually taught in a study abroad center for U.S. or international students by instructors experienced with study abroad students.
- Courses are often similar to U.S. classes with syllabi, regular assignments, and more frequent exams.
- Programs usually follow the U.S. semester calendar.
- Programs generally have a more focused selection of courses.

Combined Option

- Programs allow you to experience both university and study abroad center educational settings.
- This is ideal if you would like to take only a few host university courses or are not confident in your language skills.

Remember: It is up to you. In the end you must choose to take advantage of opportunities and make the effort to immerse yourself into the culture of your host country. Many features like internships and volunteering can allow for more immersion.



Academic Policies

University of Kansas students are subject to **all** University of Kansas policies while abroad. Some policies may be adjusted due to international circumstances. See www.studyabroad.ku.edu for more details on:

- Academic policies (withdrawal, credit/no credit, etc.)
- Student Code of Conduct

2) Program Model

Group/Faculty-Directed Programs

Most of KU's summer, spring break and winter break programs, as well as a few semester options fall into this category. Students take KU classes at a foreign location with other KU and U.S. students. Faculty will be KU professors and GTAs or local faculty that have been employed specifically to teach a KU group class. Benefits of this type of program include: predetermined course credit; more on-site support, including orientation and field trips; and opportunities to study in English in many non-English speaking countries.

This type of program may offer fewer opportunities for cultural immersion, though this will vary. A common way to compensate for this is a host family experience.

Direct Enrollment or Exchange Programs

Students directly enroll at a foreign university. Courses offered are regular university courses open to all students on the overseas campus.

Benefits of these types of programs include a wide variety of courses available within many departments of the university and maximum interaction with native students and the host culture.

3) Program Components

Field Study & Excursions

Programs often include travel excursions, and you may choose to travel independently when classes are not in session.



Length

Programs are available for summer, semester, academic year, winter break and spring break.

Housing Options

Housing is usually arranged for you and may include a homestay, apartment, or dormitory. Some programs offer students a choice of housing.

On-Site Staff, Support & Services

Staff is usually available in-country to meet you upon arrival, conduct orientation, lead excursions, coordinate housing, and provide academic advising. Some programs require more independence and offer fewer services.

Meals

Depending on your housing options, you may prepare your own meals, have a meal plan, or have meals prepared for you.

4) Cost

Individual program costs vary, but studying abroad does not have to be prohibitively expensive. The OSA strives to keep costs down while maintaining high-quality programs that are available to as many students as possible. For instance, KU exchange agreements provide study abroad opportunities of great value with tuition, room, and board costs often close to those of staying on the Lawrence campus.

Federal financial aid is applicable to study abroad programs, and in most cases KU scholarships and grants apply to study abroad. Modest scholarships from the OSA are available, and a number of departments offer scholarships for study abroad.

A broad range of national scholarships are available to students as well. Scholarships that KU students have been awarded recently include Boren Awards for International Study Scholarship and the Gilman International Scholarship.

Please see the section on Financing your Study Abroad Experience starting on page 12 of this handbook for more complete financial information.



PLANNING YOUR ACADEMIC EXPERIENCE ABROAD

Studying abroad will not delay your graduation! With proper planning, you can select courses that will fulfill degree requirements to make progress towards graduation.

Understand the Requirements of Your Major at KU

Research and understand the course requirements of your intended major(s) at KU. Consider all of the coursework you will need to complete for your major, including general education requirements, required major courses, major elective hours, and junior/senior elective hours.

Meet with your academic advisor to determine what requirements you have already fulfilled toward your major, and what courses remain to be completed. Determine which courses/credits could be completed abroad. Develop a plan for graduation that incorporates your proposed study abroad program.

If you have not yet decided on a major, consider taking courses abroad that will apply toward a wide array of degrees, such as general education requirements or foreign language coursework.

Investigate the Academic Options Available on Study Abroad

For all Winter Break, Spring Break, and Summer programs, specific course information is listed in the individual program brochures and on the OSA website. For semester and academic year programs with a broad array of course offerings, academic information is available through the program website or at the OSA.

The OSA website has several useful tools to help students determine the academic disciplines available on each study abroad program.

- Students may search for study abroad program options by academic discipline on the OSA website at www.studyabroad.ku.edu.
- Once you have narrowed down your options, individual program pages provide links to the course catalogs for each host institution.
- Individual program pages also provide a list of foreign courses that students on the program have taken in the past and their University of Kansas equivalents.

Reviewing these resources will give you an idea of the wide variety of courses that are offered in your major at a specific university abroad.



Plan the Courses You Will Take Abroad

Students considering a specific study abroad program should meet with the appropriate Study Abroad Program Coordinator to discuss their academic plan at KU and their proposed plan of study while abroad.

For those students considering academic year, semester, or summer options in which they will be enrolled directly at a foreign institution, the Study Abroad Program Coordinator will refer you to course catalogs, web sites, or other sources of information to help you determine the course offerings at your host institution and the availability of those courses during your term abroad. In addition, the Study Abroad Program Coordinator will provide you with information on the standard full-time course load, credit hour conversions, any restrictions to courses or departments at the host institution, and the grading system (and its U.S. conversion) used at your host university.

Using the information provided by the Study Abroad Program Coordinator and the OSA website, students should research course offerings at the host institution and develop a proposed list of courses they would like to take while abroad.

Obtain Tentative Approval for Overseas Courses

As part of the application to study abroad for the semester or academic year (or summer SIP programs), all students will be required to complete an Academic Plan and Approval form. This form allows students to receive tentative approval for KU course equivalents for each course they intend to take at the host institution.

Each KU department has a Study Abroad Faculty Advisor who determines KU equivalencies for courses taken at institutions abroad. A list of Study Abroad Faculty Advisors is available at the OSA or on the OSA website at www.studyabroad.ku.edu

Students must meet with the Study Abroad Faculty Advisor in the department that corresponds to the courses that will be taken abroad. For example, a history course taken abroad must be approved through the Study Abroad Faculty Advisor in the History Department at KU.

When requesting tentative approval for a foreign course, bring all available course information. This may include a course description, syllabus, course outline, textbook information, etc.



If you will be studying abroad during your final year at KU . . .

If you will be studying abroad during your final year at KU, you are strongly encouraged to make an appointment with a graduation advisor in your school to complete a graduation check. Take a copy of your ARTS form along with a list of the approved courses you plan to take abroad to your graduation check. The graduation check will ensure that you understand exactly what courses you will need to complete abroad and at KU during your final year in order to graduate on schedule.

FINANCING YOUR STUDY ABROAD EXPERIENCE

The OSA knows that for many students the cost of study abroad is a significant consideration. Fortunately, financial aid and scholarship resources are available. Students planning to study abroad should, early in preparation, consider all aspects of study abroad opportunities including the various costs of programs. The OSA encourages students to accurately and objectively look at various financial considerations while choosing a program.

Research Costs & Create A Budget

Virtually all study abroad programs offered by the OSA have a detailed budget available online on program brochure pages (www.studyabroad.ku.edu). The budget sheets include all program costs, including expenses not covered by the program fee such as airfare, textbooks, or essential daily expenses. The budget lists the cost of education used to compute financial aid and will not include expenses that are not directly related to a program. Using the Budget Planning Worksheet in this advising handbook, consider program expenses as well as elective expenses such as travel or souvenirs (even though you will not be able to receive financial aid for these elective expenses). Note that the Budget Planning Worksheet indicates with an asterisk which costs are generally paid out-of-pocket prior to the release of financial aid or scholarships.



Determine how much you feel comfortable spending and how much you are able to earn or borrow. If cost is a major factor, explore less expensive countries or cities, different program types, or shorter programs. Begin this process early to have more time to save. Choose the program that best fits your academic, career and personal goals, while keeping a realistic budget in mind.

For a point of reference, the KU Financial Aid and Scholarships office provides guidelines for the average cost of studying at KU based on an average Lawrence campus undergraduate enrollment of 15 credit hours per semester. Visit the KU Financial Aid and Scholarships office website <http://financialaid.ku.edu> for more information. Due to personal spending habits, the actual amount a student spends may vary considerably.

Be Prepared to Pay Up-Front Costs

You must pay a portion of study abroad program expenses, such as application fees, airfare, program deposits, up to several months before your program starts and before the release of financial aid or scholarships. Plan ahead and be prepared to pay these expenses. If you are using financial aid, you may not be able to defer these payments until financial aid is released.

The following are examples of items that often need to be paid for well in advance, with approximate amounts you may owe:

Application fees: \$25-\$100

Program deposits: \$300-\$500

Housing deposits: \$300-\$500

Airfare: \$500-\$2000

Passport: \$100

Visa fees and/or travel to obtain visa: \$200-\$1000

If you participate on a Student Initiated Program, the program provider may require that you pay the entire program fee before financial aid or scholarships are released. It is important that you check with program providers to see if they can postpone payments for you until your financial aid and scholarships are released.



BUDGET WORKSHEET

Program Fees

Application fee*.....\$ _____
 Study Abroad Program fee†.....\$ _____
 Deposit paid in advance*.....\$ _____

Tuition

KU Tuition.....\$ _____
 On-site and/or Exchange Tuition.....\$ _____

Housing & Meals

Housing costs not included in program fee.....\$ _____
 Housing deposit*.....\$ _____
 Meals not included in program fee.....\$ _____
 Housing and meals during breaks.....\$ _____

Transportation

International Airfare*.....\$ _____
 Train, Bus, domestic travel to program site.....\$ _____
 Local transportation (bus/subway pass, taxi).....\$ _____

Travel Documents & Immunizations

Passport, Visa, Photos*\$ _____
 Entry/Exit tax.....\$ _____
 Travel Insurance.....\$ _____
 Immunizations*\$ _____
 Health Insurance\$ _____



Texts & Materials

Books.....\$ _____
 Art Supplies or other course supplies.....\$ _____

Personal Expenses

Toiletries and laundry.....\$ _____
 Communications (phone cards, postage).....\$ _____
 Emergency cash.....\$ _____

Optional Spending Money

Optional excursions and independent travel.....\$ _____
 Souvenirs and gifts.....\$ _____
 Social activities.....\$ _____

Total Estimated Cost of Attendance.....\$ _____

† or Student Initiated Program fee (if applicable)

* costs generally paid out-of-pocket prior to the release of financial aid/scholarships

Investigate & Apply for Financial Aid

Financial aid (loans, grants, and scholarships) is available for study abroad experiences awarding credit if you work with the OSA. Generally, work and volunteer opportunities abroad do not grant academic credit. If you choose a non-credit program, credit may sometimes be obtained through directed study or research at KU. Consult a Study Abroad Program Coordinator if you wish to pursue directed study or research abroad.

In order for you to be eligible for financial aid, you must be an active (i.e., currently enrolled) University of Kansas degree-seeking student. Consult the KU Financial Aid and Scholarships office in 50 Strong Hall at 785-864-4700 (**www.financialaid.ku.edu**) if you are uncertain whether you are eligible for financial aid. Even if you have not received aid in the past, you should consider applying for financial aid for the period of your study abroad program.



If your decision to participate on a study abroad program heavily depends on how much financial aid you will be awarded, you are encouraged to arrange a meeting with a financial aid counselor at the KU Financial Aid and Scholarships office **before** you commit to a program and **before** you pay any non-refundable deposits or fees for the study abroad program. The financial aid counselor will be able to give you a sense of how much additional aid you may be able to receive for the study abroad program.

During this meeting be sure to bring program budget forms for each of the study abroad programs in which you are interested. Budget forms can be viewed and printed off of the program brochure pages online (www.studyabroad.ku.edu).

Types of aid available

The following types of aid are awarded by the KU Financial Aid and Scholarships office (check for eligibility):

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Federal Perkins Loans
- Federal Direct Subsidized and Unsubsidized Loans
- Federal Direct Parent Loans for Undergraduate Students (PLUS)
- KU Endowment Loans
- KU Departmental scholarships

Other types of aid available:

- Office of Study Abroad Scholarships (Details available at OSA)
- Private scholarships, grants, and loans from outside sources. Check into resources available in Watson Library, the Financial Aid and Scholarships office, and the OSA Resource Library

Complete Your FAFSA

As soon as possible, complete the Free Application for Federal Student Aid (FAFSA) for the academic year that you will study abroad.

Apply online at www.fafsa.ed.gov.

There is no fee to apply for federal financial aid, so it is ideal to apply for aid even before you have applied to your study abroad program. The earlier you apply the earlier you can find out your award and plan a budget.



If you have never used financial aid before, consult with the KU Financial Aid and Scholarships office about application procedures and options.

Confirmation of Acceptance Budget Form

Once you are accepted into a Study Abroad program, you will be asked if you are planning on using financial aid and/or scholarships. If you say 'yes', the OSA will provide the KU Financial Aid and Scholarships office with a "Confirmation of Acceptance Budget Form" for your program. This form provides the total program cost, which will be used to calculate your financial aid for study abroad.

Meet with a Financial Aid Counselor at the Financial Aid & Scholarships Office

After OSA gives the Confirmation of Acceptance Budget Form to the KU Financial Aid and Scholarships office, you must then complete any materials with their office to request additional financial aid (NOTE: It can take up to 2 weeks before you are awarded any additional financial aid if you qualify so it is important to act quickly).

We encourage you to schedule an appointment with a financial aid counselor in the KU Financial Aid and Scholarships office, 50 Strong Hall; 785-864-4700 as soon as you are accepted into your study abroad program. During your appointment, the financial aid counselor will discuss your individual financial aid package, including loans for which you may qualify. Your financial aid award may be increased or decreased, based on the cost of your study abroad program. While meeting with the financial aid counselor it is important to discuss all financial options. You are not guaranteed to be eligible for enough financial aid to pay all costs associated with your student abroad program. **Do not** commit to a study abroad program until you have secured enough financial aid and you know you can cover all costs associated with the program.

Accept your Financial Aid Awards Online

Once your awards are posted online on your KU Enroll&Pay Account, accept them and complete any promissory notes for loans. When you have secured enough financial aid, you can then commit to your study abroad program. After committing to the program online and turning in your signed Study Abroad Financial Contract, your KU Study Abroad Program Fees will be posted on your KU Enroll&Pay Account. You will also be instructed to enroll in KU Study Abroad course(s) online through your KU Enroll&Pay Account. Once you enroll,



your KU Tuition will also be posted on your Enroll&Pay Account. You will then need to make sure all your financial aid is in order to pay for your KU Study Abroad Program Fees as well as any applicable KU Study Abroad Tuition. It is also important to make sure you have completed paperwork for Electronic Funds Transfer (EFT) so that you can access any excess financial aid after it is released. EFT forms can be obtained through the KU Bursar's Office www.bursar.ku.edu.

Release of Information to Parents or Third Party

As a study abroad student, you may consider granting Release of Information to someone close to you who will remain in the U.S. Completing the appropriate written Release of Information documentation allows your contact person to obtain information on your financial aid and payments due while you are out of the country. Release of Information forms are located at the University Registrar's website: www.registrar.ku.edu/pdf/nondirectoryrelease.pdf

Apply for Scholarships

Be Proactive in Applying for Scholarships

Do not wait for organizations or people to come to you about scholarships. The most successful recipients take the initiative to ask about scholarships available and invest a fair amount of time researching funding opportunities. They also apply for many scholarships to increase their chances, and ask others to help them proofread their scholarship essays.

Office of Study Abroad Scholarships

The OSA administers a number of study abroad scholarships. These scholarships are awarded based on a personal statement, financial need and academic merit. All students who qualify are encouraged to apply online. For details on the application and deadlines, visit: www.studyabroad.ku.edu

Research & Apply for Scholarships

Start researching possible scholarships early – at least two or three semesters prior to when you plan to go abroad. Most scholarship deadlines are well before your program deadline, often a year or more prior to the actual award year. In



most cases, you may apply for the scholarship before you apply for, or have been accepted by, your study abroad program.

Review the Office of Study Abroad Scholarship Handbook available online or in the Study Abroad Resource Center. Also, review The University of Kansas scholarship information website listed below. You may also search on-line and check with organizations to which you or your family belongs.

Remember that, because you are still enrolled at KU while you are abroad, you may be able to apply general scholarships toward international experiences, so extend your search beyond study abroad scholarships. Also check with your program sponsor about scholarships designated specifically for their program participants.

You may use these web sites to search for scholarships. In addition to listing scholarships, many also provide helpful hints for financing your international opportunity.

- www.scholarships.ku.edu
- www.studyabroad.com/forum/financial_aid
- www.finaid.org
- www.fastweb.com
- www.internationalscholarships.com
- www.diversityabroad.com/international-scholarships
- www.studyabroadfunding.org

IMPORTANT NOTE: For scholarships that require references, you should provide your references (professors, etc.) with information about the scholarship you are applying for as well as background information on yourself (resume, etc.).

Tips for Writing Scholarship Essays

If a scholarship application requires an essay, answer all questions completely and thoughtfully. Proofread your essay carefully – review spelling, grammar, and structure as well as content – then revise your essay. If the scholarship application allows, ask someone to read your essay and give feedback. Save a copy of your essay to use as a template for future essays. Chances are, other scholarships will require a similar essay, and you would only need to make minor revisions to your existing one.



More Suggestions for Funding & Saving

- Find work or pick up extra hours during breaks to save up money. Plan early and spend carefully now so you have enough time to save.
- Check local libraries, high schools, alumni associations, religious organizations, changes of commerce, city halls, Lions Clubs, travel agents, media (TV, newspapers, radio stations), country clubs, etc. for scholarships opportunities.
- Contact local heritage organizations for funding, especially if you are a member of that community or if you are planning on studying abroad in a country relevant to the organization's members. Examples include the Scandinavian-American Society and the Japan American Society.
- Seek professional organizations in the area in which you plan to work, or are working, and inquire about grants or scholarships.
- Ask credit unions, banks, or major corporations for donations or scholarships.
- Look into alternative student loans if you do not qualify for need-based financial aid. Contact the KU Financial Aid and Scholarships office at 785-864-4700 for a list of alternative loans.

FREQUENTLY ASKED QUESTIONS

How many times can I study abroad?

Many University of Kansas students have studied abroad more than once. There is no official limit on the number of times you can study abroad. However, you do need to plan carefully by working with the OSA and your college and major advisors.

What if my GPA is less than what is required?

Some programs may be flexible on the GPA that they accept – check with the program provider. You may also ask about other programs to nearby sites that have different GPA requirements.

Can I study abroad my first semester at the University of Kansas?

The OSA requires you to spend at least one semester on campus as a degree-seeking student before studying abroad. First semester students encounter many problems with completing academic planning, financial aid, and registration.



Can I study abroad my last semester at the University of Kansas?

Yes, but there are a number of issues to consider. These may include the impact of a delayed transcript on admission to graduate school or employment, petitioning for credits to apply to your degree after you return, and eligibility for financial aid. Talk with a Study Abroad Program Coordinator for more details.

How many times will I need to come into the Office of Study Abroad?

You will need to visit the OSA several times before you depart. The number of visits can vary depending on the student. In general, students visit with a Peer Advisor first, then meet with a Study Abroad Program Coordinator, then return to the OSA to turn in acceptance materials, meet with a Study Abroad Financial Advisor regarding financial aid questions and to attend orientation. It is especially recommended that you visit the office for help with selecting a program and using financial aid.

What special circumstances might affect my participation in study abroad?

Some students with special circumstances will need to consider additional factors when selecting a program. If you fall into any of the categories listed below, or you have other individual circumstances to consider, please discuss these issues with a Study Abroad Program Coordinator during the program selection process to ensure that you choose the appropriate program to fit your needs.

- Student athletes
- Graduate students
- Students with disabilities
- Students who are not US citizens
- ROTC or military students
- Non-degree seeking or Postbaccalaureate students
- Seniors nearing graduation
- Transfer students

I have a disability. Can I still study abroad?

Yes. Students with disabilities are encouraged to explore opportunities abroad. By working with the OSA and Disability Services advisors, you can discuss your accommodation needs and select an appropriate site. Advance planning is essential.



Do I need to be a full-time student the semester before I study abroad?

In most cases, full-time student status is required the semester prior to your term abroad. Consult with a Study Abroad Program Coordinator on your specific situation.

What is my first step in planning to study abroad?

Meet with a Study Abroad Peer Advisor in 105 Lippincott. Peer Advisors are available to take walk-in appointments Monday through Friday, 9:00 a.m.-5:00 p.m. when classes are in session. A Peer Advisor will be able to assist you in initial program selection, make you aware of OSA resources and make an appointment for you with the appropriate Study Abroad Program Coordinator.

What if I can't find what I'm looking for in KU Office of Study Abroad programs?

If the programs offered through the KU OSA do not match your needs, you are welcome to participate in a Student-Initiated Program (SIP), which is a program not affiliated with the University of Kansas. It is important to work with the OSA if you choose this option so you can be helped with credit transfer and accessing your financial aid. For more information about SIPs, speak with a Peer Advisor.

Can I study in a country with a travel warning?

The University of Kansas currently has a policy governing education abroad in countries with travel warnings issued by the U.S. State Department and reserves the right to suspend or cancel a program when a significant health or safety risk is raised. The University reserves the right not to allow students to register for credit, nor will they be eligible for financial aid, if a student decides to participate on a program in a country under a travel or health warning. See www.studyabroad.ku.edu for more information.

How can I contact past participants?

Many participants have offered to share their email address with prospective participants. Contact the OSA for a contact list for the program(s) in which you are interested.

Are computers available in the OSA Resource Library?

With the assistance of a Peer Advisor, computers are available for students researching study abroad programs.



Can I use a high school teacher as a reference for study abroad programs?

In some instances this may be acceptable, but a reference from a college level professor or graduate teaching assistant will make your application more competitive.

Where can I get any immunizations required for my travel abroad?

KU students can visit the Watkins Health Center on the Lawrence campus for any necessary immunizations.

Can my financial aid be released early because I am leaving for my program before aid is disbursed?

Students studying at universities in Australia, New Zealand, Asia, South America and other southern hemisphere sites will often encounter this issue. Even if your program starts before financial aid is disbursed, you will not be able to request an advance of your financial aid. However, OSA program fees, tuition, as well as most program provider fees can be deferred until financial aid is disbursed. You will need to make arrangements with the KU Financial Aid and Scholarships office before your fees are due.

Do I have to stay enrolled at KU if I'm studying abroad?

Yes. All KU study abroad students will be required to enroll in KU Study Abroad course/place holder enrollment for the term(s) they are abroad. More details on the type/kind of enrollment as well as how to enroll will be provided to students once they are accepted into programs.

Does the number of credits I take affect my financial aid?

Yes. Study abroad credit requirements are the same as those for on-campus study. In most cases you must be enrolled in at least 12 credit hours for semester programs and a minimum of 3 credit hours for summer programs. For specific details, check with the KU Financial Aid and Scholarships office for credit requirements for your particular aid package.

Do my grades affect my future financial aid?

Yes. Successful completion of the program will affect your financial aid status in the same way that it would if you had studied on campus. Read and be familiar with the Satisfactory Academic Progress section of the Financial Aid Guide available at the the KU Financial Aid and Scholarships office website.



Who is responsible for taking care of my financial aid while I am overseas?

YOU are responsible. The KU Financial Aid and Scholarships office can advise you in making the necessary arrangements to ensure you receive financial aid funds when they are disbursed. Keep in mind that you must make these arrangements prior to your departure or your aid may be delayed or may not be released at all.

Can I work or volunteer while studying abroad?

Students rarely have legal status to work while abroad. However, many students DO choose to complete volunteer work while overseas. Volunteering provides an excellent opportunity to become more involved in your host community, to meet local residents with similar interests, and to utilize foreign language skills.

Will I need to buy international health insurance for the period of my study abroad?

All students are required to provide notarized proof of major medical insurance to cover all eventualities while abroad. A few programs include health insurance coverage. Check the program-specific information for details about health insurance relating to the particular program in which you're interested. If you do not have major medical insurance coverage, the OSA Resource Library or the OSA website can provide information about insurance plans available specifically for study abroad participants.

Where can I find out about any health & safety issues in the country in which I am interested in studying?

The U.S. State Department and Center for Disease Control websites are very helpful.

U.S. Department of State: www.travel.state.gov

Center for Disease Control: www.cdc.gov/travel

How do I apply for a passport?

Instructions and a downloadable application are available from the Department of State website at www.travel.state.gov/passport.

The Office of International Programs at KU offers passport services. Please visit OIP at 300 Strong Hall or <http://www.international.ku.edu/~oip/passport/> for more information on applying for a passport.



It is recommended that you apply for a passport well in advance of your travel abroad as it could take many weeks to process and receive your passport.

Will I need a visa?

Most semester and academic year programs do require a student visa. Consult your program coordinator for specific information on the program to which you are applying.

What are the deadlines for program applications to study abroad?

October 1: most spring semester, spring break and winter break programs.

February 10: summer internships abroad

March 1: most summer, fall semester and academic year programs.

What are the deadlines for OSA scholarship applications?

October 1: spring semester, spring break and winter break programs.

March 1: summer, fall semester and academic year programs.

For outside scholarships, consult the scholarship provider for specific deadlines.

Is there a notary public available on campus?

Yes. There are two staff members in the OSA who are certified notary publics.

Do you offer help in finding someone to sublease my apartment while I am abroad?

The OSA does not provide assistance in finding someone to sublease your Lawrence apartment. Currently there is not an off-campus living resource center at KU, but Student Senate is hoping to revive it. Check with KU Info at a later date to find out more.

Are there resources for diversity issues abroad?

Yes. There are several online resources for issues of diversity and multiculturalism and underrepresented groups, such as women, students of color, students with disabilities, and LGBT (lesbian/gay/bisexual and transgendered) students. You can find an extensive list of links on the OSA website at: www.studyabroad.ku.edu

Attitudes toward women and underrepresented groups vary greatly among cultures. Consider that even if you are not in the minority at home, you might be in your host culture abroad.

Educating yourself and thinking through the many scenarios you might encounter will better prepare you to deal with life abroad.



OTHER RESOURCES

Global Awareness Program (GAP)

The Global Awareness Program (GAP) is a KU initiative that recognizes undergraduates' international experiences. Students can have an international experience through study abroad, taking classes with an international focus, foreign language study or participating in international co-curricular activities. GAP is a result of recommendations made by a university-wide task force on internationalization of the University.

Undergraduates in any major can earn global awareness certification. Students completing this program will have their international experience noted on their official KU academic transcript. They will also receive a certificate from the Office of International Programs. In an increasingly competitive global economy, students need evidence that they are prepared to LIVE, LEAD and WORK in a global society. GAP is offering students that advantage.

GAP is located in the Office of International Programs in 300 Strong Hall.

Phone: 785-864-7265,

Email: gap@ku.edu.

For more information, see the GAP website at
www.gap.ku.edu

Multicultural Resource Center

The Multicultural Resource Center is a program of the Office of Multicultural Affairs. One of the original goals identified by the MRC's founders was to create an environment in which individuals could learn to respect and appreciate cultural diversity. The focus of the MRC is to develop multicultural education through the curriculum and other academic programs and assure that the social and classroom environment of the campus is inclusive.

MRC services include consultation with faculty members to develop cultural components in curriculum, support to student organizations, multicultural education seminars for KU faculty/staff and students. In addition, the MRC sponsors several programs and has many resources available for the KU community.



Multicultural Resource Center
1299 Oread Avenue
Lawrence, KS 66045
785-864-4350
mrc@ku.edu

For more information, see the MRC website at
www.mrc.ku.edu/

International Students Association

International Student Association (ISA) is a non-political, non-religious organization created to foster, promote, and support awareness of and appreciation for the international student community at the University of Kansas, while providing opportunities for social interaction and constructive cultural exchange.

For more information, see the ISA website at
Website: groups.ku.edu/~isa/

Financial Aid

Financial Aid & Scholarships
50 Strong Hall
Phone: 785-864-4700
Fax: 785-864-5469
Email: financialaid@ku.edu
Website: www.financialaid.ku.edu

Office Hours: 8:00 am - 5:00 pm, Monday - Friday

Federal School Code: 001948

Registrar

Office of the University Registrar
151 Strong Hall
Phone: 785-864-4423
Fax: 785-864-5230
Email: kuregistrar@ku.edu
Website: www.registrar.ku.edu



Faculty Advisors for Study Abroad

Each department has appointed a faculty advisor for study abroad course approval. You can find this list on the OSA website: www.studyabroad.ku.edu

Area Studies Centers

Kansas African Studies Center

10 Bailey Hall

Phone: 785-864-3745

Fax: 785-864-5330

Email: kasc@ku.edu

Website: www.kasc.ku.edu/~kasc/

Center for East Asian Studies

201 Bailey Hall

Phone: 785-864-3849

Fax: 785-864-5034

Email: ceas@ku.edu

Website: www.ceas.ku.edu

European Studies

308 Bailey Hall

Phone: 785-864-9070

Email: ces@ku.edu

Website: www2.ku.edu/~ces/

Latin American Studies

320 Bailey Hall

Phone: 785-864-4213

Email: latamst@ku.edu

Website: www2.ku.edu/~latamst/

Center for Russian, East European, and Eurasian Studies

320 Bailey Hall

Phone: 785-864-4236

Email: crees@ku.edu

Website: www.crees.ku.edu



Useful Websites

www.studyabroad.ku.edu

www.studyabroad.com

www.iiepassport.org

www.goabroad.com

www.isep.org

travel.state.gov (U.S. Department of State for travel warning, consular and passport information)

