

UNIVERSITY OF KANSAS OFFICE OF STUDY ABROAD



EXCHANGE STUDENT HANDBOOK

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Welcome!

The Office of Study Abroad (OSA) welcomes you to the University of Kansas and the city of Lawrence. We are here to help you meet your academic goals and get settled in your new home in the Lawrence community. Please do not hesitate to stop by, call, or email our office with any questions that arise.

Kate Gerken
Program Coordinator

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The University of Kansas

Founded in 1864, the main KU campus consists of 950 acres atop historic Mount Oread in Lawrence, Kansas. KU serves as a major comprehensive research and teaching institution as well as a center for learning, scholarship, and creative endeavor. KU has more than 25,000 students including about 1600 international students. KU also has two other campuses nearby: The University of Kansas Medical Center is located in Kansas City, Kansas (approximately 41 miles from the main campus in Lawrence), and the Edwards Campus is located in Overland Park, Kansas (approximately 34 miles from the main campus in Lawrence). However, almost all of your classes will be on the main campus in Lawrence.

The University consists of fourteen different schools; eleven of these schools admit undergraduate students while the other three schools offer only graduate level classes.

The undergraduate schools are as follows:

- College of Liberal Arts and Sciences
- School of Architecture, Design and Planning
- School of The Arts
- School of Engineering
- School of Music
- School of Allied Health
- School of Business
- School of Education
- School of Journalism and Mass Communications
- School of Nursing
- School of Pharmacy
- School of Social Welfare

The graduate schools are as follows:

- Graduate School
- School of Law
- School of Medicine

Get to know KU at: www.ku.edu/about/

View a campus map at: www.maps.ku.edu

Learn about KU traditions at: www.admissions.ku.edu/life/traditions.shtml

The City of Lawrence

The city of Lawrence lies in the Kaw Valley, bordered on the north and south by the Kansas (Kaw) and Wakarusa rivers, and overlooked by Mount Oread, the hill on which the KU campus is built. Early settlers called the hill “Hogback Ridge,” but it was later renamed after the Oread Academy in Worcester, Massachusetts. The word “oread” comes from Greek, meaning “mountain nymph.”

Lawrence is home to two universities, the University of Kansas and Haskell Indian Nations University. Because it is a small city (80,000 people) with a large student population, Lawrence has a small town, friendly atmosphere as well as many of the attractions of a big city. It is known for its art and music scene, along with its wide array of local specialty shops, cafés, and restaurants. In addition, Lawrence is a short one-hour drive to Kansas City, a metropolitan area with a population of over 1.5 million.

Read more about Lawrence here: www.visitlawrence.com

Arrival Information

You will arrive in Kansas City at the Kansas City International Airport (airport code: MCI) which is about an hour’s drive from Lawrence. The most inexpensive way to continue your journey to Lawrence is to reserve an airport shuttle. You can view a list of shuttle options here: <http://www.iss.ku.edu/prearrival/>. Shuttles range from approximately \$50 for a shared ride service with a set pick up time up to \$75 for individual door-to-door service. The list does include a free volunteer shuttle service but it tends to fill very quickly so students who are interested in it must book very early. Taxis are extremely expensive so it is very important to make a shuttle reservation prior to your arrival in Kansas City. You will be asked to provide your travel plans to the Office of Study Abroad prior to your arrival.

International Orientation

The International Student Services office (ISS) offers a weeklong New International Student Orientation, which is designed to help ease your transition into life in the United States and the University of Kansas. The orientation usually begins approximately 15-20 days before the first day of classes but the OSA will provide you with the exact start date as soon as it is confirmed. Many useful topics are covered such as:

- the enrollment process at KU
- what to expect in a U.S. classroom
- staying legal

- cultural adjustment
- accessing healthcare in the U.S.
- safety at KU
- an Information Fair showcasing a variety of local activities

Some morning and evening meals, tours of Lawrence and the KU campus, free shuttles to take you to local shops, banks and restaurants, and welcoming and closing social activities are also provided.

The OSA will email you registration instructions when it is time to register, however, you will not be charged the orientation fee as the OSA will pay this on your behalf. Because this is such an important opportunity, all exchange students are required to participate, so please be sure to plan your travel so that you can participate. Not only will you receive information about life at KU, classes and the enrollment process, but you will also complete the mandatory check-ins that are required to enroll in your classes.

NOTE: Even if you are a native speaker of English, you are still required to complete the AEC check-in. Please see the section entitled Applied English Center later in this handbook for more details.

Temporary Housing

If you arrive before orientation begins, Lawrence has a wide variety of hotels and motels to choose from. Rates can vary greatly. For more information on Lawrence hotels, please go to www.visitlawrence.com/visitor/accommodations. Sharing a room with another student will lower your cost. Mention that you are a KU International student and you may receive a discount.

Student Visa Requirements

All incoming students who participate in programs through the Office of Study Abroad will require a J-1 visa to enter and stay in the United States for an extended period of time. Do not enter the U.S. with a tourist visa, as you will not be able to change it to a student visa without first returning to your home country.

Financial Resources

All students must have sufficient funds to cover all expenses, or funds must be provided by the sponsoring organization in the form of a scholarship or other stipend. You must also document that these funds are readily available for your use.

Scholastic Preparation

You must have sufficient scholastic preparation to participate in the designated program, including knowledge of the English language, or the exchange program must be designed to accommodate non-English speaking participants.

Forms

You will be required to present a Form DS-2019 prepared by a designated sponsoring organization. This is included in your acceptance packet.

Visa Ineligibility

The nonimmigrant visa application Form DS-156 lists classes of persons who are ineligible under U.S. law to receive visas. In some instances an applicant who is ineligible, but who is otherwise properly classifiable as an exchange visitor, may apply for a waiver of their ineligibility and be issued a visa if the waiver is approved.

Applying for the Visa

Applicants for exchange visitor visas should generally apply at the U.S. Embassy or Consulate with jurisdiction over their place of permanent residence. Although visa applicants may apply at any U.S. consular office abroad, it is much more difficult to qualify for the visa outside the country of permanent residence as approvals for visas obtained outside the country of permanent residence have been severely reduced.

Required Documentation

Each applicant for an exchange visitor visa must pay a nonrefundable US\$160 application fee (subject to change) and submit:

- 1) An application Form DS-156, together with a Form DS-158. Both forms must be completed and signed. Some applicants will also be required to complete and sign Form DS-157. Blank forms are available without charge at all U.S. consular offices and on the Visa Services website under Visa Application Forms. You may also complete these forms on-line at <http://www.travel.state.gov/content/visas/english/study-exchange/exchange.html> and then click on forms.
- 2) A passport valid for travel to the United States and with a validity date at least six months beyond the applicant's intended period of stay in the United States
- 3) One photograph 2 inches square (50x50mm), showing full face, without head covering, against a light background
- 4) A completed Form DS-2019.

Other Documentation

Applicants must demonstrate to the consular officer that they have binding ties to a residence in a foreign country which they have no intention of abandoning, and that they are coming to the United States for a temporary period. It is impossible to specify the exact form the evidence should take since applicants' circumstances vary greatly.

U.S Port of Entry

Applicants should be aware that a visa does not guarantee entry into the United States. The Department of Homeland Security, U.S. Customs and Border Protection (CBP) officials have authority to deny admission. Also, the period for which the bearer of an exchange visitor visa is authorized to remain in the United States is determined by the CBP, not the consular officer. At the port of entry, a CBP official validates Form I-94, Arrival-Departure Record (received en route to the U.S.), which notes the length of stay permitted. It is important that you keep this document in a safe and secure place. In addition, exchange visitors must have their Form DS-2019 in their possession each time they enter the United States.

http://travel.state.gov/visa/temp/types/types_1267.html

Applied English Center

The Applied English Center (AEC) at the University of Kansas provides intensive English instruction, prepares students for study in American universities, and helps students participate in American society. The AEC offers five levels of instruction, from beginning to advanced, with all courses taught by experienced professionals.

As an exchange student through the Office of Study Abroad, you will be required to check-in with the AEC shortly during orientation.

Native English Speakers

If you are a native speaker of English, you must still go to the AEC for an interview in order to obtain a waiver from taking English language classes. **You will not be allowed to enroll in any classes without this waiver!**

Non-Native English Speakers

When you check in at the AEC, the staff will verify your official scores of your TOEFL or IELTS test, if applicable (test scores are not required by KU for exchange students). Your TOEFL or IELTS scores must be reported directly from the testing agencies to the University of Kansas. KU must receive official scores prior to your arrival on campus. If you have a copy of your TOEFL or IELTS scores, please also include it in your application packet to the Office of Study Abroad

After you check in at the AEC, you will then be given an English Language Proficiency Exam. Based on the results of your exam, you may be required to enroll in English language classes through the AEC.

If you have taken the TOEFL or IELTS within the last two years, and your scores meet the requirements below, you will be excused from the on-campus English Language Proficiency Exam, and you will be allowed to enroll full-time in university courses. If your scores do not meet the requirements listed below, you will be required to take the English Language Proficiency Exam. The minimum scores required are as follows:

Computer-Based TOEFL Exam

- Minimum of 23 on each section
- Score of 4.5 or higher on the essay

Paper-Based TOEFL Exam

- Minimum score of 57 on each section
- Score of 4.5 or higher on the essay

Internet-Based TOEFL Exam

- Minimum score of 23 on each section

International English Language Testing System (IELTS)

- Overall band score of 6.5 with a minimum of 6 on each section

The AEC Proficiency Exam is divided into three parts as follows:

Part I: Reading and Writing

Worth 200 points

1. Three reading passages, with 30 multiple-choice questions testing comprehension and vocabulary
2. One reading passage, with five questions; students take notes over the reading passage and using the notes, write answers in paragraph form

Part II: Listening

Worth 200 points

1. Three to four dialogues and two short lectures with 61 questions: students read/listen to dialogues and then answer questions

Part III: Grammar for Communication

Worth 200 points

1. Guided paraphrase, 40 items
2. Thirty-minute timed essay on a composition topic given to you, minimum of 200 words required

If you pass the AEC English Language Proficiency Exam, you will not be required to take courses in English as a Second Language.

If you do not pass the exam, you will be required to enroll in one or more courses in English as a Second Language. The number of courses required depends on how many sections of the AEC test that you pass.

If you receive a grade of A, B or C, and pass the AEC proficiency exam in levels 4, 5 or Special Studies, you will receive undergraduate credit for your AEC classes. You will not receive credit if you receive a grade of D or F.

Adapted from: Applied English Center brochure

International Student Health Insurance

Health insurance coverage is *mandatory* for all international students enrolled at the University of Kansas, regardless of their course load. The cost is currently \$536 per semester (subject to change). Insurance fees for the 2014/2015 academic year will be available in June 2014.

Insurance coverage will be automatically included in international student tuition bills, and students will no longer be required to make separate payment arrangements.

Students will still be free to choose alternative insurance so long as their plan's coverage meets or exceeds the minimum requirements listed at the bottom of this page. To use alternate insurance, students must complete and submit an online waiver request by the first day of class of the semester. Once the waiver has been approved, a refund credit will be posted to the student's account. Please check your student account to confirm your waiver processing status. If your waiver has been denied, you will receive an e-mail from the International Student Services (ISS) Office with an explanation for the denial. **Please note: Students who will be studying at KU for more than one semester must apply for the waiver each semester.**

The intent of the insurance requirement for international students at the University of Kansas is continuous coverage during and between academic terms. For more information, see www.iss.ku.edu/waivers.

If you have further questions after reading the information provided by the website, please contact the insurance coordinator at issinsurance@ku.edu. The insurance coordinator may also be reached by phone at 785-864-3617 or fax 785-864-5244.

Minimum Required Coverages

To obtain a waiver, students or scholars must present proof in the form of a signed certification that the conditions listed below have been met. This must be submitted with a copy of your insurance card and your policy's benefits summary page (in English).

1. Coverage for essential benefits (with no dollar limits), as defined under the Patient Protection and Affordable Care Act. Standalone travel and/or emergency/urgent care coverage is not acceptable. The policy must include:
 - o pharmacy

- mental health services
 - maternity benefits (if you are female or have a spouse on the plan)
 - preventive care **and coverage for pre-existing conditions**
 - Pediatric dental and vision coverage (if you have dependent children on the plan)
2. Unlimited Maximum Benefit for covered medical expenses.
 3. A policy year deductible of \$500 or less.
 4. Maximum total out-of-pocket expenses cannot exceed \$6,350 per member (\$12,700 per family) with preferred providers. (Deductibles, coinsurance, and copays all count toward the out-of-pocket maximum.)
 5. A minimum of 80% coinsurance payable by the insurance plan to network providers.
 6. Coverage includes effective dates spanning the entire period for which the waiver is requested (1/1/2015 through 5/31/2015).
 7. Plan document(s) are written in English, with currency amounts converted to U.S. dollars, and the insurance company contact phone # is located in the U.S.
 8. Insurer has a base of operations in the US or has a US based claims payer.
 9. At least \$100,000 in coverage for repatriation and medical evacuation.
 10. **J-1 Exchange Visitors and their dependents only:** Policy must be underwritten by an insurance company that meets the rating requirements of the USIA or is backed by the full faith and credit of your home government.

The above items will be verified by reviewing your benefits summary page, and insurance card. Additional documentation may be required if all items are not shown on the insurance card and benefits summary page.

Enrollment and Tuition

Academic Year 2014-2015 (costs for 2015/2016 will be available in June 2015)

After completing the ISSS orientation, you will enroll in courses in consultation with a study abroad advisor. The *Timetable* of open classes is available online at www.classes.ku.edu. Undergraduate students & Law students must enroll in a minimum of 12 credit hours. Graduate students admitted to a University of Kansas graduate program must enroll in a minimum of 9 credit hours.

KU Tuition and Course Fees Covered by the Office of Study Abroad

The Office of Study Abroad pays a maximum of 15 credit hours of undergraduate tuition or 12 credit hours of graduate tuition. NOTE: Students who will be taking Graduate level Business, Engineering or Law courses may be personally responsible for additional course fees. If you will be taking Graduate level Business, Engineering or Law courses please meet with Kate Gerken to determine if and how much you will need to pay.

KU Tuition Per Credit Hour

<u>Undergraduate</u>	<u>Graduate</u>
\$283.55	\$353.10

Course Fees Per Credit Hour

Architecture courses: \$47.10

Business courses (Lawrence campus): \$126.30

Business Graduate Level courses (Lawrence campus): \$230.20

Education courses: \$25.20

Engineering courses (Lawrence campus): \$50.55

Music/Arts courses: \$25.20

Journalism courses: \$20.35

Law courses: \$295

Social Welfare courses: \$35.65

Fees Covered by the Office of Study Abroad

The Office of Study Abroad pays for courses (tuition and fees) taken at the main Lawrence Campus.

Lawrence Campus fee: \$450/semester (est.)

Fees Not Covered by the Office of Study Abroad

The Office of Study Abroad does not pay for Regent's Center/Edwards Campus fees.

Regent's Center/Edwards Campus fees ***are the responsibility of the student.***

This applies to all students taking Business, Engineering Management, or other courses held at the Edwards Campus.

Edwards Campus Additional Tuition per credit hour: \$50.55

Edwards Campus Fee: \$66.00

The Office of Study Abroad does not pay for Special Fees.

Special fees, which are charged for labs, materials, equipment, etc., will be the financial *responsibility of the student*. Fees for health, sport, and exercise sciences (listed as HSES courses in the Timetable) *are the responsibility of the student*.

Penalties for Changing Courses

If you plan to drop a course and add another course for the same amount of credit hours, you must **swap** the courses on the same day or you may be charged a penalty fee. It is important to drop as early as possible because the date you drop will determine how the course is reflected on your transcript (cancelled or "W").

For more information contact Kate Gerken at the Office of Study Abroad (kategerken@ku.edu).

The American Classroom

You may find that teaching styles in the U.S. are much different than those in other countries. Teaching in the U.S. is often more interactive and less dependent on rote memorization. Students regularly ask questions of the faculty or offer constructive criticism of the lecture. This is encouraged, as professors prefer discussion and debate rather than passive silence. You will also notice that the students and faculty tend to dress rather informally. In addition, faculty will have open office hours for students to come by and ask questions.

Class sizes tend to be smaller in the US than in other countries. Although first-year students may have a few large classes, most classes are small, with 15 to 45 students. The large lectures will often have small discussion sections run by teaching assistants or faculty. Discussion sections review the material presented in the main lecture, supplement it with additional material, and provide an opportunity to ask questions. Generally, you will receive one credit for each hour you are in class per week. For example, a three credit hour class meets for three hours each week.

Your grade in most classes will be based on your scores on tests, quizzes, projects, papers, and homework. If the class has a discussion section, active participation can improve your grade. The better the professor and teaching assistants know you and your work, the better they will be able to assess your progress.

Adapted from: www.edupass.org

Student Housing

On-Campus

KU offers many options for students who wish to live on-campus. If your exchange includes housing and meals in addition to tuition, the Office of Study Abroad will provide you with instructions for applying for the covered housing and meal plan. If your exchange is tuition-only, you can read about on-campus housing options at www.housing.ku.edu.

Fall semester or academic year students, must submit the on-line housing contract found here: www.housing.ku.edu/contract. Be sure to follow the instructions on the page about using Internet Explorer 9.0 or above or Firefox 8 or above and turn off pop-up blockers. You cannot submit the housing contract until you set up your on-line KU ID. You can set up your KU on-line ID by following the instructions found here: <https://myidentity.ku.edu/setup/login>.

Please note that you cannot set up your KU on-line ID until you have your KUID number which is included in your acceptance letter.

Because space is limited, it is imperative that you apply for housing as soon as possible if you are on a tuition-only exchange.

If you are a tuition, room, and board student, the OSA will request a 4-person apartment in Jayhawker Towers for you (2 students to a bedroom). If you are interested in another housing option, please contact Kate Gerken in the OSA at kategerken@ku.edu. We will try to accommodate your request, but we cannot guarantee housing in the residence of your choice.

Please be aware, housing in most on-campus housing options is not provided during school breaks. If you want to stay in on-campus housing over breaks, you will have to make arrangements and payments through KU Student Housing.

Your options for on-campus housing include:

Jayhawker Towers

Jayhawker Towers is an apartment complex with 300 two-bedroom units offering the convenience of a residence hall with the privacy of an apartment on campus. Most apartments are four-person units. Some two-person units do exist, but rarely become available. Each apartment is furnished with twin beds, dressers, desks, and chairs. You will need to provide living and dining room furnishings, bed linens, towels, and desk lamps as desired. Your water, electricity, air-conditioning/central heating, and local telephone connection are also included. You will need to provide your own telephone and long distance service. Students pay an additional charge, assessed by KU Information Technology, to activate data ports for internet access. You may prepare all meals in your apartment, or you may purchase a meal plan to use in the dining centers.

Residence Halls

There are eight residence halls at KU, each staffed with professionals and students who provide general information, plan activities, and help students find assistance with tutoring, personal problems, and other concerns. Most rooms are two-person. There are some single rooms, but they are very limited and the OSA does not cover single rooms for student's whose exchanges include room and board.

Some halls house only men or women, while others house both in separate wings. The residence halls offer many special facilities for student use including dining centers, vending areas, sun decks, volleyball and lighted outdoor activity courts, computers, pianos, copy machines, large screen TV's, basic automotive

repair tools, games, ping-pong, and pool tables. In addition, the halls offer the following services:

- resident assistants on each floor
- dining center meal plans
- paid water, electricity, central heating and air-conditioning, and local telephone connection and number
- furnished rooms with a bed, desk, chair, dresser, and closet for each person
- academic resource centers equipped with calculators, computers, periodicals, language tapes, and reference books
- coin or KU Card operated laundry facilities
- 24-hour main desk services
- nighttime security and 24-hour on-call emergency maintenance

Adapted from: http://www.housing.ku.edu/residence_halls.shtml

In-Room Computer Connections

The KU Information Technology Office (ResNet) provides voice, data, and cable television for all students residing in student housing. These services are optional and require an additional fee. To activate an account with ResNet, contact their office as follows:

Location: Burge Union

Hours: Monday through Friday 8:00AM -10:00PM

Saturday 8:00AM -10:00PM

Sunday 12:00PM - 5:00PM

Phone: (785) 812-0000

Website: <http://www.resnet.ku.edu/>

Off-Campus Housing

If you wish to live off-campus, options do exist, **but it is very difficult to find housing that does not require a twelve-month lease.** When searching for off-campus housing, you may look for a room, studio, apartment or house. The following gives you some idea about the range of monthly rent in Lawrence: \$310-\$450 for a studio; \$350-\$660 for a one bedroom apartment and \$495-\$785 for a two bedroom apartment.

Utilities may be extra. You may find information at these web sites:

- <http://www2.ljworld.com/marketplace/classifieds>
- <http://www.apartments.lawrence.com>
- <http://www.apartmentdirectory.com>

- <http://www.hawkchalk.com/housing>

Naismith Hall is a private residence hall located close to campus, read more about [Naismith Hall](#).

Electrical Appliances

The electrical current for most small appliances (hair dryers, shavers, etc) is 100-115 volts, 60 cycles. If you plan to bring any appliances, you may need to purchase the appropriate adapters and/or transformers.

Source: ISSS Pre Arrival Information Newsletter, Spring 2010 ed.

Money Matters

Financial planning is one of the most important (and one of the most difficult!) aspects of studying abroad. However, there are some things you can do to help ease the transition:

1. Before you leave home, pay attention to the exchange rate between your country's currency and the U.S. dollar. Practice thinking in dollars.
2. Take a close look at your budget. Your DS-2019 form is a good place to start as it contains estimated expenses for your time abroad. These estimates are usually accurate, and you will be expected to have funds to cover the full amount shown. The list below provides a starting point to help you think about all the possible expenses you may have during your stay in the U.S:
 - Fees
 - Rent
 - Meals (also called Board)
 - Health Insurance
 - Books
 - Transportation
 - Communications
 - Clothing
 - Personal Expenses
 - Taxes
 - Recreation
 - Travel

Start budgeting as soon as you arrive in the U.S. Bills often take a month or two to arrive, so don't spend money you'll need to pay them.

Checking Accounts

It is highly advisable to open a checking account soon after you arrive in the U.S., not only for your convenience when paying for purchases and bills, but also for security reasons - it is never a good idea to carry large amounts of cash on your person. Most stores and service providers will accept a personal check when drawn on a local bank as long as you are able to provide appropriate picture identification, usually a driver's license or passport.

When selecting a bank, it is always a good idea to shop around. Banks offer different services, have different hours, and charge different fees for services. The Internet is a good place to start to find out more about a particular bank. Banks are competing for your business; so don't hesitate to ask questions.

You will be required to go to the bank in person to open your account. When you go, take your student identification, passport, and the funds you wish to deposit. Once you have opened an account, the bank will usually issue temporary checks that you may use until your permanent checks arrive in the mail, usually within two weeks.

If you choose to have an ATM or Check card, it is important to use an ATM that is affiliated with your bank because using an ATM from another bank will generally incur substantial fees from both your own bank and the other bank as well.

Some ATM cards have a credit card logo (such as MasterCard and Visa) and may be used in place of paper checks. Even though these cards have credit card logos, they are not credit cards, and may be used only to the extent that you have funds in the account to which they are linked.

Payment Options for your University Bill

It is possible to pay your university fees online through the online Enroll & Pay system. Please note though that there is a 2.25% technology fee for credit card payments online and Visa cards are not accepted through the online system. It is possible to pay on-campus housing fees directly to the Housing Office though and they will accept a Visa or any other credit card and there is no technology fee. To pay directly, contact the Office of Student Housing at 785-864-4560 or you can pay in person in the main office, which is located in the Basement of Corbin Hall. If you are living in the Jayhawker Apartments you can contact the Apartment Living Office at 785-864-8305 or stop by the Apartment Living Office in Room 308 of the Burge Union.

You will then need to pay for your remaining fees either online with Mastercard, Discover, or American Express or in person at the Student Account Services

Office in 23 Strong with a check, money order, or cash. Here a link to the Bursar's Office in case you would like additional information: www.student-account-services.ku.edu/.

Financial Institutions

The following is a list of financial institutions with locations near KU:

Capitol Federal Savings

1025 Iowa St.
Phone: (785) 749-9000
www.capfed.com

Central National Bank

711 Wakarusa Dr.
Phone: (785) 838-1893
www.centralnational.com

Commerce Bank

955 Iowa St.
Phone: (785) 865-4799
Branch Offices:
Kansas Union - University of Kansas (785) 864-5846
www.commercebank.com

First State Bank & Trust

609 Vermont St.
Phone: (785) 749-0400
www.firststateks.com

Douglas County Bank

300 W. 9th St.
Phone: (785) 865-1000
www.douglascountybank.com

US Bank

900 Massachusetts St.
Phone: (785) 865-0200
www.usbank.com

Lawrence Bank

Clinton Pkwy & Kasold Dr.
Phone: (785) 838-9704
www.lawrencebank.com

Intrust Bank

544 Columbia Dr.
Phone: (785) 830-2614
www.intrustbank.com

Public Transportation

Buses

Lawrence has buses that run on campus and throughout Lawrence. KU on Wheels, which is operated by the University, is designed primarily to take students to and from KU. Therefore, KU on Wheels operates while classes are in session and has limited routes. As a KU student, you can board free at stops on campus. Passengers at stops off campus will need to show their KUID or pay \$1.00 for each ride (exact change only). KUIDs may be obtained on the fourth floor of the Kansas Union after you have enrolled. A full scale route map has been provided separately for your convenience. Operating hours are as follows:

Fall and Spring Semesters

Monday-Friday: 7:00AM-12:00AM

Weekends and School Breaks: No Service

Service starts three days before the first day of class

Summer Semester

Monday-Friday: 7:00AM-5:45 PM – two routes only

Weekends and School Breaks: No Service

Service starts one day before the first day of class

The second bus line is the Lawrence Transit System (or “The T”), which is operated by the city of Lawrence. “The T” is designed for use by the entire city of Lawrence rather than just KU students. As a KU student, you can board free by showing your KUID or pay \$1.00 for each ride. A full-scale route map has been provided separately for your convenience. Operating hours are as follows:

Monday-Friday: 6:00AM-8:00PM

Saturday: 7:00AM-8:00PM

Sunday and Holidays: No Service

Taxis

Taxis in Lawrence, as in most American cities, tend to be quite expensive. Expect to be charged both a flat fee, and a fee per mile traveled. In addition, your driver will expect a tip of 10-15% of the total fare. If your driver was especially helpful, it is appropriate to increase the tip to 20%. Local taxi information is as follows:

Ground Transportation Inc.

310 Maple St. Suite B

Phone: (785) 838-4500

ACADEMIC CALENDAR

*****FALL SEMESTER 2015*****

First Day of Class
Monday, August 24, 2015

Labor Day
No Classes - University Offices Closed
Monday, September 7, 2015

Thanksgiving Break
No Classes - University Offices Closed
Wednesday, November 25- Sunday, November 29, 2015

Last Day of Class
Thursday, December 10, 2015

Final Exams
Monday, December 14-18, 2015

*****SPRING SEMESTER 2016*****

First Day of Classes
Tuesday, January 19, 2016

Spring Break
No Classes
Monday, March 14 – Sunday, March 20, 2016

Last Day of Classes
Thursday, May 5, 2016

Final Exams
Monday, May 9-Friday, May 13, 2016

Commencement
Sunday, May 15, 2016

Holidays in the United States

The American calendar is filled with numerous holidays. The following table shows some of the more popular holidays, with the more important national holidays indicated in bold face. Most non-essential government offices will be closed on these days, although fire, ambulance, and police are always in operation. Banks and post offices also tend to be closed on these days, and many businesses will give their employees the day off.

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Ground Hog Day	Feb. 2
Valentine's Day	Feb 14
President's Day	Third Monday in February
St. Patrick's Day	March 17
April Fools Day	April 1
Good Friday	Friday before Easter Sunday
Easter	Falls sometime between March 22 and April 25 depending upon When the Paschal Full Moon occurs. It is always one week after Passover.
Mother's Day	Second Sunday in May
Memorial Day	Last Monday in May
Flag Day	June 14
Father's Day	Third Sunday in June
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Halloween	October 31
Election Day	Tuesday after the first Monday in November
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Christmas Day	December 25

Source: www.edupass.org/culture/holidays.phtml

Student Housing Calendar

Fall 2015

August 18 (Tu)	Jayhawker Towers open, 8 am
August 20 (Th)	Residence halls and scholarship halls open, 8 am
August 20 (Th)	Dining plans begin – reduced dining hours until 8-24-15
August 24 (M)	Classes begin – full dining schedule
September 4 (F)	Last day to change dining plan or cancel optional dining plan for fall semester
September 7 (M)	Labor Day holiday – reduced dining hours
October 10-13 (Sa-Tu)	Fall Break – reduced dining hours
November 24 (Tu)	Thanksgiving Break begins – reduced dining hours
November 30 (M)	Full dining schedule resumes
December 11 (F)	Stop Day – reduced dining hours Last day of final examinations
December 18 (F)	Residence halls close for Winter Break at 8 pm* – dining centers close, evening Jayhawker Towers residents approved for contract cancellation vacate by 8 pm
December 19 (Sa)	Scholarship halls close at noon

Spring 2016

January 16 (Sa)	Jayhawker Towers, residence halls, and scholarship halls open at 8 am Dining plans begin – reduced dining hours until January 19
January 19 (Tu)	Classes begin – full dining schedule
January 29 (F)	Last day to change dining plan or cancel optional dining plan for spring semester
March 12 (Sa)	Spring Break begins – reduced dining hours
March 21 (M)	Full dining schedule resumes
May 6 (F)	Stop Day – reduced dining hours Last day of final examinations
May 13 (F)	Residence halls close for spring semester at 8 pm* – dining centers close, evening
May 14 (Sa)	Scholarship halls close at noon
May 15 (Su)	Commencement (projected)
May 16 (M)	Jayhawker Towers close at 5 pm

** When there are unusual issues connected with final examination schedules, graduation, or other compelling circumstances, contact the Complex Director to discuss the possibility of a modified check-out arrangement. Residents of the residence halls and scholarship halls who will be on campus during break periods may arrange housing at additional cost. Information will be available prior to each break period regarding [cost and building details](#).*

Weather in Kansas

Kansas is located in the center of the United States and has four distinct seasons. July and August tend to be the warmest months of the year while December and January tend to be the coldest. May and June tend to be the rainiest months of the year while December, January, and February tend to be the driest. Whatever part of the year you plan to attend KU, it is always advisable to bring clothes that are easily layered for a variety of weather conditions. Make sure to have a heavy coat, gloves, and a warm hat if you will be here in the winter.

AVERAGE MAXIMUM TEMPERATURE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
°C	3.9	7	13.7	20.4	25.2	29.8	32.9	31.8	27.3	21.5	13	5.7	19.3
°F	39	44.6	56.7	68.7	77.4	85.6	91.2	89.2	81.1	70.7	55.4	42.3	66.7

AVERAGE MINIMUM TEMPERATURE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
°C	-7.1	-4.3	1.2	7.6	13	17.8	20.6	19.3	14.8	8.8	2.1	-4.3	7.5
°F	19.2	24.3	34.2	45.7	55.4	64	69.1	66.7	58.6	47.8	35.8	24.3	45.6

Adapted from: www.worldclimate.com

Temperature Conversion

Temperatures are most often reported in Fahrenheit, but you may occasionally see them in Celsius. To convert Fahrenheit to Celsius, subtract 32 and multiply the result by 5/9. The following table lists a few common temperatures:

°F	°C	Description
212	100	boiling point of water
98.6	37	normal body temperature
95	35	very hot summer day
72	22	room temperature
68	20	mild spring day
50	10	warm winter day
32	0	freezing point of water
20	-7	very cold winter day

Source: <http://www.edupass.org/culture/time.phtml>

Weights and Measures

The United States still uses the English system of weights and measures. The metric system is available, but most people still think quarts and inches, rather than liters and centimeters. The following charts convert between the English and metric systems for the most commonly used measures.

Length		
1 inch = 2.54 centimeters (cm)	1 centimeter = 0.39 inches (in)	
1 foot = 0.305 meters (m)	1 meter = 3.28 feet (ft)	1 foot = 12 inches
1 yard = 0.914 meters (m)	1 meter = 1.09 yards (yd)	1 yard = 3 feet
1 mile = 1.61 kilometers (km)	1 kilometer = 0.62 miles (mi)	1 mile = 5280 feet
Weight		
1 ounce = 28.35 grams (g)	1 gram = 0.035 ounces (oz)	
1 pound = 0.4536 kilograms (kg)	1 kilogram = 2.2046 pounds (lb)	1 pound = 16 ounces
Volume		
1 gallon = 3.7854 liters (L)	1 liter = 0.2642 gallons (gal)	1 miles/gallon = 0.42514 km/liter
1 gallon = 4 quarts	1 quart = 2 pints	1 pint = 2 cups
1 cup = 8 fluid ounces	1 tablespoon = 3 teaspoons	1 teaspoon = 5 ml

Source: <http://www.edupass.org/culture/measures.phtml>

Useful Links

1. General Info. For international students studying in the US - www.edupass.org
2. General Info. About Lawrence - www.visitlawrence.com
3. General Info. About the University of Kansas (KU) - www.ku.edu
4. KU Info – General Info about almost anything - www.kuinfo.lib.ku.edu
5. Hotels in Lawrence - www.visitlawrence.com/visitor/accommodations/
6. KU Applied English Center - www.aec.ku.edu
7. KU Department of Student Housing - www.housing.ku.edu
8. KU International Student and Scholar Services - www.iss.ku.edu/
9. KU Online Timetable - www.classes.ku.edu
10. KU Office of Study Abroad - www.studyabroad.ku.edu
11. Currency Conversion - www.oanda.com
12. International Student Health Insurance - www.iss.ku.edu/insurance/
13. Off-Campus Housing Resources - www.ljworld.com
www.apartmentdirectory.com
www.livenaismith.com/
14. Student Visa Info – <http://travel.state.gov/visa/>

Dialing Information

To dial from one on-campus phone to another:

Dial the last number of the prefix along with the extension. For example, if you were dialing 864-3742 from an on-campus phone, you would dial only 4-3742.

To dial a Lawrence number that is off-campus or to dial a KU number from off-campus:

Dial the entire prefix and the extension. For example, if you were dialing 864-3742 from off-campus, you would dial the entire number.

To dial a number outside the Lawrence area:

Dial 1 + the area code (always a three digit number: for example, the code for Lawrence is 785) + the seven-digit phone number.

To dial an international number:

Dial 011 + the country code + the phone number.

Useful Addresses & Phone Numbers

Applied English Center
204 Lippincott Hall
Phone: (785) 864-4606

KU Bookstore
Kansas Union
2nd Floor
Phone: (785) 864-5264

Box Office, Student Union
Activities
4th Floor Kansas Union
Phone: (785) 864-7469

Box Office, University Theatre
311 Murphy Hall
Phone: (785) 864-3982

Campus Police
1501 Crestline Drive
Non-Emergency: (785) 864-5900
Emergency: 911

Computing Services
Help Desk
Computer Services Facility
Phone: (785) 864-8080

Counseling & Psychological
Services
Information & Appointments
2100 Watkins Health Center
Phone: (785) 864-2277

Emily Taylor Women's Resource
Center
400 Kansas Union
Phone: (785) 864-4861

Student Records Center
(Enrollment)
121 Strong Hall
Phone: (785) 864-4423

Ermal Garinger Academic
Resource Center
4070 Wescoe
Phone: (785) 864-4759

KU Info
4th Floor Kansas Union
Phone: (785) 864-3506

International Student & Scholar
Services
2 Strong Hall
Phone: (785) 864-3617

KU On Wheels
Phone: (785) 864-2700

Lied Center Box Office
Phone: (785) 864-2787

Lost and Found
1501 Crestline Dr. Suite 120
Phone: (785) 864-5910

IT ResNet
Burge Union, Room 209
Phone: (785) 812-0000

Parking Department
1501 Irving Hill Road
Phone: (785) 864-7275

Student Housing Department
Corbin Hall
Phone: (785) 864-4560

Study Abroad Office
108 Lippincott Hall
Phone: (785) 864-3742

Watkins Health Center
Phone: (785) 864-9500

Glossary

The following glossary focuses on terms that are specific to international students studying in the US.

Academic Year

The period during which school is in session, consisting of at least 30 weeks of instructional time. The school year typically runs from the end of August through the middle of May at most colleges and universities.

ACT (American College Test)

A standardized test offered by American College Testing to assess preparation for college. Similar in nature to the SAT. Required primarily by schools in the Western and Midwestern United States.

Alumnus, Alumna, Alumni, Alumnae

Latin terms for graduates of a college or university. Alumnus is singular male, alumna is singular female, alumni is plural male, and alumnae is plural female. Alumnus and alumni are often used in a gender-neutral fashion.

American

A US citizen, national, or permanent resident.

Asset

An asset is an item of value, such as a family's home, business, and farm equity, real estate, stocks, bonds, mutual funds, cash, certificates of deposit (CDs), bank accounts, trust funds, and other property and investments.

Associate's Degree

The degree awarded for completion of a two-year program at a community college, trade, or vocational school.

B-2 Visa

Tourist visa. May *not* be used for studying in the US.

Bachelor's Degree, Baccalaureate

The degree awarded for completion of a four-year undergraduate program at a college or university.

Bursar

The bursar is the office where you pay your tuition bill. The office responsible for bursaries (scholarships) is the financial aid office.

Campus

A school's buildings, grounds, and other facilities collectively comprise its "campus".

Class Rank

In addition to reporting their secondary school GPA, international students may be asked to report their class rank. This is their standing relative to their classmates. It is reported on either an absolute (2nd in a class of 105) or percentage basis (top 5%).

College

An institution of higher education that awards primarily undergraduate degrees. Often used interchangeably with "University".

County

A US government division that is larger than a single city but smaller than a state.

Curriculum Vitae (C.V.)

A resume of a student's education, employment, publications, and other activities. This term is usually used in connection with graduate students and faculty, not undergraduate students.

Deadline

The date by when an activity must be completed. Failing to submit an application by the deadline will disqualify you from the selection process.

Doctorate

A graduate degree awarded after the Master's degree. A doctorate usually takes between 4-6 years to complete.

Elementary School

Grades Kindergarten through 5 or 6.

Eligible Non-Citizen

Someone who is not a US citizen but is nevertheless eligible for Federal student aid. Eligible non-citizens include US permanent residents who are holders of valid green cards, US nationals, holders of form I-94 who have been granted refugee or asylum status, and certain other non-citizens. Non-citizens who hold a student visa or an exchange visitor visa are not eligible for Federal student aid.

ESL

English as a Second Language.

ETS (Educational Testing Service)

This organization produces and administers the SAT and other educational achievement tests.

F-1 Visa

Student visa for full-time study.

Faculty

In the US, the word “faculty” refers to a school’s professors, lecturers, and instructors, not a division or department of the university.

Fellowship

A form of financial aid given to graduate students to help support their education. Some fellowships include a tuition waiver or a payment to the university in lieu of tuition. Most fellowships include a stipend to cover reasonable living expenses (e.g., just above the poverty line). Fellowships are a form of gift aid and do not have to be repaid.

Financial Aid

Money provided to the student and the family to help them pay for the student’s education. Major forms of financial aid include gift aid (grants and scholarships) and self help aid (loans and work).

Foreign Student

Synonymous with International Student, a student from a country other than the United States.

Freshman

A first-year undergraduate student.

GPA

Grade Point Average, a weighted sum of the student’s grades. Each of a student’s grades are converted to a number on a scale from 1.0 to 4.0, and weighted according to the number of credits received from the class. Typically, a 4.0 corresponds to an “A”, a 3.0 to a “B”, a 2.0 to a “C”, a 1.0 to a “D”, and 0.0 to an “E” or “F”.

Graduate Student

A student pursuing a master’s degree or doctoral degree.

Interest

Interest is an amount charged to the borrower for the privilege of using the lender’s money. Interest is usually calculated as a percentage of the principal balance of the loan. The percentage rate may be fixed for the life of the loan, or it may be variable, depending on the terms of the loan.

International English Language Testing System (IELTS)

Similar to the TOEFL, the IELTS evaluates a student’s ability to communicate in and understand English.

International Student

A student who is a citizen of a country other than the United States.

J-1 Visa

Exchange visitor visa.

Junior

A third-year undergraduate student.

Letter of Recommendation

A letter written by a teacher to evaluate a student's qualifications and abilities, often included as part of an application for admission to college or in support of an application for a scholarship or fellowship.

Major

The academic area or field of study in which a student's studies are concentrated.

Master's Degree

A graduate degree beyond the Bachelor's degree. This usually takes about 2 years.

Middle School

Grades 6, 7 and 8, also known as Junior High School.

Postsecondary

Any education past grade 12 of the secondary school level.

Professional Student

A student pursuing an advanced degree in law, business, or medicine.

Resume

A one or two page summary of an individual's education, employment history, awards, and other accomplishments.

SASE (Self-addressed stamped envelope)

Included with a request as a courtesy or to encourage a response.

SAT (Scholastic Aptitude Test)

A standardized test offered by the ETS to assess a student's preparation for college. Similar to the ACT.

School

In this site, used to refer to colleges and universities.

Secondary School

Also known as high school, grades 9 through 12.

Semester

A division of the academic year into spring and fall terms.

Senior

A fourth-year undergraduate student.

Sophomore

A second-year undergraduate student.

TEFL

Teaching of English as a Foreign Language

Term

Refers to any division of the academic year. The default is into two terms. (In British English the default interpretation is three terms per academic year.)

Test Of English As A Foreign Language (TOEFL)

Most colleges and universities require international students to take the TOEFL as part of their application for admission. The TOEFL evaluates a student's ability to communicate in and understand English.

Transcript

An official record of a student's academic work, including a list of courses taken, grades received, and credits awarded.

Transfer

To switch enrollment from one educational institution to another.

Tuition

The fees charged by a school to allow a student to register to take courses at the school.

Undergraduate Student

A student pursuing a bachelor's degree.

University

An institution of higher education that awards undergraduate and graduate degrees. Often used interchangeably with "College".