



University of Kansas (KU)  
Office of Study Abroad  
Undergraduate Exchange Application



Application Deadlines:

Fall & academic year applicants – March 15<sup>th</sup>

Spring semester applicants – Oct. 15<sup>th</sup>

Part I

Once your home institution has submitted your nomination to KU, create a Jayhawks Abroad account through the KU Office of Study Abroad (OSA). You will use this account to access post-acceptance questionnaires once admitted.

1. Go to <https://ku.studioabroad.com/?go=IncomingExchange> and click “Apply Now” button.
2. Click “I am a new user and do not have login credentials to this site (Non-KU students first time log in only).”
3. Complete the New User Form and then click “Create Account.”
4. An email will be sent to you with your temporary password which is valid for 5 days. Click on the link provided to reset your password. After doing this, you should be logged in. You will be prompted to create an application for the term that you are applying for and then enter your address and emergency contacts.
5. Click on the “University of Kansas Exchange Program” link in order to get to the Program Application Page (Pre-Decision). From this page, please upload a photo of yourself so that we can easily identify you (for internal use only).

Part II

Submit the International Admissions Application – this is your official application to KU.

1. Go to <https://www.applyweb.com/kui/index.ftl>
2. Click “Online Application.”
3. Click “Create Account” and follow the prompts.

Student Information Section:

4. Leave the “I am applying as a” question blank.
5. When asked “how did you hear about KU?” select “KU Study Abroad Exchange Program.”
6. In the “Official Use Only” box, enter “NSB”. This is very important as it will indicate to International Admissions that you are an exchange student and will prevent you from having to pay the application fee.
7. Be sure to upload a copy of the biographic page of your passport where asked to do so.
8. Please write a short statement of purpose about your major at your home university, intended area of study at KU, and how you are prepared academically to study this area.

Program of Study Section:

9. Click the “Filter by” button and then select “Study Abroad Exchange Students” from dropdown menu.

10. Click the lower box that says “Study Abroad” and then select the term that you will enter KU and click “Save and Confirm.”

Test Score History Section:

11. TOEFL or IELTS scores are not required for non-degree seeking students and therefore are not required for exchange students but if you are a non-native speaker of English and have taken either test, please upload your results. Please see English Proficiency section on the attached KU Fact Sheet for more information.
12. All students must complete and upload the “English Assessment Form” to the Test Score page as well. Select one of the four options listed to show that you have an adequate level of English to study in the US. If you are from an English speaking country on the list, select Option #1. If you select option #2 or #3, be sure to include the required supporting documentation. If selecting Option #4, simply obtain a signature from a staff member in the nominating office at your home institution.

Educational Information Section:

13. When asked for your educational information, please only provide the details of and a transcript from your current institution.

Coursework in Progress Section:

14. On the next page, enter the details for any courses currently in progress, which are not reflected on your transcript.

Financial Section:

15. Upload a bank statement, bank letter, or scholarship letter, not more than 6 months old, showing at least \$13,542 if applying for the academic year or \$6,771 if for a single semester (amounts subject to change). If in a foreign currency, please include the US Dollar conversion on it. If the account referenced is not in your name, you must also provide a signed statement of support from the account holder, which states his or her relationship to you and that he/she will support you financially during your time at KU.

Student Certification Section:

16. Once your application is complete and you have uploaded the required materials, click the “Save, Pay, and Send” button. Please note: Because you are applying as an Office of Study Abroad Exchange Student, you will not be required to enter payment information. If your application is incomplete, click the “Save and finish later” button instead. This will allow you to access and complete your application at a later time.

Confirmation Email:

You should receive a confirmation email verifying the successful submission of your online application. Please note that because you are applying as a non-degree seeking applicant, it is not necessary to mail hard copies of your supporting documents as the email states.