

Kansas State University
College of Architecture, Planning, and Design
Study Abroad

Information and Directions

All students in the College of Architecture, Planning, and Design who are interested in participating in study abroad and who want the coursework to be considered for credit applicable to meeting degree requirements, must complete the application and rank order those programs to which they seek admission for spring 2012 study abroad. There is no rank ordering of programs for summer 2011. **The APPLICATION DEADLINE IS 5:00 P.M., Wednesday, January 26, 2011 and the application MUST be submitted to Heather Tourney in Seaton 212.**

Information:

1. Interested students can obtain application materials from Heather Tourney, Seaton 212 or from the college web pages.
2. To be considered as a candidate for any study abroad program, an applicant **MUST** accurately complete an application form and submit it by the stated deadline.
3. Failure to read and execute the following instructions could lead to the invalidation of the students' application.
4. In addition, the application cannot be considered until all information on the form has been completed.
5. As a CAPD student, failure to complete this process will result in no (zero) study abroad credit being applied to meeting CAPD program requirements.
6. CAPD study abroad typically takes place in the spring semester of the student's fourth year or during the summer. Special approval for study abroad during the fall or for a longer period of time may be given, in writing, by the student's department head. Please see the Associate Dean if you are considering study abroad for more than one semester.
7. For spring 2012, the college must fill the Italian Studies Programs in Castiglion Fiorentino and Orvieto. This is necessary due to our on-going commitment to these programs. There must be a minimum of 15 students participating in each program. To offer a second section, at one or both locations, we must have an additional 15-30 students.
8. Due to resource and staffing issues that are not known at this time, it is possible that not all of the students who wish to go to Italy will be selected. If you are intent on going abroad, please select an additional option other than Italy.

To manage the process, applicants for spring 2012 must do the following:

- a. If Italy is your first choice, indicate that on the application. You must indicate both your first and second choice of programs in Italy. You cannot preference only one program. If necessary, the International Studies Committee (ISC) will consider your statement of purpose, major and gender in assigning individuals to one of the programs. To the extent possible, we will try to assign students the program they have prioritized.
- b. If you are an ARCH student and DIS, Czech Tech or Dessau is your first choice indicate that on the form. The basis for endorsement to study in these programs will be the strength of your statement of purpose and academic performance.
- c. If you are an IAPD student and DIS, Coburg, Czech Tech or Trier is your first choice, the same criteria described in item "b" will be applied.
- d. All students are strongly encouraged to indicate a second preference. Do not indicate a second preference, however, if you are unwilling to accept an endorsement for that program.
- e. If you are not endorsed for your one and only choice, you will not be considered for study abroad for spring 2012.

Program Capacity: (can vary)

<u>Maximum Accepted</u>	<u>Minimum GPA for Application</u>	<u>Wait List</u>	<u>Non-refundable Acceptance Deposit**</u>
Coburg, Germany – 3	3.0	Yes	\$250.00
Czech Tech – 3	3.0	Yes	\$250.00
Denmark – 3	3.0	Yes	\$250.00
Dessau, Germany - 5	3.0	Yes	\$250.00
Orvieto, Italy – 15/30*	2.5	Yes	\$250.00
Santa Chiara, Italy – 15/30*	2.5	Yes	\$250.00
Trier, Germany – 6	3.0	Yes	\$250.00

*Minimum/Maximum

**In all cases, the acceptance deposit will be applied to the program fee for the Italian Studies Program or to the programs administered by OIP. This deposit is not refundable. No deposit is collected for summer programs.

Factors to be considered in the review of applicants:

1. The CAPD International Studies Committee (ISC) will review all applications and make recommendations, including rank-ordering, if necessary, to the Associate Dean. The CAPD ISC reserves the right to consider special circumstances as described in the student statement of purpose.
2. Completion and timely submission of application materials including the statement of purpose and student self-evaluation. The content of these materials will also be considered.
3. Current Kansas State University cumulative grade point average. Grade point average is an important consideration in acceptance to go on study abroad. In recent years, students accepted to go on study abroad had strong grade point averages and the overall applicant pool has been highly competitive.
Note: Students with a GPA below 2.5 are NOT eligible for any program. If there are extenuating circumstances that have impacted your academic performance, please briefly describe these issues and how you have addressed them.
4. Meeting admission requirements, if specified, by the host program and availability of space in the program.
5. Completion of all required coursework as defined by the student's department advising handbook. It is expected that the student will be familiar with departmental expectations and will have consulted his or her academic advisor to clarify any questions.
6. **If you have a cumulative GPA of 2.74 or below** - One faculty recommendation, from a second or third year studio professor, regarding such items as: ability to interact with others; tolerance of ambiguity; self-discipline; and openness to different experiences, will be considered. The Faculty Recommendation Form is attached to the application for this purpose. The student only fills out the top portion and returns it with his or her application. The Office of Student Services will send it to the faculty member for completion.
7. Student self-evaluation and the statement of purpose(s) (particularly the academic reasons for selecting the particular program and the self-described strengths and weaknesses) will be considered. In the case of students preferencing DIS, Trier, Coburg, Czech Tech or Dessau the statement of purpose will carry considerable weight in the selection of students to participate in those programs.
8. All acceptances are contingent upon the applicant meeting departmental expectations for performance and completing coursework. Failure to do so may result in acceptance to the program being removed.

9. Married students* who are applying to the Italian Studies Program(s) and who are interested in having their spouse (who is not a CAPD student) accompany them for the semester while they are abroad must consider and do the following:
- a. Children of students are not allowed to go on this program. This is not negotiable.
 - b. The College of Architecture, Planning, and Design will not facilitate or assist in obtaining employment for the spouse.
 - c. The spouse will pay the program fee required by the College of Architecture, Planning and Design and additional charges if required, by Santa Chiara/Italart or Orvieto.
 - d. The student's application must be accompanied by a statement prepared by the spouse describing his or her reasons for wanting to go to Italy (beyond the obvious desire to be with the student spouse) and what he or she will do while the student is in class.
 - e. Due to limited accommodations at Santa Chiara and the need to allocate space to students from three different universities, the married CAPD student who is planning to bring a spouse may be wait listed pending decisions that must be made by Santa Chiara. Priority will be given to CAPD students who will be enrolled in the academic program. Limited availability and the high price of a two person student apartment in Orvieto may limit this option for a married couple. In both programs, there may also be limited capacity on field trips. This will also be considered in admitting a married student.
 - f. Auditing of classes or informal "sitting-in" on classes is not permitted. The spouse must be admitted to the university and college and be enrolled in and pay tuition for any class or classes he or she plans to attend.

Wait List:

Applicants who rank a program with limited enrollment but are not selected will be placed on a rank-ordered waitlist. The individual in the top wait listed position will be notified immediately should someone withdraw. We will make every attempt to complete notification of wait listed students prior to the fall semester. All waitlisted students should obtain their passport in case they are notified of acceptance at a later date.

Notification:

All applicants will be informed of their status approximately four to six weeks after the application deadline. Included with the notification of acceptance will be an Acceptance Form. Students are required to sign and return this form to Heather Tourney, together with a non-refundable acceptance deposit (check payable to CAPD/Study Abroad Programs), no later than two weeks following date on acceptance letter. **Individuals who fail to return the Acceptance Form and deposit by 5:00 p.m. by the date specified on the acceptance letter will be dropped from the list of accepted students.** Please note that if you accept a position in a program, your name will be removed from all waitlists.

Following your acceptance of the offer, students who are not going to Italy, will be required to complete additional documents by the Office of International Programs. Contact OIP at 532-5990.

***Approval for a spouse to attend with the participant, for any programs other than Italy, will also need to be given through OIP.**



Kansas State University Application for Study Abroad Joint Application Instructions

Kansas State University • College of Architecture, Planning and Design • 212 Seaton Hall • Manhattan, KS 66506
Phone 785.532.5047 • Fax 785.532.6722 • archdesstuserv@ksu.edu • www.capd.ksu.edu/

Kansas State University • Office of International Programs • 304 Fairchild Hall • Manhattan, Ks 66506
Phone 785.532.5990 • Fax 785.532.6550 • oiip@ksu.edu • www.k-state.edu/oiip/

Eligibility

- Read CAPD coversheet for specific information and instructions.
- The minimum requirement for all K-State study abroad participants is good academic and financial standing and a cumulative GPA of 2.5. However, many programs have higher GPA requirements and/or additional eligibility requirements. The CAPD and OIP will recommend students for study abroad who meet these requirements and who demonstrate a high degree of emotional and academic maturity.

Fees

- \$250 non-refundable deposit that will be applied to the program fee for the Italian Studies Program or to the semester study abroad fee for programs administered by OIP.
- \$450 semester study abroad fee (the \$250 deposit is applied toward the \$450 fee) or \$200 summer study abroad fee will be billed, by OIP, to your student account during K-State's regular billing cycle.

Deadlines

- Summer 2011: January 26, 2011
- Spring 2012: January 26, 2011
- **Apply early**, as passport/ visa waiting times vary. For example, visas to the Czech Republic may take 70-90 days from receipt of the passport.

Visa Requirements

- For nearly all semester programs, and some summer programs, you will need to obtain a student visa for your country of study. You need a passport to get a visa, so if you do not have a passport, *get it right away!* Obtaining a visa requires additional paperwork, fees and passport photos. Talk to your Study Abroad Advisor for specific requirements.

Kansas State University Application for Study Abroad

Joint Application Instructions

Kansas State University • College of Architecture, Planning and Design • 212 Seaton Hall • Manhattan, KS 66506
Phone 785.532.5047 • Fax 785.532.6722 • archdesstuserv@ksu.edu • www.capd.ksu.edu/

Kansas State University • Office of International Programs • 304 Fairchild Hall • Manhattan, Ks 66506
Phone 785.532.5990 • Fax 785.532.6550 • oiip@ksu.edu • www.k-state.edu/oiip/

Application Procedure and Attachments

Submit all materials to College of Architecture, Planning and Design in 212 Seaton Hall. Only **COMPLETE** applications will be considered for acceptance. Passport application may be in progress when you apply.

A **COMPLETE** application for **CAPD** consists of:

- Complete application
- Statement of Purpose(s) for **each** program
- Condition of Participation Agreement and Release
- Student Self-Evaluation
- Faculty Recommendation form – If you have less than a 2.74 cumulative KSU GPA you **MUST** complete the **top portion** of the form and turn it in with your application. The Associate Dean will request the faculty to complete the form.
- Non-refundable application fee of \$30. Make checks payable to the “CAPD/ Study Abroad Programs”

A **COMPLETE** application for **OIP** consists of:

***Pre-Endorsement (submit all materials to CAPD)**

1. All items submitted to CAPD. CAPD will give these documents to OIP.

***Post-Endorsement (pertinent forms are available from OIP)**

2. You will need to submit the additional forms and documents as indicated below directly to OIP.

- **Academic Approval form** – form must be turned in following CAPD endorsement and prior to going abroad.
- **Completed Program-Specific Application** – for programs administered through K-State (e.g. Exchanges, ISEP, CCIS), please submit original application plus one copy; for non K-State programs (e.g. API, CEA, ISA), please submit one copy of your program application or letter/e-mail of acceptance. Please note that program applications often ask where the transcript for the term abroad should be sent. Please have program transcripts sent to our office. The O.I.P. address is given above. This application will be submitted following CAPD endorsement.
- **Copy of Passport** – if you already have a passport, please turn in a copy with your application. Please write your name, program and term on the copy.

If you do not have a passport, you can apply for a passport at any post office. Visit

<http://travel.state.gov/passport/> for an application form and information on required documentation.

Passport applications are by appointment only at the Manhattan Post Office. Call 785.539.4450 to make an appointment and to obtain passport fee information. **Passports take 8 weeks on average but can take as long as 15 weeks or more, so APPLY EARLY! Once you receive your passport, sign it and make a copy of it to turn in to the Office of International Programs.**

Passport photos can be purchased at the International Student Center (785.532.6448), Walgreens, Wal-Mart, Kinkos, etc.

Kansas State University Application for Study Abroad Joint Application Instructions

Kansas State University • College of Architecture, Planning and Design • 212 Seaton Hall • Manhattan, KS 66506
Phone 785.532.5047 • Fax 785.532.6722 • archdesstuserv@ksu.edu • www.capd.ksu.edu/

Kansas State University • Office of International Programs • 304 Fairchild Hall • Manhattan, Ks 66506
Phone 785.532.5990 • Fax 785.532.6550 • oip@ksu.edu • www.k-state.edu/oip/

Checklist Requirements

	ITEM CHECKLIST	COBURG	CZECH TECH	DENMARK	DESSAU	ORVIETO	SANTA CHIARA	TRIER	OTHER
PRE-ENDORSEMENT	Application	✓	✓	✓	✓	✓	✓	✓	✓
	Statement of Purpose	✓	✓	✓	✓	✓	✓	✓	✓
	Condition of Participation Agreement & Release	✓	✓	✓	✓	✓	✓	✓	✓
	Student Self-Evaluation	✓	✓	✓	✓	✓	✓	✓	✓
	Faculty Recommendation Form (2.74 GPA and below ONLY)	✓	✓	✓	✓	✓	✓	✓	✓
POST-ENDORSEMENT	Academic Approval Form	✓	✓	✓	✓			✓	✓
	Program Specific Application	✓	✓		✓			✓	✓
	Copy of Passport	✓	✓	✓	✓			✓	✓



Kansas State University Application for Study Abroad Joint Application Instructions

Kansas State University • College of Architecture, Planning and Design • 212 Seaton Hall • Manhattan, KS 66506
Phone 785.532.5047 • Fax 785.532.6722 • archdesstuserv@ksu.edu • www.capd.ksu.edu/

Kansas State University • Office of International Programs • 304 Fairchild Hall • Manhattan, Ks 66506
Phone 785.532.5990 • Fax 785.532.6550 • oiip@ksu.edu • www.k-state.edu/oiip/

Acceptance

- **Only COMPLETE applications will be reviewed.**
- You **MUST** be endorsed by CAPD prior to applying to OIP.
- OIP will process applications following receipt of materials from CAPD.
- Kansas State University is committed to nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons, in admissions, educational programs or activities and employment (including employment of disabled veterans and veterans of the Vietnam Era), as required by applicable laws and regulations. Responsibility of coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to Clyde Howard, Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124 (Phone) 785.532.6220; (TTY) 785.532.4807.

Required Orientation

AS A CONDITION OF PARTICIPATION:

- Students accepted to an OIP study abroad must attend a one-on-one meeting with a study abroad adviser. Students who do not complete this meeting will not be enrolled.
- Students also must attend a CAPD pre-departure orientation.
- Students are also required by OIP to complete a study abroad program evaluation and assessment upon their return.
- CAPD students must participate in a college wide exhibit, information program and round table discussion which will take place in the fall semester after you have returned.

Withdrawal

- Students who want to withdraw their application for any reason or want to withdraw from the program while abroad must do so **IN WRITING**. Use the Withdrawal Form, which is available on the OIP web site: <http://www.k-state.edu/oiip/students/documents/withdraw.pdf>.
- OIP administrative fees are non refundable if a withdrawal form has not been received by the Study Abroad Office before May 1st (for summer, fall and academic year programs) or before December 1st (for spring programs). All programs and fees are subject to specific program guidelines. Students should be aware of program deadlines, as the CAPD and OIP are not responsible for returning program fees.

Contact Information

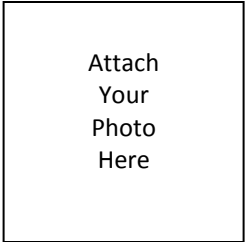
- The K-State CAPD and the Office of International Programs uses E-MAIL, PHONE and CURRENT ADDRESS to deliver critical information and materials to applicants and participants. Applicants who do not keep CAPD and OIP informed, in writing, of changes are in jeopardy of missing critical information, which may mean losing a place in the program.
- It is your responsibility to submit changes in your (or your emergency contact's) e-mail, postal address or phone number to the CAPD in 212 Seaton and OIP in 304 Fairchild, IN WRITING.

Kansas State University Application for Study Abroad

Joint Application

Kansas State University • College of Architecture, Planning and Design
 212 Seaton Hall • Manhattan, KS 66506 • Phone 785.532.5047 • Fax 785.532.6722
 archdesstuserv@ksu.edu • www.capd.ksu.edu/

Kansas State University • Office of International Programs
 304 Fairchild Hall • Manhattan, Ks 66506 • Phone 785.532.5990 • Fax 785.532.6550
 oip@ksu.edu • www.k-state.edu/oip/



Programs to Which You Are Applying

SPRING 2012

- _____ Italy*
 - _____ Orvieto _____
 - _____ Santa Chiara _____

If you wish to go somewhere other than Italy for spring 2012, please select and rank order up to three program:

- _____ Czech Republic (Czech Tech)
 - _____ Denmark (DIS)
 - _____ Germany (Coburg)
 - _____ Germany (Dessau)
 - _____ Germany (Trier)
 - _____ Other**:
-
- Name of Program

Summer 2011***

- _____ Denmark (DIS)
- _____ Italy (Lorenzo de' Medici)
- _____ Greece (American College of Thessaloniki)
- _____ Other :

Name of Program

*If you select Italy, you **MUST** rank both programs.

**Applicants who are interested in a spring 2012 study abroad program other than the options listed must provide information about your program with the application.

***Applicants who are participating in study abroad in the summer of 2011 must attach general information about your program if it is not DIS, Lorenzo de' Medici (LDM), or the American College of Thessaloniki.

Personal Information

Last Name

First Name

Middle Name

Citizenship

Date of birth

Male

Female

Place of Birth (city, state, country)

Student ID Number

Ethnicity/Race (optional)

Mailbox #

If you are not a U.S. citizen, what is your residency status or what type of visa do you have?

Academic Data

Major:

ARCH

IAPD

LAR

RCP

GPA

as of

Semester

Year

Name of Academic Advisor

Hours Completed by Start of
Study Abroad Program

Expected Graduation (Semester/Year)

Languages Studied and Number of Years of Study

Have you studied abroad before?

Yes

No

If yes, please explain:

Contact Information

Current Address - Valid until ____/____/____

Permanent Address (Where mail always reaches you and is considered your state of residency)

Address: _____

Address: _____

(____) _____
Telephone (with area code)

(____) _____
Telephone (with area code)

E-Mail Address (where you can always be reached): _____

Emergency Contact(s)

Name(s) Relationship to You (____) Telephone (with area code)

Address (Street, City, State, Zip Code)

E-Mail Address (where they can always be reached): _____

Notice of Photograph Policy

The Office of International Programs reprints pictures submitted to the OIP (photo contests, Etc.) in promotional material. If you are willing to have a picture included, please indicate below

- Yes, I agree to have my photographs reprinted or shared.
(Initial here and check box) _____

Be a Mentor: Referral Policy

Students who have/are currently studying abroad can act as mentors/resources for other interested students. Please indicate below if you would like us to share your email address with other interested students.

- Yes, I authorize the CAPD and/or OIP to share my email address with other interested students.
(Initial here and check box) _____

Required Signature

I certify that all information on this application is true and accurate to the best of my knowledge.

Applicant Signature

Date

Kansas State University Application for Study Abroad

Conditions of Participation Agreement and Release

Kansas State University • College of Architecture, Planning and Design • 212 Seaton Hall • Manhattan, KS 66506
Phone 785.532.5047 • Fax 785.532.6722 • archdesstuserv@ksu.edu • www.capd.ksu.edu/

Kansas State University • Office of International Programs • 304 Fairchild Hall • Manhattan, Ks 66506
Phone 785.532.5990 • Fax 785.532.6550 • oiop@ksu.edu • www.k-state.edu/oiop/

As A Participant In A Kansas State University International Program, I Understand And Agree To The Following:

Personal Conduct

Within our own cultural context, we generally know what manner of conduct is expected of us. Travelers in foreign cultures, however, often find themselves in situations where the appropriate behavior is not immediately obvious to them. It is Kansas State University's expectation that your conduct be respectful of the culture and country you are visiting. You are a representative of your country, city, state, and of Kansas State University.

I understand that grounds for dismissal from the study abroad program and immediate repatriation at my expense - as well as the loss of program costs and potential academic credit - include any behavior determined by the College of Architecture, Planning and Design (CAPD), Study Abroad Program, the Faculty Leader(s), Office of International Programs (OIP) and/or the host institution to be inappropriate. Reasons for dismissal may include, but are not limited to: 1) violation of K-State's *Student Code of Conduct*, 2) violation of laws, rules, regulations, or customs of the host country, community, institution and/or program, 3) the CAPD, Study Abroad Program and/or the Faculty Leader(s) has reasonable cause to believe that my continued presence in the program constitutes a danger to the health or safety of persons, including me, or property or threatens the future viability of the program.

(Initial Here) _____

Assumption of Risk and Release

I understand and acknowledge that K-State and CAPD assumes no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservation, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, civil unrest, or public health risks. If due to weather, flight schedules or other uncontrollable factors I am required to spend additional nights, K-State and CAPD will not be responsible for my hotel, transfers, meal costs, or other expenses. I hereby release Kansas State University, CAPD, the State of Kansas, and their agents, officers, and employees, from any and all claims, demands, or causes of action of any kind, including claims for negligence, which may arise from participation, including travel to, from, and/or during the program. I understand that I am subject to the laws of the host country as well as the rules and regulations of the host campus. I understand that it is my responsibility to be informed of these laws, rules, and regulations and to fully abide by them.

(Initial Here) _____

Health and Safety

In the event of injury or illness to myself, I authorize the program leader(s) to secure whatever medical treatment necessary. I understand that it is my responsibility to consult with my physician, local health department, or K-State Lafene Travel Clinic to determine whether immunizations are recommended or required for the countries I will visit. I understand that if I choose to drink alcohol, I will do so responsibly and according to the host country's laws. I understand that being drunk is not socially acceptable. I understand that possession and/or usage of illicit drugs are strictly prohibited. I confirm that I will enroll in K-State's Study Abroad Health Insurance through T.W. Lord & Associates for the length of my stay. I also have necessary legal proof of identity (passport), and that I have provided the CAPD with copies of this information. I further confirm that I have provided specific health information that includes any limiting conditions, allergies or medical history that a foreign physician should be aware of.

(Initial Here) _____

Academic Conduct

I understand that this is an academic program and that academic requirements include completing all assigned work and taking all examinations at the scheduled days/times. I understand that I am required to participate in all aspects of the program including: pre-departure orientation and classes; on-site lectures, excursions, events, and projects; and post-program meetings. I understand that non-compliance with these requirements may result in a failing grade, and may subject me to disciplinary action. I understand that I must follow all K-State policies regarding academic integrity and honesty. I understand that the host institution and/or program provider may have additional policies, rules, or guidelines to which I will be subject and regarding which I agree to abide. I understand that general K-State withdrawal, drop, and add deadlines do not apply to faculty-led group study abroad programs.

(Initial Here) _____

Administrative Logistics

I understand that it is my responsibility to obtain a passport, a country-specific visa (if required), and to register with the U.S. Department of State. I understand that it is my responsibility to review the pre-departure orientation materials on the Study Abroad Program website.

(Initial Here) _____

Financial Obligations

I understand and agree to the costs associated with this program, and realize my particular experience may be more or less expensive than estimated by the CAPD and/or OIP, depending on my personal expenses and choices. I have received a cost sheet from OIP or CAPD, which outlines my estimated expenses, if requested. I understand that if I am dismissed from my program for violations of conduct, I will still be charged the cost of the program and will not receive any refund.

(Initial Here) _____

Withdrawal Policy

I understand that all program fees must be paid by the established deadlines. I understand that it is my responsibility to track payment deadlines and that I can do so by checking the Study Abroad Program website or by contacting the Study Abroad Program office. I understand that if I do not pay my program fees by the established deadlines, I may be immediately dropped from the program and my placement may be offered to another student. I understand that it is my responsibility to seek out and to apply for financial assistance through the Office of Student Financial Assistance and to make the necessary arrangements for disbursement of financial aid funds.

(Initial Here) _____

Applicant Agreement and Release

I affirm that the information given in this application is true and correct to the best of my knowledge. I agree to allow the K-State Office of International Programs access to academic, disciplinary, and financial records available through Kansas State University and authorize the Office of Student Financial Assistance to share information from my file regarding my application to study abroad.

By signing below, I acknowledge that I have read, understand and agree to these application requirements and terms and conditions. I also understand that **INCOMPLETE** applications for study abroad and for study abroad scholarships **WILL NOT BE CONSIDERED.**

Printed Applicant Name

Student ID#

Applicant Signature

Date

Kansas State University Application for Study Abroad Statement of Purpose

Kansas State University • College of Architecture, Planning and Design • 212 Seaton Hall • Manhattan, KS 66506
Phone 785.532.5047 • Fax 785.532.6722 • archdesstuserv@ksu.edu • www.capd.ksu.edu/

Kansas State University • Office of International Programs • 304 Fairchild Hall • Manhattan, Ks 66506
Phone 785.532.5990 • Fax 785.532.6550 • oiip@ksu.edu • www.k-state.edu/oiip/

Statement of Purpose for All Ranked Programs

Statement of Purpose for _____ (list all ranked programs)

Please state:

1. Why you want to go on study abroad.
2. Your academic reasons for selecting each ranked study abroad program.
3. What are your personal (non-academic) reasons for selecting each ranked study abroad program.
4. If pertinent, please describe any extenuating circumstances that have impacted your academic performance and how you have addressed them.

Please limit yourself to no more than two pages and attach this cover page to the statement. Your statement must be carefully word processed.

Date

Printed Name

Signature

Kansas State University Application for Study Abroad

Student Self-Evaluation Form

Kansas State University • College of Architecture, Planning and Design • 212 Seaton Hall • Manhattan, KS 66506
 Phone 785.532.5047 • Fax 785.532.6722 • archdesstuserv@ksu.edu • www.capd.ksu.edu/

Kansas State University • Office of International Programs • 304 Fairchild Hall • Manhattan, Ks 66506
 Phone 785.532.5990 • Fax 785.532.6550 • oiop@ksu.edu • www.k-state.edu/oiop/

Student Self-Evaluation Form

TO BE COMPLETED BY STUDENT

1. Please rate yourself on the following qualities: (It is critical that you check all items, A-N)

	Excellent	Very good	Good	Average	Fair
A. Ability to interact with others	_____	_____	_____	_____	_____
B. Ability to work with others	_____	_____	_____	_____	_____
C. Behavioral maturity	_____	_____	_____	_____	_____
D. Breadth of interests	_____	_____	_____	_____	_____
E. Dependability	_____	_____	_____	_____	_____
F. Emotional stability	_____	_____	_____	_____	_____
G. Openness to different experiences/ challenges	_____	_____	_____	_____	_____
H. Adaptability	_____	_____	_____	_____	_____
I. Self-discipline	_____	_____	_____	_____	_____
J. Self-motivation/ initiative	_____	_____	_____	_____	_____
K. Stress tolerance	_____	_____	_____	_____	_____
L. Tolerance of ambiguity	_____	_____	_____	_____	_____
M. Ability to follow direction given by others	_____	_____	_____	_____	_____
N. Respect for other cultures	_____	_____	_____	_____	_____

Please identify and comment on at least one significant strength you possess.

Please do the same for a weakness that you have identified.

Kansas State University Application for Study Abroad Faculty Recommendation Form

Kansas State University • College of Architecture, Planning and Design • 212 Seaton Hall • Manhattan, KS 66506
Phone 785.532.5047 • Fax 785.532.6722 • archdesstuserv@ksu.edu • www.capd.ksu.edu/

Kansas State University • Office of International Programs • 304 Fairchild Hall • Manhattan, Ks 66506
Phone 785.532.5990 • Fax 785.532.6550 • oip@ksu.edu • www.k-state.edu/oip/

Part 1: To Be Completed By Student with a 2.74 cumulative GPA or below

Name of Applicant: _____
Last Name
Middle
First

Study Abroad Program _____ Faculty Reference Name _____

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements and place your signature in the space provided so that the reference the reference writer will be advised of your choice.

- _____ Confidential File - I grant permission for this letter of recommendation to be held confidential by Kansas State University.
 _____ Open File - I retain the choice of having letters of reference available to me.

Signature of Applicant _____

_____ Date

~STUDENT- ONLY COMPLETE PART 1 AND TURN IN WITH YOUR APPLICATION~

Part 2: To Be Completed By Faculty Reference

Students participating on study abroad programs are chosen on the basis of their academic records, personal qualifications and evaluations by professors. Because a cooperative spirit and an awareness of his/her position as a representative of the university are necessary for study abroad, please indicate how you think this applicant will make use of an academic opportunity abroad, taking into consideration his/her character, adaptability, stability and academic competence in comparison with other students at similar stages in their academic studies.

1. How long and in what capacity have you known the applicant?

2. General Preparation

	Excellent	Very good	Good	Average	Fair	Unable to evaluate
A. Ability to interact with others	_____	_____	_____	_____	_____	_____
B. Ability to work with others	_____	_____	_____	_____	_____	_____
C. Behavioral maturity	_____	_____	_____	_____	_____	_____
D. Breadth of interests	_____	_____	_____	_____	_____	_____
E. Dependability	_____	_____	_____	_____	_____	_____
F. Emotional stability	_____	_____	_____	_____	_____	_____
G. Openness to different experiences/challenges	_____	_____	_____	_____	_____	_____
H. Adaptability	_____	_____	_____	_____	_____	_____
I. Self-discipline	_____	_____	_____	_____	_____	_____
J. Self-motivation/ initiative	_____	_____	_____	_____	_____	_____
K. Stress tolerance	_____	_____	_____	_____	_____	_____
L. Tolerance of ambiguity	_____	_____	_____	_____	_____	_____
M. Ability to follow direction given by others	_____	_____	_____	_____	_____	_____
N. Respect for other cultures	_____	_____	_____	_____	_____	_____

Is there anything else we need to know regarding this student's ability to have a successful experience?

Name of Reference (please print) _____

Date _____ Signature _____

~FACULTY – PLEASE RETURN COMPLETED FORM TO HEATHER TOURNEY IN SEATON 212 BY FEBRUARY 4TH~