

HOW TO START THE STUDY ABROAD ONLINE APPLICATION

1. Go to <https://ksu.studioabroad.com/>
2. Click on “[KSU CAS Login](#)” in the top right corner of the page
3. Log-in through the K-State server, using the same username and password as you use for K-State Online
4. Click on “[PROGRAMS](#)” in the top right corner of the page
5. Choose your city or country of study and then click on “**Search**”
6. Find your specific University or program of study, and click on the Program Name
7. Confirm that you are on the correct page for your specific program, then click “**Apply Now**”
8. Choose the term you would like to study abroad
9. Read all instructions and complete the Material Submissions, Signature Documents and Application Questionnaires listed.

STEPS AFTER THE ONLINE APPLICATION HAS BEEN SUBMITTED

1. Once you have completed the documentation listed in the “Pending” stage, a Study Abroad Advisor will review your online application and material submissions, then move you to the “Accepted” stage, which will automatically prompt the system to email you an acceptance letter. Please read this letter carefully.
2. Once you have been accepted through the online system, you will be able to view additional Questionnaires, Signature Documents and Material Submissions that you must complete.
3. To officially reserve a place on a program, you must also click on the “commit” button to move your application to the “committed” stage. **NOTE: Once your application is moved to the “committed” stage, the \$150 Administrative fee is non-refundable.**
4. Once in the “committed” stage, please ensure that you have completed all of the requirements for Questionnaires, Signature Documents and Material Submissions for your application.
5. Make sure that you are aware of Visa requirements for your country of study, including what type of visa, requirements and processing time
6. Attend a Country-specific Orientation Night, listed at <http://www.k-state.edu/studyabroad/dates/index.html>