

4 STEPS TO FINANCIAL ASSISTANCE FOR STUDY ABROAD

Also available at: <http://www.k-state.edu/sfa/policies/studyabroad.htm>

The following is a step-by-step guide to use if you are planning to study abroad. Timing is very important in this process. Each of these steps must be completed before you leave the country. Not all study abroad programs are eligible for financial assistance. To receive financial assistance, your program must be affiliated with K-State. Your Study Abroad Advisor can give you information regarding affiliated programs.

1. Apply for federal financial assistance.

If you have not done so already, complete and submit a *Free Application for Federal Student Aid (FAFSA)* for the academic year in which you plan on studying abroad. If your study abroad program is during the summer, you also need to complete the Summer Financial Assistance Application available after Spring Break in the Office of Student Financial Assistance.

2. Work with advisors in the Office of International Programs, in 304 Fairchild Hall, to choose and apply to a study abroad program.

Your Study Abroad Advisor will advise you on the costs of various programs. Once you choose a program, your Study Abroad Advisor will provide you with a signed cost estimate for your study abroad program. Your application to study abroad will include a Study Abroad Academic Approval form to be signed by you and your Academic Advisor.

3. If you need financial assistance for your study abroad program, meet with your Financial Assistance Advisor to discuss your financial assistance options.

Meet with your Financial Assistance Advisor, in 104 Fairchild Hall, to discuss your financial assistance options for your study abroad program. Once you have chosen a study abroad program, please bring the cost estimate information you receive from your Study Abroad Advisor to your meeting with your Financial Assistance Advisor. Your Financial Assistance Advisor can adjust your cost of attendance budget to accommodate the additional study abroad expenses and offer you additional financial assistance for your study abroad program. There are two study abroad documents your Financial Assistance Advisor needs to finalize your awards. Your Study Abroad Advisor needs to complete and sign your final study abroad cost estimate sheet and your Academic Advisor needs to complete and sign your Study Abroad Academic Approval form. Both of these documents can be obtained in the Study Abroad Program Office, 304 Fairchild Hall. If your study abroad program will be led by a faculty member from K-State, you do not need to

complete an Academic Approval form, unless you will be taking courses at a host university in addition to the K-State faculty-led course. Once these documents are completed and signed, please bring them to your Financial Assistance Advisor to change your academic year budget to reflect your study abroad program cost estimate sheet and finalize your awards.

4. Make all necessary arrangements for disbursement of your financial assistance.

To make receiving your financial assistance easier while you are studying abroad we recommend that you submit a form for Electronic Funds Transfer (EFT). This form will allow Kansas State University to directly deposit your financial assistance into your bank account.

If you have questions about studying abroad, please e-mail Study Abroad Program at oiip@k-state.edu or call (785) 532-5990. If you have any questions, comments, or concerns about financial assistance, please e-mail the Office of Student Financial Assistance at finaid@k-state.edu or call (785) 532-6420.