

ADDITIONAL PREPARATIONS

Faculty-Led Group Study Abroad Kansas State University

- **Financial Status:** In order to participate in faculty-led group study abroad programs, students must be financially clear with K-State (meaning that all bills that are due to K-State have been fully paid or officially deferred).
- **Financial Aid and Official Cost Sheet:** The Study Abroad Program will create an official *Cost Sheet* which summarizes all of the expenses for the faculty-led group study abroad program (including program fees, K-State tuition/fees, and out-of-pocket expenses). The Coordinator of Faculty Services sends original student *Cost Sheets* to Ben Kohl the Office of Student Financial Assistance. The Coordinator of Faculty Services will also notify you when you can pick-up a copy of your *Cost Sheet* in the Study Abroad Program Office (304 Fairchild Hall) for your own personal reference. If you are applying for financial aid, you will need to make an appointment with Ben Kohl the K-State Office of Student Financial Assistance (104 Fairchild Hall). You can make an appointment with Ben by calling 785-532-6420.
- **Payment Schedule:** The payment schedule for each faculty-led group study abroad program is posted on the Study Abroad Program website at:
<http://www.k-state.edu/studyabroad/facultyled/programs/recruiting.htm>
- **Medication:** If you are on prescription medications, it is very important to consult your family doctor about your travel plans and to obtain all prescription medications you will need during your study abroad program prior to departure.
- **Immunizations:** Be certain to check with your family physician or area health department about immunizations for the country in which you will be studying. Visit the U.S. Centers for Disease Control and Prevention website at: <http://www.cdc.gov> for more information.
- **Course Enrollment:** Students will enroll in faculty-led group study abroad course(s) through ISIS just like they do for their regular on-campus courses. Gloria Cox, Accountant for Faculty-Led Programs, grants students permission to enroll (as long as they are current with their payments) and she will notify students when they can start to enroll in the course.
- **Money:** Plan to take enough cash and a debit card/credit card with you on your faculty-led group study abroad program. Make certain that you have your bank's ID number. In many countries your home bank ATM card will work as well, and you will normally obtain the best exchange rate at the time of transaction. Having a major credit card is also advised. Let your bank/credit card company know that you will be traveling abroad and find out the daily withdrawal limits and applicable fees.
- **Communication with Study Abroad Program:** The Study Abroad Program will communicate with you primarily through your K-State e-mail address. You should check your K-State e-mail account regularly to review announcements and information from the Study Abroad Program.
- **Academic Advisor:** If you will be taking courses abroad in addition to the K-State Division of Continuing Education course, you will need to meet with your academic advisor to plan for your course(s) abroad and complete an *Academic Approval Form* (available on the Study Abroad Program website and in the Study Abroad Program office).

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