



# Faculty-Led Group Study Abroad

## Application Instructions

Kansas State University • Study Abroad Program  
 304 Fairchild Hall • Manhattan, KS 66506  
 Phone (785) 532-5990 • Fax (785) 532-6550  
 oip@ksu.edu • <http://www.k-state.edu/studyabroad>

<b>Eligibility</b>	<ul style="list-style-type: none"> <li>The minimum requirement for all K-State study abroad participants is good academic and financial standing and a cumulative <b>GPA of 2.5</b>. Some programs may have a higher GPA requirement and/or additional eligibility requirements. The Study Abroad Program will accept students for study abroad who meet these requirements and who demonstrate a high degree of emotional and academic maturity.</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>See <i>the Notice of Student Financial Responsibility, Explanation of Student Expenses, and Sample Cost Sheet</i>, which are available at the Study Abroad Program website.</li> <li>For payment amounts and payment deadlines for your specific program, check the Study Abroad Program website.</li> </ul>
<b>Special Conditions &amp; Medical Conditions</b>	<ul style="list-style-type: none"> <li>Applicants who have a physical disability, learning disability, or pre-existing medical condition and wish to request accommodation should contact the Coordinator of Faculty Services in the Study Abroad Program at 785-532-5990.</li> <li>Other countries may not have the same laws requiring access to programs and facilities. K-State cannot guarantee the same level of access and accommodation of physical, learning, or medical concerns as what may be available at the home campus.</li> </ul>
<b>Application Procedure</b>	<ul style="list-style-type: none"> <li>Applicants are required to submit all study abroad application materials to the Study Abroad Program in 304 Fairchild Hall. Only complete applications will be considered for acceptance. Passport application may be in progress when you apply.</li> <li><b>A COMPLETE Faculty-Led Group Study Abroad application consists of:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Application Form</b></li> <li><input type="checkbox"/> <b>Copy of Passport</b> - Write your name, program name, faculty leader name, program dates, and K-State student ID number on the copy.</li> <li><input type="checkbox"/> <b>Program Deposit</b> - The first program payment is due at time of application. See the Study Abroad Program website for payment amount.</li> </ul> </li> </ul>
<b>Notice of Acceptance</b>	<ul style="list-style-type: none"> <li>The Study Abroad Program will notify you by your K-State e-mail when your application to study abroad has been approved.</li> <li>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.</li> </ul>
<b>Country-Specific Visa Requirements</b>	<ul style="list-style-type: none"> <li>Each year there are a few faculty-led group study abroad programs which require participants to obtain a country-specific visa. Faculty Leaders and/or the Study Abroad Program will notify you if you need to obtain a country-specific visa for your specific program. Obtaining a country-specific visa requires a passport, additional paperwork, fees, and passport photos.</li> </ul>
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>Each faculty-led group study abroad program has its own application deadline and program payment deadlines. Please refer to the Study Abroad Program website for more information on your specific program.</li> </ul>
<b>Contact Information</b>	<ul style="list-style-type: none"> <li>The Study Abroad Program uses <b>K-State E-MAIL, PHONE, AND CURRENT ADDRESS</b> to deliver critical information and materials to applicants and participants. <b><u>K-State E-mail is the primary means of communication.</u></b> Applicants who do not keep the Study Abroad Program updated with their contact information are in jeopardy of missing important information, which may mean losing a place in the program. Students are also responsible for notifying the Study Abroad Program of changes in their emergency contact's e-mail, phone, and address.</li> </ul>
<b>Withdrawal &amp; Student Refund Policy</b>	<ul style="list-style-type: none"> <li>Students who wish to withdraw their application for any reason must do so in writing using the <i>Withdrawal Form</i> available on the Study Abroad Program website.</li> <li>Refunds are limited to program cancellation and/or recoverable costs. Except in the case of program cancellation, the administrative fee (\$150) is non-refundable. Please see the <i>Student Refund Policy</i> for more information.</li> </ul>
<b>K-State Study Abroad Program Scholarship</b>	<ul style="list-style-type: none"> <li>By completing the K-State Study Abroad Program Application, students will be eligible to apply for the Study Abroad Program Scholarship. For more information on the scholarship application process, details, and deadlines, visit the Study Abroad Program website.</li> </ul>