

## Short-Term programs at Kansas State

This worksheet must be completed by the department responsible for the program development in order for International Student & Scholar Services (ISSS) to determine the correct visa status for participants. Please return this completed worksheet to [iss@ksu.edu](mailto:iss@ksu.edu).

College or Department: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Considerations for immigration status for short term programs:  
(if available, please attach a short description of the proposal)

- 1) Will the student enroll for academic credit at Kansas State?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- 2) If yes, how many credits will the student receive for completion of the program?  
\_\_\_\_\_
- 3) What is the duration of the program?  
Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Or Expected length \_\_\_\_\_
- 4) How many participants to you expect?  
\_\_\_\_\_
- 5) Is the enrollment or designed program full-time, i.e. does it meet full time requirements of F-1?  
Note: If enrolled, must go through normal application procedures for admission & issuance of immigration documents.  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- 6) Will participation in this visit to the U.S. be used to meet degree requirements for a program at Kansas State or an overseas institution?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- 7) Is the program objective designed so students will be engaged full-time in a 'prescribed course of study'?  
*A prescribed course of study would mean the program is designed with a specific educational objective. Such course of study may include intensive English language training, classroom instruction, research projects, and/or academic training to the extent permitted in § 62.23. The coordinating department will need to have created the schedule of classes/activities verifying full-time engagement prior to the issuance of immigration documents.*  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- 8) Is it considered professional development, seminar, or short-term camp?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- 9) Who is providing funding for the program? \_\_\_\_\_
- 10) Is there a signed formal agreement or MOU if no enrollment will take place?  
\_\_\_\_\_ Yes (please attach) \_\_\_\_\_ No