Short-Term Programs at Kansas State

This worksheet must be completed by the responsible K-State department at program development time in order for International Student & Scholar Services (ISSS) to determine the correct visa status for participants. Please return completed form to ISSS by email to isss@ksu.edu.

College or Department: __________________________________________________________

Primary Contact Person: _________________________________________________________

Phone: ____________________ Email: ______________________________

Considerations for immigration status for short-term programs:
(please attach a brief description of program)

1) Will the student enroll for academic credit at Kansas State?
   _____ Yes  _____ No

2) 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) Is the study full-time, i.e. does it meet full time requirements of F-1?
   Note: If enrolled, must go through normal application procedures for program & issuance of immigration
documents.
   _____ Yes  _____ No

5) 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

6) Is the program a ‘course of study’?
   “..implies a focused program of classes, such as full-time course loading to a degree or in the case of a
vocational student, some type of certification. Casual, short-term classes that are not the primary
purpose….would not constitute a “course of study” (ref INS memo HQSD/70-6.2..2-P.J. Williams, April 12, 2002)
   _____ Yes  _____ No

7) Is it considered professional development, seminar, or short-term camp?
   _____ Yes  _____ No

8) Who is providing funding for the program?
   ___________________________________________________________________

9) Is there a signed formal agreement or MOU if no enrollment will take place?
   _____ Yes (please attach)  _____ No