

## INTERNATIONAL SPECIAL PROGRAM WORKSHEET

\_\_\_\_\_ (name of organization) \_\_\_\_\_

- Purpose of Program** in relation to the 2025 Visionary Plan
- Objectives** List, and make the following decisions in support of the listed objectives.
- Type of program**
- a) \*Credit (admission required)  
Academic credit? English Language courses?  
\* Non-credit? (lectures, workshops, experiences)
  - b) \*Faculty Led Will your faculty teach a course or lecture?  
\*Independent students
  - c) \*Sponsored by agency, university, government, company  
\*Student-funded
- MOU/MOA in place** Yes: Review current agreement  
No: *Assistant Provost for OIP* to initiate
- Proposed dates** \*Adheres to academic calendar  
\*Dates are independent of academic calendar (\**Admissions / ISSS input*)
- Type of stay** *Contact with Sara Thurston, Director ISSS for directive*  
\*J-1 visa (Exchange Visitor) externally funded study *DS-2019 from ISSS*  
\*F-1 (student visa) self or externally funded *I-20 Adm/Grad Sch*  
\*Tourist visa, if no academic classes
- English Proficiency** Established by \*recognized English language test  
\*signed documentation from academic institution or ELP school  
\*documented interview conducted by sponsor (in person,  
Video-conferencing or telephone- as last resort- *Mary Wood.*)  
RETAIN DOCUMENTATION
- Length of study**
- \*1 term "Semester at K-State" (one-time event) = Regular non-degree program
  - \*1 term – 2 term non-degree study =Regular non-degree program
  - \*2-term – through complete degree =Regular non-degree program
  - \*Research only (*works with Maria Beebe in ISSS*)
  - \*1 – 6 weeks related or unrelated to university calendar = Special program
- Number of participants** \*List quantity, age, gender, role (student, researcher, faculty, etc)  
\*minimum allowed, maximum allowed
- Housing**
- \*a) On-campus availability (Reserve space if *summer conference housing*)  
Credit: Student must complete housing application with original signature.  
(online first, original when arrives)
  - b) Off campus options

Campus meal plans 10 or 20 / week available  
\*During semester or holiday breaks – arrangements

**Cultural activities**

Quantity  
Type  
Selection  
Costs for transportation/vehicle/driver/mileage/indirects, entrance costs

**Financial**

Who will pay: {CREDIT \*application fee for credit coursework \$80  
\*international fees (SEVIS \$30), Student ID \$18  
\*standard non-resident tuition and campus fees  
\*books and materials  
\*special fees (arch, engg, ag) }  
{NON-CREDIT \*non-credit course costs & indirects if applicable }  
\*room and board  
\*administrative costs / banquet / certificate / gift bag costs/indirects  
\*field trip costs / admission fees  
\*local transportation (aTa bus, etc)  
\*health care (insurance only partially covers charges, Lafene access charge)  
\*ala carte options (per-student pricing)  
Living stipend? a) administered to \*student  
\*direct deposit  
\*university/ department accountant  
b) Frequency of issuance

**Mandatory medical insurance** (Contact ISSS – Stacey Bailey to discuss regulations and options)

Health insurance is mandatory. Must meet criteria for the entire semester:  
\$Unlimited for sickness or accident, \$10K for repatriation  
\$15K medical evacuation to home country, In- and out-patient  
\$500 deductible, 80% coinsurance, max out-of pocket \$6,350  
Insurer base of operations or claims payer in the USA  
See full list at [www.k-state.edu/iss/students/health\\_insurance](http://www.k-state.edu/iss/students/health_insurance)  
a) \*KSU United insurance per semester  
b) \*Private policy  
c) \*sponsor provides and evidences

**KSU Contact/Liaisons**

For sponsor:  
For student:

**Instruction**

a) instruction \*Professors / researchers involved - wage calculation  
\*GTA  
\*Hosts for graduate research needed? (calculate costs)  
b) classroom availability, lab space  
c) tutoring? student life?, English Language

**COURSES**

- \*Academic topics / instructors
- \*English Language Program–
  - How many students?
  - Level of English skills? (can be pre-tested for placement)
  - Seat time requested

**Progress report needed?**

- \*mid-term progress, \*final semester transcript? \*final reports
- \*tests \*program evaluation \*student survey
- \*How communicated? >By student; by faculty; by coordinator

**TIMELINE**

Of all activities

**Admissions**

*(required if university credit is desired)*

a) *application deadline	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
Undergraduate	Jan 1	Aug 1	Mar 1
Graduate	Jan 1	Aug 1	Dec 1

\*Written deadline waiver from *Graduate School or Int'l Admissions*

- b) \*Requirements: Online Application/fee
  - TOEFL (unless coming for English instruction)
  - Original/copy transcripts
  - Proof of sponsorship / funding
- \*Sponsorship - Known before admission decision, or after admissions decision?
- \*I-20 if F-1, made by *Int'l Admissions or Graduate School*
- \*DS 2019 if J-1, made by *ISSS*
- c) \*Student applies directly?
  - \* Someone else manages application process?
- d) *Authorization from Int'l Admissions, ISSS, Graduate Int'l Admissions needed*

**List of applicants**

- \*Sponsor sends to whom at K-State? Dept., Admissions, coordinator?
- \*When will lists be sent? Before univ. application deadline?
  - After univ. application deadline?

**Financial Accounting:**

- \*non-refundable deposit (30 days in advance; early bird price, regular, late)
- \*cost assessments and indirect charges drafted by whom
- \*Pre-paid
  - Cashier: Notified via copy of sponsor agreement to set up accounting process for sponsor
  - OIP or Dept.: Accountant notified as above ^
- \*Pay upon arrival

**ISSS** informed of incoming student / group during planning period, and upon notification that program is approved and participants are coming.  
J-1 visa = DS-2019 created and sent to student? Dept.? Coordinator?

**Program Prearrival (See Checklist)**

- Reserve classrooms
- Hire instructors
- Reserve vehicles for airport pick up / cultural or educational field trips
- Notify Lafene, ID Center, Housing, accountants
- Rec Passes
- Plan, reserve, hire for cultural or educational field trips
- Gift bags
- Welcome or Farewell banquet
- Schedules for students, faculty, administrators distributed

**Student pre-arrival information mailed**

- >student service pre-arrival information;
- > academic department pre-arrival info

**Airline:** Fly into Manhattan airport or fly into Kansas City airport and hire transport to KSU

**Airport transport** \*KSU transports (calculate cost);  
\*private company transports; group rents vehicle(s)

**Arrival:** \*need for TB test? (if program is less than 6 weeks in length, no.)  
\*meningitis vaccination proof, immunization, or waiver

**KEY PROGRAM PEOPLE and ROLE:**

Coordinator/liaison

Client

Academic Dept.

Program coordinator - GC

Team Builder/Chaperone

Communications

press releases

KSOL

Twitter

marketing

List-serve

Newsletter

photographer,

Facebook

Student meetings

Administration – *International Admissions, ISSS, Lafene, Housing, ID Center*

**Non-related /personal**

\*Dunne pharmacy will deliver prescriptions free- prescriptions are paid by participant

- \*Transportation to and from appointments –can be made 2 days in advance with aTa  
or local Taxi cabs, paid for by participants
- \*food, snacks and meals not included with the housing contract are the responsibility of the  
participant
- \*personal travel – paid by participant