



STUDY ABROAD SUMMER 2012 and SPRING 2013 Information and Directions

All students in the College of Architecture, Planning, and Design who are interested in participating in study abroad and who want the coursework to be considered for credit applicable to meeting degree requirements, must complete the application and rank order those programs to which they seek admission for spring 2013 study abroad. There is no rank ordering of programs for summer 2012. **The APPLICATION DEADLINE IS 5:00 P.M., Wednesday, January 25, 2012 and the application MUST be submitted to Heather Tourney in Seaton 212.**

Information:

1. Interested students can obtain application materials from <http://www.capd.ksu.edu/current-students/4th-year-options>.
2. To be considered as a candidate for any study abroad program, an applicant **MUST** accurately complete an application form and submit it by the stated deadline.
3. Failure to read and execute the following instructions could lead to the invalidation of the student's application.
4. In addition, the application cannot be considered until all information on the form has been completed.
5. As a APDesign student, failure to complete this process will result in no (zero) study abroad credit being applied to meeting APDesign program requirements.
6. APDesign study abroad typically takes place in the spring semester of the student's fourth year or during the summer. Special approval for study abroad during the fall or for a longer period of time may be given, in writing, by the student's department head. Please see the Associate Dean if you are considering study abroad for more than one semester.
7. For spring 2013, the college must fill the Italian Studies Programs in Castiglion Fiorentino and Orvieto. This is necessary due to our on-going commitment to these programs. There must be a minimum of 15 students participating in each program. To offer a second section, at one or both locations, we must have an additional 15-30 students.
8. Due to resource and staffing issues that are not known at this time, it is possible that not all of the students who wish to go to Italy will be selected. If you are intent on going abroad, please select an additional option other than Italy.

To manage the process, applicants for spring 2013 must do the following:

- a. If Italy is your first choice, indicate that on the application. You must indicate both your first and second choice of programs in Italy. You cannot preference only one program. If necessary, the International Studies Committee (ISC) will consider your statement of purpose, major and gender in assigning individuals to one of the programs. To the extent possible, we will try to assign students the program they have prioritized.
- b. If you are an ARCH student and DIS, or Czech Tech is your first choice indicate that on the form. The basis for endorsement to study in these programs will be the strength of your statement of purpose and academic performance.
- c. If you are an IAPD student and DIS, Coburg, Czech Tech or Trier is your first choice, the same criteria described in item "b" will be applied.
- d. All students are strongly encouraged to indicate a second preference. Do not indicate a second preference, however, if you are unwilling to accept an endorsement for that program.
- e. If you are not endorsed for your one and only choice, you may ask to be considered for a different study abroad program for spring 2013.

Program Capacity: (can vary)

<u>Maximum Accepted</u>	<u>Minimum GPA for Application</u>	<u>Wait List</u>	<u>Non-refundable Acceptance Deposit**</u>
Coburg, Germany – 3	3.0	Yes	\$150.00
Czech Tech – 9	3.0	Yes	\$150.00
Denmark – 3	3.0	Yes	\$150.00
Orvieto, Italy – 15/30*	2.5	Yes	\$250.00
Santa Chiara, Italy – 15/30*	2.5	Yes	\$250.00
Trier, Germany – 6	3.0	Yes	\$150.00

*Minimum/Maximum

**In all cases, the acceptance deposit will be applied to the program fee for the Italian Studies Program or to the programs administered by OIP. This deposit is not refundable. No deposit is collected for summer programs.

Factors to be considered in the review of applicants:

1. The APDesign International Studies Committee (ISC) will review all applications and make recommendations, including rank-ordering, if necessary, to the Associate Dean. The APDesign ISC reserves the right to consider special circumstances as described in the student statement of purpose.
2. Completion and timely submission of application materials including the statement of purpose and student self-evaluation. The content of these materials will also be considered.
3. Current Kansas State University cumulative grade point average. Grade point average is an important consideration in acceptance to go on study abroad. In recent years, students accepted to go on study abroad had strong grade point averages and the overall applicant pool has been highly competitive. **Note: Students with a GPA below 2.5 are NOT eligible for any program.** If there are extenuating circumstances that have impacted your academic performance, please briefly describe these issues and how you have addressed them.
4. Meeting admission requirements, if specified, by the host program and availability of space in the program.
5. Completion of all required coursework as defined by the student's department advising handbook. It is expected that the student will be familiar with departmental expectations and will have consulted his or her academic advisor to clarify any questions.
6. **If you have a cumulative GPA of 2.74 or below** - One faculty recommendation, from a second or third year studio professor, regarding such items as: ability to interact with others; tolerance of ambiguity; self-discipline; and openness to different experiences, will be considered. The Faculty Recommendation Form is attached to the application for this purpose. The student only fills out the top portion and returns it with his or her application. The Office of Student Services will send it to the faculty member for completion.
7. Student self-evaluation and the statement of purpose(s) (particularly the academic reasons for selecting the particular program and the self-described strengths and weaknesses) will be considered. In the case of students preferencing DIS, Trier, Coburg, or Czech Tech the statement of purpose will carry considerable weight in the selection of students to participate in those programs.

8. All acceptances are contingent upon the applicant meeting departmental expectations for performance and completing coursework prior to departure for the semester abroad. Failure to do so may result in acceptance to the program being removed.
9. Married students* who are applying to the Italian Studies Program(s) and who are interested in having their spouse (who is not a APDesign student) accompany them for the semester while they are abroad must consider and do the following:
 - a. Children of students are not allowed to go on this program. This is not negotiable.
 - b. The College of Architecture, Planning, and Design will not facilitate or assist in obtaining employment for the spouse.
 - c. The spouse will pay the program fee required by the College of Architecture, Planning and Design and additional charges if required, by Santa Chiara/Italart or Orvieto.
 - d. The student's application must be accompanied by a statement prepared by the spouse describing his or her reasons for wanting to go to Italy (beyond the obvious desire to be with the student spouse) and what he or she will do while the student is in class.
 - e. Due to limited accommodations at Santa Chiara and the need to allocate space to students from three different universities, the married APDesign student who is planning to bring a spouse may be wait listed pending decisions that must be made by Santa Chiara. Priority will be given to APDesign students who will be enrolled in the academic program. Limited availability and the high price of a two person student apartment in Orvieto may limit this option for a married couple. In both programs, there may also be limited capacity on field trips. This will also be considered in admitting a married student.
 - f. Auditing of classes or informal "sitting-in" on classes is not permitted. The spouse must be admitted to the university and college and be enrolled in and pay tuition for any class or classes he or she plans to attend.

Wait List:

Applicants who rank a program with limited enrollment but are not selected will be placed on a rank-ordered waitlist. The individual in the top wait listed position will be notified immediately should someone withdraw. We will make every attempt to complete notification of wait listed students prior to the fall semester. All waitlisted students should obtain their passport in case they are notified of acceptance at a later date.

Notification:

All applicants will be informed of their status approximately four to six weeks after the application deadline. Included with the notification of acceptance will be an Acceptance Form. Students are required to sign and return this form to Heather Tourney, together with a non-refundable acceptance deposit (check payable to KSU/Study Abroad Programs), no later than two weeks following date on acceptance letter. **Individuals who fail to return the Acceptance Form and deposit by 5:00 p.m. by the date specified on the acceptance letter will be dropped from the list of accepted students.** Please note that if you accept a position in a program, your name will be removed from all waitlists.

Following your acceptance of the offer, students who are not going to Italy, will be required to complete additional documents, including an O.I.P. study abroad application, by the Office of International Programs. Contact OIP at 532-5990.

***Approval for a spouse to attend with the participant, for any programs other than Italy, will also need to be given through OIP.**



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ELIGIBILITY:

- Read APDesign coversheet for specific information and instructions.
- The minimum requirement for all K-State study abroad participants is good academic and financial standing and a cumulative GPA of 2.5. However, many programs have higher GPA requirements and/or additional eligibility requirements. The APDesign and OIP will recommend students for study abroad who meet these requirements and who demonstrate a high degree of emotional and academic maturity.

FEES:

- \$250 non-refundable deposit that will be applied to the program fee for the Italian Studies Program
- \$150 non-refundable deposit that will be applied to the programs administered by OIP.

DEADLINES:

- Spring 2013: January 25, 2012
- Summer 2012: January 25, 2012
- **Apply early**, as passport/ visa waiting times vary. For example, visas to the Czech Republic may take 70-90 days from receipt of the passport.

VISAS REQUIREMENTS:

- For nearly all semester programs, and some summer programs, you will need to obtain a student visa for your country of study. You need a passport to get a visa, so if you do not have a passport, *get it right away!* Obtaining a visa requires additional paperwork, fees and passport photos. Talk to your Study Abroad Advisor for specific requirements.

A COMPLETE APPLICATION for APDesign CONSISTS OF:

- Complete application
- Statement of Purpose(s) for **each** program
- Condition of Participation Agreement and Release
- Student Self-Evaluation
- Faculty Recommendation form – If you have **less than a 2.74** cumulative KSU GPA you **MUST** complete the **top portion** of the form and turn it in with your application. The Associate Dean will request the faculty to complete the form
- Non-refundable application fee of \$30. Make checks payable to the “KSU/ Study Abroad Programs”
- All requested documents and application fee are to be turned into Seaton 212 by deadline



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	ITEM CHECKLIST	COBURG	CZECH TECH	DENMARK	ORVIETO	SANTA CHIARA	TRIER	OTHER
PRE-ENDORSEMENT	Application	✓	✓	✓	✓	✓	✓	✓
	Statement of Purpose	✓	✓	✓	✓	✓	✓	✓
	Condition of Participation Agreement & Release	✓	✓	✓	✓	✓	✓	✓
	Student Self-Evaluation	✓	✓	✓	✓	✓	✓	✓
	Faculty Recommendation Form (2.74 GPA and below ONLY)	✓	✓	✓	✓	✓	✓	✓
POST-ENDORSEMENT	Study Abroad Application and additional documentation through the Office of International Programs	✓	✓	✓			✓	✓



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ACCEPTANCE:

- Only **COMPLETE** applications will be reviewed.
- You **MUST** be endorsed by APDesign prior to applying to OIP.
- OIP will process applications following receipt of materials from APDesign.
- 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 (including employment of disabled veterans and veterans of the Vietnam Era), as required by applicable laws and regulations. Responsibility of coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to Clyde Howard, Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124 (Phone) 785.532.6220; (TTY) 785.532.4807.

REQUIRED ORIENTATION: *As a condition of participation*

- Students must attend an APDesign/OIP pre-departure orientation.
- APDesign students must participate in a college wide exhibit, information program and round table discussion which will take place in the fall semester after you have returned.
- Students are also required by OIP to complete a study abroad program evaluation and assessment upon their return.

WITHDRAWAL:

- OIP administrative fees are non-refundable. All programs and fees are subject to specific program guidelines. Students should be aware of program deadlines, as the APDesign and OIP are not responsible for returning program fees.

CONTACT INFORMATION:

- The K-State APDesign and the Office of International Programs uses E-MAIL, PHONE and CURRENT ADDRESS to deliver critical information and materials to applicants and participants. Applicants who do not keep APDesign and OIP informed, in writing, of changes are in jeopardy of missing critical information, which may mean losing a place in the program.
- It is your responsibility to submit changes in your (or your emergency contact's) e-mail, postal address or phone number to the APDesign in 212 Seaton and OIP in 304 Fairchild, **IN WRITING**.