

Education Abroad at UK
Application

Congratulations on your decision to participate in an Education Abroad program!

All UK students participating in an international program that offers academic credit must apply to and be approved by Education Abroad at UK prior to their abroad program.

Please find below the forms and instructions that constitute the Education Abroad at UK Application Materials

Forms are available on the EA website: www.uky.edu/IntlAffairs/EA

Education Abroad at UK (EA at UK) application materials have several deadlines:

Deadlines

Deadlines for Completed Forms to be Returned to the Education Abroad at UK Office

	Packet 1	Packet 2	Other Documents	EA Scholarships
Summer and Fall Programs	March 1	April 1	Before Departure	March 1
Winter and Spring Programs	October 1	November 1	Before Departure	October 1

Important:

Please note that the EA Application Procedures and Forms are separate from and in addition to the application requirements for individual programs, including UK exchanges.

Students must complete applications for BOTH their chosen program AND for EA at UK.

Program application deadlines are often earlier than the Education Abroad at UK deadlines.

***Please contact Education Abroad at UK with any questions you may have about the application procedures or materials.
Call us, email us, make an appointment, or just drop by.***

EA Main Office Hours
Monday – Friday 8 - 5

General EA Advisor Walk-In Hours
Monday & Tuesday 2 - 4
Wednesday & Thursday 10 - 12

Education Abroad at UK Application Checklist

Packet 1: Due March 1 or October 1

- General Application** (including a passport-sized color photograph)
- \$50 Application Fee** (non-refundable; may be credited to a future EA application)

Packet 2: Due April 1 or November 1

The Faculty Nomination Form should be sent directly to EA from the nominator by the deadline. Students should submit the remainder of these forms together.

Attention: The forms marked with an * are due March 1 or October 1 for EA Scholarship Applicants

- Transcript*** (may be unofficial and printed from MyUK)
- Release, Indemnification, Waiver and Hold Harmless Agreement** (***with notarized signature***)
- Participant Agreement** (***with notarized signature***)
- Health & Emergency Statement**
- Travel Medical Insurance Form**
- Self-Disclosure Form** (recommended)
- Statement of Academic Purpose***
- Academic Approval Form** (not required for UK-Sponsored Programs or CCSA Programs)
- Faculty Nomination Form*** (optional for UK-Sponsored Programs at the discretion of the Program Director)
- Volunteer Opportunities** (optional)

Other Required Documents: Due Before Departure

Students should submit these document copies as soon as available; they must be submitted before departure.

- Copy of Passport Identification page and any applicable Visa pages**
- Flight Itinerary Copy**
- Program Acceptance Letter Copy** (if applicable)

EA Scholarship Application (optional): Due March 1 or October 1

- Education Abroad at UK Scholarship Application**
- Student Budget Worksheet and Statement of Financial Need**
- One Letter of Reference** (should be sent directly from faculty to EA at UK by March 1 or October 1)

From Packet 2 (all due 3/1 or 10/1 for EA Scholarship Applicants)

- Transcript** **Faculty Nomination Form** **Statement of Academic Purpose**

Education Abroad at UK Supplemental Notes on Application Procedures and Forms

Final approval of your Education Abroad application will be determined after the timely receipt of all required documents by EA at UK.

All notices and communications will be sent to the student's UK email address.

We suggest that you use your UK email address for communications with your program provider as well.

\$50 Application Fee

You may pay **by check** by attaching the check to your Packet 1 General Application when you submit it to EA at UK. Make check payable to "University of Kentucky."

You may pay this fee **by credit card** through **myUK** after submitting your application.
(We must enter the charge when you submit your application before you can pay through **myUK**).

You may pay **by cash** at Student Billing Services before or after submitting your application to EA. Student Billing Services is located at 18 Funkhouser Building, which is near Bradley Hall.

Course Enrollments and Charges

Upon receipt of the completed materials from Packet 2, students will be **enrolled** into the following course(s) during priority registration **by EA at UK**:

ISP 599

EAP 433G (suffix required)

EAP 400G (suffix required)

All Education Abroad Students

Students on UK Exchanges

Students on UK-Sponsored Programs and COST students

Students will be charged for these courses through student billings:

EAP 433G generates a charge of normal UK semester tuition and fees, and sometimes room and/or board, depending upon the particular exchange agreement. The type of exchange is denoted by the course suffix.

EAP 400G generates a charge equal to the balance of the program fee of the particular UK-Sponsored Program (less the deposit and any prepayments). The suffix indicates the particular UK-sponsored program.

ISP 599 generates a charge of normal one-credit hour tuition, which varies according to the status of the student (residency and undergraduate or graduate).

An administrative fee of \$100 will be billed with ISP 599 in order to support Education Abroad at UK in providing services to students.

Pre-Departure Orientation, Re-entry Meeting and Program Evaluation required to pass ISP 599

All Education Abroad at UK students will be required to attend a mandatory pre-departure orientation session and a re-entry session, and will be required to submit a program evaluation after the end of their program. All three (3) requirements must be met in order to receive a Pass for ISP 599. Further details may be found on our website and more information will be provided by each student's Education Abroad Advisor.

Travel Medical Insurance (TMI)

Students who are not in a program with insurance that meets UK's minimum requirements will be enrolled in a travel medical insurance policy for their abroad dates and a charge will be placed on their UK account.

The cost is \$10/week abroad.

This charge is non-refundable after the Packet 2 deadline.

Travel medical insurance for the official program dates is included in the program fee of UK-Sponsored programs.

Students may purchase additional TMI from EA at UK for dates extending beyond the official program dates if desired. Participants purchasing HTH insurance may also insure an accompanying spouse or dependent(s).

Education Abroad at UK
Supplemental Notes on Application Procedures and Forms (continued)

Notarized Signature Documents (Release Form and Participant Agreement)

You may visit Per Ole Bratset, Office of International Affairs Staff Support Associate and Notary Public, for notarization of your signature (311 Bradley Hall; 257-4067 x 223), or use the Notary Public services in the Dean of Students Office (513 POT; 257-3754) or use any other Notary Public. Bring to the Notary two forms of signed ID, one with a photo.

Important: You must sign the forms in the presence of the notary. Do not sign in advance.

Statement of Academic Purpose

Please express in a 400-500 word typed essay how you expect your education abroad program to relate to your academic and/or career goals. Be as specific as possible. Describe your reasons for choosing your particular program. Feel free to relate personal and other benefits you believe you will receive from your education abroad experience as well.

If you are applying for an Education Abroad at UK scholarship, this Statement of Academic Purpose essay will need to be submitted by March 1 or October 1 with the other required scholarship application materials. If your chosen program is relatively expensive, it will assist the scholarship selection committee if you would justify your choice of program in consideration of your financial need.

Students who are not applying for an Education Abroad at UK Scholarship should submit their essay to Education Abroad at UK by April 1 or November 1 with the Packet 2 application materials.

Please include your **Name**, **UK ID**, **Semester**, **Program** and **Country/Countries** in the heading of your essay.

You are urged to share a copy of your essay with your faculty nominator and academic advisor as well.

Transcript

UK Students: Please submit a complete and current (unofficial) transcript with your Packet 2 application materials. The transcript may be printed from WebUK or may be issued to the student from the Registrar.

Visiting Students: Please submit an **official** transcript from your current university. The transcript must be sent to EA at UK directly from your registrar or submitted in a sealed registrar envelope with your Packet 2 application materials.

Travel Medical Insurance Form

All students must complete and sign the Travel Medical Insurance Form.

Passport Copy

Please make a copy of the identifying pages of your passport and any relevant Visa pages as well. Please be certain that the information is readable. Color copies work best.

Flight Itinerary Copy

Please provide us with a copy of your complete flight itinerary for your file.

Program Acceptance Letter Copy (if applicable)

If your program issues you an acceptance letter, we need to have a copy in your file.

Education Abroad at UK

Release, Indemnification, Waiver and Hold Harmless Agreement

(Due April 1 or November 1)

Participants are strongly encouraged to consult the State Department Consular Information Sheets and Travel Warnings at <http://travel.state.gov/travel> and the Centers for Disease Control (CDC) at <http://www.cdc.gov/travel> with regard to their destination country/countries prior to signing this release.

In consideration of being allowed by the University of Kentucky to participate in an education abroad program(s), I hereby RELEASE and DISCHARGE the University of Kentucky, its Trustees, employees, agents, and assigns, including the UK Office of International Affairs and Education Abroad at UK, and cooperating institutions and their offices and agents (RELEASEES) from any and all liability arising out of any loss, damage or injury, including death, that may be sustained by me or any property belonging to me, or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including reasonable attorney's fees, which arise out of, result from, occur during or are connected in any manner with my participation in such programs or any related travel or activities, including such loss, damage, injury or death that may result from RELEASEES own negligence, and I further WAIVE any right I might otherwise have and COVENANT NOT TO SUE said RELEASEES in connection with any such liability.

I am fully aware of risks and hazards connected with participation in education abroad programs and related activities, including but not limited to exposure to infection and infectious diseases, inadequate or unhealthy food and water supplies, accidents involving modes of conveyance (transportation) and other accidents, acts of terrorism and war, political/civil unrest, demonstrations and rebellion, quarantine and curfews, criminal activities, including hijacking or kidnapping, and adverse weather conditions, which could result in serious or mortal illness, injuries and property damage, and am fully aware that there may be risks and hazards unknown to me connected with participating in such programs, and I hereby voluntarily elect to participate in such programs and related activities knowing that conditions may be hazardous or dangerous to me or my property. I am also aware that there are additional hazards attendant to traveling in foreign countries, including but not limited to problems that may arise because I may not be a citizen of the countries and areas being visited, because I may not be fully conversant with the language spoken in and cultural practices of those countries and areas being visited, because I will be subject to the laws and regulations of the countries visited, and because of the worldwide potential danger of terrorist attacks and pandemic diseases.

I am fully aware that education abroad programs can be physically and mentally rigorous, and the possibility of illness, accident or death is always a concern. Furthermore, I am aware that the University of Kentucky strongly recommends that I receive assurances from a physician regarding the rigors of travel as they relate to any special conditions and/or needs that I may have. I understand that the UK Office of International Affairs, Education Abroad at UK and the coordinating program institutions do not routinely employ health professionals, and I recognize that it is my responsibility, and not the responsibility of RELEASEES, to secure any physical or mental health support I may require while abroad.

I am fully aware that most U.S. health insurance coverage provides very limited coverage abroad and usually does not provide for direct payment for medical services abroad and that I likely will have to make payments abroad and file a claim with my insurer upon return to the U.S. for reimbursement, and that the reimbursement, if any, will be limited by the terms of my insurance policy. Furthermore, I recognize that it is my responsibility, and not the responsibility of RELEASEES, to understand the limits of my major medical health insurance coverage and to ensure that my policy provides sufficient coverage for my needs and is effective during my participation in the program(s) and the entire period of my stay abroad.

I further AGREE TO INDEMNIFY, DEFEND AND SAVE, AND HOLD HARMLESS the RELEASEES and each of them, from any loss, liability, damage or costs, including court costs and attorney's fees, they may incur as a result of any claims, demands, actions, causes of actions, damages or judgments, which arise out of, occur during, or are in any way connected with my participation in the education abroad program(s) or any related travel or activities.

In signing this release I ACKNOWLEDGE AND REPRESENT that:

- I have read the foregoing release, understand it and sign it voluntarily as my own free act and deed;
- No oral representation, statements or inducements, apart from the foregoing written agreement, have been made;
- I am at least eighteen (18) years of age and fully competent;
- I execute this release for full, adequate and complete consideration fully intending to be bound by the same and intending to bind my heirs, successors, assigns, personal representatives, estate and members of my family;
- I agree that this Release, Indemnification, Waiver and Hold Harmless Agreement is to be construed under the laws of the State of Kentucky, U.S.A., and that the venue shall be Fayette County, Kentucky. If any portion hereof is held invalid, the balance hereof shall continue in full force and effect.

Signature of Applicant (**Sign in presence of Notary**)

Printed Name

Date

SS#

**Education Abroad at UK
Participant Agreement
to the Terms and Conditions of Participation in an Education Abroad Program**
(Due April 1 or November 1)

In order for Education Abroad at UK to consider your application to participate in an education abroad program, you must read, understand and agree to the following terms and conditions:

1. Fees and Payments: I agree to abide by the conditions and deadlines for payments of UK tuition and fees related to education abroad as published by UK Student Billing Services, in the Education Abroad at UK Application Procedures and in other materials published by Education Abroad at UK concerning UK-Sponsored Programs and Exchanges. I also agree to abide by the published tuition and other fee payment conditions of cooperating institutions. If I am receiving financial aid and/or a scholarship award for the education abroad program, I agree to abide by all University of Kentucky financial aid deadlines and policies. I understand that failure to comply may result in a financial penalty, delay of aid disbursement and could result in my ineligibility to participate in my chosen program. Delinquent debts will result in a STOP on my registration/graduation and may be reported to a credit bureau and can result in placement with a collection agency without further notice, at which time additional collection costs will be assessed.

2. Withdrawal from an Education Abroad Program: I understand that if I am admitted to participate in an education abroad program and then subsequently choose to withdraw, or I am not admitted to my chosen program, I must notify Education Abroad at UK in writing as soon as possible. I will not assume that my notification was received by Education Abroad at UK unless and until I receive an email response to that effect. Depending upon the timing of my withdrawal, I may be liable for additional program fees already committed on my behalf. I understand that the \$50 Education Abroad Application Fee is not refundable under any circumstances, but may be applied to a future EA at UK application if I withdraw prior to the Packet 2 deadline or if I am not accepted into my chosen program(s). Permission to apply this fee to a future EA at UK application for withdrawals after this deadline will be considered on a case-by-case basis. After the Packet 2 deadline, any tuition and fees posted to my UK Student Billings Account will be refunded or not according to standard UK refund policies and may be reduced by any funds already committed by Education Abroad at UK or coordinating institutions on my behalf, including administrative fees.

3. Conduct: I agree to respect and abide by the laws and customs of the host country, the host institution, the UK Student Code of Conduct, and any and all other reasonable standards of conduct related to my education abroad program promoted by UK, Education Abroad at UK, its employees, agents, consortium partners and partner institutions and agents abroad. I agree to accept termination of participation in the program abroad with no refund of fees or other costs and no academic credit, and take responsibility for transportation costs home, if my conduct is determined to be detrimental to the best interests of myself, other participants, the program, UK, or partner institutions, such a decision to be made at the sole discretion of the UK program coordinator and/or the partner institutions, with the concurrence of the Director of Education Abroad at UK and/or other appropriate campus representatives of Education Abroad at UK or the UK Office of International Affairs. I acknowledge and agree that I may be required to leave the program at the sole discretion of the University's agents and representatives, and may be referred to the appropriate University officials for further disciplinary or other action and that, in such circumstances, no refund will be made for my program(s).

4. Health and Safety: I acknowledge that Education Abroad at UK and its agents and partners cannot guarantee the safety of participants or eliminate all risks from the education abroad activities or environments, nor can they monitor or control the daily personal decisions, choices and activities of individual participants, and cannot prevent participants from engaging in illegal, dangerous or unwise activities. I acknowledge that Education Abroad at UK strongly discourages participants from consuming alcohol abroad, even if the drinking age abroad allows such consumption. I acknowledge that the impaired judgment that results from alcohol consumption greatly increases the associated risk of injury and death in unfamiliar environments and unfamiliar cultural settings and that I will be subject to the laws and penalties of my host country for any indiscretions.

Signature of Applicant (**Sign in presence of Notary**)

Printed Name

Date

SS#

Education Abroad at UK
Health & Emergency Statement
(Due April 1 or November 1)

Every University of Kentucky Education Abroad participant must *read, sign, copy and return this form* indicating they understand health issues that may relate to their participation in an Education Abroad program.

The HTH website <http://www.hthstudents.com/> is a valuable resource for participants. Participants with HTH insurance should register on the HTH website upon receiving their enrollment documents from HTH.

I. Medical Conditions

Education Abroad at UK recommends that all students get a thorough physical examination before participating in an international program. Discuss with your physician your intent to study abroad and get advice for managing your physical and emotional health while in another country. Describe your health condition (allergies, disabilities, psychological treatment, dietary requirements, and medical needs) with your physician, and seriously consider the appropriateness of your participation in study abroad in your chosen host country.

Actions:

1. If you have any medical or psychological conditions that may require attention while you are abroad, discuss this with your physician and/or counselor before going abroad.
2. Ask your physician if your medication will be readily available in your host country.
3. Take necessary medications (in original, labeled containers) and written prescriptions with you.
4. It is advisable that you carry a letter from your doctor explaining the use of your medication so it is not suspected as contraband.
5. Get necessary immunizations well in advance of your departure.

II. Medical Facilities/Services

Medical facilities and services will not be the same in every country. It is important to understand as much as possible about the facilities and services in your host country before you should need them.

Actions:

1. Be sure you research for yourself or get information in your program-specific orientation about medical facilities and services in your host city/country.
2. You will need to understand where to go for common health needs (i.e., cold, stomachache, flu, etc.) and where to go for emergencies.
3. You will need to know how medical services are paid for (i.e., out-of-pocket by the student, host country or institution, insurance, etc.).
4. Understand your insurance coverage before going abroad (does your insurance cover you in another country, what is covered, what is not, how to make claims, etc.).
5. You will need to know whom to contact in case of a medical emergency.

III. Disabilities

Students requiring accommodations for a medical condition and/or disability during an Education Abroad program should submit an accommodation letter from the Disability Resource Center to Education Abroad at UK and/or the host country Program Director before going abroad. The earlier the request is made, the more measures staff can take to discuss accommodations in the host country. **Please note:** "reasonable accommodations" provided on University of Kentucky's campus may differ and/or may not be available in the host country.

Actions:

1. If you have not already registered with the University of Kentucky's Disability Resource Center, contact a representative of the Disability Resource Center at 257-2754.
2. Schedule an appointment with the Disability Resource Center to discuss services available in your chosen host country. The Disability Resource Center will provide the staff of Education Abroad at UK with an accommodation letter specifically for the Education Abroad experience.
3. After review, Education Abroad at UK will notify you about the availability of your requested accommodations. If the requested accommodations are not available in the chosen host country and/or institution, an Education Abroad at UK representative, in consultation with the Disability Resource Center, will discuss your options with you.

Education Abroad at UK
Health & Emergency Statement

IV. Mental Health

Not all countries have mental health support services similar to what we are accustomed to in the United States. Thus, students may not have access to mental health services in some countries. Whether students have utilized mental health services in the past or not, it is important for students to know **if, what, and where** services are available in their host country.

Actions:

1. All students should be prepared for cultural adjustment before studying abroad. Education Abroad at UK has a list of recommended readings that will inform students about the cycle of adjustment to a different culture. Although this information will not prevent students from experiencing cultural adjustment problems, it will prepare them for the symptoms and the expected cycle, and will provide some helpful advice for a successful adjustment.
2. Students who are currently utilizing mental health services or have utilized mental health services in the past, should contact the University of Kentucky Counseling and Testing Center (257-8701) before going abroad. The University of Kentucky Counseling and Testing Center should be advised as to your needs so they can help you develop a health care plan while abroad.
3. Students who are currently utilizing mental health services should seriously discuss the advisability of participating in Education Abroad and issues related to cultural adjustment with their mental health practitioner.

V. Emergency Protocol

The majority of students participating in Education Abroad never experience an emergency while abroad. However, any emergency is less traumatic when you are prepared to deal with it effectively and efficiently. It will make you feel more comfortable if you take the time to prepare an emergency protocol when you arrive at your host location.

Actions:

1. Carry some form of identification with you at all times (your name, your host country address, host country phone number, passport and visa numbers...).
2. Carry emergency numbers and contacts with you:
 - Local police;
 - Coordinator in host country;
 - Parent/guardian/emergency contact at home;
 - Education Abroad at UK;
 - University of Kentucky police;
 - Embassy in host country;
 - Insurance contact information;
 - Physician and mental health practitioner at home.
3. Know where the local hospitals are located and how to get there.
4. By preparing yourself to respond to different types of emergencies you will feel more confident that you know what to do in the rare event that an emergency might occur:
 - Natural disaster;
 - Medical/mental health injury or trauma;
 - Civil unrest/terrorism;
 - Criminal violence or trauma.

I have read and understood the information provided in this Health and Emergency Statement and know what actions to take for support and assistance in preparing for my Education Abroad experience.

I have retained a copy of this form for my reference.

Signature of Student

Printed Name of Student

Date

Travel Medical Insurance Form

(Due April 1 or November 1)

University of Kentucky students participating in international programs must have adequate Travel Medical Insurance (TMI) coverage for the period they are overseas in order for their application to be approved. Students may purchase Travel Medical Insurance through Education Abroad (EA) at UK at the cost of \$10 per week, billed through UK Student Billing Services. If TMI is provided by the program, it must meet UK's definition of "Adequate Coverage". Please note that most domestic medical insurance policies do not meet the adequate benefits requirements for Medical Evacuation and Repatriation.

"Adequate Coverage" must meet the following minimum benefit amounts:

\$200,000	Benefit per Injury or Sickness <u>while overseas</u>
\$ 50,000	Benefit for Medical Evacuations
\$ 20,000	Benefit for Repatriation of Remains
\$ 7,500	Benefit for Accidental Death and Dismemberment <u>while overseas</u>

The following students are not required to purchase TMI because adequate coverage is automatically included in their program:

Check one: (Consult EA at UK if you are unsure of your program type.)

- Students on **UK-Sponsored Programs** (UK faculty/staff-led programs) that include TMI in the program fee
- Students on **CCSA** Programs (Cooperative Center for Study Abroad)
- Students on **ISEP** Programs (International Student Exchange Program)
- Students on **ISA** Programs (International Study Abroad)
- Students on **CEA** Programs (Cultural Experiences Abroad)

- Students on other third-party provider programs whose program fee includes travel medical coverage that meets or exceeds the above *adequate coverage* minimums (must be verified by EA Administration)

Third-party Provider Program

Verified by EA at UK Administration

Additional Coverage: Students whose stay abroad exceeds their official program dates may purchase additional coverage if they wish to extend their coverage dates either through EA at UK or perhaps through their program's insurance company. In the latter case, a copy of the insurance card and/or policy number and contact information must be placed in the student's file.

All Students must check one of the following and sign page 2:

- I plan to purchase all Travel Medical Insurance (TMI) through Education Abroad at UK. **(Complete box on page 2)**
- I plan to purchase additional TMI coverage from EA at UK beyond official program dates. **(Complete box on page 2)**
- My program is listed above and additional insurance is not required.
- I plan to purchase additional TMI coverage from another insurance provider. **(Provide insurance card copy to EA.)**
- I have other TMI that meets UK's adequate coverage minimums. **(Contact EA at UK for verification procedures.)**

Education Abroad at UK
Travel Medical Insurance Form

Students receiving TMI through EA at UK, including students on UK-Sponsored Programs, please provide a permanent address to receive insurance information. You will be mailed insurance information directly from HTH. If you do not receive insurance information at least one week before departure, please contact EA at UK.

_____	_____		
Last Name	First Name		
_____	_____		
UK ID (8 digits)	Date of Birth		

Street Address	City	State	Zip
<p>Dates I wish to purchase HTH Travel Medical Insurance through EA at UK: (For most students, this should match your overseas departure and return dates.)</p> <p>From ____/____/____ Until ____/____/____</p>			
<p>Students purchasing HTH insurance may also insure an accompanying spouse or dependent(s). <input type="checkbox"/> If you would like to do this, please check here and contact EA at UK for more information.</p>			

All Students- Please read carefully and sign below:

I understand that I must have Travel Medical Insurance that meets or exceeds UK's Adequate Coverage minimums for my entire time abroad. If my program is not one of the programs listed on page 1 as having sufficient coverage, I will be enrolled by EA at UK into a Travel Medical Insurance policy for my dates abroad at the cost of \$10/week. If my program provides adequate coverage, but is not included in the above list, it is my responsibility to provide the information to EA at UK by the Packet 2 deadline for approval. If I believe that my personal medical insurance policy meets UK's Adequate Coverage Minimums, I will contact EA at UK to obtain a Verification Form that must be completed and signed by my insurance company.

I further understand that the EA at UK travel medical insurance will be purchased through HTH Worldwide (Unicare Life and Health Insurance Company) and will be billed through UK Student Billing Services at the rate of \$10/week.

I agree that the cost of this insurance is non-refundable 30 days prior to the requested coverage.

_____	_____	_____
Official Program Start Date	Official Program End Date	UK ID (8 digit)
_____	_____	_____
Signature of Student	Printed Name of Student	Date

**Education Abroad at UK
Self-Disclosure Form**

(Due April 1 or November 1)

I understand that the information I voluntarily provide on this form will not be used to determine my eligibility to participate in education abroad, but rather will be used to assist Education Abroad at UK and my program director(s) in helping me plan appropriately for my education abroad experience and helping me prepare to manage any conditions I may have while abroad.

- Check if you are currently working with the UK Disability Resource Center.
- Check if you are currently working with the UK Counseling and Testing Center

Important: If you would like the UK Counseling and Testing Center to share your information with Education Abroad at UK, you must give written permission to the Counseling and Testing Center to do so.

Applicant: Please share in the box below any relevant information about current or past conditions that may require attention while you are abroad, and any other information that may prove useful in an emergency.

- Physical/Medical** Examples include allergies, including allergies to medications; asthma; circulatory conditions; diabetes; epilepsy; respiratory conditions; and any other physical/medical conditions. Include any medications you are currently/recently taking.
- Mental Health** Examples include panic disorder; anorexia; bulimia; anxiety; depression; drug addiction or abuse; alcohol addiction or abuse; or any other mental health conditions. Include any medications you are currently/recently taking.
- Disabilities** Please list any physical, learning or other disabilities you have and describe any accommodations you may need to perform the essential functions of education abroad.
- Other** Examples include dietary restrictions; religious constraints; family concerns, etc.

Attach an additional sheet if necessary. Please sign any additional sheets.

Physician/Counselor/Friend Contact Information: In addition to the emergency contacts listed on my Education Abroad at UK General Application, I give permission to Education Abroad at UK to contact the person(s) below to discuss my health and safety if needed while abroad.

Name of Contact	Relationship to Applicant	Email	Phone
Name of Contact	Relationship to Applicant	Email	Phone
Name of Contact	Relationship to Applicant	Email	Phone

Signature of Applicant	Printed Name of Applicant	UK ID	Date

Education Abroad at UK
Statement of Academic Purpose
(Due April 1 or November 1)

Please express in a 400-500 word typed essay how you expect your education abroad program to relate to your academic and/or career goals. Be as specific as possible. Describe your reasons for choosing your particular program. Feel free to relate personal and other benefits you believe you will receive from your education abroad experience as well.

Please include the following in the heading of your typed essay:

Name, UK ID, Semester, Program and Country/Countries

Note:

The **Statement of Academic Purpose** is due March 1 or October 1 for EA Scholarship Applicants.

Please use a Separate Sheet for the Typed Essay

**Education Abroad at UK
Academic Approval Form**

(Due April 1 or November 1)

Last Name

First Name

UK ID

UK Email

Phone

Major

undergraduate graduate _____ Major College _____ Dept. _____
Status during term abroad (list year 1st, 2nd, etc.)

Current Cumulative GPA _____

2nd Major / Minor / Certificate _____
Circle One

Program

Check if: UK Exchange _____ Country/Countries _____

Host Institution/Other Information

Official Start Date

and

Ending Date of Program

Length in Weeks (round up)

Winter Spring Summer Fall Year(s) 20____

Course Selection and UK Course Equivalency Approval (Please use the Academic Approval Extra Sheet for more than 6 courses)
Students on UK-Sponsored Programs and CCSA Programs do not need to submit this form, as they will enroll in UK courses and will receive UK GPA credit for those courses. All other Education Abroad students will need to complete this form in order to receive transfer credit and to determine UK course equivalencies. See Important Information on page 2.

You are urged to include several alternate courses on this form, in case you are unable to take your selected courses abroad.

1

EA Course Name

Number

UK Equivalent Course Name

Number

UK Credits

Approval Conditional Approval * USP Major Minor Elective Other _____

Printed Name of Approving Official

Department / Title

UK Email

Initials

2

EA Course Name

Number

UK Equivalent Course Name

Number

UK Credits

Approval Conditional Approval * USP Major Minor Elective Other _____

Printed Name of Approving Official

Department / Title

UK Email

Initials

3

EA Course Name

Number

UK Equivalent Course Name

Number

UK Credits

Approval Conditional Approval * USP Major Minor Elective Other _____

Printed Name of Approving Official

Department / Title

UK Email

Initials

4

EA Course Name

Number

UK Equivalent Course Name

Number

UK Credits

Approval Conditional Approval * USP Major Minor Elective Other _____

Printed Name of Approving Official

Department / Title

UK Email

Initials

**Education Abroad at UK
Academic Approval Form**

5

<u>EA Course Name</u> / <u>Number</u>	<u>UK Equivalent Course Name</u> / <u>Number</u>	<u># UK Credits</u>
<input type="checkbox"/> Approval <input type="checkbox"/> Conditional Approval * <input type="checkbox"/> USP <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> Other _____		
<u>Printed Name of Approving Official</u>	<u>Department / Title</u>	<u>UK Email</u> / <u>Initials</u>

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<u>EA Course Name</u> / <u>Number</u>	<u>UK Equivalent Course Name</u> / <u>Number</u>	<u># UK Credits</u>
<input type="checkbox"/> Approval <input type="checkbox"/> Conditional Approval * <input type="checkbox"/> USP <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> Other _____		
<u>Printed Name of Approving Official</u>	<u>Department / Title</u>	<u>UK Email</u> / <u>Initials</u>

* **Conditional Approval:** Upon return, students must bring course syllabus and completed assignments to department for final approval. Departments may stipulate other conditions at their discretion. Final approval must be reported to the EA at UK office before transcript will be processed.

Important Information Students must submit Academic Approval Form to EA at UK by April 1 or November 1.

The above course equivalencies will be used by Education Abroad at UK, the student's college, and UK Registrar to place credit on the student's UK transcript from academic work completed abroad or completed in connection with an education abroad program. Grades received for these courses will be translated into UK's letter grading system and will be noted on the student's academic record, but as transfer credit, these courses will generate "earned hours" only, which are not factored into the student's UK GPA.

Students should first consult with their academic advisor about their education abroad program, taking along program information, course descriptions and any other available information. After consulting with their academic advisor and selecting their courses, students should take the course information for each education abroad course to the UK department from which they wish to receive equivalency approval. **Once all approvals or conditional approvals have been acquired, the student should make two copies of the completed form, take both the original and the copies to their academic advisor for signature, leave one copy with their advisor, bring the original to the EA at UK office, and keep one copy for their records.**

Students are recommended to keep all course materials, assignments and other information from their education abroad program, in case there are any questions about credit and equivalencies. Students with conditional approval are **required** to return with this documentation and should therefore consider making copies for safekeeping during their travels.

I acknowledge that I have ultimate responsibility for understanding whether and how the education abroad courses I have selected fulfill my UK degree requirements. _____ (initialed by student)

Students who will be registering for their next UK semester from abroad are encouraged to discuss this with their academic advisor prior to departure or arrange to discuss it by email from abroad.

<u>Signature of Academic Advisor</u>	<u>Printed Name of Academic Advisor</u>	<u>Date</u>
<u>Signature of 2nd Academic Advisor (if applicable)</u>	<u>Printed Name of Academic Advisor</u>	<u>Date</u>
<u>Signature of Student</u>	<u>Printed Name of Student</u>	<u>Date</u>

Original, official transcripts from the host institution should be sent to:

Education Abroad at UK
112 Bradley Hall
University of Kentucky
Lexington, KY 40506-0058

Faxed Transcripts are not acceptable.

Transcripts delivered by hand in a sealed, signed envelope will be accepted.

**Education Abroad at UK
Faculty Nomination Form**

(Due April 1 or November 1)

Applicant: Please select a UK faculty and request that s/he complete this nomination form. Please allow your nominator at least two weeks to complete this form prior to the deadline. Visiting applicants, please select a faculty from your home university. You are urged to discuss your program choice(s) with your selected faculty.

Applicant's Last Name	Applicant's First Name	UK ID
Program Check if: <input type="checkbox"/> UK-Sponsored Program <input type="checkbox"/> UK Exchange	Country/Countries	Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Year(s) 20____ Circle One: And Or
Program Check if: <input type="checkbox"/> UK-Sponsored Program <input type="checkbox"/> UK Exchange	Country/Countries	Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Year(s) 20____ Circle One: And Or
Program Check if: <input type="checkbox"/> UK-Sponsored Program <input type="checkbox"/> UK Exchange	Country/Countries	Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Year(s) 20____ Circle One: And Or

Name of Nominator	Department and Title	Date Requested	Deadline to EA at UK
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Optional: Under U.S Federal Law (20 USC S. 1232g) the Family Educational Right to Privacy Act (FERPA)/ Buckley Amendment, students are permitted to access certain records. The law also provides that students may waive the right to inspect confidential letters of recommendation. Many applicants have found that a recommendation letter written in confidence has a greater impact than one to which the applicant also has access. If you waive your right to inspect the information requested on this form, please sign below.

Applicant's Signature	Date
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Nominator: The above-named student is applying for one or more of the education abroad programs listed above. Your candid appraisal of the student's propensity for a successful academic experience and ability to serve as a representative of the University of Kentucky is an important part of the application. This form may also be used in the evaluation of an Education Abroad at UK Scholarship Application, if the applicant chooses to submit one.

How long and in what capacity have you known the applicant?

Please indicate the applicant's ability and academic competence in comparison with other individuals whom you have known at similar stages of their academic careers. Please initial this page here _____.

	Below Average	Average	Above Average	Outstanding	Do not Know
Knowledge in Area of Specialization					
Motivation and Seriousness of Purpose					
Ability to Plan and Carry Out Research/Independent Study					
Ability to Express Thoughts in Speech and Writing					
Emotional Stability and Maturity					
Self-Reliance and Independence					

Education Abroad at UK
Faculty Nomination Form

Name of Applicant _____

Please describe and explain any academic, social or other factors you believe may affect this applicant's experience on an education abroad program, both positively and negatively.

(Note: You may type your response on a separate sheet if desired and attach to this form. Please sign any attached pages.)

Other Comments (You may also directly contact the Director of Education Abroad at UK, Dr. Janet Roccanova, to discuss any concerns you may have about this applicant. Contact: 257-4067 x 229; Roccanova@uky.edu.)

Signature of Nominator

Printed Name of Nominator

Date

Department / Title (University, if non-UK))

UK (University) Email

UK (University) Phone

Faculty Nomination Form is due by April 1 or November 1
(due March 1 or October 1 for EA Scholarship Applicants, please see deadline on page 1)

Please return the form to:

Education Abroad at UK
112 Bradley Hall
University of Kentucky
Lexington, KY 40506-0058

Thank You!

Education Abroad at UK
Volunteer Opportunities
(Due April 1 or November 1)

There are various volunteer opportunities that will allow you to share your enthusiasm for Education Abroad. Offering to volunteer is not required for approval of your application. We tend to find, however, that after returning from their education abroad experience, students often have a strong desire to share their experience and encourage others to take advantage of the many benefits of education abroad. You will have an opportunity to modify your responses to this form during your re-entry session, but we would appreciate having your initial opinion about these volunteer opportunities so that we can get a feel for the makeup of our volunteer corps.

Please rank (1,2,3...) any of the volunteer opportunities below that appeal to you. (Optional)

<u>Rank</u>	<u>Opportunity</u>
_____	Volunteer at the Education Abroad Annual Fair (October)
_____	Volunteer at other Education Abroad Events (photo exhibits, slide presentations, etc)
_____	Help put up Education Abroad Posters around Campus
_____	Serve as a Peer Advisor for a semester
_____	Do a presentation or be available to answer questions at Orientation, Re-entry or Special Interest Sessions
_____	Go along with an EA Advisor or EA Ambassador to UK 101 Presentations
_____	Write an essay or submit a pictorial essay about your Education Abroad Experience
_____	Design a Poster or develop other marketing materials
_____	Distribute UK Recruiting Materials while abroad
_____	Meet with UK Alumni abroad
_____	Other volunteer ideas _____
_____	Other volunteer ideas _____

Printed Name of Student _____ Email _____ Phone _____

Date of Departure _____ / _____ / _____
Month Day Year

Date of Return _____ / _____ / _____
Month Day Year

Education Abroad at UK Frequently Asked Questions FAQs

Q: What is a UK-Sponsored Program?

A. UK-Sponsored Program is an Education Abroad Program that is created and administered by the University of Kentucky. The Program Director is usually a UK faculty or staff member and one or more faculty/staff members travel abroad with the students. (Often referred to as a “faculty-led program.”) Students on these programs register for UK course(s) and receive UK GPA credit for these course(s).

Note:

For application purposes, KIIS and CCSA are considered UK Programs, but not UK-Sponsored Programs.

Q: What is the difference between transfer credits and UK GPA credits?

A: Students on UK-Sponsored Programs, Independent Research Abroad courses, and CCSA Programs register directly for UK courses and thus receive credit for these courses just like any other UK course. The course credit and grades are factored into the student’s UK GPA.

Students on UK Exchanges, Third-Party Provider Programs, and students who directly enroll in an institution abroad, receive a transcript from the appropriate school of record and transfer credit for course(s) completed abroad, which generate “earned hours” only and are not factored into the student’s UK GPA. Grades received for these courses will be translated into UK’s letter grading system and will be noted on the student’s academic record, but as transfer credit, these courses will generate “earned hours” only, which are not factored into the student’s UK GPA. UK will only accept transfer credit from an accredited institution, thus it is important for students to check with their Education Abroad Advisor to verify that they will receive a transcript from an accredited institution in connection with their program. Transcripts for all international programs should be sent directly to Education Abroad at UK from the institution.

Q: How do I get the credit from my Education Abroad program to be entered in my UK transcript? What about the equivalencies?

A: Obtaining transfer credit is a two-step process whereby first the earned hours are entered on your record and then the UK equivalency is entered for each course. You should request that your program send your transcript to **Education Abroad at UK, Office of International Affairs, 112 Bradley Hall, University of Kentucky, Lexington, KY 40506-0058**, rather than to the UK Admissions Office. Once your transcript arrives, which may take up to several months from the end of your program, EA at UK will begin to process the transcript (including translation if necessary) and send the credit information to the UK Admissions Office to have it entered onto your UK transcript. Even after this has been done, you may not be able to see the credit because the equivalencies must be entered in order for APEX software to be able to process the information and have it appear on your myUK Unofficial Transcript. The equivalencies that were approved for the courses you took abroad on your Academic Approval Form (part of the EA application materials) will then be sent to the Registrar’s Office for entering. If your anticipated courses changed after submitting your Academic Approval Form, you will need to meet with your advisor and appropriate academic department representatives to determine the UK equivalencies. In this case, ask your advisor to send Mary Ann Cooper an e-mail (macoop2@uky.edu) with the equivalencies so she can submit each course equivalency for processing. After your transcript is received by EA at UK and once the UK equivalencies are approved, you should allow about two weeks for these offices to enter your information. After this time, check your myUK Unofficial Transcript to verify that the credit was entered.