

ACADEMIC ADVISOR'S GUIDE TO

EDUCATION ABROAD AT KANSAS STATE UNIVERSITY



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A WORD FROM THE DIRECTOR

Dear Advisors,

K-State Education Abroad recognizes that your role in the preparation process for international programs is integral. We want to thank you for the amazing support you give to all K-State students and our office! To assist you, we have assembled some information that we hope will help you advise students when the topic of education abroad comes up. Your primary role during the process is helping the students incorporate education abroad into their degree plans and help determine K-State course equivalencies for classes taken abroad. This allows the students to make informed decisions about their international goals. Education Abroad is always available to answer specific questions or assist in unique situations.

Education Abroad is a life-changing experience. We hope this guide provides you with the tools to support your students to further enrich their academic interests and experience at K-State through Education Abroad.

Katelin Christianer-Donkers

KATELIN CHRISTIANER-DONKERS
DIRECTOR OF EDUCATION
ABROAD

K-STATE EDUCATION ABROAD



OVERVIEW OF OUR OFFICE

Mission Statement:

Kansas State University Education Abroad provides effective administrative oversight for all education abroad opportunities, guides and prepares students for meaningful international experiences, collaborates with the campus community to develop quality education abroad programs, strives to provide equitable access to education abroad, and maintains and enhances strategic partnerships.

Vision:

Our vision for Kansas State University is an entire campus community fully engaged in education abroad.

Education Abroad Student Learning Outcomes:

1. Express and articulate intercultural skills and values
2. Develop intercultural communication and critical thinking skills
3. Build capacities for self-reflection and awareness
4. Enhance cultural knowledge
5. Gain global perspectives in respective fields of study
6. Respectfully engage with diverse and international communities

MEET THE STAFF



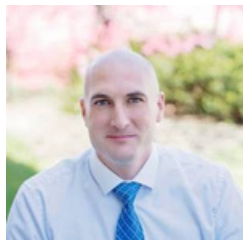
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*College of Architecture, Planning & Design
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*College of Agriculture
College of Arts & Sciences
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Education Abroad Advisor
*College of Business
College of Health & Human Sciences
Scholarship Coordinator*

DEFINITIONS & ACRONYMS

Program Types

Faculty-led programs are short-term study tours over breaks, intersessions, or summer in which you learn and travel with a K-State professor and students. Cultural activities and excursions are often included. [See current offerings here.](#)

Exchange programs allow students to pay in-state tuition and fees while attending one of our partner universities. These programs offer a more independent experience and are generally for a semester or year.

Direct-enroll programs like exchange programs, offer a more independent experience. These programs are generally for a summer, semester or year, provide additional options for students, and tuition and fees are paid directly to the partner university.

Program providers organize study abroad programs that offer additional assistance throughout the international experience. These programs are offered for various lengths of time during the year and provide a more structured experience, often with cultural activities and excursions.

Volunteer, service-learning, internship, research, or teach abroad programs allow students to engage in other experiences for one week to one year or more, either for credit or not for credit.

Acronyms:

EA - Education Abroad

AAF - Academic Approval Form

ECTS - European Credit Transfer & Accumulation System

TDU - TerraDotta University (our application software/portal)

ISSS - International Student & Scholar Services is the office at KSU that assists our incoming exchange students. Domestic students can participate in their programming (International Buddies, Coffee Hour)

Our Program Providers

API - Academic Programs International

DIS - Danish Institute for Study Abroad

IAU - Institute of American Universities

ISA - International Studies Abroad

SAI - Study Abroad Italy

TEAN - The Education Abroad Network

USAC - University Studies Abroad Consortium



EDUCATION ABROAD APPLICATION STEPS

1. Explore Our Programs

- Search our Online Database
- [Browse by Major or Minor using "MAPS"](#)
- Follow our Instagram @kstateabroad to see past student experiences

2. Make an Appointment with an Education Abroad Advisor

3. Complete the Application(s) for the Program Selected

4. Find Courses

Research courses to take abroad. Work with your academic advisor to find courses that are relevant to your degree. Contact your EA Advisor to help find syllabi if needed.

6. Complete an Academic Approval Form (With Assistance of Academic Advisor)

7. Attend Pre-Departure Orientation



TRANSFER CREDIT

Before students decide on a program, they should check in with you as their academic advisor to ensure that a given international experience fits well with their academic plan. You may have suggestions for programs that best fit their major or minor and can help them find courses that may transfer back to K-State or enroll in courses on campus once they return from abroad. It is never too early for students to talk with their academic advisor about education abroad plans!

Prior to going abroad, all students must fill out an Education Abroad Academic Approval Form, found in their K-State online applications. The Academic Approval Form is a way for you to confirm how certain courses abroad will transfer back to K-State. It also serves as documentation for the Office of Student Financial Assistance that students will be taking enough credits to qualify for financial aid, if eligible.

When students are applying to go abroad, they should review the list of courses offered at the host institution and print off or digitally save the syllabi or course descriptions of the classes they are interested in taking. Their education abroad advisor will help determine how many credit hours a course is worth. Once the classes and credit hours are listed, they will bring the form and course syllabi to a meeting with their academic advisor, or a designated representative in the academic department or college from which you are requesting credit. The academic advisor/representative can pre-approve KSU equivalencies for those courses or how the proposed courses will count toward your K-State degree requirements.

If they need assistance obtaining syllabi or descriptions for courses abroad, they should contact their education abroad advisor. Students can also contact their education abroad advisor if they have questions about the contacts in their college or department that determine course equivalencies for education abroad.





TRANSFER CREDIT

Important Considerations

The education abroad application and preparation process can be long and confusing for students. Here are a few important considerations that will save you from encountering future problems in terms of transferring credit for education abroad.

Completing the Academic Approval Form Correctly

It is important that students and their advisors, or designated department representatives, complete the Academic Approval Form correctly. The information provided on the form indicates how courses from abroad will be applied to a student's DARS. The two left hand columns should be completed by the student. Students should list as many courses as they are able to, so that they have back up options in case courses are already full at the time of enrollment. If more spaces are needed, students can print off and complete additional forms. Include the Course Title and, if available, the Course Number. Once students have listed all the courses they are interested in, they will submit the form to the Education Abroad Office. An education abroad advisor will determine how many KSU credit hours a course is worth. Once credit hours are assigned, students will take the form to their academic advisor/relevant department to have the course content evaluated. The middle section will be completed by the advisor or designated department/college representative. They will indicate the KSU equivalencies for the courses listed on the left hand side, or how the courses from abroad will be applied to the student's degree requirements.

Course Evaluations

It is important to note that advisors/departments are NOT evaluating credit hours. They are simply evaluating the content of a course. It is possible that a KSU requirement can be satisfied with a study abroad course even if it is not exactly 3 credit hours. This guidance has come from the Office of the Registrar, the Office of Recruitment and Admissions, and International Credit Standards. Acceptable responses include: the specific KSU equivalency along with the course number; applicability toward the student's degree requirements, such as "Humanities elective" or "Unrestricted elective"; or "Course not required for degree requirements".

Students With Non-KSU Forms to be Signed

If a student approaches you to complete a non-KSU "permission to study abroad" document, a "permission to transfer academic credit" document or anything else related to education abroad that has been required of the student by an external, third party provider, do not sign or complete whatever the student has presented to you. The only document you will be asked to sign for education abroad will be the KSU Academic Approval Form.

Education Abroad Academic Approval Form

Name: Willie Wildcat Student ID: 812345678
 Major and College: Communication Studies, College of Arts & Sciences
 Secondary Major/Minor and College: Marketing, College of Business Administration Anticipated Graduation Term & Year: Spring 2027
 Host Program (University and Provider, if applicable): Kansai Gaidai University Country: Japan
 Program Start Date: January 27, 2025 (year) Program End Date: May 31, 2025 (year)

The purpose of this document is to confirm how courses from abroad will transfer back to K-State. Students list courses from abroad and Academic Advisors/Departments indicate how those courses transfer back to K-State.

Students: Review the list of courses offered at your host institution and find all the syllabi or course descriptions for the classes you are interested in taking. Send the syllabi and this form to your Education Abroad advisor first so that credit hours can be determined. Then, send the form to your Academic Advisor or a designated representative in the Academic Department or College from which you are requesting credit so that person can pre-approve how your experience abroad and proposed courses will count toward your K-State degree. You can do this over email or in person. Select more courses than you will ultimately need in the event that some are not available at the time of your enrollment. The completed form, with signatures, must be submitted to your Education Abroad Advisor at the time of application to your program.

Advisors: Please review the instructions for students listed above for more information on determining equivalencies for courses taken abroad. Please note that you are confirming what the content is equivalent to – not the credit hours. When courses are submitted to be equivalent of a K-State course, that approval should be initialed in the "Dept. approval" column by the department of the equivalent course.

- Notes:**
- Credit is not awarded until you have completed your classes and your transcript from abroad is received and processed by Education Abroad.
 - It is the student's responsibility to ensure all courses taken abroad are pre-approved.
 - Courses listed on this form do not guarantee enrollment in those courses.
 - Departments may require students to obtain the equivalent of a "C" grade abroad to receive transfer credit toward certain major requirements.

Student Signature: Willie Wildcat Date: 10/2/24

Education Abroad Use Only	
<input checked="" type="checkbox"/> Pre-Departure Academic Approval Form <input type="checkbox"/> Additional classes added while abroad	Education Abroad Advisor signature: <i>Sydney Fetkenhauer</i>

Education Abroad Academic Approval Form

Completed by Student		Completed by Advisor/Department				Completed by EA & ORA	
Host Course #	Host Course Title	Equivalent KSU Course #	KSU Equivalent Course Title or Applicability to Program Requirements	Dept. Approval (signature)	If Specific Course Equivalent, Check one (see below)	Host School Credit Hours	K-State Credit Hours
<i>Ex: MK311</i>	<i>Retail Marketing</i>	<i>MKTG 541</i>	<i>Retailing</i>	<i>John Smith, JS</i>	EQ <input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0	6 ECTS	3
<i>Ex: CZ 111</i>	<i>Czech Culture</i>	<i>n/a</i>	<i>Unrestricted Elective/Social Science/etc</i>	<i>John Smith, JS</i>	EQ <input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0	5 ECTS	2.5
JPN1F24	Japanese 1	JAPAN 101	Japanese I	Advisor	EQ <input type="checkbox"/> 1 <input type="checkbox"/>	3	3
HIS1F24	History of Modern Japan	HIST 2**		Advisor	EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>	3	3
ECO1F24	The Japanese Economy: Growth & Stagflation		Social Science	Advisor	EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>	3	3
ART5F24	Japanese Design: Aesthetics & Visual Culture		Aesthetic Interpretation	Advisor	EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>	3	3
CUS1FA24	Japanese Popular Media & Society		Communication Elective	Advisor	EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>	3	3
ECO5S24	Marketing Across Cultures	MKTG 544	International Marketing	Advisor	EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>	3	3
BUS3F24	Japanese Management: A Global Perspective	BUS 420	Management Perspectives	Advisor	EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>	3	3
BUS10F24	Global Leadership	LEAD 350	Culture & Context in Leadership	Advisor	EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>	3	3
BUS7F24	International Entrepreneurship	ENTRP 3**		Advisor	EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>	3	3
COM1F24	Intercultural Communication	COMM 480	Intercultural Communication	Advisor	EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>	3	3

Notes (completed by Education Abroad):

This form is an example and are not approved evaluations you should use for your students if they would like to take courses at Kansai Gaidai University.

EQ = Transfer course has already been validated as equivalent to the KSU course listed & may be found on the Transfer Equivalency webpage: www.k-state.edu/undergradadmit/transferequivalency.html
 0 = This course should be automatically accepted for this and all future students, and added to the Transfer Equivalency webpage (only applicable if course numbers provided) 1 = This course may be validated as equivalent to the course indicated for this student only

APPROVAL SIGNATURES

The Advisor and/or Department Head or Dean (as applicable) from the college in which the student is enrolled should sign this section. By signing below, the student’s study plan is approved and the course offerings listed above will apply to the student’s program of study in the manner outlined.

Academic Advisor: Communication Advisor Signature Printed Name: Communication Advisor Printed Name Date: 10/2/24

Relevant College/Department Administrator: Arts & Sciences Dean's Office Signature Printed Name: Arts & Sciences Dean's Office Printed Name Date: 10/2/24

FUNDING & SCHOLARSHIPS

Overview

The cost of education abroad varies by program. In some cases, it costs less to go abroad for a semester than it would to live in Manhattan and take a full course load. [Check out some affordable program options here!](#) In other cases, the cost of living abroad may be more expensive than staying on campus. Many students also choose to participate in programs over the summer and during breaks when they may not normally take classes during those times.

Budgeting

In order to choose a program that best fits a student's budget needs, it is important to understand how to budget for an education abroad program, consider current costs of attending K-State, and make a plan for how and when they will pay for the program. If students are interested in creating a budget or savings plan, we recommend checking out Powercat Financial Counseling, a free on-campus resource!

Financial Aid

When students want to utilize financial aid for their education program, there are a few key steps. First, they need to apply for FAFSA. If the student is planning on using financial aid to pay for a summer program, then they will need to submit a Summer Financial Aid Application. Next, they should meet with their education abroad advisor to discuss the program's total cost and to receive a Cost Estimate Sheet. Then, students should meet with a financial aid advisor in the Office of Student Financial Assistance to review their financial aid package. Finally, they should set up an account for disbursement by enrolling in Electronic Funds Transfer on KSIS to get their aid directly deposited into their bank account.





SCHOLARSHIPS

With the generous support from alumni and donors, Kansas State University has many scholarship opportunities for education abroad participants! [Please see our database here.](#)

The Education Abroad Office awards several scholarships ranging from \$100-\$5000. These scholarships can be used for any program, as long as the student has an active program application at the time of scholarship review. To be considered, students need to have an active program application and have submitted the K-State Scholarship Network general application.

Several departments and colleges at KSU offer education abroad scholarships for their students. You must contact the Colleges or Departments directly for additional details.

There are also various nationally competitive scholarships to help fund an education abroad experience. Please note that each scholarship has its own eligibility requirements and deadline. In particular, the [Benjamin A. Gilman International Scholarship](#) is a fantastic opportunity open to Pell-eligible students. The Gilman Scholarship Program is geared towards U.S. citizen undergraduate students who are planning to do education abroad programs. Gilman aims to diversify the kinds of students who go abroad by supporting undergraduates who might otherwise not participate due to financial constraints.