



**FULBRIGHT**

**KANSAS STATE  
UNIVERSITY**

English Language Program

## **Fulbright Pre-Academic Program - Kansas State University** *Pre-Arrival Handbook*

**July 20 – August 10, 2024**

### **Welcome!**

Congratulations on being awarded the Fulbright Scholarship to pursue your graduate studies in the United States. We feel honored to have been selected to host you and be part of your educational and professional journey. We are excited to give you an introduction to American graduate school life, to provide you with some further English training, and to prepare you for living in the USA. We are sure that your visit will be a great professional and personal experience.

Traveling to a new country and staying there without family is exciting but can be also a stressful experience. This handbook contains useful information about your program at K-State, the city, and the university that can make your transition smoother and your stay more comfortable. Please read this handbook carefully. Feel free to contact us with any questions and concerns. We are looking forward to seeing you.

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## **Campus Contact Information**

Leena Chakrabarti, Associate Director, English Language Program (ELP), Office of International Programs (OIP)

205 Fairchild Hall,  
785-532-7324

[leena@ksu.edu](mailto:leena@ksu.edu)

WhatsApp group will be created one week before travel.

International Student and Scholar Services (or ISSS)

104 International Student Center  
785-532-6448

English Language Program (or ELP):

205 Fairchild Hall  
785-532-7324

**University police:** 785-532-6412

**Emergency in the USA: 911**

## **Introduction**

### **Kansas State University**

Kansas State University is a community of 5,600-plus faculty and staff and nearly 20,000 students from every state and more than 100 countries. K-State was founded in 1863 as the nation's first operational land-grant university and now has campuses in Manhattan, Salina, and Olathe, as well as our Global Campus, which serves thousands of distance education students.

K-State has been recognized as one of the nation's top universities by *Forbes Magazine*, *The Princeton Review*, and *U.S. News & World Report*, not to mention being identified as the most beautiful campus in the state by *Travel + Leisure* magazine. Our students can choose from more than 250 majors and options in nine colleges and more than 100 academic programs in graduate school. Research opportunities abound for both undergraduate and graduate students as K-State is home to more than 90 research centers and laboratories.

### **English Language Program**

The English Language Program is a CEA-accredited program with seven faculty who hold advanced degrees in TESL or related fields. The ELP is also a member of Education USA (formerly AAIEP) and UCIEP (University and College Intensive English Programs). The ELP is committed to quality instruction for both undergraduate and graduate students. The ELP offers five levels of intensive English classes, support courses, and courses designed for special programs. The Program is also equipped to help students with academic, social, and personal issues. The ELP collaborates and works closely with departments on campus to provide transition support for ELP students as they move into their academic programs.

The ELP has been involved in numerous initiatives either as collaborator or main organizer over its 30-year history. These special programs include:

This activity is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs as part of its Fulbright Program, the U.S. government's flagship international exchange program supported by the people of the United States and partner countries around the world. For more information, visit [fulbright.state.gov](http://fulbright.state.gov) This activity is administered by the Institute of International Education (IIE).

- International Teaching Assistant (ITA) training program (1991-2013)
- Graduate Support Courses (1986-2016)
- World Bank Grant participation to rebuild English departments and train faculty at Kabul and Balkh Universities in Afghanistan (2007-2011)
- Joint MA TEFL degree with the Modern Languages department (2008-present)
- GoTeacher training, Ministry of Education (Ecuador) with the College of Education (2012-2015)
- Teacher Training Workshops in Santiago, Chile and Short Program for Universidad Central funded by the Chilean Ministry of Higher Education (April and July 2016)
- Professional development workshops for English teachers from Paraguay (Summer 2016)
- Research Writing Workshop for Indonesian faculty sponsored by DIKTI (Fall 2016)
- PDPI Brazilian English Teachers Six-Week Program administered by IIE (2018-2019, 2023)
- Khbrat Summit Program for Saudi Public School Teachers (2018-2020)
- COMEXUS Program for prospective graduate students from Mexico (Spring and Summer 2018)
- Teacher Professional Development for faculty members of Jilin University, China (Summer 2018)
- Teacher Professional Development for faculty members of Xinzhou Teachers University, China (Summer 2019)
- DIKTI Academic Communication Institute (Fall 2018)
- Fulbright English for Graduate Students, Summer Program (2018, 2019, 2022, 2023)

You can find more information about the ELP at our website: <http://www.k-state.edu/elp/>

## Preparing for this Program

### Visit your doctor before departure!

In the United States, health care is expensive. Even though you will be provided with health insurance through Fulbright and K-State student insurance, we suggest that you visit your family physician and have a check-up before your departure. Additionally, travel insurance typically does not cover dental care, such as exams, fillings, crowns, and more. Visit your dentist and have all your dental problems taken care of before you travel.

### Vaccination Records

1. K-State requires all international students to complete a **Tuberculosis (TB)** screening form. Leena Chakrabarti will give you a form during check-in. It must be completed before starting this program.
2. Bring your vaccination records proving that you received two doses of **MMR (measles, mumps, rubella) vaccination**. Your records should be translated into English.
3. Bring your records proving that you received **meningococcal immunization**. If you did not receive it, you can fill out a waiver form during orientation.

## What to Pack

### 1. Clothing and Weather

Manhattan and Kansas have a continental climate. Summer days can be very hot and humid. The morning temperature is around 60-70 F (15-21°C). The hottest part of the day is usually 5:00 pm, when the temperature can be above 100 F (38 °C). Therefore, most rooms and buildings are air-conditioned, where the temperature is kept at around 72-75 F (22 - 24°C). Thunderstorms occur frequently, mostly in the evening.

People usually wear comfortable casual or semiprofessional clothes on campus. It is advisable to wear modest clothing. Based on the information about the local weather, please bring:

- Clothes that you can wear in warm weather: clothes made of thin cotton, shorts, T-shirts, short-sleeved shirts, skirts, dresses. Jeans are also acceptable.
- Footwear that is comfortable for walking. (You will need to walk 15 minutes from your dorm to the classroom.)
- A light raincoat or umbrella.

## **2. Health Care Items - Pack your prescription medication and over-the-counter medication.**

You should bring all the prescription medication you need for your stay because you might not be able to get the same medication in the USA. When travelling, you should have a valid prescription or a doctor's note written in English with the medication. The medication must be in its original packaging.

Also bring the over-the-counter medication that you take regularly (for example, painkillers or headache medication). Your insurance does not cover over-the-counter medication. Here is some additional advice from the U.S. government about entering the U.S. with medications:

<https://www.fda.gov/consumers/consumer-updates/5-tips-traveling-us-medications>

## **3. Bring an extra pair of glasses.**

Most travel insurance policies do not cover eye exams and glasses. Bring an extra pair of glasses if possible.

**4. Documents and Passwords:** Most importantly, bring all the official documentation from Fulbright, K-State, and your graduate institutions, including invitation letters and contracts. Write all your email addresses (private, K-State, and research institution) with the passwords and other passwords onto your phone. You should also email all this information to yourself and to a family member who can email it back to you, if needed. Please scan copies of your passport and visa and email them to yourself. Do not forget to bring your eID and password!

**Important:** Prior to departure, check your airline's weight and size of baggage restrictions!

After your arrival, you will have the opportunity to go shopping for school supplies and personal hygiene items. (You will receive your course books from the ELP, but you will need to have your own stationery, including pens, pencils, and a notebook.) The ELP will give you a "welcome kit" that will include shampoo, conditioner, deodorant, toothpaste, toothbrush, laundry detergent, laundry dryer sheets and other items.

## **Traveling to Manhattan**

Please purchase your airplane ticket to Manhattan Regional Airport (MHK) as your final destination. Send your detailed itinerary to this email Leena and Ranae ([leena@ksu.edu](mailto:leena@ksu.edu) and [ranpev@ksu.edu](mailto:ranpev@ksu.edu)) before departing from your home country. This information is a **Program requirement**. It will help us arrange transportation from MHK to the K-State campus in Manhattan, KS. Closer to your travel, we will provide you with all the specifics that you will need to make this trip.

**Important:** If there is a last-minute change that affects your arrival time, or if one of your flights gets delayed, or if you miss your flight, send a message to Leena Chakrabarti right away with the new arrival information so that she can arrange transportation for you via WhatsApp (provided one week before travel) or [leena@ksu.edu](mailto:leena@ksu.edu).

## **Welcome to Manhattan!**

Manhattan is in the Flint Hills region of Kansas. As the name indicates, this area has rolling hills, and you can find the largest uncultivated prairie of North America here. The Midwest, which Kansas is part of, is also called the Breadbasket of the USA. Kansas produces the largest amount of wheat. Manhattan has a population of 50,000 people. Two major institutions employ most of the people: Kansas State University (KSU) and Fort Riley. Kansas State University has about 20,000 students. Fort Riley is a large army base about 15 miles (24 kilometers) away from the city, and it is home to about 15,000 soldiers.

## **Accommodations**

During your program, you will stay in a coeducational residence hall, which means that male and female residents live on the same floor but different wings of the building. You will be assigned to a double occupancy room (two men or two women will share a room), at IIE's request. Each room is furnished with a dresser, desk, and bed, and is equipped with a wireless internet connection. You will have access to laundry facilities, study rooms and TV rooms. The residence halls have Student Success Centers, where the students can use computer stations. You will receive bedding, linen, and towels to use during your stay. You may request soap at the front desk. The ELP will give you a "welcome kit" that will include shampoo, conditioner, deodorant, toothpaste, toothbrush, laundry detergent, laundry dryer sheets and other items.

In the USA, quiet hours are usually between 10:00 p.m. and 7:00 a.m., so please abide by these hours in the dorms.

## **Hygiene Tips**

- Generally, Americans shower every day.
- Americans consider body odor unpleasant, so they use deodorant.
- Toilet paper should be flushed down the toilets. However, other items such as tampons and period pads should be discarded in waste bins.
- Toilets and the sink area of bathrooms are dry. If you splash water in these areas, it is polite to wipe the splashed water before you leave.

## **Housing Guidelines for Special Program Guests**

The K-State Housing and Dining Services welcomes you to the residence halls and dining centers! Here is some information to help you get settled in your room.

**The front desk** is staffed by student workers during mealtimes. Hours will be posted at the desk. Treat them with kindness and patience.

Workers are not allowed to take possession of personal items from participants or accept deliveries on your behalf (excluding packages from Amazon, UPS, FedEx, etc.). (You cannot ask a desk worker to give an item to another resident.)

**Entry to buildings:** Building access card / KSU ID allows entry to residence hall 24 hours a day and entry into the dining center for meals. So, carry your KSU ID with you at all times.

**Loss of keys:** If you lose your key, you must pay a \$60 fine.

**Lock-out:** If you lock your key in the room, go to the front desk or text/call staff at 765-477-1120 (WhatsApp)

**Mail:** Check the message board. USPS mail is delivered on Mondays and Wednesdays to the front desk. It may take a few hours to get distributed to your individual mailbox. All packages are logged, and you will be sent an email to your K-State email. To get the package, show your ID to the staff and they will log the pick-up and give you the package. Packages arrive in the residence hall 1 day later than the reported delivery date because they first get delivered to University Central Mail.

To receive mail, your address should be listed like this:

YOUR NAME, Fulbright Pre-Academic Program  
West Hall #(room #)  
1400 Old Claflin Road  
Manhattan, KS 66506-4200

**Visitors:** Visitors must be with a resident while inside the residence hall. Residents are responsible for the actions and noise of their visitors.

**Room check:** Authorized Housing staff are allowed to unlock and enter your room only if necessary to check on safety or health concerns.

**Lost items:** Contact your front desk or the dining center office if you lose something.

**Towel and linen exchange:** Towels can be exchanged as needed. Bed linen exchange is once a week.

**Laundry:** You have to wash your own clothes. Laundry is included at no additional cost during your stay. You must provide your own detergent and other supplies.

**Room maintenance:** Housing staff clean the hallways and public spaces. You are responsible for keeping your own living area clean. No one will enter your room to clean it.

### Emergencies

- **Severe weather and tornado:** Go to the lower levels by stairs. Do not use the elevator. Stay there until the storm has passed and the staff release you.
- **Fire alarm:** Get out of the building. Staff will tell you what to do.
- **Smoke detector sound:** Notify the hall staff so that they can look for fire.
- **Medical or police emergency:** In the event of a medical or police emergency, please inform the front desk staff immediately.

### Building Use

- If something is not working or is broken, tell the staff at the front desk who will report it to Maintenance and request repairs.
- It is illegal to tamper with the fire alarm system and the room smoke detector. If you tamper with the room smoke detector, you will be charged \$50.00.
- Do not remove window screens. There is a \$25 charge for damage to the red seal on the screen.
- **Beds** – ONLY maintenance staff are allowed to change the bed to a bunk or to separate beds. Please tell your hall staff or floor Residence Assistant if you want your bed changed to or from bunk style.

- Ping pong and billiards (pool) equipment can be checked out with your KSU ID/housing access card.

### **Air Conditioning**

All halls are air conditioned. In most of our halls, energy-saving thermostats have been installed. The On/Off button should be ON. The Fan button should display AUTO. The temperature range can be adjusted (using the Warm or Cool buttons) from about 72° to 76° F (22C – 24C). A *motion sensor* allows the a/c unit to turn off when the room is unoccupied and on when you go in the room. The cool air should cool the room within 10 minutes after you enter the room. The front desk staff is happy to help you with the temperature in the room.

### **Housing Rules:**

- **Smoking is forbidden** in the residence halls and all university buildings and on the K-State campus. It is violation of law to use any illegal drugs.
- Only 2 people may sleep in a dorm room.
- Please be mindful of other residents. Keep noise levels reasonable for the time of day. Contact your RA (resident assistant) if you are concerned about noise levels.
- Housing may remove a disruptive person (causing problems) from living in the residence hall.
- Reasons for being removed include threat of violence, causing violence, physical or verbal threats, verbal abuse or inappropriate language, destruction of property, being on a window ledge, breaking into the building. Damage charges will be your responsibility.
- **Elevators** are provided for students staying on the 3<sup>rd</sup> floor and higher. If you stay on the 1<sup>st</sup> floor or 2<sup>nd</sup> floor, please use the stairways if possible. Overloading an elevator is very dangerous. Please wait for another elevator if one is full.
- **Alcoholic beverages:** In Kansas it is illegal to drink alcohol if you are younger than 21 years old (a minor). NO OPEN CANS or BOTTLES are allowed in the hallway or any public area on campus. Adults over 21 may have up to 30 cans of 3.2% beer in their room. However, it is illegal to share alcohol with a minor. Adults over 21 with a minor roommate must have permission from the minor to drink in the room. The door must be closed when drinking alcohol in the room.
- **Prohibited (not allowed) items in the residence hall:** personal air conditioner, space heater, halogen lamp, open flame item like candle, incense, incense burner, appliances with open or closed heating device (coffee makers and electric candle warmers allowed), drugs, fireworks, explosives, stolen items, weapons, BB guns, air rifles, paintball guns, knives, switchblades, swords, brass knuckles, martial arts weapons, ammunition, tasers, stun guns, Airsoft toy guns, bows and arrows.
- CLEAN UP any mess you make. You will be charged a fine if Housing must clean up your mess or repair something you break.
- No animals allowed in the building for short program guests except service dogs.
- You may not sell food or items in the residence hall or on the housing property.
- If you lose your key, you must pay a \$50 fee for a replacement.

You can find more information about the residence halls on their website:

<http://housing.k-state.edu/living-options/reshalls/>

You can read the residence hall handbook here:

[https://housing.k-state.edu/living-options/handbooks/reshall\\_handbookpages/index.html](https://housing.k-state.edu/living-options/handbooks/reshall_handbookpages/index.html)

### **Meals**



During your program, you will have your meals at Derby Dining for the most part, which is located near your hall (West Hall). You will have a meal card that you can use once for each meal. The food plan includes three meals a day from Monday through Saturday, and two meals on Sunday (no evening meal). The meals are served in a buffet-style or all-you-care-to-eat format, which is a selection of main dishes, vegetables, salads, breads, desserts, and beverages. Vegetarian and vegan options are always available. If you eat only halal meat, please ask the food servers which of the meat dishes are halal. If you have any of these or other dietary restrictions, please remind Leena Chakrabarti, and she will arrange for a meeting with a dietician in the dining hall.

The dining center does not offer Sunday evening dinners. Therefore, the program will provide money for Sunday evening meals. We may also organize picnics with food, or local community members may invite you to have a meal with them on Sunday evenings. The “Friendship Families” have been carefully selected. They enjoy the company of international students and are looking forward to meeting you. The pre-arrival survey contains questions about your dietary restrictions or food allergies. Your answers will enable us to notify the dining services and the families about you and help us prepare for the picnics.

You can find information about dining services, meal plans, and open hours on the following website: <http://housing.k-state.edu/dining/>

## **Transportation**

ATA (Flint Hills Area Transportation Services) provides transportation services on campus and in the city. There is no bus service on Sundays.

### **1. ATA Shuttles in Manhattan**

The ATA shuttle buses can take you outside of campus. There are more routes offered during the week than on Saturday, and there is no ride on Sunday. Each route has a color signal. The buses stop at the designated bus stops and run according to a fixed schedule. You will receive a map in your welcome packet. Or you can view it online: <https://www.fhata.org/routes>. You can also download the Manhattan Kansas Transit app on your phone: <https://www.fhata.org/transit>.

### **2. Traveling with K-State Vehicles**

During your stay, ELP staff members or graduate ambassadors will drive you in KSU vehicles to scheduled cultural activities and field trips. All the drivers have special van certification.

## **Important Traffic Laws in Manhattan:**

- Always buckle your seatbelt when you travel by car, even if you are a passenger in the back seats.
- Texting and talking on the phone are forbidden while driving.
- Driving under the influence of alcohol is forbidden.

## **Health Care Services in Manhattan**

During your program, you will be covered by United Healthcare Student Resources health insurance. This insurance is accepted by many physicians in the area and by the emergency clinics. After you have enrolled in classes, you can create an account at the health insurance company's website [www.uhcsr.com](http://www.uhcsr.com) and print off a card to carry. Plan information can be found here:

[http://www.k-state.edu/iss/students/health\\_insurance/Plan%20Details.html](http://www.k-state.edu/iss/students/health_insurance/Plan%20Details.html)

As mentioned above, your insurance will not cover:

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- Dental care
- Vision care
- Over-the-counter medication

## What to do if you get sick?

1. If you catch a cold, you can simply buy some over-the-counter medication. All major stores (Walmart, Target, Dillons, Hy-Vee) have pharmacies. Over-the-counter medications are NOT covered by health insurance.

### 2. Lafene Health Center

If you get sick during the week and you need to see a doctor, you should make an appointment with the university's student health care center. While making the call, you should tell your symptoms openly so that you can see the doctor as soon as possible. If you are hesitant to call a doctor, ask Leena Chakrabarti, one of the graduate ambassadors, or another staff member for assistance.

Hours: Monday-Friday: 8:00 – 5:00 pm

Address: 1105 Sunset Ave, Manhattan, KS 66502

Phone: (785) 532-6544

Please check out the health center link to learn about available services: <https://www.k-state.edu/lafene/>

### 3. Urgent Care Clinics

If you need to see a doctor in the evening or during the weekend for an emergency, you can choose to visit an urgent care facility. These facilities are much cheaper than hospital emergency care. They are open till 7:00 pm daily except on Sundays (till 6:00 pm).

- **K-STAT Urgent Care PA** (This facility is close to Walmart. The shopping shuttle takes you there. It is open till 7:00 pm from Monday to Saturday and till 6:00 on Sunday.)  
930 Hayes Dr. B, Manhattan, KS 66502  
(785) 565-0016

### 4. Via Christi Hospital

In case of an emergency, call **911** for an ambulance or visit the emergency room:

1823 College Avenue, Manhattan

785-776-2800

*A visit to the emergency room will cost a minimum of \$500 of your personal money, so using the urgent care is preferable unless it's after hours.*

## Covid Protocol

The English Language Program follows all university policies and procedures on COVID monitoring, prevention, and tracking. The University has a robust website for faculty, staff, and students, which brings together in one place Communications, FAQs and Information, and Resources (vaccines, testing etc.). See COVID 19 update <https://www.k-state.edu/covid-19/> Lafene Health Center offers testing and vaccinations for faculty, staff, and students on campus. See COVID Vaccination: <https://www.k-state.edu/lafene/covidforms/index.html>

Students who test positive might have to stay in their own rooms and will be able to attend classes and session by Zoom if necessary. ELP will provide laptops for the quarantining students to attend the online classes. Students will have access to Lafene Health Center and all the services it provides including testing and vaccinations if warranted or desired. Housing also has a website with FAQs and information about COVID procedures and resources for students living in campus residences: See [Community COVID-19 Policies and Procedures](#) on the Housing and Dining Services website.

## **Communication - Mobile Phones and Wireless Networks**

**Wi-Fi access** will be available in nearly all campus buildings, so it may still **be possible to send and receive messages on your mobile device** when it is connected to the Internet without purchasing any additional services. Previous program participants used either **WhatsApp** or **Facebook Messenger** with success. There are also many other apps (Snapchat, Telegram) that you might try.

### **Wireless networks:**

**KSU Wireless** is available in campus buildings and in dining centers but not in dorms. You will need to use your K-State ID to access the wireless network in the dorms.

**Hall Computer Labs:** You can use the computer labs with your K-State ID

## **Academic Program**

You will take two different courses and attend daily workshops as part of your program. The courses and workshops were designed to meet the program requirements as described by Fulbright. Therefore, you are required to attend classes and workshops and work on assignments to receive the program certificate. If you are ill or have had an accident, contact Leena Chakrabarti and she will notify your teachers.

### **Fulbright Advanced Integrated Skills Course:**

This course provides participants with the support needed to be successful in academic communication at the graduate level. Participants will improve their English grammar skills and learn punctuation rules and conventions. They will practice paraphrasing techniques, summarizing, and following appropriate conventions for citation. They will refine their composition skills and practice proofreading and editing their writing with the aim of becoming more independent writers. Participants will expand their academic vocabulary and improve their fluency in written and spoken English. They will improve their note-taking strategies and polish their oral communication skills by participating in small group discussions, engaging in group work, and practicing academic presentations.

### **Fulbright Skills for Academic Success Course:**

This course supports students as they prepare to begin graduate work at U.S. universities. The course serves as an introduction to the U.S. higher education system and U.S. culture. Some class sessions feature guest lecturers. The course covers essential topics such as the structure of the U.S. higher education system, U.S. classroom culture, academic expectations, GPA and other academic status issues, and developing appropriate interpersonal skills for academic success.

### **Workshops:**

Every day, ELP instructors and guest lecturers will give you presentations and workshops about the following topics:

- Technology tools and skills
- Library databases
- Advanced pronunciation
- Panel discussion with previous Fulbright recipients and other K-State graduate students

- Student code of conduct: policies on harassment and discrimination
- Legal issues of international students
- Safety and interacting with the police
- Academic integrity
- U.S. health care
- Mental health – reducing stress
- Managing citations and references
- Appropriate interpersonal relationships
- Research compliance (IRB, human subjects)

### **Activities and Events on Campus and around Manhattan**

- Check out what you can visit in the city and its vicinity: <http://www.k-state.edu/admissions/life/manhattan.html>
- Sports fans can attend a game: <http://www.k-statesports.com/>
- You can attend events in the city: <http://www.manhattancvb.org/>
- You can attend events on campus: <http://www.k-state.edu/calendar/>
- The Manhattan Magazine contains useful information about dining, shopping, and attractions: [https://issuu.com/sunflower\\_publishing/docs/manhattancvb\\_2024-web\\_version](https://issuu.com/sunflower_publishing/docs/manhattancvb_2024-web_version)

During your stay, you will receive updates about optional activities and events that you can attend.