



Instructions for Concentration IV Students (International Affairs)

All International affairs Majors who intend to pursue Concentration IV must complete all of the following:

- 1) Concentration IV students must complete a full-time international exchange program of ten weeks or more offered by a non-US institution.
- 2) Full-time status will be based upon the criteria set by the host institution. However, please keep in mind that KSU's Office of Financial Aid requires that you take the equivalent of at least 12 credit hours at the host institution. This means that, in practice, you should take 12 - 15 KSU-equivalent credit hours of courses.
- 3) Courses must be pre-approved by your International Affairs advisor and by the PSIA department chair **prior to departure**. The courses that you take should be similar to courses found within the other IA concentrations (i.e. political science, history, language, business, sociology, anthropology and/or psychology). In general, they should be upper-division courses due to the University's requirement that all majors should consist of at least 39 upper-division credit hours.
- 4) All courses listed on the Enrollment Verification Form (see below) must be passed in order for this concentration to be complete. Because these are "concentration classes" within the major, this means you must earn a "C" or better. Pass/fail grades are not acceptable.

Selecting a Program

We recommend the following programs:

Africa

- [Stellenbosch University, South Africa](#)
- [University of Cape Coast, Ghana](#)
- [Al Akhawayn University, Morocco](#)

Asia

- [Hanyang University, South Korea](#)
- [Soongsil University, South Korea](#)
- [Seoul Women's University, South Korea](#)
- [Soka University, Japan](#)
- [Chukyo University, Japan](#)

Europe

- [Fachhochschule Flensburg, Germany](#)

- [University of Paderborn, Germany](#)
- [Anhalt University, Germany](#)
- [University of Mons, Belgium](#)
- [Universidad Carlos III de Madrid, Spain](#)
- [University of Valladolid, Spain](#)

The Americas

- [Université Laval, Canada](#)
- [University of Belize, Belize](#)

Worldwide

- [ISEP \(International Student Exchange Program\)](#)

Once you have selected a program, you will need to contact one of the following education abroad coordinators:

Gil Eisner
 Education Abroad Program Coordinator
 470-578-2924
geisner1@kennesaw.edu

Erin Rasche
 Education Abroad Program Coordinator
 470-578-2416 erasche@kennesaw.edu

Cynthia True
 Education Abroad Program Coordinator
 470-578-7628
ctru2@kennesaw.edu

Nicole Meanor
 Education Abroad Program Coordinator
 470-578-7629
nmeanor@kennesaw.edu

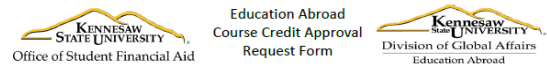
Supathi Puri
 Education Abroad Program Coordinator
 470-578-3787
spuri1@kennesaw.edu

They will be able to provide all sorts of valuable information and advice about the various education abroad opportunities.

They will also provide and process the "Education Abroad Course Credit Approval Request Form." **This form must be filled out accurately and carefully.** In essence, this form becomes a contract between you and the University as to which specific classes you intend to take.

This form **requires** that your IA Major advisor and the PSIA department chair review, and approve, each course which counts towards the degree program. The Chair of each appropriate non-PSIA academic department **must** pre-approve equivalencies for content for courses that fall outside of PSIA.

In the box labeled Major/Minor, you must insert: IA Major - Concentration IV. If this is not done for each course, it will not count toward Concentration IV.



This form should be completed for any student participating in an education abroad program for which they must register at an institution other than Kennesaw State University. This form establishes how credit(s) may transfer and apply to the student's degree program. It will also establish to the Office of Student Financial Aid that the student has pre-approval for the academic period abroad. Financial aid for subsequent periods of enrollment will not be released until the official transcript has been received and processed. If the sponsor institution is an international institution, the student must also request a course-by-course credit(s) evaluation from NACES member list and have it forwarded to the KSU Office of the Registrar. If student is on an exchange program, final grades must be received and posted by the KSU Office of the Registrar before future financial aid may be disbursed. Please be advised that if your courses abroad do not count towards your degree (major or minor), then you will not be eligible to receive financial aid for the semester abroad, and/or your financial aid may be reduced based on the type of financial aid you are eligible to receive and the number of credit hours that are applicable towards your (major or minor) degree. Once you have completed your degree requirements you will not be eligible to receive financial aid towards a minor. In addition, if your financial aid has previously disbursed and it is determined that the classes do not apply towards your degree, the Financial Aid Office has the right to cancel your financial aid and you will be responsible for repayment.

All information MUST be completed before submitting form. If any information is not completed, the form will be considered incomplete and will not be accepted.

The student's major/minor advisor and department chair(s) must review, and approve, each course towards the degree program. The Chair of each appropriate academic department must pre-approve equivalencies for content.

Student Name _____ KSU ID # _____
 Email Address _____@students.kennesaw.edu Phone # _____
 First day of class _____/_____/____ Last day of class _____/_____/____
 Program Name _____ Program Destination _____
 Institution Issuing Transcript _____ KSU Major _____
 KSU Education Abroad Coordinator _____ KSU Minor _____
 Education Abroad Email _____@kennesaw.edu Phone # _____

KSU Exchange Program (including ISEP exchange & exchange internships)
 Non-KSU Program (including ISEP Direct & Non-KSU internships)

During your study abroad semester, do you plan on taking additional courses through KSU aside from your Education Abroad Courses?
 Yes No **Insert exact name of course** Number of additional credit hours _____

The above named student intends to enroll in some or all of the following courses and requests an evaluation of course credits as well as authorization to apply these credits upon completion in good academic standing towards fulfillment of their degree requirements.

Quarter/Semester _____ Year _____ Total # of credit hours to be taken abroad _____ **Insert IA Major - Concentration IV**

Host Course Title & Number	Credit Hours	KSU Equivalent (course title & number)	Credit Hours	Department Approval	Major or Minor	G.A.T.F.S. Approval

List alternate course selections on the following page



Education Abroad
Course Credit Approval
Request Form



Student Name _____ KSU ID# _____

Alternate Course Selections

Host Course Title & Number	Credit Hours	KSU Equivalent (course title & number)	Credit Hours	Department Approval	Major or Minor	G.A.F.E.S. Approval

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Updated: April 22, 2016

If you find, once you begin the registration process at the host institution, that a course you had pre-approved is not available, you must find a replacement and have it approved here at KSU. To do this, simply fill out an "Alternative Course selection form" (see right), send it back to the Education Abroad office and the Financial Aid office here on campus. **You must also send it to your IA adviser for approval.** If your IA adviser does not approve of these new courses substitutes, they will not count toward Concentration IV.



Host Enrollment
Education Abroad
Enrollment Verification



To be completed by the KSU student and the Host institution Coordinator within 10 days of the start of your courses abroad. Please type in order to ensure legibility. Please email or fax the completed form to the appropriate KSU Education Abroad Program Coordinator.

Gil Eisner: gis1e@kennesaw.edu
Erin Rasche: er1r@kennesaw.edu
Supathi Puri: spuri@kennesaw.edu
Nicole Menzor: nmenzor@kennesaw.edu

Hollie Jones: holliej@kennesaw.edu
Tara McDuffie: tmcduff@kennesaw.edu
Cynthia True: ctrue@kennesaw.edu

Education Abroad Fax: (470) 578-9171

Once you have registered for your classes at your host institution, you must submit the "Host Enrollment Verification Form" to the KSU Education Abroad Office **and** to your academic advisor within 10 calendar days of the first day of classes abroad. This form (see right), will list the 12-15 credit hours of classes you have enrolled within. Remember that these classes must correspond to those which were **previously approved** on either the Course Credit Approval form or on the Alternate Course Selection form. Coursework taken at the Host Institution, **not approved** on one of these forms, will not count toward degree completion.

Student Name _____ KSU ID# _____
Host Institution _____ Host Coordinator Name _____

I, the KSU student listed above, have met with my Host Institution Coordinator and confirmed registration in the courses listed below. I agree to notify my KSU Education Abroad Program Coordinator immediately if there are any changes to my program of study. I acknowledge that if I receive federal student aid based on incorrect or fraudulent information, I will be required to repay the full amount of that aid. I may also be required to pay additional fines and/or fees. I understand that I must return the Host Enrollment Education Abroad Verification form to my Education Abroad Program Coordinator within the required timeframe which my Education Abroad Program Coordinator has informed me of. I understand that if any of my courses abroad do not count towards my degree (major or minor) then I will not be eligible to receive my financial aid for the semester abroad, and/or my financial aid may be reduced based on the type of financial aid I am eligible to receive and the number of credit hours that are applicable towards my (major or minor) degree. In addition, I understand that once I have completed my degree requirements I will not be eligible to receive financial aid towards a minor.

Student Signature _____ Date _____

Host Institution Course Title & Number	Credit Hours	KSU Equivalent (course title & number)	Student must complete this section	Credit Hours

I, the Host Coordinator listed above, have verified the KSU student's enrollment in the Host Institution courses. I am submitting my approval for the Host Institution only and not for the KSU Course Equivalent.

Host Coordinator Signature _____ Date _____

KSU USE ONLY

Did student enroll in courses currently registered at KSU? Yes No

If student was unable to take classes currently registered at KSU, please complete New Course Registration. Aside from study abroad courses, is student also enrolled in courses at KSU? Yes No

If so, how many non-study abroad credit hours is student enrolled? _____

Registrar Office Signature _____ Date _____

Education Abroad Office Signature _____ Date _____

Financial Aid Office Signature _____ Date _____

Updated: April 22 2016

Good luck and enjoy your international academic experience!