



Education Abroad Resource Guide

This guide provides basic information about the study abroad process, including types of programs, earning credits, and receiving financial aid. Policies are subject to change at the discretion of the offices of Education Abroad, Registrar, and Financial Aid.

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Introduction

Kennesaw State University offers more than two dozen faculty-led study abroad programs in 30+ countries and many foreign exchange and international internship opportunities. Regardless of what field of study or country you are passionate about, there is an education abroad program for you!

This guide will provide information on these programs and the policies and procedures that govern how a student receives financial aid to assist with expenses and credit toward a degree program.

Prospective students should also sign up for one of the Education Abroad Office's great Boarding Pass Information Sessions, which teach you everything you need to know about applying for an education abroad experience. To get started, you will need to visit the Education Abroad Office website located at kennesaw.edu/global-education/education-abroad.

Education Abroad Program Types

There are many unique experiences available for students to pursue in an education abroad program, but each program falls within a general program type that determines what paperwork will be needed, how credit will be received, and who you will pay for your program. You must request a final academic transcript be sent to KSU upon completion of the semester if you are not on a Faculty-Led or KSU-Sponsored trip.

Faculty-Led and KSU-Sponsored Programs

These programs generally include taking a course or courses at KSU before traveling abroad for a brief period of time. This can include directed independent studies and KSU internships. Your tuition, fees, and program costs are billed by KSU.

Forms Required:

- [**Education Abroad Participation Acknowledgment Form**](#)

KSU and ISEP Exchange Programs

KSU Exchange programs and ISEP Exchange programs involve a partner institution abroad at which you will take courses approved to be equivalent to courses at KSU that would count toward your degree program. The KSU Registrar will register you for the equivalent courses here to determine your bill. These programs may be several months long. Your tuition, fees, and program costs are billed by KSU.

Forms Required:

- [**Education Abroad Participation Acknowledgment Form**](#)
- [**Credit Approval Form**](#)
- [**Enrollment Verification Form**](#)

ISEP Direct and Non-KSU (Outgoing Transient) Programs

These are all other programs handled through a host organization, institution, or company outside of KSU. Your courses must be approved before leaving for your program, and all program costs, tuition, and fees are your responsibility to pay to your host. While these experiences are rewarding,

they require the most paperwork and are potentially the most financially burdensome due to financial aid regulations. For these programs, it is highly likely that you will be paying all expenses upfront and receiving financial aid as a refund at a later time.

Forms Required:

- [**Education Abroad Participation Acknowledgment Form**](#)
- [**Credit Approval Form**](#)
- [**Enrollment Verification Form**](#)
- [**Education Abroad Consortium Agreement Form**](#)

Financial Aid Programs

Federal and State Financial Aid Programs

Students studying abroad are generally eligible for the same programs available to all other students. To determine your eligibility for financial aid, you should complete a FAFSA at studentaid.gov/h/apply-for-aid/fafsa for the year you plan to study abroad.

HOPE/Zell Miller Scholarship

These scholarships are merit-based funds provided by the state of Georgia. Information about the HOPE Program can be found at kennesaw.edu/financial-aid/hope-scholarships.

Federal Pell Grant

This is the federal government's need-based entitlement program. Eligibility for this program is determined by the Expected Family Contribution calculated by the FAFSA. Information about the Pell Grant can be found at kennesaw.edu/financial-aid/grants.php.

Federal and State Student Loans

All students are eligible for federal student loans (in most cases), which are based on the student's grade level and dependency status. Loans may be subsidized or unsubsidized and must be repaid to the government with any interest accrued.

The state of Georgia also offers a loan program called the Student Access Loan, which is applied for at gafutures.org. This loan requires repayment, including monthly "Keep in Touch" (KIT) payments while in school. KSU has additional eligibility requirements to receive this loan.

Information about federal, state, and alternative students can be found at kennesaw.edu/financial-aid/loans.

KSU Aid Programs

Global Learning Scholarship

This \$1,000 scholarship is available to all students studying abroad at KSU. Information about the application and eligibility requirements can be found at kennesaw.edu/global-education/education-abroad/students/scholarships.php.

KSU Foundation Scholarships

The KSU Foundation provides scholarships through a general scholarship application. More information can be found at kennesaw.edu/financial-aid/scholarships. The KSU Foundation Scholarship application is available each year from November 1 to March 1.

External Aid Programs

External Study Abroad Scholarships

See the [Additional Resources](#) section at the end of this guide for a list of known external scholarships for study abroad programs.

Additional Scholarship Opportunities

Students can search for additional scholarship options using external scholarship search engines like FastWeb and Chegg. Be careful of websites that ask for a credit card or personal information. Students can also utilize ScholarshipUniverse year-round to search and apply for external scholarships.

Alternative Student Loans

Additionally, students may pursue alternative loans from private lenders. These loans are not backed by the federal government and require credit checks and sometimes a co-signer. Terms and conditions vary by lender.

Financial Aid Policies

1. All required documents for the program type must be completed and processed before aid can be disbursed. If other documents are required for other financial aid processes, including verification, these documents must also be submitted and processed.
2. Financial aid will not be applied to the account earlier than 10 days before the first day of classes abroad unless the student is also enrolled in non-study abroad courses at KSU.
 - a. If the program's first class date begins before KSU's disbursement date, funds cannot be disbursed until after the disbursement date.
 - b. If financial aid is not processed to the account before costs are due, the student is responsible for paying these costs out of pocket and may be reimbursed with financial aid after the disbursement date.
3. If a program requires credit approval, final transcripts from that school must be submitted back to KSU before future financial aid may be received. It is possible that the next semester's fees are due before this can be completed.
4. Only courses determined to be degree-applicable by the Registrar can be considered as hours eligible for federal financial aid, even if charged for all courses. Once all degree requirements have been completed, no financial aid is available to receive toward a minor.
 - a. Federal Student Loans require at least half-time enrollment (six (6) hours for undergraduates, five (5) hours for graduates) in degree-applicable hours.
 - b. HOPE/Zell Miller Scholarship amounts are based on the number of credit hours.
 - c. Pell Grant amounts are based on enrollment status, which is determined by the number of degree-applicable hours.
5. Any changes made after the add/drop period may impact financial aid and may cause funds to be removed or reduced. If aid is removed or reduced, the student is responsible for repayment of those funds to KSU.

6. Students must be enrolled in at least one (1) credit hour to receive any aid for an education abroad program.

Please review the Terms and Conditions information outlined in the Financial Aid Dashboard section of your Owl Express account for additional policies related to the general financial aid process.

Additional policies apply (such as Satisfactory Academic Progress and Return of Title IV Funds). Please see kennesaw.edu/financial-aid/policies for all policies related to receipt of financial aid.

Application and Forms

Once you have decided on a program, go to the top of the program's webpage on kennesaw.studioabroad.com and click "Apply Now" to begin your application. Be sure to fill out the application in full.

All KSU Faculty-Led programs require a \$300 non-refundable deposit with your application. This \$300 is subtracted from your total program fee. Meanwhile, exchange programs require a \$150 administrative fee. Non-KSU programs also require deposits and application fees (see program application for details).

Forms

Each program requires specific forms that must be completed, whether you are seeking financial aid or credit toward your degree. See the below links for information about the forms.

- [Education Abroad Participation Acknowledgment Form](#)
- [Credit Approval Form](#)
- [Enrollment Verification Form](#)
- [Education Abroad Consortium Agreement](#)

Education Abroad Participation Acknowledgment Form

This form provides you with policies related to receiving financial aid and receiving course credits as an education abroad student.

Who is Required to Submit this Form?

This form is required for all students studying abroad.

Where is this Form Located?

This form can be found in your Studio Abroad application or on the Financial Aid website (kennesaw.edu/financial-aid/student-resources/financial-aid-forms.php).

Where do I Submit this Form?

Submit to the Financial Aid Office once you've decided to study abroad.

Impact on Financial Aid

This form is required to receive financial aid.

Impact on Receiving Credit

This form is not required to receive credit.

Credit Approval Form

This form provides the Registrar's Office with information about courses you would like to take abroad so that they can determine degree applicability.

Who is Required to Submit this Form?

Required for students on exchange programs, ISEP Direct programs, and non-KSU programs.

Where is this Form Located?

This form is located in your Studio Abroad application.

Where do I Submit this Form?

Once signed off by your Department Chair, submit it to the Registrar's Office before leaving the country.

Impact on Financial Aid

Only credits approved as degree credits can be considered financial aid-eligible credits. Financial aid cannot be disbursed without at least one processed Credit Approval Form.

Impact on Receiving Credit

Only courses that were approved by your Department Chair and the Registrar will be granted credit. If you are registered for any courses that were not previously approved during the Credit Approval process, you will need to complete the approval process for those courses.

Enrollment Verification Form

Once you have arrived and registered for courses, you will need to verify your enrollment within 10 days of starting classes. In the chart, you will include the courses for which you are registered and the KSU equivalents.

Who is Required to Submit this Form?

Required for students who completed the Credit Approval Form.

Where is this Form Located?

This form is located in your Studio Abroad application. It is accessible once you arrive in your host country.

Where do I Submit this Form?

Submit to your Education Abroad Coordinator within 10 days of arriving at your host institution.

Impact on Financial Aid

This form is required to receive your financial aid. If verified courses are not degree-applicable, your financial aid may be reduced, even if already disbursed and applicable refunds have been distributed.

Impact on Receiving Credit

Only courses that were determined to be degree-applicable will be granted credit. This form verifies that you are taking the courses that were approved before leaving the country. If you are registered for any courses that were not previously approved during the Credit Approval process, you will need to complete the approval process for those courses before your Enrollment Verification Form can be fully processed.

Education Abroad Consortium Agreement

This form cannot be completed until the end of the drop/add period for your host institution. This process confirms the cost of attendance at your host institution.

Who is Required to Submit this Form?

Required for students on ISEP Direct and non-KSU programs.

Where is this Form Located?

This form is located in your Studio Abroad application. It is accessible once you arrive in your host country.

Where do I Submit this Form?

Submit to the Financial Aid Office after the end of your drop/add period. You can email it to KFA_Consortium@kennesaw.edu.

Impact on Financial Aid

Financial aid cannot exceed the estimated cost of attendance for a term of enrollment. Because you are not attending KSU, the Financial Aid Office must be informed of the estimated cost of attendance at the host institution. Financial aid may be reduced if the host's cost of attendance is less than the total aid awarded or received.

Impact on Receiving Credit

This process does not impact the receipt of credit and is strictly for financial aid.

Additional Resources

External Study Abroad Scholarship Sources

Gilman Scholarship

Up to \$5,000 for Pell-eligible students.

iie.org/programs/gilman-scholarship-program

Phi Kappa Phi Study Abroad Grant

Up to \$1,000.

apply.phikappaphi.org/Awards/

Boren Scholarship

Includes a government service requirement.

borenawards.org

Marshall Scholarship

For graduate students studying in the UK.

marshallscholarship.org

American-Scandinavian Foundation Scholarship

For programs in Scandinavian countries.

amscan.org/fellowships-and-grants

Freeman-ASIA Scholarship

For programs in East and Southeast Asia.

iie.org/programs/freeman-asia

Bridging Scholarships for Study in Japan

For programs in Japan.

aatj.org/japan-bridging-scholarships

Study in Australia Scholarships

A search engine for programs in Australia.

studyaustralia.gov.au/en

ISEP Scholarships

A search engine for ISEP program scholarships.

isepstudyabroad.org/planning/finances

Diversity Abroad Scholarships

A search engine for study abroad scholarships.

diversityabroad.com/scholarships

Golden Key Scholarships

A search engine for study abroad scholarships.

goldenkey.org/scholarships

Fund for Education Abroad Scholarships

A general application for study abroad scholarships.

fundforeducationabroad.org/scholarships

CIEE College Study Abroad Scholarships

A search engine for programs and related scholarships.

ciee.org/go-abroad/college-study-abroad

Fulbright Scholarships

A government-sponsored program with grant funding.

iie.org/why-iie/history/iie-and-fulbright-program

Please see the Education Abroad Office website for more scholarship resources:

kennesaw.edu/global-education/education-abroad/students/scholarships.php

Contact Information

Education Abroad Office

Academic Learning Center, Suite 5625

Phone: (470) 578-6336

Email: educationabroad@kennesaw.edu

Office of the Registrar

Kennesaw Hall Rotunda

Phone: 470-578-4636

Email: registrar@kennesaw.edu

Office of Scholarships and Financial Aid

Kennesaw Hall Rotunda

Phone: 470-578-4636

Email: kfa_consortium@kennesaw.edu

Office of the Bursar's

Kennesaw Hall, Suite 1330 (Kennesaw Campus) and Norton Hall, Lower Level (Marietta Campus)

Phone: 470-578-6419

Email: bursars@kennesaw.edu