



OFF-CAMPUS STUDY CHECKLIST

Part I - Getting Started: Research and Planning

- Read the information listed on the KCAI Off Campus Studies webpage**
- Review document: KCAI Off Campus Study Options**
- Set up an appointment with the Registrar's office**
 - It is helpful to have a list of questions to bring to your meeting. You can also make a list of priorities and goals for off campus study.

Decide what type of program you wish to pursue

- AICAD Exchange - proceed with checklist
- International Exchange - proceed with checklist
- Non-KCAI programs - follow application requirements for chosen school; work with KCAI academic advisor and Registrar's office
- Faculty Led Travel programs (FLTP) - consult with FLTP faculty advisor
- AICAD and International Exchange Financial Considerations.** Although your tuition is paid to KCAI with all scholarships and loans remaining the same, you will need to plan for the following expenses and the amount will differ for each exchange school:
 - Travel and transportation expenses - passport, visa, plane tickets, train, bus, cab fare, etc...
 - Room and board - typically students will live on campus or with a host family
 - Books and supplies
 - Miscellaneous fees
 - Food and living expenses
 - Personal expenses - average \$2,000 per semester

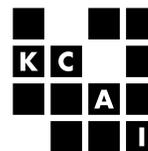
Review your financial situation

- Talk to Financial Aid
- If you receive financial assistance from family, etc... talk to them about helping out
- Consider taking a part-time job to help with funding
- Research scholarship opportunities; keep in mind that many scholarships may be country or discipline specific. Following are just a few resources:
 - http://www.nafsa.org/About_Us/About_International_Education/For_Students/U_S_Study_Abroad_Scholarships_and_Grants_List/,
 - <https://studyabroad.state.gov/us-government-resources/programs/programs-us-undergraduate-and-graduate-students>
 - <http://www.rainbowsig.org/rainbow-scholarship/>
 - <https://www.goabroad.com/articles/scholarships-abroad/45-scholarships-for-study-abroad-around-the-world>
 - <https://www.thesimpledollar.com/100-scholarships-for-international-students-2017-18/>
 - <https://www.accreditedschoolsonline.org/resources/study-abroad/#Financial>
 - <https://www.affordablecollegesonline.org/international-students-guide-studying-in-usa/#Scholarships-and-Aid-for-International-Students> (for International students)

Select an AICAD or International Exchange partner school that you wish to apply for (you may apply to multiple schools)

- Does the school offer your area of study?
- How will participating in exchange at the host school benefit and fulfill your academic and career goals?
- Are you proficient in the native language of the host school?
- Is the host school accepting applications for your intended semester?
- Do the living accommodations meet your needs?

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Part II - Applying for AICAD or International Exchange Programs

Application Deadlines: Plan Ahead!

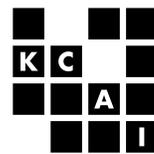
AICAD Exchange: September 15 for spring semester study; March 1 for fall semester study

International Exchange: October 1 for spring semester study; March 1 for fall semester study

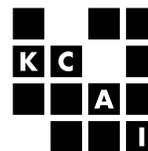
- Begin filling out the application:**
 - AICAD Exchange - complete AICAD Exchange application
 - International Exchange - (step 1: complete KCAI's application; step 2: complete desired school's application)
- Statement of purpose**
 - Why do you want to study at an exchange school? How will this experience aid your academic and career goals? How does the *specific* exchange school and location fulfill those goals or benefit your studio practice?
 - Proof read. Proof read. Proof read.
 - Use the KCAI Registrar's office and Writing Center for additional help with your statement.
- Request letters of recommendation from 2 KCAI faculty members.**
 - Faculty can turn in the recommendation form and accompanying letter directly to the Registrar's office.
 - It is beneficial to give faculty a copy of your statement of purpose that they may refer to when writing your letter of recommendation.
- Select the courses you will take through the exchange school**
 - Meet with your academic advisor to ensure your planned courses will fulfill your KCAI degree requirements.
- Develop a portfolio of images**
 - 10 - 15 jpeg images or maximum of 2 video or sound pieces in QuickTime format not exceeding 5 minutes each
 - Must be submitted electronically via Google drive
 - Include your name in the file/folder name and provide the link to the portfolio in your statement of purpose
- Obtain all required signatures on application(s)**
- Copy of biographical page of US Passport** - All students must have a valid passport at the time of travel and a student visa may also be required. Please see the specific guidelines for passports and visas from your country of origin, i.e. - U.S. citizens must have a passport that is valid at least 6 months after the proposed date of return:
 - <https://travel.state.gov/content/passports/en/country.html>
 - <http://www.us-passport-service-guide.com/kansas-city-missouri-passport.html>
 - If you do not have a passport yet, include a receipt from your passport application.
 - Determine if your host country requires a visa and obtain visa if required
- Miscellaneous:** Please note that each exchange school may have different application requirements and supporting materials. These may include:
 - Resume
 - Portfolio with specific stipulations (submitted via disc or flash drive only, 20 images, 300 dpi etc)
 - Language certificate
 - Test scores
 - Essay
 - Proof of financial support
 - Passport-sized photo
- Meet with the Registrar's office to review application materials and submit!**

****Exchange programs are competitive and there is no guarantee you will be accepted; therefore, until you receive an official acceptance:**

- DO NOT buy plane tickets
- DO NOT sublet your apartment or make alternate living arrangements, and
- DO register for KCAI classes for the following semester; the Registrar's office will drop the classes if you are accepted by your exchange school



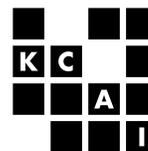
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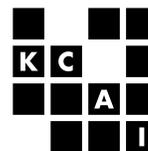
Part III - Planning Your Travel

- Make arrangements to pay your tuition for the semester you are studying off campus.**
- Check your finances and have a rough budget for your trip** (expenses include transportation, accommodations, food & living costs, books & supplies, field trips, misc. fees & personal expenses)
- Handling money overseas**
 - Notify your bank, credit card companies, or other financial institutions that you'll be traveling abroad (where and for how long) so that they may authorize your card for international use. Some credit cards offer benefits overseas that allow users to bypass international transaction fees; ask your bank.
 - Check & understand the exchange rate
 - Beware of currency exchange services - they can often charge a high fee to exchange your US bills for local currency. You are better off using an ATM or just your card.
- Do you have health coverage for your trip abroad?** There are several services that offer International Health Insurance - your exchange program abroad may require that you use their student health insurance during your stay or you may need to make arrangements on your own with your current health care provider. Be sure you understand what your medical insurance covers abroad.
- Do you need vaccinations based on your destination?** Check country-specific information at <https://travel.state.gov/content/passports/en/country.html>.
- Do you have prescriptions that will need to be filled overseas during your stay?**
 - Be sure to pack prescriptions in their original bottle and label
 - US brand-name prescriptions may not be available where you're staying. You may wish to speak with your doctor about getting a refill to last the duration of your trip or providing the generic name of your medication should you need a refill overseas.
 - Get a letter from your physician in case you are questioned about your carry-on medication; some countries have strict restrictions on bringing prescription or even non-prescription medications into the country without proper medical documentation; some medications may even be considered narcotics.
- Do you have photocopies of your itinerary and other important documents?** For a backup, leave a copy with loved ones, too, in case you lose your copy and need to have one faxed to you.
 - Travel itinerary and where you'll stay (address and duration)
 - Passport biographical page; you could also bring a couple of extra passport pictures
 - Travel visa (if required)
 - Airline tickets/confirmation
 - Hotel or lodging confirmation
 - Driver's license
 - Credit cards brought on trip and/or traveler's check serial numbers
 - Acceptance letter from exchange school
 - It may be wise to include a copy of your class schedule or any other specific information that you can show to prove your exchange student status to government officials abroad.
 - Contact information of the exchange or international personnel at your host institution as well as the staff that deals with student emergencies
 - Confirmation of exchange from KCAI (the Registrar's office can write a letter for you)
 - You may also wish to bring a receipt or copy of your KCAI account statement proving that you paid tuition to KCAI, not your exchange institution
 - Some countries request proof of finances, i.e. - a bank statement showing a certain amount of funds
- Provide contact information to the Registrar's office**
 - Address of where you will be living
 - Phone/Email



- ❑ **Consider setting up a Skype account to communicate with family and friends while abroad and discuss your cell phone plan prior to departure.**
- ❑ **Read over important travel information from the U.S. State Department -** <https://studyabroad.state.gov/us-government-resources/travel-health-safety-info> and also check out their “traveler’s checklist” for additional tips.
- ❑ **Read over the “Country Information” -** <https://travel.state.gov/content/passports/en/country.html> - It is important to understand laws and restrictions specific to the area in which you are staying.
- ❑ **Register with Smart Traveler Enrollment Program (STEP) -** <https://step.state.gov/step/> to register your trip with the nearest U.S. Embassy or Consulate and get up-to-date travel tips, warnings and alerts for FREE. Note: students cannot go to a country that is under a travel warning; travel advisory is ok.
- ❑ **Locate the nearest US Embassy or Consulate where you’ll be staying.** Save their contact information and share it with your family.
- ❑ **Make a packing list and start the process early.** Creating a packing list is a fail-safe way to ensure that you not forget to bring something important. Start your packing process days or even weeks ahead of your departure date; this gives you time to craft a complete list, plus purchase any additional items you might need for your vacation.
 - ❑ Check with your exchange school to see if there are any supplies needed. Determine whether you will purchase supplies once you arrive or whether you will pack them.
 - ❑ Do you plan on doing a lot of shopping? Be sure to plan ahead when packing - save space for items that you plan on buying abroad. OR, you may choose to buy an extra bag while abroad (or pack an extra duffel bag) that you can carry on with you on your return flight.
 - ❑ Look ahead at the climate of your destination and pack appropriate clothing. When in doubt, layer!
 - ❑ Be sure to pack an outlet adapter for your electronic devices (you can find these before you go or in most international airports); to determine which adaptor you need, visit: <https://world-power-plugs.com>
 - ❑ If you take a lot of pictures and are bringing a camera, it may be worthwhile to buy some extra SD cards before you go (you can find these fairly cheap from CVS or Walgreens)
- ❑ **Pack lightly and carry as few valuable items as possible.**
 - ❑ Roll, don’t fold. Many travel experts agree that rolling is superior to folding. Tightly rolled clothes take up less space than folded ones. Plus, they’re less prone to getting deep wrinkles from fold creases. Vacuum packs can also be helpful in saving space.
 - ❑ Avoid packing IDs, tickets and other vital items in backpacks or other locations you will not be able to reach or see at all times. Your passport, money, credit cards, jewelry, electronics, and other valuables should always be brought onto the plane with you in your carry-on bag, not in your checked luggage.
 - ❑ Know your airline’s baggage fee policy and weigh your luggage ahead of time to avoid being charged unnecessary fees at the airport.
 - ❑ Make your luggage easy to identify. Label your suitcase with luggage tags and make sure you give it a bit of a makeover to make sure you can spot it in the crowd. Decorate it with ribbons, stickers or even colourful shoelaces so it’s instantly recognizable. Tie a bright red scarf around the handle; buy a colourful luggage strap to wrap around your bags or get creative with some neon duct tape.
 - ❑ Use covered luggage tags to avoid casual observation of your identity and nationality. This also applies to your boarding pass and passport.
 - ❑ Conceal valuables in a safe place and be sure that you are not carrying any banned items or substances into your destination country.
 - ❑ Follow the 3-1-1 rule and other Transportation Security Administration (TSA) guidelines. All liquids brought onto planes must be in 3.4-ounce bottles or smaller and inside a single, clear, quart-size zip-top bag. It also helps to know which items are, according to the TSA, considered liquids or gels and thereby subject to the 3-1-1 rule. For more information, visit <https://www.tsa.gov/travel/travel-tips/travel-checklist>.

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Part IV - During Your Semester Abroad

- Remember that you are representing KCAI.** Be sure to follow KCAI's code of conduct and respect your host institution's rules for students.
- Remain in contact with KCAI's Registrar's office**
 - Should you have any issues abroad (academic, emotional, looking for good restaurants), do not hesitate to contact the Registrar's office at KCAI! You should also have several people at your exchange. institution dedicated to making sure you have a successful semester abroad. But, we are all available to help or chat. (Plus we like to hear about your travels!)
- Check your KCAI email account regularly for important messages.**
 - Juniors - you will receive information about class registration for the semester following your exchange semester. Email the Registrar's office the courses you'd like to be registered for during your priority registration time. You will also be emailed important information regarding graduation requirements.
 - Seniors - you will receive important information about graduation deadlines and BFA degree applications
- Use common sense** - Avoid dark, isolated areas at night, stay alert, and try not to travel alone.
- Create boundaries** - Be cautious about oversharing information about yourself and your travel plans.
- Beware of pickpocketing! Be sure that your bag is not easily accessible to others and that you have sight of it at all times.**
 - Fold-over + zipper closures are preferable; use zipper locks or twist ties to help protect your items
 - Bags that go across your body
 - Keep bags to your side or at your front
 - Try not to carry large amounts of money or important documents in easily accessible pouches and don't flash large amounts of money when paying a bill.
- Take a ton of pictures!** You'll want the memories (and we want to see pictures of your travels to share with other KCAI students!)
- Send postcards and stay in touch with your family.** Updating your social media accounts can be a useful way of notifying family and friends of your status.
- Request an official transcript from the host institution as soon as final grades are posted.**
Your transcript should be sent to:

Registrar's Office
Kansas City Art Institute
4415 Warwick Boulevard
Kansas City, MO 64111-1820

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