

# Foreign Study Application Checklist

## US Army Cadet Command

### Reference:

Cadet Command Pamphlet 145-1, chapter 2-10. Foreign Study/Off-Campus Internships

(1) The Cadet requesting Study Abroad/Foreign Study funds must submit a detailed proposal packet with the following information:

- (a) Course overview, description, itinerary, and objectives. Information provided by university literature, website, or academic representative is highly encouraged.
- (b) Language to be used while overseas (for foreign language speakers)
- (c) Academic major, cumulative grade point average, and transcripts.
- (d) A letter of recommendation from the PMS that includes a brief summary of the Cadet's performance, plan to achieve PME requirements, and potential to meet other academic requirements.
- (e) A brief statement from the Cadet explaining why he/she should be selected and a clear explanation of how the proposed course supports the Cadet's degree requirements, OR support the culture and language immersion for the Army.
- (f) A cost comparison of a comparable course load at the university. Include all credit hours with a breakout for tuition, fees, and travel costs. Transportation costs will be paid over and above the comparable course load amount.
- (g) 104R Academic Plan.
- (h) Acknowledgment that airfare and travel expense costs above \$6000 are not reimbursable.

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## Kentucky Institute for International Studies

A completed application consists of the following:

- Initial in-person appointment to review application process with:  
Mrs. Hannah Holler Egea  
Study Abroad Coordinator  
Bellarmine University  
Miles 146  
1-502-452-8423  
hholler@bellarmine.edu
- 1. A completed application submitted through the MyKIIS system:  
apply on-line at <https://kiis.org/mykiis/login.php>  
Include an essay approximately 300-words (2003 MS-Word doc ONLY) on why you would like to study abroad. Semester essay requirements vary by program but should also include details about your language abilities. \*\*Please see below.
- 2. One letter of recommendation form for Summer – form available at:  
<http://kiis.org/portal/images/stories/docs/faculty%20rec%20-%20summer.doc>  
(NOTE: Two letters of recommendation required for semester programs.)
- 3. All appropriate transcripts (NO STUDENT ISSUED)
- 4. An application fee (see Program costs)
- 5. A copy of a valid passport OR a copy of or receipt for an application for a U.S. passport which has recently been submitted.
- 6. Three photos approximately approx. 1 1/2" x 1 1/2" with your name on back.

Non-US citizens are responsible for determining and procuring all needed visas. Since this requirement varies by country, KIIS cannot advise you on specific requirements. Applications will not be considered unless all items are completed.

All Letters of Recommendation Forms must be completed by a faculty member at your institution who is familiar with your academic as well as personal background. It should be returned directly to the KIIS office by the faculty member or given to you in a sealed envelope to mail. Students who are not currently matriculated may have letters of recommendation completed by an employer or non-family member who is well acquainted with them. It is the applicant's responsibility to ensure that the recommendation is submitted by the deadline. Check your status often in the MyKIIS system: <https://kiis.org/mykiis/login.php>

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All applicants, including students not presently matriculated, must request an official transcript from each college or university attended. The transcript must be mailed directly from the Registrar's Office of the student's institution to the KIIS office. STUDENT-ISSUED TRANSCRIPTS ARE NOT ACCEPTABLE. It is the applicant's responsibility to ensure that the transcript is submitted by the deadline. It is recommended that students request transcripts at least two weeks prior to the application deadline.

### **Deadlines**

February 15th for Summer 09 programs. All complete applications submitted on line at <https://kiis.org/mykiis/login.php> and materials postmarked by the deadline, (or the following business day if the deadline falls on a Sunday or holiday) will be reviewed, and notification of decision will be sent within two-three weeks. The \$150 application fee - see Program costs - must be submitted on line or mailed immediately after submitting the application. (NO PERSONAL CHECKS PLEASE.)

***NOTE: for US Army ROTC Cadets KIIS will delay payment due date of \$150.00 fee until Cadet is notified they have been selected by US Army Cadet Command for funding for Summer study program. Specific date TBD.***

MAIL ALL MAILABLE APPLICATION ITEMS TO:  
Ms. Joanne G. Farley, Study Abroad Program Specialist  
KIIS, Murray State University,  
312 Faculty Hall  
Murray, KY 42071-3341