

Dear Partner,

Greetings from the Kansas State University Study Abroad Office! With the K-State Incoming Exchange student application deadline fast approaching, I wanted to email you regarding nominations you wish to submit for the upcoming 2016-2017 Academic Year. Please could you nominate your students in time for them to complete their applications by the May 1 deadline for fall enrollment. ***In order to nominate students we ask that you submit the full-name(s), the proposed length of study, and the email address(es) of your nominee(s) to me before April 18th.*** (You may nominate via responding to this email).

Please take a few minutes to read through this information and make sure your students supporting documents are correct before sending them. This will allow us to process student applications more quickly and efficiently.

Affidavit of Support and Supporting Bank Letter/Statement

- The supporting bank letter or bank statement should be dated within the last 3 months
- The sponsor name on affidavit should match name on bank letter/statement. If a student is using their own bank account, they should list “self” as the sponsor and their name should be listed on the bank letter/statement.
- Bank letter*/statement should list current available balance of the account for at least the following amount :
 - \$5,113 (Tuition & Fees Exchange for one semester)
 - \$10,200 (Tuition & Fees Exchange for two semesters)
 - \$595 (Tuition, Fees, Room & Board Exchange for one semester)
 - \$1,164 (Tuition, Fees, Room & Board Exchange for two semesters)

*If your student decides to submit a bank letter, please use the attached “Bank Letter Template” as a guide.

Letter of Support

- Some of you may have received a letter of support template that included the information of the former Incoming Exchange Student Coordinator. Moving forward, please use the attached “Letter of Support- Template.” If you have already submitted letters of support for your students, you do not have to resubmit.
- The first question on the letter of support asks if the student has an “outstanding disciplinary record.” We have had some confusion in regards to this question. Please mark “no” if the student does not have a disciplinary record and “yes” if the student has a current, pending disciplinary record.

I hope that this makes sense. If you need anything else or have any questions, please let me know!

I look forward to hearing back from you.

Sara Boro, M.S.

Study Abroad Advisor &

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