

# APPLICATION



## APPLICATION CHECKLIST

- Completed Application
- Personal Statement
- Official Transcript
- 2 Passport-sized Photos (2" x 2")
- \$100 Application fee (check or MO payable to KEI)
- Letter of Reference
- Photocopy of passport (if available)
- Internship Statement (optional)
- Resume for Internship (optional)

### APPLICATION DEADLINES

Academic Year Programs:	May 10
Fall Programs:	May 10
Winter Programs:	October 10
Spring Programs:	November 10
Summer Programs:	March 10

Application deadlines may be extended for certain locations. Check the KEI website for updated deadlines. Late applications will be considered if space is available. An additional \$150 late application fee applies.

### MAILING ADDRESS

Photocopy the completed application for your personal records. Mail your application and supporting documents to the following address:

Admissions Department  
Knowledge Exchange Institute  
63 Sickletown Road  
West Nyack, New York 10994 U.S.A.

### ADMISSIONS REQUIREMENTS

**GPA:** A minimum GPA of 2.5 on a 4.0 is required. A GPA below 2.5 may be considered on an individual basis.

**Personal Statement:** Two-page typed statement describing your academic achievements, personal and professional goals and how a study abroad experience with KEI will help you achieve these goals.

**Letter of Reference:** One letter of reference from a professor (preferred), coach, employer or individual (non-family) who knows you well. The letter can be submitted with this Application Form or sent separately by the person writing your reference.

## PROGRAM INFORMATION

Location (Country / City): \_\_\_\_\_

Alternate Location (Country / City): \_\_\_\_\_

Academic Concentration: \_\_\_\_\_

Term of Study: Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ Summer \_\_\_

*Indicate Summer session (if applicable):* \_\_\_\_\_

## PERSONAL INFORMATION

Surname / Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Social Security Number: (U.S. Applicants Only) \_\_\_ - \_\_\_ - \_\_\_\_\_

Date of Birth: Month \_\_\_ Day \_\_\_ Year \_\_\_\_\_

Gender: Male \_\_\_ Female \_\_\_

Passport Number: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Have you applied for a passport? Yes \_\_\_ No \_\_\_

*A passport is required for international travel. Contact KEI if you do not have a passport.*

## CONTACT INFORMATION

Street: \_\_\_\_\_

City: \_\_\_\_\_ State / Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip / Postal Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Other Email: \_\_\_\_\_

## EMERGENCY CONTACT

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

## ACADEMIC INFORMATION

Academic Institution: \_\_\_\_\_

Academic Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Class Standing: Freshman \_\_\_\_ Sophomore \_\_\_\_ Junior \_\_\_\_  
Senior \_\_\_\_ Graduate \_\_\_\_ Not Enrolled \_\_\_\_

GPA (4.0 scale): \_\_\_\_\_

### STUDY ABROAD ADVISOR

Leave blank if your school does not have a study abroad advisor.

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### ACADEMIC ADVISOR

Leave blank if you do not have an academic advisor.

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## REFERENCE

Indicate the person who will submit a letter of reference on your behalf.

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## QUESTIONS?

Please do not hesitate to contact our office if you have questions about the application or enrollment process.

**Toll Free:** 1.800.831.5095

**Web:** [www.KEIabroad.org](http://www.KEIabroad.org)

**International:** 1.212.931.9953

**Email:** [info@KEIabroad.org](mailto:info@KEIabroad.org)

**Twitter:** @KEIabroad

**Facebook:** [facebook.com/KEIabroad](https://www.facebook.com/KEIabroad)

### INTERNSHIPS & SERVICE

Students interested in an internship or community service must include a one page, typed description of their desired placement, qualifying skills, previous experience in the field, relevant academic coursework and intended career path. A resume is also required.

### APPLICATION INTERVIEW

After receiving your application, a KEI Program Manager will contact you to discuss your application, enrollment process and the program. Interviews last 30 minutes.

### KEI SCHOLARSHIP

KEI awards a limited number of scholarships each year. To be eligible, students must have a minimum GPA of 3.0 on a 4.0 scale, demonstrate leadership potential, be involved in extracurricular activities and show financial need. The following documents must be submitted with the Application Form:

- FAFSA Receipt (from Financial Aid office)
- 500 word essay outlining how the Scholarship will make a decisive difference in your plans
- Resume

### EARLY ENROLLMENT DISCOUNT

Apply and enroll before the application deadline and the application fee of \$100 will be deducted from the program price. Enrolling early also locks in the program fee on the date your application is completed as long as this date does not exceed six months prior to the program start date and you meet all program deadlines. You also benefit from early course selection and internship placement. Note that the \$100 application fee is still required with your application.

### ENROLLMENT PROCESS

Completed applications take approximately one week to review. The admissions notice and enrollment documents will be sent to your email address.

#### Enrollment Documents

- Admissions Notice
- Transcript Request Form
- Program Pre-departure Guide
- Course/Internship Approval Form
- Financial Aid Form
- Study Abroad Agreement
- Program Invoice
- Supplemental Information Form
- Medical Review Form
- Location Specific Forms

To enroll in the program, mail the signed Study Abroad Agreement with \$850 damage deposit before the enrollment deadline (2 weeks after admission).

Students must return the completed Course/Internship Approval Form, Transcript Request Form, Supplemental Information Form and Medical Review Form (with medical history), and submit full payment by the registration deadline (4 weeks after admission). Students receiving financial aid and KEI payment plans can defer paying the full fee by submitting the financial aid forms.

Contact KEI for detailed payment information.