

GLOBAL WV APPLICATION



APPLICATION CHECKLIST

Global West Virginia study abroad programs are administered by KEI Abroad, on behalf of the West Virginia Higher Education Policy Commission.

- 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)

APPLICATION DEADLINES

Summer Programs: March 10

Application deadlines may be extended for certain locations. Check the Global WV website for updated deadlines at: studywv.org/studyabroad. Late applications will be considered if space is available.

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
48 Broadway, Suite 2
Haverstraw, New York 10927 USA

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: Canada _____ Mexico _____

Term: Summer _____

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: _____

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.

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. 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 \$500 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.

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

International: 1.212.931.9953

Email: info@KEIabroad.org

Twitter: @KEIabroad

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