



APPLICATION

--- APPLICATION CHECKLIST ---

Place a checkmark in front of each item.

- Completed Application
- Personal Statement
- Official Transcript
- 4 Passport Sized Photos [2" x 2"]
16 Photos for Kenya and Tanzania
- \$100 Application fee (check or MO payable to KEI)
- Letter of Reference (if available)
- Photocopy of passport (if available)
- Internship Statement (optional)

--- APPLICATION DEADLINES ---

- Academic Year Programs: May 10
- Fall Programs: May 10
 - Fall Program in India: March 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. Contact KEI at 1-800-831-5095.

----- 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 Sicketown 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. Please contact a KEI advisor for details.

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.



We are glad you decided to apply to KEI. Please do not hesitate to call or email our office if you have questions.

PROGRAM INFORMATION

Program 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: _____

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: _____



ACADEMIC INFORMATION

Academic Institution: _____

Academic Major: _____ Minor: _____

Class Standing: _____ Freshman _____ Sophomore _____ Junior
 _____ Senior _____ Graduate _____ Continuing Ed.

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: _____

INTERVIEW

Please schedule a phone interview with a KEI Program Manager to discuss your application, enrollment process and the program. List available times in the next two weeks. Interviews last 30 minutes.

1. Date: _____ Time: _____

2. Date: _____ Time: _____

QUESTIONS?

Please do not hesitate to contact our office if you have questions about KEI programs or need assistance with credit transfer, application, enrollment or anything else.

Telephone: 1.800.831.5095 [toll-free] / 1.212.931.9953 (international)

Facsimile: 1.212.528.2095

Email: info@KEIabroad.org

Web: www.KEIabroad.org



Summer students in Paris, France.

----- 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.

----- 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
- _____ 500 word essay outlining how the Scholarship will make a decisive difference in your plans.

----- 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
- Program Predeparture Guide
- Course/Internship Approval Form
- Study Abroad Agreement
- Program Invoice
- Supplemental Information Form
- Medical Review Form

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

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