

HOW TO APPLY FOR STUDY ABROAD
Faculty of Economics Kasetsart University
Center for International Affairs- ECIA
An Outline for EXCHANGE and STUDY ABROAD APPLICATION PROCEDURES

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Step 1. Evaluate your Eligibility - Update your IELTS Test Results
[Eight or nine months prior to the start of your studies abroad]

Eligibility to apply for Study Abroad

- Must have at least GPA 2.50; some universities require at least 2.80; some 3.0
- Proof of Language Proficiency (test scores within 6 months; some universities permit within 2 years)
- Most partner universities require at least 6.0 IELTS; some require 6.5 IELTS

Step 2. Meet with a Study Abroad Advisor – ECIA Office
[Eight or nine months prior to the start of your studies abroad]

Research and consider the Study Abroad opportunities

- Reputation and Location of Partner Universities
- Subject Areas of Focus (Academic classes or Language/Culture)
- Review Courses (Consider if classes are taught in English or Host language)
- Language Requirements - (Most require English; some require native language)
- Select classes for TRANSFER CREDIT / obtain permission of your Faculty Advisor or Dean
- Academic Calendar and Duration (1 year, 1 semester, Summer, Short Study Program)
- Financial Capacity - Prepare a Budget (Consider costs and your financial obligations)
- Study HOST Deadlines for Application, Housing, Registration, Finances, etc.

Step 3. Petition to Study Abroad – ECIA Office/Your Advisor
[Fivemonths prior to the start of your studies abroad]

- You must request that KU send a *Letter of Nomination to the Host University*
- Submit your Petition to Study Abroad to the Faculty of Economics Center for International Affairs (ECIA). *Faculty of Economics Laboratory Building #5216.*

Prepare your Application Documents(Host University document requirements may vary)

- Copy of your Passport
- Current Personal Resume
- Official Academic Transcript (Minimum GPA 2.50; some partners require >GPA 2.80)
- Proof of English Proficiency – IELTS Score (some universities accept other test scores)
- Outline of Your Personal Proposed Study Plan
 - Name of Host University
 - Faculty or Department (for example, Faculty of Business & Economics)
 - Semester(s) you Plan to Study
 - Academic Dates (Orientation & Welcome, Lectures Start & End, Final Exams)
 - List of Potential Classes; Course descriptions; Credits (Register later)
- Short Essay - Personal Goals, Benefits of Study Abroad(*if* required by Host University)
- Letters of Recommendation (*if* required by Host University)

**Step 4. Complete the Application to the Host University Study Abroad Program
[Five months prior to the start of your studies abroad]**

- After you are nominated for the Study Abroad Program by the Faculty of Economics, complete the Application for Admission to the Host University. It is up to you to complete the application.
- Follow Procedures and DEADLINES set by the Host University
- Many Host Universities require a DEMONSTRATION OF FINANCES (proof that you can fund your costs during your Study Abroad) as part of the APPLICATION.
- Usually, Application Forms and Procedures are ONLINE the HOST University WEBSITE
- Housing Applications may be included

**Step 5. Receive your Letter of Acceptance
[Four or five months prior to the start of your studies abroad]**

Acceptance Letter: Apply for aStudent Visa at Embassy/ Consulate of the Host Country (*see Step 8*)
Apply for KU Capacity Scholarship (*see Step 6*)

Step 6. Apply for University Scholarships/ KU CAPACITY BUILDING SCHOLARSHIP

Contact KU International Affairs Division and ECIA –Year 3 Semester 2 *only*

- Check Capacity Scholarship Application DEADLINE (currently, due early November)
- Students must transfer back 6 class credits; must return to study at KU one semester
- Ask about possible Scholarships offered by Host University - partial or full
- You are responsible for your costs during your Study Abroad

**Step 7. Prepare Finances / Pay Deposits for Academic Program and Housing
[Deadlines determined by the Host University]**

- Some Host Countries require students/family to create a bank account or to otherwise show Financial Capacity to cover potential expenses while living abroad
- Medical or health insurance may be offered/required by the Host University (it is often most prudent to use insurance offered by the Host University).

**Step 8. Apply for Student Visa with Host Embassy or Consulate
[At least two to three months prior to start of your studies abroad]**

- As soon as you get the Letter of Admission, prepare the documents required to obtain the Student / Education Visa to enter the Host Country (*see Educational Visa Requirements published by the [Host Country Visa](#) website*)
- Make an appointment with the Host Country Embassy or Consulate

**Step 9. Select and Register for Classes at the Host University
[As soon as the Host University permits you to do so]**

Step 10. Advise KU Faculty of Economics you are Participating in the Semester / Year Abroad

- Study Abroad is available only to students while enrolled as a student at Kasetsart University
- You must remain a student in good standing at KU, and you will be required to pay a modest fee to retain your status as a KU Student (Estimate 5000 THB)

**Final Step. Buy Airplane Tickets and Confirm Housing at the Host University
[After you receive the Host Country Visa]**

- Plan to arrive early to ensure housing and to learn about your new community
- Participate in Welcome Orientation Programs or language studies at the Host University