Timeline & Checklist: It is recommended you follow this list so as to stay on top of deadlines and that all paperwork is processed in an adequate timeframe. Most of these dates are for reference and some are deadlines, all subject to change. Stay in contact with the LTU Study Abroad office for exact deadlines.

__Jan- Feb:__ Review available courses and compare to LTU flowchart. Meet with your academic advisor or department chair to determine the best courses that fulfill your college’s requirements. Courses can be found on Kent State’s website or ask the Study Abroad Office for a list.

__Jan:__ If you need to use Financial Aid, make sure to file your FAFSA. Many scholarships are available. You can find a list on the LTU Study Abroad and Financial Aid page.

__Jan:__ Apply for/Renew your passport: [http://travel.state.gov/content/passports/english.html](http://travel.state.gov/content/passports/english.html)

__Mid-April:__ Submit your Request for Guest Credit paperwork to the One Stop to be reviewed by the Guest Credit Committee. You can call the One Stop at 248-204-2280 to find out when their next meeting is (typically on the third Thursday of the month). The paperwork to be reviewed needs to be submitted to the One Stop no later than 4 p.m. on the Tuesday BEFORE the committee's next meeting. The Guest Credit Committee will send you a letter saying which courses have been approved for you to take in Florence. This letter is emailed to you, so make sure your email is updated and on file with the University. You can download the Guest Credit form here: [http://www.ltu.edu/registrars_office/forms_to_print.index.asp](http://www.ltu.edu/registrars_office/forms_to_print.index.asp)

You must forward the approval letter to the Study Abroad Office so you are able to register for your courses.

__Mid-April:__ Submit photocopies of Application Materials to LTU Study Abroad office (at least 1 week prior to the due date to allow for shipping).

__May 1st:__ Deadline: Application Materials and Application Fee ($30) Due to Kent State.

(See Application Process below)

__Upon Acceptance, submit copies of all acceptance paperwork to LTU Study Abroad office.__

Kent State will email your acceptance and other documents that will need to be completed in a timely manner.

__May:__ Study Abroad Office will create SAP (Study Abroad Program) courses equivalent to the courses you will take in Florence. **Your Guest Credit must be approved before your courses will be created.** Register for the intended courses in Banner Web Registration Drop/add area. Once you are registered, in the Registration area of Banner Web go to the "Change Class Options". All courses are registered at a credit hour value of 1.000 credit hour. If you are taking the course for more than 1.000 credit hour, go
to the Change Class Options. **Change the credit hour value from 1.000 to the intended number of credit hours.** Click on the Submit Changes button. If you get an error message for Duplicate Courses, contact LTU Study Abroad office to get an override.

Registering for these courses will keep you in the system, and will activate your financial aid. If you don't register for these courses, you will not receive any financial aid while abroad. You will also not be a Lawrence Tech student for that semester, which means the office can't help you if something should go awry while you're abroad.

___ May: If you have questions about or need more aid, contact the Office of Financial Aid, Deborah Westman (dwestman@ltu.edu or 248-204-2179) and let her know you are studying abroad in the fall through the Kent State Florence Program (include your banner id number). They will be able to adjust your eligibility only after your Financial Aid package has been finalized. Please note that an increase in eligibility does not always guarantee that you will get additional aid. It only increases your eligibility to receive more aid. Tuition costs will be calculated at LTU tuition rates.

___ June: Submit a copy of all additional forms sent to you after acceptance to Kent State and the Study Abroad Office.

___ Mid-July: Make sure you have set up direct deposit with Lawrence Tech in case there is a financial aid refund applied to your account. That way you will have access to those funds while abroad.

___ Mid-August: Payment of half your balance is due to LTU.

___ Mid-Sept: Other half of your balance is due to LTU.

___ End of Semester- Dec: Kent State transcripts: Upon completion of the program, make sure the KSU transcripts are sent to the LTU Study Abroad office, so you can receive CR on your SAP courses. The transcripts will then be sent to the Registrar’s Office to have it added to your LTU records.

**Application Process** – Submit copies of all application materials to LTU Study Abroad office prior to mailing materials to Kent State.

___ LTU Study Abroad form
___ Program Application Form and application fee of $30.00 check/money order
___ Parental Permission Form (under 18 only)
___ Waiver of Responsibility Form
___ Transient Application Form- You must apply online [www.kent.edu](http://www.kent.edu)
___ Official Transcripts
___ Letter of Recommendation from Dept. Chair/College Dean
___ Passport (It will be returned at least one month before departure)
___ 2 passport photos
___ Application for Schengen Visa (notarized)*
___ For Non-US citizens: Copies of previous visas/green card/study visa

*Meet with LTU Study Abroad office before completing Visa application form
*Forms can be notarized by Gayle Schaeff in CoAD Room A111 (call ahead: 248-204-2840)
Once Accepted (forms available from Kent State after acceptance) - Submit copies of these forms to the LTU Study Abroad office.

___ Student Conduct Agreement
___ Palazzo dei Cerchi code of Conduct
___ Student Housing Agreement
___ Florence and Abroad Housing Rules
___ Florence and Abroad Maintenance Information
___ Introduction to KSU Florence Wireless Network
___ Medical History Form
___ CAED Florence courses form
___ Affidavit of Support (notarized)*
___ Affidavit of Health Insurance Coverage (notarized)*

*Forms can be notarized by Gayle Schaeff in CoAD Room A111 (call ahead: 248-204-2840)

Complete and send all forms to: (at least 1 week prior to due date to allow time for shipping)
Kent State University
College of Architecture & Environmental Design
Attn: Lisa Pozo
304 Taylor Hall
Kent, OH 44242

Additional Contacts:

David Thal: dthal@kent.edu
Lisa Pozo: lpozo@kent.edu 330-672-3765
Sarah Hull: shull14@kent.edu 330-672-7980