



# International Student Handbook



Our Priority is Students, Our Promise is Service, It's Who We Are,  
It's What We Do

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## Message from the OIA Director



Welcome to the Kentucky State University!

Thank you very much for choosing Kentucky State University (KSU) for your degree journey in the United States of America. Your promising future starts here at KSU. The Office of International Affairs and Office of Student Life strive to provide with high-quality services that will help you succeed in your life at KSU and make you feel at home.

In this handbook, you will find important information about your application and arrival to KSU, campus and academic life, and immigration policies and procedures. Please read it thoroughly and carefully. Doing so will answer many questions before you arrive at KSU about life on campus and will enhance the positive experience that KSU wants for each of its students. For detailed information such as student life and rules for disciplinary procedures, please refer to KSU *Student Handbook* known as *K-Book* at <https://www.kysu.edu/brand-identity-approved-images/student-life/K%20Book%20-%202022-2023%20Student%20Handbook.pdf>.

As we all know, the world is now flat! We all live in a small global village together in the era of globalization. That being said, cross-cultural understanding, exchange, and communications are critically important. Through a variety of quality services and international educational and cultural exchange, the Office of International Affairs is dedicated to promoting better understanding and improving communications between people in the United States and the world. We seek to enhance campus cultural diversity and globalization by providing quality services, programs and activities that enhance awareness, international educational and research opportunities, and global perspectives for all students, faculty, and staff.

I am confident that you have made a right choice and your time at KSU will be a wonderful experience in life.

Best regards,

Eric Yang, Ph. D.

Director

International Affairs and Global Agriculture Programs

502-597-6327 [eric.yang@kysu.edu](mailto:eric.yang@kysu.edu)

## About Kentucky State University

Welcome to Kentucky State University (KSU)! KSU was chartered in May 1886 as a land grant institution. Located in Frankfort, Kentucky – the state capital – KSU is a public, comprehensive, historically black land-grant university committed to advancing the Commonwealth of Kentucky, enhancing society, and impacting individuals by providing quality teaching with a foundation in liberal studies, scholarly research, and public service to enable productive lives within the diverse global economy.



KSU offers its students a wide variety of great degree options: associate (two-year) degrees in three disciplines, baccalaureate (four-year) degrees in 24 disciplines, master's degrees in seven disciplines, and doctoral degree in nursing practice. KSU academics are divided into three colleges: the College of Agriculture, Community and the Sciences, the College of Humanities, Business and Society, and Whitney Young Honors Collegium. We invite you to explore the many wonderful academic opportunities that Kentucky State University to offer.

The university's 882-acre campus includes a 204-acre agricultural research farm and a 306-acre environmental education center. KSU has more than 135 full-time instructional faculty members



and about 2,200 students. The University's student-faculty ratio is the lowest among public institutions of higher learning in Kentucky. During a typical academic year, the University's student and faculty composition reflects one of the most diverse populations in the Commonwealth.



KSU prepares today's students as global citizens, lifelong learners and problem solvers. To accomplish this, Kentucky State University must challenge itself and its students to be the best. It

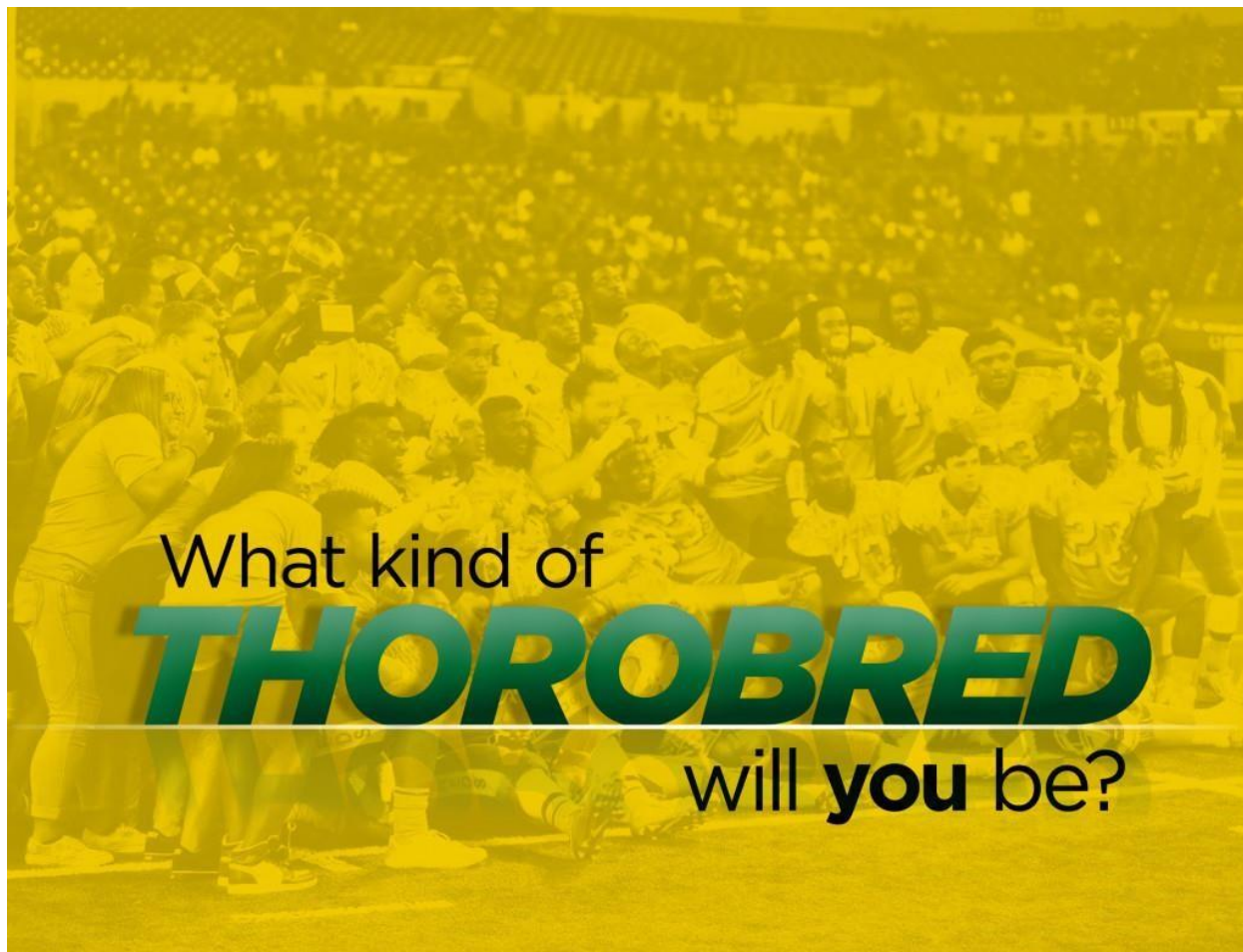
must recognize its strengths, expand and excel. Notwithstanding, it must also welcome change and quality improvement. By doing so, KSU will gain widespread recognition as one of the region's strongest universities. As a university of distinction, Kentucky State University will create an environment where:

- Students are first.
- Diversity is valued, understood and respected.
- Diverse, motivated and talented students, staff and faculty are actively recruited and retained.
- An intellectual environment conducive to leadership in teaching, research and community service is encouraged and supported.
- Effective teaching is promoted both inside and outside the classroom.
- Students are taught how to obtain, evaluate and use information.
- Learning is lifelong.
- Effective and efficient fiscal management by the administration is the norm.
- Collegiality is the norm, not the exception.
- Each person is a change agent.
- Excellence starts with me.

In everything we do, our students come first. We strive to create an environment that values the unique backgrounds, perspectives and talents of all our students and provide them with the academic, leadership and social tools to help them grow as responsible, knowledgeable and creative global citizens. We encourage attitudes and behaviors that lead to a desire to learn, a commitment to goals and respect for the dignity of others. Ultimately, we encourage attitudes and behaviors that build success.

KSU Office of International Affairs and Global Agriculture Programs (OIA) is committed to linking/connecting KSU with the world. We strive to foster cross-cultural competence and international experience to prepare our students for global citizenship. International Affairs strives to create an engaging campus life experience with perspectives of diversity and cultural inclusiveness. We are committed to providing international student programming, student integration activities, cultural immersion trips, and celebrations of international cultures/international student appreciation. OIA also strives to promote KSU abroad by fostering and assisting with current KSU faculty/staff and students' international educational/cultural experiences. So much so, OIA is committed to increasing opportunities for every KSU student to connect with the world and its culture through: (a) our academic curriculum, (b) study abroad opportunities, (c) international students and culture immersion, and (d) international visiting scholars

## Application



Kentucky State University is a comprehensive institution dedicated to providing its students with an exceptional learning community. KSU offers students an opportunity to explore a wide range of educational opportunities and programs. For detailed information on major degree programs, please click here <https://www.kysu.edu/academics/>.

**Applications for admission to undergraduate education** The University welcomes admission inquiries from students around the world. International students should have complete admission applications on file three months before the beginning of the term (summer/fall/spring semester) in which they intend to enroll. International students are expected to complete and submit your



application online at [https://ssbprod.ec.kysu.edu/PROD/bwskalog.P\\_DispLoginNon](https://ssbprod.ec.kysu.edu/PROD/bwskalog.P_DispLoginNon). The admissions team (<https://www.kysu.edu/student-success-and-retention/breds-office/about.php>) will carefully review each application and conduct required admissions interviews for non-native English speaking applicants if necessary. For more information, please visit KSU Admission at <https://www.kysu.edu/student-success-and-retention/breds-office/about.php>.

The international student must follow the following procedures:

- Submit Admissions Application: \$100.00 (US Funds) Application fee made payable to Kentucky State University in the form of a money order
- Verification of graduation from high school or secondary institution
- Official High School Transcripts/Certificate in English with translation certified
- Nigerian students must submit WASC
- Official SAT/ACT or TOEFL scores TOEFL scores. The institutional code to use to request your test score to be sent to Kentucky State University is **1368**
- “Demonstration, via Declaration of Certification of Finance, that sufficient funds are available to finance the planned course of study without causing undue hardship on the student”
- A statement from the bank, lending agency or sponsor that stipulates the amount of money on reserve for tuition, fees and living accommodations to matriculate in a four-year undergraduate program in the United States
- A transcript evaluation form (with determined G.P.A.) from an accredited transcript evaluation agency in the United States
- Any credits transferred in must be from a regionally accredited US institution or an officially recognized degree granting international institution. In the case of transferring credit from an international institution, graduate students must submit official copies of evaluation and translation of the transcript must be sent directly by an accredited evaluation and translation agency to the office of the Graduate Studies at Kentucky State University.

A completed application packet will include the following:

- A completed online application  
[https://ssbprod.ec.kysu.edu/PROD/bwskalog.P\\_DispLoginNon](https://ssbprod.ec.kysu.edu/PROD/bwskalog.P_DispLoginNon)
- Application fee of \$100.00 made payable to Kentucky State University in the form of money order
- Verification of graduation from high school or secondary institution.

- A transcript of official high school/secondary school credits verifying graduation (with English translation)
- All post-secondary school transcripts (if applicable) with English translation
  - All post-secondary transcripts must be submitted to for a course-by-course evaluation to determine college credit equivalency. Official transcript evaluation report for foreign transcripts must be directly sent from an accredited agency. We recommend WES for the transcript evaluation report
- A copy of your passport, if available
- An official statement from a sponsor or bank documenting financial support and/or deposit equivalent to \$20,820 US Dollars
- Test scores for your college entry exam, such as ACT/SAT/TOEFL/IELTS/GRE. For undergraduate student admission, either ACT, SAT, TOEFL, or IELTS will work. Official scores should be sent directly from the agency such as ETS. The KSU institutional code to use is 1368
- Nigerian students must submit WASC
- Detailed and accurate email address for your I-20

These materials can be sent directly to the Kentucky State University, or by email at: [wewantyou@kysu.edu](mailto:wewantyou@kysu.edu) or [admissions@kysu.edu](mailto:admissions@kysu.edu).

The B.R.E.D.S. Office  
Kentucky State University  
400 E Main St.  
Frankfort, KY 40601

**Applications for admission to graduate studies** (<https://www.kysu.edu/academics/grad-studies/index.php>)

Kentucky State University utilizes GradCAS for all our Master degree program application. You can find a link to the application portal from on our Graduate Studies Web page: <https://www.kysu.edu/academics/grad-studies/index.php>. Once you create an account with GradCAS, search for Kentucky State University and you will find us and can select the program you are interested in. Complete the application step-by-step.

You can send your additional materials to:

Office of Graduate Studies  
Cooperative Extension Building, Suite 105/109  
Kentucky State University  
Frankfort, Ky. 40601

Kentucky State University strives to maintain the highest quality graduate programs and excellence among graduate faculty. The Graduate Programs at Kentucky State University seek to recruit students of high potential, readiness, and motivation for success in graduate studies and, following graduation, continued professional accomplishment. For detailed information about description of KSU Graduate Programs, specific requirements, and transfer policies, please visit KSU Office of Graduate Studies at <https://www.kysu.edu/academics/grad-studies/index.php>.

A completed application packet will include the following:

- A completed online <http://gradcas.liasoncas.org/apply/>
- All official post-secondary school transcripts
- An official transcript evaluation report for foreign transcripts. We recommend WES for the transcript evaluation report, but also do accept official reports from other approved services. GradCAS lists the services we accept in the application portal
- A copy of your passport, if available
- Resume
- Essay or personal statement
- Three reference letters from individuals who can best speak to your potentials
- Test scores such as TOEFL/IELTS/GRE/GMAT. Official scores should be sent directly from the agency such as ETS to GradCAS OR to Kentucky State University. The institutional code to use for Kentucky State University is **1368**. And the institutional code to use for GradCAS is **B886**. IELTS score can also be sent directly to GradCAS or Kentucky State University. GRE may be **waived** if you have a Master degree from the United States or have started a Master degree program in the United States. For Computer Science, if your GPA is 3.00 or higher, your GRE may also be waived.
- To request your I-20 when admitted, you need to provide official statement from a sponsor or bank documenting financial support and/or deposit equivalent to at least \$19,180 U.S Dollars (minus the amount of any scholarships offered if applicable) to cover your first year expenses (tuition \$10,494, estimated lodging \$4,000, meal plan \$3,686, other \$1,000). Please refer to **Obtaining Your I-20s** on Page 16 for more information.
- Accurate and exact email address where you want your I-20 to be sent.

## TOEFL/IELTS and/or GRE Requirements



We strive for excellence and quality in the education we provide at Kentucky State University. English language proficiency is required for admission. A TOEFL or IELTS score will work. The university suggests either a TOEFL internet-based test score of at least 70, a TOEFL paper-based score of at least 525, a TOEFL computer-based score of at least 194, or an IELTS score of at least 6.0. English Language testing scores should be sent directly to us or written in the application materials. This way, we can ensure our international students are prepared to take on a full course load of English-instructed classes without too many language difficulties. The institutional code to use to request your test score from ETS to be sent to Kentucky State University is **1368**. For Graduate Admission, the scores can be sent officially to GradCAS whose institutional code is **B886**.

For International EXCHANGE Students, if you don't have any scores of English proficiency, such as TOEFL or IELTS scores, or your scores does not meet our requirements, we may schedule a Skype interview to determine your English proficiency. You might be accepted but will be placed in our English 101 until your English is proficient for classes.

At Kentucky State University, we care about the quality of your education. We want you to thrive at our institution. One important way we ensure an enriching educational experience is to guarantee that you have sufficient English language proficiency. TOEFL or IELTS scores are recommended, and we also require you to schedule a Skype interview with us. The purpose of this

interview is to check your listening comprehension and speaking abilities. We will ask you a few questions about yourself, your background, and your future goals. Because all of our classes are instructed in English, with the exclusion of the Modern Languages, the interview aspect of our application process will help determine your readiness for the American college experience.

**English Language Proficiency Test (TOEFL, IELTS, etc.) scores for International Applicants:**

TOEFL	
Paper Based	525
Internet Based	70
Computer Based	194
IELTS -minimum of	6.0

**NOTE:** These scores can be **waived** if the student has obtained a degree from the United States, OR their official/native language is English, OR their degree courses are delivered in English.

Some Master degree programs require GRE test scores. At this time, MBA program does not require GRE or GMAT. Please visit Graduate Studies website to check out minimum requirement of GPA and GRE test scores for specific programs. However, for all Master degree programs, GRE may be **waived** if the student already has a Master degree in hand from the United States or has started a Master degree program in the United States.

Both Master of Science in Environmental Studies and Aquaculture & Aquatic Sciences require a minimum combined GRE score of 296. Master of Science in Computer Science program requires a minimum combined GRE score of 284 if the student's GPA is less than 3.00. GRE is waived if the GPA is 3.00 or higher on a 4.00 scale in the U.S. system.

For Master of Arts in Special Education, the Praxis Core Academic Skills Test (CASE) Scores are required. The following scores are required, per Kentucky Education Professional Standards Board (For additional information, please go to <https://www.ets.org/praxis/ky/requirements>):

**Praxis Core Academic Skills for Educators:**

Reading .....	156
Writing .....	162
Mathematics .....	150

## Tuition and Fees

2023-2024 Tuition and Fees <https://www.kysu.edu/finance-and-administration/bursar/tuition-and-fees.php>

More information is available at <https://www.kysu.edu/documents/bursar/Fee-Schedule-2023-24-v2.pdf>

### Full-Time Undergraduate

CREDIT HOURS	TUITION & FEES
12 - 18**	\$6,067.00
19	\$6,572.00
20	\$7,077.00
21	\$7,582.00

### Full-Time Graduate

\$583 per credit hour



**Residence Halls**

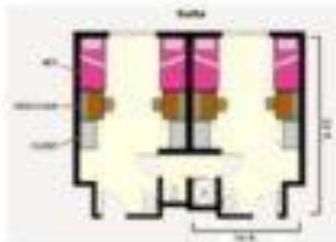


HALL(S)	SINGLE	DOUBLE	TRIPLE	QUAD	SUITE
Chandler	\$2,553.00	\$2,250.00	n/a	n/a	\$3,250.00
Kentucky	\$2,553.00	\$2,250.00	\$2,000.00	n/a	\$3,250.00
The Halls	\$2,553.00	\$2,250.00	n/a	n/a	\$3,250.00
Combs	n/a	\$2,250.00	n/a	n/a	n/a
McCullin	\$4,000.00	\$3,250.00	n/a	n/a	\$3,250.00
Young	n/a	n/a	n/a	n/a	\$3,250.00
*New Dorm	\$4,800.00	\$4,400.00	n/a	\$4,000.00	n/a
*Hotel	n/a	n/a	n/a	n/a	n/a



### Whitney M. Young Floor Facts

- Contact: (502) 337-1500
- South Campus, Harloway Hall and Joan Peacock Field
- 150 residents
- Female and male residents (Co-ed)
- Juniors and seniors with GPA 2.7 and above preferred
- Suites only
- Each double room measures approximately 10' x 11'
- The furniture is movable





### Meal Plans – Resident Students

Students living on-campus in KSU residence halls are required to purchase a meal plan.

ALL RESIDENT STUDENTS	PRICE
14 Weekly Meals w/ \$500 Declining	\$1,843.00
9 Weekly Meals w/ \$650 Declining	\$1,843.00

### Meal Plans – Non-Resident Students

TYPE	PRICE
Commuter Meal Plan	
Plan A \$355 declining balance	\$355.00
Plan B \$490 declining balance	\$490.00
Plan C \$620 declining balance	\$620.00

### Obtain Your I-20

Once you have been accepted to KSU, you will be notified by email. NOTE: All F and M students that study in the United States need a [Form I-20, “Certificate of Eligibility for Nonimmigrant Student Status.”](#) You must also obtain a Form I-20 for any eligible dependents you plan to bring to the United States with you. When receiving your request, we will then enter your information into the Student and Exchange Visitor Information System (SEVIS) database. SEVIS is a federal government database that contains information on all visiting international students studying in the United States. For more information about SEVIS, Immigration and Customs Enforcement, and the Department of Homeland Security, please visit the following link:

<https://www.ice.gov/sevis/overview>. Once you are entered into SEVIS, we will issue an official Form I-20. This very important document, as well as your official acceptance letter, must be present with you during your visa application interview at a US Embassy or Consulate. These documents must also be present when you enter the United States. Please check out a sample I-20 in on Page 19. When you receive the I-20, please double check and make sure your personal information is accurate. You and your DSO must both sign the Form I-20. If you are under age

18, your parents must sign the Form I-20 for you. In your admission welcome package, we have prepared a checklist/to-do list for your reference.

To Process your KSU Form I-20, you need to submit the following documents to a DSO.

1. Official KSU acceptance letter (you do not have to worry about this. Graduate Studies and/or Admission Office will take care of this).
2. Official evidence of financial support to cover your first year expenses. The evidence of financial support could be any assistantship (you can speak to your advisor or program coordinator about the availability of scholarships), or an official statement from a sponsor or bank documenting financial support and/or deposit equivalent to
  - a) For Graduate Students, at least \$19,180 U.S Dollars (minus the amount of any scholarships offered if applicable) to cover your first year expenses (tuition \$10,494, estimated lodging \$4,000, meal plan \$3,686, other \$1,000).
  - b) For Undergraduate Students, at least \$20,820 U.S Dollars (minus the amount of any scholarships offered if applicable) to cover your first year expenses (tuition \$12,134, estimated lodging \$4,000, meal plan \$3,686, other \$1,000).
3. Detailed Personal Information if your passport is not included in the application package, this must be identical with your passport:
  - a) Name: given name, surname, middle if applicable, and preferred name if you like
  - b) City of birth
  - c) Country of birth
  - d) County of citizenship
4. Accurate and valid email where you want your I-20 to be sent. Our P/DSO may email you an electronic I-20.
5. You need to make sure all information is accurate on your I-20, print it out, and sign.

You must show proof of financial support to DSO to obtain your I-20. If you have been offered Graduate Research Assistantship or other scholarships such as Athletics, please provide a copy of the official offer letter or contract received from the KSU academic department showing: amount of funding offered and dates of the KSU contract as your financial documentation.

If you have been offered a merit scholarship by the Office of Financial Aid & Scholarships, please provide a copy of the offer letter along with your other financial documentation. **Proof of Funding Can Be:**

- KSU Scholarship/Assistantship Offer Letter.
- **Personal funds:** Bank statements in your name showing balance of account
- **Loan certificates/letters** (must indicate your name and the amount of approved loan)

- **Private sponsors, including parents (must show both of the following):**
  - Sponsor's bank or other financial statements
  - Letter indicating the relationship between you and the sponsor(s), the amount of support and length of support.

## BUSINESS ACCOUNTS

If your sponsor will be providing financial support from a business account, then you must submit a recent bank statement from the business account, an official bank letter indicating the name of the individual(s) who have signatory power, and an affidavit of support for the individual(s) listed.

I require the student to also submit a letter from the company/business on the company's letterhead stating that the company (not the relative) is sponsoring the student financially.

IMPORTANT: The following types of funding are NOT accepted:

- Documents older than 6 months
- Income or salary statements
- Funds that are not immediately accessible
- Assets that are not in liquidated form (house, car, etc.)
- Life insurance policy statements
- Pension funds
- Tax return forms or documents

Real estate holdings, stocks, bonds, investments, salary verification letters, retirement funds, property, life insurance policies and unapproved loan documents. These **are not accepted** because they are not readily available to you, or because the value can change.

Once again, once you receive your I-20 in email, double check on the information and make sure everything is accurate and consistent, print it out and sign; and then you are ready to make a visa interview appointment to the local US Embassy/Consulate that is close to you. Use the SEVIS ID number on the top left of your I-20. You need to pay visa application fee of \$185. Double check on your local US Embassy/Consulate website to determine the application fee. Also, you need to pay SEVIS fee of \$350 before your visa interview. Please visit our website <https://www.kysu.edu/academics/college-acs/school-of-ace/international/index.php>, and better check out this International Student Handbook on this website. Detailed information on how you make an appointment, pay the application fee and SEVIS, and suggestions on interview, entry to the US, and so much on are provided there.

Please note: **As a new international student, you are not permitted to enter the U.S. more than 30 days before the start date indicated on your I-20.**

**SEVIS ID: N0005312268**

<b>SURNAME/PRIMARY NAME</b> SEVIS	<b>GIVEN NAME</b> Sandra	<b>Class of Admission</b>  <h1 style="font-size: 4em; margin: 0;">F-1</h1>  <b>ACADEMIC AND LANGUAGE</b>
<b>PREFERRED NAME</b>	<b>PASSPORT NAME</b>	
<b>COUNTRY OF BIRTH</b> BELGIUM	<b>COUNTRY OF CITIZENSHIP</b> BELGIUM	
<b>CITY OF BIRTH</b> Brussels	<b>DATE OF BIRTH</b> 20 OCTOBER 1988	
<b>FORM ISSUE REASON</b> CONTINUED ATTENDANCE	<b>ADMISSION NUMBER</b>	

**SCHOOL INFORMATION**

<b>SCHOOL NAME</b> SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies	<b>SCHOOL ADDRESS</b> 126 N WAYNE ST, ARLINGTON, VA 22201
<b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Mark Twain Immigration Specialist	<b>SCHOOL CODE AND APPROVAL DATE</b> BAL214F44444000 03 APRIL 2015

**PROGRAM OF STUDY**

<b>EDUCATION LEVEL</b> MASTER'S	<b>MAJOR 1</b> Biochemical Engineering 14.4301	<b>MAJOR 2</b> None 00.0000
<b>PROGRAM ENGLISH PROFICIENCY</b> Required	<b>ENGLISH PROFICIENCY NOTES</b> Student is proficient	<b>EARLIEST ADMISSION DATE</b> 21 AUGUST 2017
<b>START OF CLASSES</b> 21 SEPTEMBER 2017	<b>PROGRAM START/END DATE</b> 20 SEPTEMBER 2017 - 20 SEPTEMBER 2020	

**FINANCIALS**

ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 10,000	Personal Funds	\$ 20,000
Living Expenses	\$ 5,000	Funds From This School	\$
Expenses of Dependents (0)	\$	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
<b>TOTAL</b>	<b>\$ 15,000</b>	<b>TOTAL</b>	<b>\$ 20,000</b>

**REMARKS**

Tuition may increase each year.

**SCHOOL ATTESTATION**

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

<b>X</b>	<b>DATE ISSUED</b>	<b>PLACE ISSUED</b>
<b>SIGNATURE OF:</b> Mark Twain, Immigration Specialist	07 February 2020	ARLINGTON, VA

**STUDENT ATTESTATION**

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

<b>X</b>	<b>DATE</b>
<b>SIGNATURE OF:</b> Sandra SEVIS	
<b>X</b>	<b>DATE</b>
<b>NAME OF PARENT OR GUARDIAN</b>	<b>SIGNATURE</b>
	<b>ADDRESS (city/state or province/country)</b>
	<b>DATE</b>

**SEVIS ID: N0005312268 (F-1)**

**NAME: Sandra SEVIS**

**EMPLOYMENT AUTHORIZATIONS**

--

**CHANGE OF STATUS/CAP-GAP EXTENSION**

--

**AUTHORIZED REDUCED COURSE LOAD**

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**CURRENT SESSION DATES**

CURRENT SESSION START DATE	CURRENT SESSION END DATE
21 SEPTEMBER 2019	20 DECEMBER 2019

**TRAVEL ENDORSEMENT**

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

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## INSTRUCTIONS TO STUDENTS

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**STUDENT ATTESTATION.** You should read everything on this page carefully. Be sure that you understand the terms and conditions concerning your admission and stay in the United States as a nonimmigrant student before signing the student attestation on page 1 of the Form I-20 A-B. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

**FORM I-20.** The Form I-20 (this form) is the primary document to show that you have been admitted to school in the United States and that you are authorized to apply for admission to the United States in F-1 class of admission. You must have your Form I-20 with you at all times. If you lose your Form I-20, you must request a new one from your designated school official (DSO) at the school named on your Form I-20.

**VISA APPLICATION.** You must give this Form I-20 to the U.S. consular officer at the time you apply for a visa (unless you are exempt from visa requirements). If you have a Form I-20 from more than one school, be sure to present the Form I-20 for the school you plan to attend. Your visa will include the name of that school, and you must attend that school upon entering the United States. You must also provide evidence of support for tuition and fees and living expenses while you are in the United States.

**ADMISSION.** When you enter the United States, you must present the following documents to the officer at the port of entry: 1) a Form I-20; 2) a valid F-1 visa (unless you are exempt from visa requirements); 3) a valid passport; and 4) evidence of support for tuition and fees and living expenses while you are in the United States. The agent should return all documents to you before you leave the inspection area.

**REPORT TO SCHOOL NAMED ON YOUR FORM I-20 AND VISA.** Upon your first entry to the United States, you must report to the DSO at the school named on your Form I-20 and your F-1 visa (unless you are exempt from visa requirements). If you decide to attend another school before you enter the United States, you must present a Form I-20 from the new school to a U.S. consular officer for a new F-1 visa that names the new school. Failure to enroll in the school, by the program start date on your Form I-20 may result in the loss of your student status and subject you to deportation.

**EMPLOYMENT.** Unlawful employment in the United States is a reason for terminating your F-1 status and deporting you from the United States. You may be employed on campus at your school. You may be employed off-campus in curricular practical training (CPT) if you have written permission from your DSO. You may apply to U.S. Citizenship and Immigration Services (USCIS) for off-campus employment authorization in three circumstances: 1) employment with an international organization; 2) severe and unexpected economic hardship; and 3) optional practical training (OPT) related to your degree. You must have written authorization from USCIS before you begin work. Contact your DSO for details. Your spouse or child (F-2 classification) may not work in the United States

**PERIOD OF STAY.** You may remain in the United States while taking a full course of study or during authorized employment after your program. F-1 status ends and you are required to leave the United States on the earliest of the following dates: 1) the program end date on your Form I-20 plus 60 days; 2) the end date of your OPT plus 60 days; or 3) the termination of your program for any other reason. Contact your DSO for details.

**EXTENSION OF PROGRAM.** If you cannot complete the education program by the program end date on page 1 of your Form I-20, you should contact your DSO at least 15 days before the program end date to request an extension.

**SCHOOL TRANSFER.** To transfer schools, first notify the DSO at the school you are attending of your plan to transfer, then obtain a Form I-20 from the DSO at the school you plan to attend. Return the Form I-20 for the new school to the DSO at that school within 15 days after beginning attendance at the new school. The DSO will then report the transfer to the Department of Homeland Security (DHS). You must enroll in the new school at the next session start date. The DSO at the new school must update your registration in SEVIS.

**NOTICE OF ADDRESS.** When you arrive in the United States, you must report your U.S. address to your DSO. If you move, you must notify your DSO of your new address within 10 days of the change of address. The DSO will update SEVIS with your new address.

**REENTRY.** F-1 students may leave the United States and return within a period of five months. To return, you must have: 1) a valid passport; 2) a valid F-1 student visa (unless you are exempt from visa requirements); and 3) your Form I-20, page 2, properly endorsed for reentry by your DSO. If you have been out of the United States for more than five months, contact your DSO

**AUTHORIZATION TO RELEASE INFORMATION BY SCHOOL.** DHS requires your school to provide DHS with your name, country of birth, current address, immigration status, and certain other information on a regular basis or upon request. Your signature on the Form I-20 authorizes the named school to release such information from your records.

**PENALTY.** To maintain your nonimmigrant student status, you must: 1) remain a full-time student at your authorized school; 2) engage only in authorized employment; and 3) keep your passport valid. Failure to comply with these regulations will result in the loss of your student status and subject you to deportation.

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## INSTRUCTIONS TO SCHOOLS

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Failure to comply with 8 CFR 214.3(k) and 8 CFR 214.4 when issuing Forms I-20 will subject you and your school to criminal prosecution. If you issue this form improperly, provide false information, or fail to submit required reports, DHS may withdraw its certification of your school for attendance by nonimmigrant students.

**ISSUANCE OF FORM I-20.** DSOs may issue a Form I-20 for any nonimmigrant your school has accepted for a full course of study if that person: 1) plans to apply to enter the United States in F-1 status; 2) is in the United States as an F-1 nonimmigrant and plans to transfer to your school; or 3) is in the United States and will apply to change nonimmigrant status to F-1. DSOs may also issue the Form I-20 to the spouse or child (under the age of 21) of an F-1 student to use to enter or remain in the United States as an F-2 dependent. DSOs must sign where indicated at the bottom of page 1 of the Form I-20 to attest that the form is completed and issued in accordance with regulations.

**ENDORSEMENT OF PAGE 2 FOR REENTRY.** If there have been no substantive changes in information, DSOs may endorse page 2 of the Form I-20 for the student and/or the F-2 dependents to reenter the United States. If there have been substantive changes, the DSO should issue and sign a new Form I-20 that includes those changes.

**RECORDKEEPING.** DHS may request information concerning the student's immigration status for various reasons. DSOs should retain all evidence of academic ability and financial resources on which admission was based, until SEVIS shows the student's record completed or terminated.

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**AUTHORITY FOR COLLECTING INFORMATION.** Authority for collecting the information on this and related student forms is contained in 8 U.S.C. 1101 and 1184. The Department of State and DHS use this information to determine eligibility for the benefits requested. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

**REPORTING BURDEN.** U.S. Immigration and Customs Enforcement collects this information as part of its agency mission under the Department of Homeland Security. The estimated average time to review the instructions, search existing data sources, gather and maintain the needed data, and complete and review the collection of information is 30 minutes (.50 hours) per response. An agency may not conduct or sponsor, and a person is not required to respond to an information collection unless a form displays a currently valid OMB Control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of the Chief Information Officer/Forms Management Branch, U.S. Immigration and Customs Enforcement, 801 I Street NW Stop 5800, Washington, DC 20536-5800. Do not send the form to this address.

## Preparing for Travel



### Visa Application Process

Once you receive your official acceptance letter and I-20 form (see a sample I-20 down below) from Kentucky State University, you will be able to apply for your visa. Please be advised that you should carefully double check on the information in the I-20. Make sure everything is accurate and correct before go ahead to make a visa application appointment. To submit an F-1 Student Visa Application, please visit this link: <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>. We suggest submitting visa applications as soon as you receive your I-20 and enrollment acceptance letter to better ensure your materials are promptly accepted and returned to you.

Required material and/or documents include the following:

- A signed Form I-20 (A Certificate of Eligibility for Nonimmigrant F-1 Student Status)

- Passport valid for a minimum of 6 months into the future at the time of entry to U.S.A.
- Letter of admission/acceptance from KSU
- Completed nonimmigrant visa application form (DS-160). Form available at your local US Embassy or Consulate's website: <http://www.usembassy.gov>
- Two Passport photos (Two 2"x 2" photographs in the prescribed format on website)
- Financial support documents (Current proof of support that meets expenses for the duration as indicated on Form I-20. You can provide bank statements, award letters or approval letters, etc.)
- Visa application fee payment receipt
- Receipt showing payment of \$350.00 SEVIS fee (I-901 fee).
- Visa appointment confirm letter

### **SEVIS and Visa Application Fee**

F-1 and J-1 visa applicants must pay a Student and Exchange Visitor Information System (SEVIS) fee of \$350.00 before they apply for a visa. The fee can be paid to the Department of Homeland Security either by mail or online, and it must include a Form I-901. The fee can be paid by you or a third party.

To pay by mail (but we encourage you to pay online):

1. Obtain a copy of Form I-901 <https://www.ice.gov/doclib/sevis/pdf/i901.pdf>.
2. Complete Form I-901. Print your name exactly as it appears on your I-20 Form. You will need your SEVIS ID number (on the upper left corner of your I-20 and starts with N) and your school code (NOL214F10724000). Please see the sample I-20 on Page 19. You also need to provide your address, date of birth, email address, country of birth, and country of citizenship.
3. Write a check or have an international money order in the amount of \$350.00 made payable to I-901 Student/Exchange Visitor Processing Fee.
4. Mail the completed I-901 and the payment to the address listed on Form I-901.
5. Go to [www.fmjfee.com](http://www.fmjfee.com), print a couple of copies of your Payment Confirmation as receipts and keep them with your other important immigration documents where required.

To pay online:



1. Go to <https://www.fmjfee.com/i901fee/index.html>. You must have your complete and accurate Form I-20. If you don't have an I-20 or if the information on the form is incorrect, please contact our DSO.
2. Complete the Form online and insert the credit card information, Visa, MasterCard, or American Express, or Debit cards (also known as check cards) that have the Visa or MasterCard logo. Put your name exactly as it appears on your I-20 Form. You will need your SEVIS ID number (on the upper left corner of your I-20 and starts with N and has 10 digits) and your school code (NOL214F10724000), which is also on your I-20.
3. Print a couple of copies of your Payment Confirmation as receipts, and keep them with your other important immigration documents where required.

### Prepare for the Visa Interview



Every international student applying for a student visa should arrange an interview at your closest U.S. Embassy or Consulate. When you arrive at the embassy or consulate, you will be asked to provide fingerprints for our immigration database. This is usually done electronically and ink-free. You will then be asked to take a number and wait in a lounge for your interview. Once you are called, be friendly and sociable. Have confidence in yourself! It is okay to be nervous, but let the interviewer see just how knowledgeable and confident you are. During the meeting, although oftentimes it only takes 2-3 minutes, the interviewer will most likely ask you questions such as, “Where are you going?” “What is your purpose for traveling to the United States?” Be open and honest with your interviewer. Lying and dishonesty will disqualify you from receiving a visa. The overall purpose of the consular interview during the visa process is to eliminate fraudulence, so answer each question truthfully. Be prepared to use English and speak for yourself. If you don’t understand a question, please kindly ask your interviewer to repeat the question. It is also okay to ask him or her questions, such as “What is the next step in the visa application process?” To assist you with your interview preparation, we have provided some links to a few sites that contain typical F-1 Student Visa interview questions:

<http://www.esldirectory.com/blog/immigration/sample-questions-for-f1-student-visa-interview/>

<http://www.internationalstudent.com/immigration/f1-student-visa/f1-visa-interview-questions/>

<http://www.happyschools.com/f1-visa-interview-questions/>

<https://yocket.com/blog/step-by-step-guide-for-student-f1-visa-interview-process>

<https://www.internationalstudent.com/immigration/f1-student-visa/>

<https://rapidvisa.com/what-are-strong-ties-for-a-b1-b2-tourist-visa/#:~:text=A%20%22strong%20tie%22%20is%20anything,and%20children%2C%20things%20like%20that.>

[https://www.oswego.edu/international/sites/www.oswego.edu.international/files/10-tips-for-student-visa\\_suny\\_oswego.pdf](https://www.oswego.edu/international/sites/www.oswego.edu.international/files/10-tips-for-student-visa_suny_oswego.pdf)

<https://www.vanderbilt.edu/iss/immigration/travel/visa-renewal-information/>

<https://www.bu.edu/isso/travel-visas/apply-for-a-visa/initial-visa-application/intent/>

They may also ask you questions about Kentucky State University and your field of study. For ease of preparation, you will find a list of university-related commonly asked questions:

Q: Where is Kentucky State University located?

A: The University is located in Frankfort, the Capital City of Kentucky.

Q: Why did you choose to study at Kentucky State University?

A: Answers may vary. For example, Diverse and as small Campus with family atmosphere. Many of our international students are graduate students. Other international students are usually four-year degree-seeking students. Be as detailed and as honest as possible with your interviewer about why you chose KSU.

Q: What is your major or field of study?

A: Answers may vary.

Q: How long will you be staying at KSU?

A: Answers may vary. Exchange students usually stay for one semester to an academic year, but degree-seeking students may be at KSU for four or more years.

Q: Will you live on campus or off campus?

A: Kentucky State University requires all students to live on campus in dormitories for at least the first two years of residency. International students are typically required to live in dorms for the duration of their study, unless special arrangements are made and permitted.

Q: How will you arrange for transportation to KSU from the airport?

A: Our international students will all receive transportation to and from the university. A university employee will arrive at the Lexington Blue Grass Airport to greet you and take you to the university.

For more specific information about the embassies or consulates in your area, please click here:

<http://www.usembassy.gov/>

<http://www.ustraveldocs.com/cn/cn-niv-typefandm.asp>

**Here are some tips for you:**

- Arrive early and remain calm.
- Speak English and speak for yourself, and Be Confident. Practice and rehearse is a good idea as English is not your native language. Do not bring parents or family members with you to the interview. The consular officer wants to interview you, not your family. The

officer knows that you must have a certain amount of confidence and self-sufficiency to succeed on your own in the United States. You must convince the officer that you can succeed.

- Show ties to home country. Under U.S. law, all applicants for non-immigrant visas are viewed as intending immigrants until they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States.
- Be honest. **DO NOT Lie.** Many times a student be rejected for a student visa because they are not completely honest with the consular officer. It is **VERY IMPORTANT** to always tell the truth and give the honest answer to every question. Consular officers are trained to use various methods to find out if a person is lying in the interview so it is always best to be completely honest.
- Know your academic program and your school at KSU, and how they fit into your career plans. If you are not able to explain the reasons you want to study in a particular program at KSU, the consular officer may assume that you intend to immigrate.
- Be concise. Keep your answers short, articulate and to the point. Officers may not be patient because high volume of application interviews in a limited time.
- Confirm your purpose. Remember, your main purpose of coming to the United States is to study, not for the chance to work before or after graduation. **DO NOT** mention working in the United States during your visa interview.
- Maintain a positive attitude. **DO NOT** argue with the consular officer. If you are denied a visa, ask for the reason for the denial in writing later.

If you successfully pass the interview and your visa application is approved, the consular officer or visa officer will place an F-1 visa stamp in your passport and return it to you to use for entry into the United States. When you have your passport with the visa stamp, be sure to double check the stamp, and make sure your information in the stamp is exactly the same as it appears in your passport. You also need to check the visa expiration date and make sure it is valid before your planned entry time.

We will provide you with sufficient and needed materials for your visa application. However, no one can guarantee your successful approval. If your visa application is denied, the SEVIS fee is non-refundable, but we strongly encourage you to schedule another appointment to reapply. If you reapply within 12 months of the denial, you will not have to pay the SEVIS fee again.



## Submit Your Housing Application Form

Kentucky State University seeks to make students' campus experience as pleasant as possible. On-campus living offers a wide range of experiences for all students. At KSU, you can become part of our residential communities. KSU's five residence halls offer a home away from home on campus - Chandler Hall, Combs Hall, Kentucky Hall, McCullin Hall, and Young Hall. Each of our five residence halls offer something unique to each student. A new state-of-the-art residence hall for our students featuring five-story, 408-beds will house our students and is expected to open in fall 2023.



Students choose to live on campus, staying in close proximity to academic buildings, computer labs, and other university facilities. Resident room types vary from single occupancy rooms, double occupancy rooms, triple occupancy rooms, and suites (four-person occupancy rooms). All rooms are properly equipped with necessary furniture and amenities such as beds, mattresses, wardrobes/closets, desks, chairs, carpeted or tiled floors, air conditioning, heating, cable TV hookups, and Wi-Fi/high-speed internet connections. The residence halls also feature study

rooms, kitchen and laundry facilities, television lounges, vending machines, in-house laptop programs, and in-house programs and activities.

All Residence Halls include the following features



Standard University Housing and Meal Application Fee is \$250 (\$50 is a non-refundable application fee). This fee includes room maintenance fee of \$65 and personal property insurance fee of \$85. For detailed information about residential life and housing application, please visit <https://www.kysu.edu/student-engagement-and-campus-life/residence-life/residence-halls.php>.

Hours of Operation: Monday-Friday, 8:00 am -4:30 pm. Contact information are as follows:

#### Office Location and Mailing Address

Kentucky State University  
Office of Residence Life  
Academic Service Building, Suite 317  
400 East Main Street  
Frankfort, KY 40601  
Phone: (502) 597-5951 or (502) 597-6123  
Fax: (502) 597-5896  
Email: [reslife@kysu.edu](mailto:reslife@kysu.edu)

#### Residence Hall Phone Numbers

- Chandler Hall: (502) 597-6256
- Combs Hall: (502) 597-6920
- Kentucky Hall: (502) 597-5952
- McCullin Hall: (502) 597-6973
- Young Hall: (502) 597-6080
- The Halls: (502) 597-6132
- Residence Director (RD) On-Call: (502) 352-5447

## Arrival Date and Transportation Arrangement

After enrolling in school, a welcome letter with important information will be sent to your email (this is the quickest and most cost efficient way to obtain important information). This includes the information of mandatory orientation for international students. As an F-1 student, you are permitted to enter the United States up to 30 days before the start of your programs. This may give you time to check in immigration services and get settled before the classes start. However, campus housing is very limited and may not open before the move-in date. You need to consider a temporary housing if you arrive early. So, please carefully plan your travel and let us know your flight information. KSU arranges limited airport pick-ups on certain scheduled dates and times. Please double check on it before you book your flight if you need a ride from the airport.



Here are three closest airports:

- Blue Grass Airport (LEX) in Lexington KY <https://bluegrassairport.com/> 30 miles from campus
- Louisville **Muhammad Ali** International Airport (SDF) in Louisville, KY <https://www.flylouisville.com/> 53 miles from campus
- Cincinnati/Northern Kentucky International Airport (CVG) <https://www.cvgairport.com> 83 miles from campus



## Suggested Packing List

### Carry-on-Items

- Passport, visa, I-20 form, KSU acceptance letter and other supporting documentation
- Airline tickets
- Contact numbers for shuttle services (drivers vary, and contact information will be given to you before departure)
- US Currency
- Please do not carry large sums of cash, as it can be lost or stolen
- Credit and/or debit cards
- Extra change of clothing
- Reading materials, MP3 players, cell phone, or other travel necessities
- Camera
- Laptop computer or tablet
- Prescription medication in the original packaging, all back-up supplies, and description in English from the doctor

### Checked Luggage

Please check with your airlines on the luggage allowance policy.

- Copies of all travel documentation
- Clothing/shoes
  - Please note that Kentucky's four seasons are drastically distinct. While summers are oppressively hot and humid (87-98° Fahrenheit, or 31-37° Celsius), winters are generally cool with some snowfall (20-34° F, or -6.7-1.1° C). Spring and fall are both mild and relatively warm, with ample precipitation and thunderstorm activity. Students will have opportunities to purchase winter clothing before the cold season arrives.
- Eyeglasses and/or extra contact lenses
- Electrical adaptors
- One bath towel and washcloth (others can be purchased after arrival)
- Toiletries for 2-3 days, such as shampoo, toothbrush, toothpaste, soap, etc.
  - Please consider the TSA travel guidelines when transporting liquid

## Preparing for Your Entry



As an international student, you need to bear in mind that a valid visa does not guarantee successful entry into the United States. It is the Customs and Border Protection (CBP) officer at the port of entry, not the consular officer that authorizes the traveler's admission to the United States and determines the period of authorized stay.



**Immigration**  
**Inspections**  
**AT PORT OF ENTRY**  
**DO'S AND DONT'S**

**VisaPro**  
IMMIGRATION ATTORNEYS

When you arrive at the U.S. Port of Entry, a CBP officer at a primary inspection booth will ask you some questions to verify your documentation and may examine your luggage. Here are some possible questions:

- What is the purpose of your visit to the United States?
- How long do you plan to visit/stay?
- Where will you be staying?
- Do you have funds to support yourself in the United States?
- Do you have the document or material to support/match the purpose and intent of your visit?



The CBP officer may send you to secondary inspection if you do not have the required documentation or if she/he cannot verify your information. A CBP officer at the secondary inspection will conduct a more detailed inspection to determine your admissibility. However, if she/he is unable to verify your legal admissibility, you may be allowed a temporary entry into the United States with a Form I-515A, “Notice to Student or Exchange Visitor,” (<https://www.ice.gov/doclib/news/library/forms/pdf/i515a.pdf>). This document allows you to have temporary admission into the United States for 30 days. To maintain your nonimmigrant

student status, you must address your Form I-515A within the time provided to you. If you receive a Form I-515A, alert your designated school official (DSO) as soon as you arrive on campus. It is critically important you work with your DSO to address the Form I-515A within the 30 days given to you. For more information, you can visit US Department of Homeland Security website regarding the Form I-515A (<https://studyinthestates.dhs.gov/what-is-a-form-i-515a>).

To help you with a successful entry to the United States, we have some tips for your entry preparation:

- Make sure you have the following documents with you in hand
  - Valid passport with a US visa stamp
  - Original signed Form I-20
  - Evidence of financial support
  - KSU admission/acceptance letter
  - Proof of payment of the SEVIS I-901 fee
  
- Do not bring any restricted items like alcoholic beverages, firearms, fish, plants, seeds, soil, animal products, fruits, and vegetables.
  
- Have in hand with you the contact information for KSU:
  - Ms. Yolanda Benson, Registrar, Principal Designated School Official (PDSO), office phone 502-597-5795, email [yolanda.benson@kysu.edu](mailto:yolanda.benson@kysu.edu)
  
  - Dr. Eric Yang (DSO), Director of International Affairs, office phone 502-597-6327, Cellphone 502-545-5003, Fax 502-597-6763, email [eric.yang@kysu.edu](mailto:eric.yang@kysu.edu)

## Arrival



## Orientation

After arriving to campus, all international students/visiting scholars are required to attend an international student/visiting scholar orientation. This is a valuable resource session to better inform students about the campus, policies, and procedures. You will also learn about resources offered on campus and meet important people that you should become familiar with throughout

your time at KSU. At the orientation, you will meet your academic advisors and be assisted in registering for classes. Moreover, you will learn more about student services and activities we provide to support your academic and campus life.

## **Advising**

As an international student studying at KSU, it is very important to know the persons you will be interacting with. Please feel free to review the following information to contact our helpful staff members for any questions. We are dedicated to helping with financial assistance, academic and personal advising, and advising on immigration regulations & federal laws.

- Financial Assistance
  - Financial aid information for foreign students
  - Budgeting and banking
  - Certification for foreign currency exchange/international student fee
- Academic and Personal Advising
  - Academic and cultural adjustment
  - Work-study opportunities
  - Tutoring and English learning
  - Emergency situations
  - Married students and dependent concerns
  - Roommate concerns
  - Liaison with career and counselling
  - Campus safety
  - Health care
- Immigration Regulations & Federal Laws
  - Extension of stay
  - Leaving and reentering the U.S.
  - Maintaining or changing visa status
  - Visa information
  - State and federal income tax laws and tax treaties
  - On-campus and off-campus employment and practical training at pre- and post-completion stages of study
  - Social Security Card application

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## Staff and Contact Information

Dr. Takeia Anthony  
Director of Graduate Programs  
Interim Dean of Honors Collegium  
Phone: 502-597-6008  
Email: [Takeia.anthony@kysu.edu](mailto:Takeia.anthony@kysu.edu)

Yolanda Benson, PDSO  
Registrar  
323 Academic Services Building  
Phone: 502-597-5795  
Email: [Yolanda.benson@kysu.edu](mailto:Yolanda.benson@kysu.edu)

Jennifer Williams

Director of B.R.E.D.S. Office for Enrollment & Scholarships (Undergraduate Admission)

308 Academic Services Building

Phone: (502) 597-6486

Email: [jennifer.williams@kysu.edu](mailto:jennifer.williams@kysu.edu)

Dr. Eric Yang, DSO  
Director of International Affairs  
105/109 Cooperative Extension  
Phone 502-597-6327  
Cell: 502-545-5003  
Email: [eric.yang@kysu.edu](mailto:eric.yang@kysu.edu)

## Tuition and Fee Payment Plans

When you register for classes, please check your WIRED account within 48 hours to assure accuracy. **All account balances are due the week prior to the start of the semester.** For any unpaid balance there is a late fee assessed each month. It is your responsibility to check your account. If there are any questions or concerns, please contact the Bursar's Office. The office

hours of operation are Mon-Fri, 8 am – 4:30 pm. Our staff will however be open extended hours during the first week of class to accommodate students who still need to pay outstanding balances.

You will need to check your WIRED account weekly for any updates or changes. Do not wait on a paper bill to pay your account. If you cannot pay in full we have a payment plan available for the current semester. Any unpaid balances at the end of each semester will be subject to collections.

**Payments must be made on or before the published due date.** If payments are received after the published due dates, late fees may be charged to the student’s account. For more information on payment deadlines, please refer to the Schedule of Classes.

Payments can be made towards your account through any one of the following options:

Cash/Check Payments Or Payments by Credit Card or ACH (Electronic Check)

**Cash** payments must be made at the Cashier Office. **Check** payments can be done by mail or at Cashier Office.

Please allow 5 to 7 days for processing any checks mailed to the Bursar’s Office. Registration fee payments must be received by the Bursar’s Office **by the appropriate fee payment deadline**, regardless of postmark date. Checks should be mailed to the following address:

Cashier Office Room 364  
Kentucky State University  
400 East Main St.  
Frankfort, Ky. 40601

Payment by Credit Card or ACH (Electronic Check) through [WIRED](#)





**Note:** Credit Card payments can be made online, over the phone via the cashier office or at the on campus cashier service window Room 364, ASB.

To access this on-line feature, follow the steps below:

1. Go to [www.kysu.edu](http://www.kysu.edu).
2. Click on Student
3. Click on Account Summary
4. Click Make a Payment (link at bottom of page)
5. You will now be in the CASHNet Portal where you may view your account, make payment or enroll in a payment plan

(Credit card payments will be assessed a 2.75% convenience fee; ACH payments - no charge)

If a check/draft or credit card which is used to satisfy enrollment fees is returned or dishonored by your financial institution, you will be assessed a \$50 returned check service charge and your registration is subject to cancellation.

**The KSU Payment Installment Option (PIO)** helps students and their parents/guardians who are not able to pay the tuition or fees in full. The Payment Installment option (PIO) is offered to all students in order to help satisfy payment requirements by the appropriate fee payment deadline.

Registration is subject to deletion and/or a \$100 late payment fee, if fee payment requirements for enrollment fees are not satisfied by the appropriate fee payment deadline listed in the **Academic Calendar**.

The Payment Installment option is offered to all students in order to help satisfy payment requirements by the appropriate fee payment deadline.

- The PIO will include all unpaid tuition and fees, Dining Dollars and/or housing charges.
- The enrollment fee of \$35 is due when signing up for the PIO through CASHNet. The PIO enrollment fee is not refundable, regardless of when your financial aid or other payments are applied to your account.
- Enrollment in PIO is **not** automatic.

- Students may pay the full installment amount due online.
- PIO enrollment is available through the end of late registration deadline dates for each Fall and Spring terms. Please refer to the Academic Calendar for specific dates.
- The remaining installment payments are due in four separate installments.
- Students remain responsible for the installment payments by the appropriate deadline, even if they do not receive or do not open their eBill notification.
- Students who drop or withdraw from classes after the 100% drop period may have a balance due under the Payment Installment Option. Tuition and fees are adjusted based on the drop or withdrawal date. A refund would only be issued to the student if the newly adjusted amount of fees is less than the amount that has been paid by the student resulting in a credit balance.
- Unpaid installment amounts will cause holds to be placed on registration for future terms, viewing/receiving grades for current or future terms, or receiving transcripts/diplomas.
- The University reserves the right to deny students the privilege of using the PIO.

If you have any questions regarding the PIO, please contact the Bursar's Office at (502) 597-6278.

### **KSU Student Computing Accounts**

You need to check your KSU emails on a daily basis because this is most convenient and efficient way to communicate and most KSU important policies, decisions, news, posts and updates are announced through emails.

All KSU students are provided with a KSU account. The account will allow access to various computing resources including email, Skype and OneDrive. All student KSU accounts are created when you are enrolled at the University.

**Email.** All KSU students are provided with an email account. The account will allow access to various computing resources. We strongly recommend use of this account when conducting university business because important messages from the University are often only sent by email. Also, the IT department will use this address to keep users informed of application updates, warning, training and other technical information. All student email accounts are created upon enrollment at KSU.

### Email Address Information

- Email address format: [First Name].[Last Name]@kysu.edu
- Initial password format: Please contact the IT Help Desk at 502-597-7000 for the initial password.

### *Access Email*

Students may access email via Outlook Web App by accessing [www.outlook.com/kysu.edu](http://www.outlook.com/kysu.edu). Access may also be obtained by going to the KSU website and click email.

### *Forward Email*

Students may forward his or her official @kysu.edu email to another email address (i.e. @gmail, @yahoo). If a student forwards his or her @kysu.edu account, they do so at his or her own risk. The University is not responsible for the management of emails forwarded to external email vendors. Forwarding an @kysu.edu email account does not absolve a student from the responsibilities associated with official communication sent to his or her @kysu.edu account.

To forward email:

1. Login to your KSU email account.
2. Click on *settings*, i.e., the gear icon in the right hand corner of your screen
3. Click on **Mail** under *My app settings*.
4. Click on *Forwarding* in the **Accounts** section in the left hand panel of screen.
5. Click *Start Forwarding* and then type your chosen destination email address in the field titled: *Forward my email to:* i.e., **ksuscholar@email.com**.
6. If you wish you may click on **Keep a copy of forwarded messages** to keep a copy in your KSU account.
7. Click on *Save* at the top of the screen.
8. Click the white cubed icon in the upper left hand corner of the screen to return to your inbox.

## W.I.R.E.D. (or Banner Self-Service)

Please visit Information Technology (IT) <https://www.kysu.edu/finance-and-administration/information-technology/ksu-computing-accounts.php> for WIRED Instructions.

New Students who have not registered for class and do not have a KSU email

- Your “User ID” is your KSU Student ID number.
  - If you forget your Student ID, please contact the Registrar at (502) 597-6234.
- If you apply over the Internet, you will create your own pin during the admission process.
- If you did not apply via the Internet, use your birth date MMDDYY as your PIN. If your PIN does not work or needs to be reset, contact the IT Help Desk at (502) 597-7000.

Continuing Students who have registered for class and have KSU email

- Your ONE LOGIN information (KSU email and password) are used to log into WIRED.
- Please contact the IT Help Desk at (502) 597-7000 for login issues.

Previous Students

- Your “User ID” is your Student ID number.
  - If you forget your Student ID, please contact the Registrar at (502) 597-6234.
- If your PIN does not work or you cannot remember your PIN, contact the IT Help Desk at (502) 597-7000.

## KSU Emergency Alert



Kentucky State University has a state-of-the-art notification system which will notify you instantly in case of emergency. Through KSU Alert, you will get information about inclement weather closings or delays, major campus emergencies, or disasters by registering your cell phone and e-mail address.

Enroll or Sign in to your KSU Alert account by clicking here:

<https://ksu.omnilert.net/subscriber.php>

Note:

- Use your campus Username and Password to create a new account.
- All students, faculty and staff are strongly urged to register.
- All standard text message rates apply.

If you have any questions about signing up, contact the KSU Police Department at 502-5976878

## F-1 Student Visa Regulations



## Keep Your F-1 Status Legal

F-1 students' main purpose for being in the United States is to be a student. It is very important and it is your responsibility to maintain your legal status while in the United States. If you need advice or have some concerns regarding your F-1 status, please come to the OIA office and see a DSO (Designated School Official). Do not rely on your friends or peers. The only people qualified to give visa regulation advice at KSU are the DSOs. Immigration regulations may change, so please contact OIA or a DSO if you have any questions. The basic steps to ensure you are maintaining your F-1 status are as follows:

- Maintain your immigration documents:
  - a valid passport: All international students must have a valid passport while in the United States. The passport must be valid at least 6 months all the times while in the United States. It is student's RESPONSIBILITY to maintain your passport valid.
  - a valid I-20
  - I-94
- A full-time course load.
- Report changes (address change should a DSO within 10 days of the change. If you change your major, you must also a DSO to update your I-20)
- Have no unauthorized employment (F-1 students are eligible to work off-campus unless otherwise specially authorized. F-1 students can work on campus, however, on-campus work cannot exceed 20 hours per week during the semester).
- Obtain a travel signature before leaving the United States.
- Notify a DSO if you plan to transfer to another U.S. institution and request your SEVIS record transfer.
- File income taxes, if applicable.

## I-94

The I-94 is the Arrival/Departure Record. You will receive an annotated stamp in your passport when you arrive and pass the inspection at the U.S. Port of Entry. You can print your I-94 from the Department of Homeland Security website at <https://i94.cbp.dhs.gov/i94/#/home>. You should print this form and keep it with your immigration documents. You need to double check to make sure that all information is correct.



In order for you to understand how long you have permission to remain in the U.S., you should check your I-94 travel record to view your duration of stay, as granted upon entry to the U.S. On the Form I-94, the U.S. immigration inspector records either a specific date, or an admitted-until date or "D/S" (duration of status). If your Form I-94 contains a specific date, then that is the date by which you must leave the United States, which is very rare for F students. If you have D/S on your Form I-94, which should be the case for F-1 students, you may remain in the United States as long as you continue your course of studies, or remain in your exchange program. The D/S notation shown on your Form I-94 is the official record of your authorized length of stay in the United States. You cannot use the visa expiration date in determining or referring to your permitted length of stay in the United States.

### **Course Load Requirement**

F-1 students must register for a full course load per semester. The following are the full-time course load requirements for F-1 students at KSU:

- For ESL students, full time is at least 18 hours per week.
- For undergraduate students, full time is at least 12 credits per semester.
- For graduate students, full time is at least 9 credits per semester.
- Online classes: Only 3 hours of online classes may be taken each semester to count towards full time enrollment. F-1 students may enroll in more than 3 hours online each semester, but only 3 hours will count towards full time enrollment.

The exception to the full time enrollment or to the reduced course load are very limited. If you are unable to maintain full-time enrollment, consult a DSO immediately. Do not drop below full-time status unless a DSO has authorized it in SEVIS.

Part-time enrollment may be authorized for:

- Severe difficulty adjusting to the U.S. educational system.
- Unfamiliarity with American Teaching Methods
- Severe difficulty with the English language in the first semester.
- Severe difficulty with Reading Requirements
- Improper course level placement.
- Medical need (detailed documentation from a U.S. physician required).



- Student is in his/her last semester and taking the necessary number of credits needed to complete all degree requirements.

Unacceptable reasons for part-time enrollment include, but are not limited to:

- Poor grades in a prior semester.
- Fear of failing a class.
- Lack of money to pay tuition.

### Travel Plans



According to U.S. law, a non-immigrant visa student may be readmitted to the United States after an absence of five months or less, provided that they have maintained lawful full-time F-1 status during their stay in the United States.

There may be visa regulations that limit the amount of time you can travel abroad, and you may have trouble re-entering the United States. Consult your international student advisor who serves as DSO before you make a decision to leave the United States for vacation. A DSO is required to work with the United States Citizenship and Immigration Service Office to maintain records of every international student at KSU.

Please be advised that international students will not be given preferential treatment during the scheduling of midterm and/or final examinations. In order to re-enter the United States after traveling abroad as an international student, consult your advisor prior to taking a term off. If your visa stamp is expired, you need to renew it in your home country. You must present the following documents to the U.S. immigration inspector upon arriving at a U.S. airport or other Port of Entry (POE), similar to your first entry:

- Valid passport with valid visa stamp
- Evidence of full time enrollment for two semesters
- Transcripts
- Record of registration for the following semester
- DSO signed travel page of your current I-20. Check to make sure that the travel signature on your document is not older than six months
- I-94
- Proof of adequate financial support. U.S. Citizenship and Immigration Services has recently stated that returning, as well as first time students, may be required to provide financial documentation in order to enter the United States.
- Your KSU student ID

#### **List of Things You Need a DSO's Signature for**

- Letter of Eligibility for Social Security Number
- Letter for Bureau of Motor Vehicles
- Curricular Practical Training (CPT) Approval
- Optional Practical Training (OPT) Application Process
- Travel Signatures on I-20
- Edits to your I-20 including: change of major/minor, change of program end date, change of address

## **F-1 Student/Program Extension**

International students may need to extend their F-1 status for an academic or medical reason. In other words, if you are unable to complete your program by the end date on your I-20, you will need to visit OIA to extend your status by updating your I-20 in SEVIS based on the program requirements. In order to extend your end date, F-1 students need to have the following:

- Formal and reasonable explanation from your academic advisor
- Current financial documents showing sufficient funds to cover your tuition and living expenses
- Anticipated new program end date

## **CPT/OPT for F-1 Students**

### Optional Practical Training

OPT is temporary employment authorization that gives F-1 students an opportunity to apply knowledge gained in the classroom to a practical work experience off campus. The maximum amount of time granted to work on F-1 OPT status is 12 months per degree level. You may use some or all of the available 12 months of practical training during your course of study or save the full 12 months to use after you complete your studies.

Authorization for OPT is granted by the U.S. Citizenship and Immigration Service and can take at least 90 days to obtain. You may apply up to 90 days before your program end date listed on your I-20 or within your 60-day grace period. Please note, the later you apply the more likely it is you will lose OPT work time. OPT has to be completed within 14 months of your program end date.

Eligibility Requirements, to be eligible to apply for OPT, you must:

- Have been in full-time student status for at least one full academic year.
- Maintain a valid F-1 status at the time of the application.
- Intend to work in a position directly related to your major field of study.
- Students enrolled in English language training programs are not eligible for OPT.

For more information, please visit our OPT page on our website

[https://www.kysu.edu/academics/college-accs/school-of-ace/international/optional\\_practical\\_training\\_opt.php](https://www.kysu.edu/academics/college-accs/school-of-ace/international/optional_practical_training_opt.php)

### Curricular Practical Training (CPT)

CPT is designed to fulfill the internship requirement of a course of study. It is intended to provide hands-on practical work experience for which the student receives class credit.

- Students can work up to 20 hours per week during school and up to 40 hours per week during vacation.
- Students must be in F-1 status for nine months before applying.
- SEVIS authorization is required. Follow these steps in order to apply for CPT:
  - Complete a Request for Work Authorization form by stating internship course number and receiving a signature from your academic advisor.
  - Obtain a letter from the employer stating job title, dates of employment, number of hours per week, place of employment and a brief description of the work.
  - After submitting your documentation, a DSO, your international student advisor will update the report for your employment and issue you a new I-20.
  - Important: CPT must be reported by your international student advisor BEFORE you begin your internship.

For internship, students must obtain their department academic advisor or graduate coordinator's approval and confirm eligibility for CPT with a DSO.

#### Eligibility for CPT:

- Must have been in valid F-1 visa status
- Must have been enrolled full time at KSU for at least two semesters (one academic year)
- Must be in a Major
  - Pre-major students are not eligible for CPT
  - CPT cannot be authorized based on a minor or certificate program
- Must have a job or internship offer (Don't start the job before having CPT approval; CPT authorization is specific to the training position)
- The internship must be directly related to your field of study or an integrated part of the student's program or curriculum
- The DSO must authorize CPT in SEVIS. The student will receive a special I-20 for the duration of each CPT experience.
- The internship cannot be for more than 20 hours a week during regular semester (those students with a 50% assistantship will not be eligible for the internship)
- Must apply for a SSN if the internship is a paid position.

It is important to bear in mind: students who accumulate 12 months of full-time CPT authorization, lose their eligibility for OPT. Part-time CPT authorization, or fewer than 12 months of full-time CPT, does not affect OPT eligibility. Multiple overlapping part-time CPTs may count as full-time CPT days for OPT eligibility.

### **Internships**

The internship program allows students to earn college credit for work experience related to their major course of study. These may be paid or unpaid experiences structured to create a student and employer learning environment. Using real-world experiences to apply concepts and skills learned in the classroom is a tremendous benefit for everyone. It provides skilled employees to the business, industry, government, and non-profit organizations.

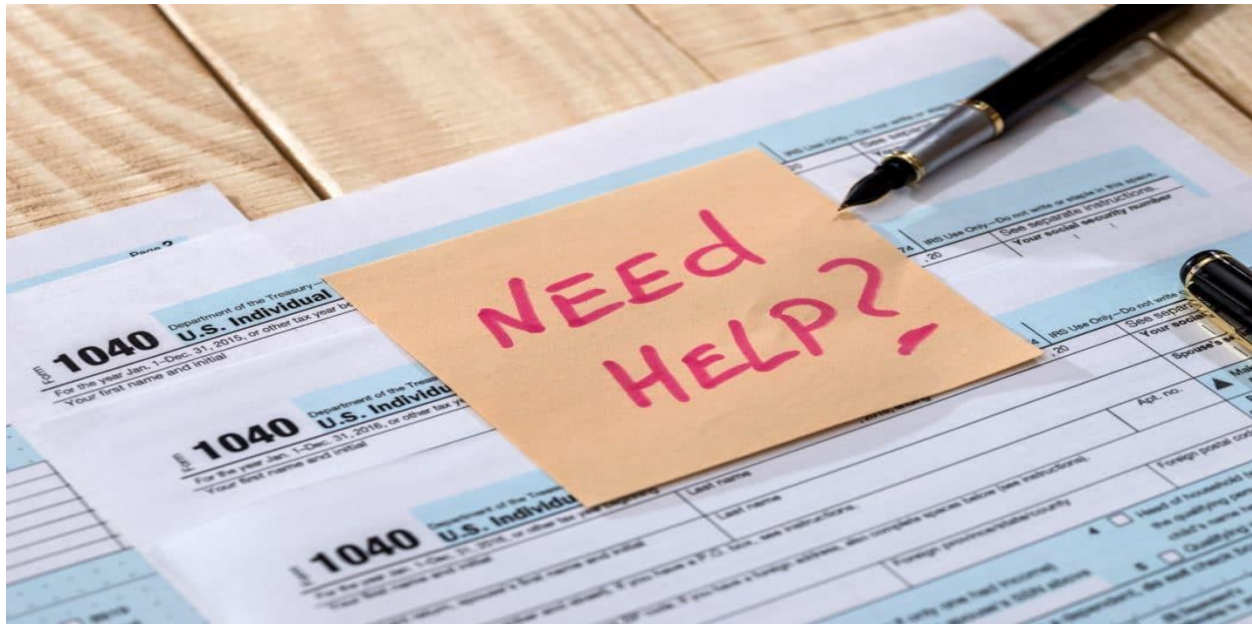
International Students must obtain their department academic advisor or graduate coordinator's approval for internships and confirm eligibility for Curricular Practical Training (CPT) with a Designated School Official (DSO).

For employment and Internship Opportunities, please contact or visit KSU Office of Professional Development and Career Services <https://www.kysu.edu/student-success-and-retention/professional-development-and-career-services/index.php>

Please be advised that employers may often be unfamiliar with international student employment options like Optional Practical Training (OPT) and Curricular Practical Training (CPT). They might assume that hiring an international student requires them to immediately initiate work visa sponsorship, which is not the case. International students are eligible and allowed to obtain work authorization. International students who plan to conduct internship or seek a job are encouraged to bring a letter from the Kentucky State University's Office of International Student Experiences to give to potential employers at an interview or in other communications.

For more information, please visit our international student experiences website, check out Current Students.

## Tax Information



Each year, the United States Internal Revenue Service (IRS) requires that all workers file a tax return which is due on April 15 of the following year. International students in the U.S. are required to file their taxes with the US Internal Revenue Service (IRS), if you are employed on campus. International students must declare the number of days spent in the US (Form 8843). As a nonresident alien, you are also required to file a tax return, which is sometimes called Form 1040NR or Form 1040NR-EZ.

- If you receive U.S. source income including wages, stipend, or scholarship funds, you will likely have federal taxes withheld from your checks (unless you benefit from a tax treaty.)
- The U.S. federal tax system is a pay-as-you go system. This means that income may be reduced by tax withholdings.
- When you file your annual U.S. federal tax return in April of each year, the exact amount of tax due is calculated. You may get a refund or you may owe additional taxes.
- You must have an SSN to file a federal tax return.
- The tax year runs from January 1 to December 31. Tax returns are due the following year in mid-April. Taxes are paid to the Internal Revenue Service (IRS).

The Office of International Affairs will organize workshops and hands-on activities to help you out filing the taxes. Please watch your email for announcement of available dates. Students must mail

their taxes through the campus post office before April 15 of each year. Here is a link of 2019 IRS publication that has information about the preparation of basic international student/scholar tax returns <https://www.irs.gov/pub/irs-pdf/p4011.pdf>.

**Important Disclaimer!** KSU International Affairs staff are NOT TAX Professionals or Certified Public Accountants. Any advice in this booklet or workshops organized to help you is intended for information purposes only and is not intended to be legal tax advice. KSU International Affairs staff cannot advise on tax matters or help complete tax forms. We are not qualified to answer your questions regarding taxes although we will do our best to provide you with resources and organize workshops to help you. If you do have a serious question or a complicated tax issue, please consult the U.S. Internal Revenue Service (IRS), local and state tax agencies, and tax professionals for advice and guidance regarding your individual tax issues. Students are responsible to consult the resources

### Social Security Number (SSN) Card Request



International students who have applied for on-campus student work opportunities **MUST** get a social security card **BEFORE** they begin working, but **AFTER** they have been hired. **In order to apply for a Social Security Number, you will need to:**

- Wait at least two weeks from the date on your I-94 card to apply and after the first week of classes if you are a new international student

- Become officially hired by an on-campus employer such as the KSU Bookstore, Cafeteria, RA, OneStop, etc.
- Complete all tax forms and paperwork required by Human Resources (located in ASB, second floor)
- Complete the Social Security Card application found here: <https://www.ssa.gov/forms/ss5.pdf> and read the important information about international students found here: <https://www.ssa.gov/pubs/EN-05-10181.pdf>
- Obtain the Employment Verification Letter from the Office of International Affairs (located in 109 Cooperative Extension Building).
- Have your employer complete Section 1 of the Employment Verification Letter
- Come to the Office of International Affairs during scheduled advising hours with Section 1 of your Employment Verification Letter completed. Once you have done so, the Director of International Affairs or a DSO will complete the form by signing Section 2.

The Social Security Administration requires the following items in order to apply for a Social Security Number:

- Passport
- I-94 card (Print a copy at <https://i94.cbp.dhs.gov/I94/#/home>)
- Form I-20 or DS-2019
- Job offer
- Complete Employment Verification Letter
- Complete Form SS5, which is available at the Social Security Administration or can be downloaded at <https://www.ssa.gov/forms/ss-5.pdf>

The Social Security Administration is located at 140 Flynn Ave., Frankfort, KY 40601.

Once you receive your Social Security Number by mail you must:

- Go in person with your Social Security card to the Management Information System Department located at ASB to update your Social Security number in the Student Information System (SIS)/W.I.R.E.D.
- Provide a copy of your Social Security card to the Bursar's Office located in ASB.
- Provide a copy of the card to the Human Resources Officer located at ASB for the department with which you are working at KSU.



## Identity Theft and Your Social Security Number

Be careful with your Social Security card and number. Show your card to your employer when you start a job so your records are correct. Provide your Social Security Number to your financial institution(s) for tax reporting purposes. Keep your card and any other document that shows your Social Security Number on it in a safe place. DO NOT routinely carry your card or other documents that display your number. For more information, visit [www.socialsecurity.gov/pubs/10064.html](http://www.socialsecurity.gov/pubs/10064.html)

## Academic & Campus Life

Universities are generally defined as institutions that offer both undergraduate education (postsecondary education leading to the bachelor's degree) and graduate education (post-bachelor's degree education). Such institutions offer master's and doctoral degrees and they may also offer professional programs such as medicine, law, engineering, etc.

### Grading System and GPA (Grade Point Average)

This is the grading system used by KSU and most other universities in the U.S. for evaluating the performance of students. For detailed information, please see KSU Grading System <https://ksu.edu/administration-governance/academic-affairs/registrar/grading-system/>. The following graphics will show you how to calculate your GPA:

Grade	Description	Point Value
A	(96-100) Excellent	4.00
A-	(90-95)	3.70
B+	(87-89)	3.30
B	(83-86) Good	3.00
B-	(80-82)	2.70
C+	(77-79)	2.30
C	(73-76) Average	2.00
C-	(70-72)	1.70
D+	(67-69)	1.30
D	(63-66) Poor (below average)	1.00

D-	(60-62)	0.70
F	(0-59) Failing (far below average)	0
DF	Academic Dishonesty Failure	0
P	Pass	0
I	Incomplete	0
AU	Audit	0
W	Withdrawal	0

Grade Point Average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. The total amount of grade points earned is the sum of the individual subject credits multiplied by weights corresponding to the grades (0 to 4)

### **Academic Standing**

In order to remain in good academic standing, a student must have a cumulative grade-point average of:

- 1.7 or better for 12–29 attempted semester credit hours which count for quality points;
- 2.0 Or better for 30 or more attempted semester hours which count for quality points;
- 3.0 or better for Graduate Student. Please refer to Graduate Catalogue.

### **Academic Probation, Suspension and Dismissal**

For detailed information, please check out KSU Student Handbook <https://www.kysu.edu/brand-identity-approved-images/student-life/K%20Book%20-%202022-2023%20Student%20Handbook.pdf>, and the University Catalogues <https://www.kysu.edu/academics/registrar/select-a-catalog.php>.

Academic probation is determined by comparing the student’s cumulative grade point average with the total cumulative hours. Students who fail to maintain the above cumulative grade-point averages will be placed on academic probation for one semester. Probation may not be appealed.

Any student who fails to maintain a semester grade-point average of 2.0 while on academic probation will be placed on academic suspension and must remain out of the University for the next semester (Fall or Spring).

A student must receive a grade of C or better in all college preparatory and remedial courses and in all courses numbered below the 100 level in three or fewer attempts (first attempt and two repeats), or he/she is suspended from the University. And under-prepared (Pre-College Curriculum-deficient) student must also demonstrate proficiency in the area(s) of academic deficiency by the time he/she completes 45 semester credit hours at the University, or he/she is suspended from the University.

A student must receive a grade of C or better in ENG 101 and 102, and a grade of D or better in the other Liberal Studies courses (the general education core and IGS) in three or fewer attempts or he/she is suspended from the University.

A student who has been re-admitted after suspension or dismissal and who fails to meet the conditions of his or her reinstatement shall be dismissed from the University.

A student who has been suspended twice is on academic probation, and whose current grade-point average falls below 2.0 is dismissed from the University and must remain out of the University for one year.

A student who has been granted academic bankruptcy after a period of suspension and who subsequently becomes liable for suspension will be dismissed from the University.

A student who has been re-admitted after suspension or dismissal and who fails to meet the conditions of his/her reinstatement shall be dismissed from the University.

### **Drop/Withdraw Policy**

In a traditional face-to-face course or a hybrid course, if a student misses a week of classes, or if a student, due to missing assignments, is in jeopardy of failing a course, the instructor may start the administrative withdrawal policy procedure. In a virtual course, a student who fails regularly to submit assignments (i.e., misses two or more) can similarly be administratively withdrawn. Before the instructor notifies the Registrar that a student should be administratively withdrawn, he or she will contact the Office of Educational Support with a description of the student's performance in

the course. The Office of Educational Support will then attempt to contact the student and help to develop, with input from the student and faculty member, a plan for success going forward. If, after a week from the time of the instructor's initial contact of the Office of Educational Support, the Office is not successful in contacting the student, then the administrative withdrawal process will move forward. The period for administrative withdrawal will be Week Three through Week Eight. An administrative withdrawal will be marked as *AW* on a student's transcript. Withdrawal from a Course - On the 13th day of classes, the Office of the Registrar will distribute class rosters to the faculty. Instructors will then verify the names of students who have attended at least one class meeting. Students who have never attended a class meeting will be administratively withdrawn and have all applicable charges reversed. Students who have attended at least one class meeting but have stopped attending are subject to the Class Attendance Policy. This policy does not apply to the summer session.

If a student withdraws from a course before the end of the tenth full week of classes during a semester, a grade of *W* will appear on the student's transcript. If a student withdraws from a course before two-thirds of the instructional days have elapsed during a summer session or short course, a grade of *W* will appear on the student's transcript.

A student who fails to follow proper University withdrawal procedures will receive a grade of *F* in that course.

Students may appeal for retroactive withdrawal from a course under specified circumstances (see Appeal Procedures at the end of this chapter.)

**Withdrawal from the University** - A student who has selected courses but has decided not to complete registration (i.e., pay or arrange to pay tuition and fees) should notify the Office of the Registrar in writing prior to the end of late registration of his/her intention not to enroll. In order to withdraw from the University after completion of registration (i.e., dropping all courses for a given semester/session), a student must do the following:

Obtain the necessary form from the Office of the Registrar. Complete the form and obtain the necessary signatures. Return the completed form to the Office of the Registrar.

Failure to withdraw will obligate the student to pay all tuition, fees, and other charges assessed, and will result in failing grades for that term (summer session/semester).

If a student withdraws from the University before the end of the tenth full week of classes during a semester, a grade of *W* will appear on the student's transcript for all courses pursued that semester.

If a student withdraws from the University before two-thirds of the instructional days have elapsed during a summer session or short course, a grade of W will appear on the student's transcript for all courses pursued that session.

## Graduation



In order to graduate from your degree program, you must fulfill all of your graduation requirements. These include certain classes you must take, how many credit hours you need to have taken, the minimum GPA that you need to achieve, and more. In addition, it is necessary to formally apply for graduation when you near the time that you will be completing your graduation requirements. Refer to the Course Catalog for graduation requirements and application deadlines.

To earn a degree from Kentucky State University, you must satisfy both specific academic program and University course requirements. In addition, you must maintain good academic standing (GPA of 2.00 or better) as defined in the University's Academic Regulations and Policies. Good

academic standing for Graduate Student is to maintain GPA of 3.00 or better as defined in the Graduate Catalogue. These regulations and policies are set forth elsewhere in this Catalogue, and students are expected to abide by them. Every student is encouraged to work closely with his/her advisor.

Students who maintain a cumulative grade-point average of at least 3.2 are awarded the baccalaureate degree cum laude. Students who maintain a cumulative grade-point average of at least 3.5 and who have received no grade of “D” or “F” are awarded the baccalaureate degree magna cum laude. Finally, students who maintain a cumulative grade-point average of at least 3.8 and who have received no grades of “D” or “F” are awarded the baccalaureate degree summa cum laude. Graduation honors are awarded only to those students who have earned at least 64 semester credit hours at Kentucky State University.

The baccalaureate degree or the associate degree with departmental honors will be conferred upon the student who, in addition to having completed the requirements for the degree, shall have maintained a cumulative grade-point average of at least 3.0 and a grade-point average of at least 3.3 in courses required for the major. In computing academic major grade-point averages, all courses taken in a major will be counted. To be considered for academic program honors, one or two years of residence work at Kentucky State University are required of associate or baccalaureate degree recipients, respectively, with at least half of the major courses taken at the University.

### **Transcript Request**

**Unofficial transcripts** are available at no charge; however, a completed request form must be submitted to the Office of the Registrar. The request forms are available at the One-Stop located in ASB. Students may also access an unofficial transcript through WEIRD. Any questions regarding transcript request should be directed to the Office of the Registrar at 502-597-6234.

For official transcripts, Kentucky State University has authorized **The National Student Clearinghouse** to provide transcript ordering services via the Internet. You can order transcripts using major credit and debit cards. Your card will only be charged after your order has been completed. **Transcripts cannot be released if a financial hold has been placed on your account. This hold must be resolved before a transcript request will be processed.**

In order to purchase your official transcript(s), please complete the following steps:

- To order an official transcript(s) login to [The National Student Clearinghouse](#) secure site;
- The site will walk you through placing your order, including delivery options and fees. You may order as many transcripts as you like in a single session. Base cost is \$10.00 per transcript with a \$2.25 per transaction processing fee.
- Transcripts will be processed by our office 3 – 5 days after the order is received from the clearinghouse. Order updates will be emailed to you. You can also check your order status and history online.
- A transcript mailed through the United States Postal Service may take up to 10 business days to reach its destination.

## About Classes and Examinations

### Syllabus

Every instructor provides each student with a syllabus during the first week of classes. A syllabus is a summary of the course work and an outline of the class schedule. Each one is different and it is recommended that the student look to the syllabus when in doubt about what is expected of them, test dates or grading policies.

### Lectures

The most common method of instruction in the U.S. is the classroom lecture. These lectures may be complemented with slideshow presentations, handouts, online assignments, and discussions. In some cultures, it is disrespectful for the student to challenge or question the instructor. In this country, the student is encouraged to participate in class discussions, as it shows his/her interest in what is being said. Different opinions and views are welcome, because they contribute to the learning atmosphere. Sitting in silence may be seen as a lack of interest or understanding in the lecture.

### Examinations

It is likely that every student will have at least one examination per course. The most common ones are the Final Exams, which happen at the end of the semester, and the Mid-Term Exams near the middle of the semester. Additional tests or quizzes can be given with greater frequency, perhaps even weekly, depending on the instructor. The way these evaluations are given also depends on the

instructor, as some like to evaluate in-class and on paper, others online through Blackboard, etc. All these tests are designed to measure how much the student is learning. Grading is often based on test scores and class participation, proof that the student is retaining the information and can apply it orally or with the written word.

### Objective Examinations

An objective examination tests the students' knowledge of particular facts. They are commonly used in courses at Kentucky State University. International students may have some difficulty with this type of test because they are not familiar with the format or because their knowledge of English makes it difficult for them to understand the subtleties involved in objective questions. There are four formats normally used in objective exams. A student should learn how to answer each of them:

**Multiple Choice:** The student must choose from a list of answers, which one is more appropriate to answer the question.

**True or False:** The student must read a statement and indicate whether it is true or false.

**Matching:** The student must match words, meanings or statements from two columns.

**Blanks:** The student must fill in the blanks in a statement in order to make it complete and correct.

### Subjective Examinations

A subjective examination tests a student's ability to share their knowledge of a subject in an intelligent and organized fashion. Sometimes called "essay questions," because they require the student to write an essay in response to a statement or question.

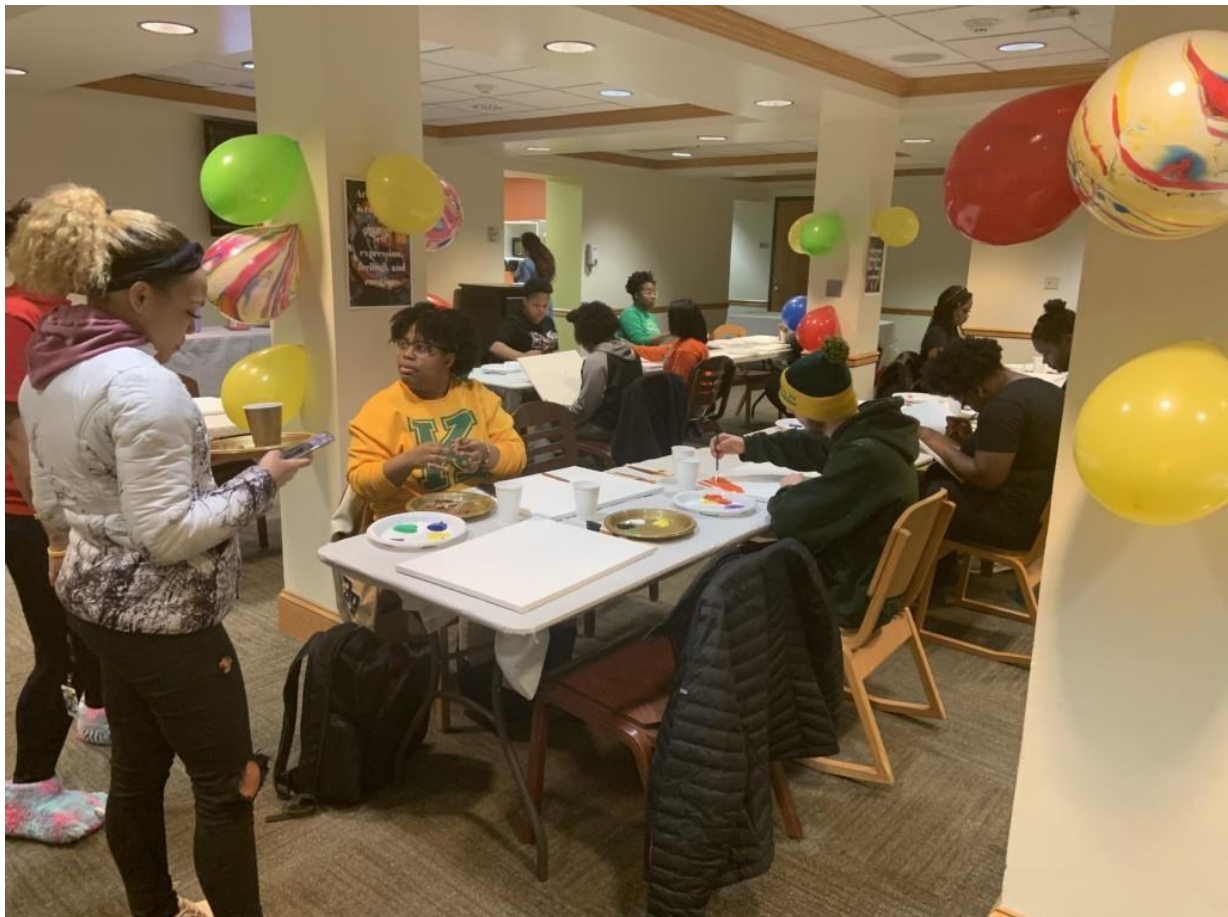
### **Recreation and Entertainment**

Many activities happen weekly on campus at Kentucky State University. If an international student would like to know when and where they are taking place, they should pay close attention to their student e-mail, where updates are sent about events. In addition to attending our academic



programs, international students will be invited to attend many extracurricular activities throughout the semester. Here is a tentative list of activities and tours for international students to experience American culture and/or share their own culture:

- Inclusive Excellence Week/International Week
- Thanksgiving Around the World
- Welcome Week Extravaganza
- Immersion Culture Trips
- Monthly Birthday Events
- Circle City Classic
- Weekly Game Room Events
- Homecoming
- Intramural Sports



## Sports

Students can use the weight and workout facilities, gym or the pool in the William Exum Center. In the gym there are courts for basketball, racket ball, volleyball, and badminton.



## Shopping

The City of Frankfort has areas for shopping, as well as a Walmart and Kroger. Large shopping malls closest to Kentucky State University are the Petite Plaza, Eastwood Shopping Center, and Brighton Park Shopping Center.

## Academic Integrity Policy

### Statement of Academic Integrity Policy

For detailed information, please check out KSU Student Handbook <https://www.kysu.edu/brand-identity-approved-images/student-life/K%20Book%20-%202022-2023%20Student%20Handbook.pdf>.

As educational institutions, Kentucky State University seek to nurture a high standard of academic honesty and integrity in students, faculty, and staff. KSU expects all persons to present and represent their own original work and to fully and properly credit sources of information used in the preparation of their own original work. It is the responsibility of every student to familiarize themselves with KSU's academic integrity standards, along with the course syllabus, as claims of ignorance, unintentional error, or the demands of academic work do not excuse violations.

Examples of some common violations (this is not an exhaustive list):

- **Plagiarism:** to take ideas, writings, sayings, etc. from another person or source and pass them off as one's own. Plagiarism is making use of the ideas and words of others without acknowledging the source of information. To avoid plagiarism, one should acknowledge sources used in their research paper. To avoid plagiarism do not download term papers, copy past other students' paper. Plagiarism may result in one's paper not been marked and/or excluded in a course.
- **Cheating:** to behave dishonestly on an assignment or examination. KSU considers using materials, study notes, information, etc., when completing academic work without permission to be cheating. Some examples include:
  - Copying another student's work, with or without the other person's knowledge;
  - Without permission, using a textbook, smart phone, tablet, or other means to access information during an assignment, test, quiz, exam, or project;
  - Knowingly viewing a test, quiz, exam or other assessment before the test is administered, and communicating with others during a test, quiz, exam or other assessment to gain information to improve one's grade;
  - Having someone else complete an assignment or write a paper on your behalf.
- **Academic Misconduct:** Tampering with grades or obtaining and/or distributing any part of a test or examination. Some examples include:
  - Obtaining a copy of a test, examination or other assessment without authorization before the test, examination or other assessment is administered;
  - Distributing a copy of a test, examination or other assessment, either for money or for free, before the test, examination or other assessment is administered;
  - Changing a grade or grades in a gradebook, on a computer, or on an assignment;
  - Continuing to complete a test, examination or other assessment without authorization after the allotted time.

- **Duplicate submission:** Submitting the same paper in two or more different classes without permission of the instructors.
- **Facilitating Academic Dishonesty:** Knowingly allowing another person to take work you have done and pass it off as his or her own.
- **Fabrication:** Inventing or misrepresenting information. For example, listing sources in works cited you did not use in your paper or, in the Sciences, creating or altering data.
- **Impersonation:** To represent oneself as someone else for the purpose of fraud. In an online or hybrid course, if someone other than the student completes assigned work on behalf of the student. This could also occur in a face-to-face or hybrid setting.
- **Collusion or unauthorized collaboration:** When a student working on an assignment on which they should work alone enlists help from another student, students, or other persons to complete the assignment.

Any person committing an act of plagiarism, cheating, impersonation, unauthorized collaboration, or other form of academic dishonesty is subject to the fullest measure of consequences, up to and including course failure and suspension. Repeated violations will subject the student to automatic academic suspension with failing grades for not less than one academic year. Failing grades assigned because of academic dishonesty are not eligible for forgiveness or to appeal.

### **Academic Integrity Procedure**

The University expects that students will conduct themselves with honesty and integrity.

**Sanctions for Academic Offenses.** One or more of the following sanctions may be applied to a student guilty of commission of an academic offense:

1. Assignment of any grade on a paper, examination, or other material related to the offense.
2. Assignment of any grade for the course in which the offense occurred.
3. Forced withdrawal from the class in which the offense occurred.
4. Suspension from the University for a specified period of time. Suspension includes exclusion from all classes, termination of student status and all related privileges and activities. A student who violates any of the terms of suspension shall be subject to further discipline in the form of permanent dismissal.
5. Dismissal from the University: After review and approval of the University President, this sanction is final.

## Disposition of Cases of Academic Offenses

1. **Responsibility of the Instructor:** An instructor who has evidence that a student has committed an academic offense shall attempt to arrange a personal conference with the student to present the evidence of the offense, to give the student an opportunity to state his/her case, and to make known to the student the charges and possible sanctions which may be imposed or recommended. If the student is not available for or fails to attend such a conference, the instructor shall proceed to inform the student of the nature of the evidence, the charges and the possible sanctions by certified mail, with copies to the Chairperson and Dean of the college in which the offense occurred and the Dean of the college in which the student is enrolled. The instructor may then proceed to assign any grade on a paper or examination related to the offense, assign any grade for the course in which the offense occurred, or recommend to his or her Chairperson a more severe sanction.
2. **Responsibility of the Chairperson:** After reviewing the report from the instructor and making any appropriate investigation, the Chairperson will forward the materials, along with his or her own recommendation to the Dean of the college in which the offense occurred. Disposition of Cases of Academic Offenses (Continued)
3. **Responsibility of the Deans.** After reviewing the material furnished and conducting an appropriate investigation, the Dean of the college in which the offense occurred will forward the material along with recommendation for suspension or dismissal to the Vice President for Academic Affairs. If the sanction is forced withdrawal from the course, the Dean of the college in which the student is enrolled will take action to implement the withdrawal and will notify the student by certified mail. Copies of the notice will be sent to the instructor and Chairperson of the department and the Dean of the college in which the offense occurred and to the Registrar.
4. **Responsibility of the Academic Vice President:** After reviewing the file and conducting any appropriate investigation, the Vice President shall forward the file, along with his or her recommendation to the Vice President for Student Affairs, who will in turn forward the case to the All-University Court for processing according to the standard procedure of that court.

## Right of the Student to Appeal

1. The student shall have the right to appeal the allegation of his or her guilt to each higher level of authority and where appropriate (in cases of suspension or expulsion.) to the All-University Court.
2. The assignment of a grade by the instructor on a paper or examination involved in the offense shall not be subject to appeal.
3. The student shall have the right of class attendance and participation until a decision is made on his/her appeal. E. Expectations for Classroom Conduct.

Students are expected to attend classes regularly, ready to learn, and stay for the duration of class. Inappropriate behavior will not be tolerated. See instructor for individual class rules/expectations.

## Weather Information

### Weather and Clothing

	Summer	Fall	Winter	Spring
DATES	June 21-Sept. 20	Sept. 21-Dec. 20	Dec. 21-March 20	March 21-June 20
TEMPERATURES	71.3°F or 21.8°C	56.3°F or 13.5°C	41°F or 5°C	49.4°F or 9.6°C

Frankfort has a humid subtropical climate with four distinct seasons. Winter is generally cool with some snowfall. Spring and fall are both mild and relatively warm, with ample precipitation and thunderstorm activity. Summers are oppressively hot and humid. That means a student will need a variety of clothes for both warm and cold weather. Events may occur around campus requiring semi-formal attire, so students should have clothes for both casual and dress-up situations.

Over the course of the year, the temperature typically varies from 26°F (-3.3°C) to 86°F (30°C) and is rarely below 9°F (-12.8°C) or above 93°F (34°C). The average temperature in Frankfort is 41°F (about 5°C) in the winter and 71.3°F (about 22°C) in the summer. The hot season lasts for 3.8 months, from May 26 to September 21, with an average daily high temperature above 77°F (25°C). The hottest day of the year is July 21, with an average high of 86°F (30°C) and low of 68°F (20°C). The cold season lasts for 3.0 months, from November 30 to February 28, with an average daily high temperature below 51°F (11°C). The coldest day of the year is January 29, with an average low of 26°F (3.3°C) and high of 42°F (5.6°C).

### **Emergency/Weather Information**

#### Tornado:

- Listen to the radio and television for the latest weather bulletins.
- Put on shoes or slippers.
- Leave a window slightly open.
- Grab a pillow and a portable radio to listen to weather reports.
- Go to a lower part of the building or to an inside hallway.
- Stay away from all glass.
- Do not go outside.
- Wait for the “all clear” signal.

#### Fire:

- Dial 911 (Remember to dial an additional 9 first to get an outside line from campus.)
- Report the name of the building.
- Put on shoes or slippers, grab a towel.
- Leave the room lights on.
- Close the room door.
- Pull a fire alarm if there is one.
- Walk fast, but do not run.
- Leave the building by way of the nearest unblocked exit.
- Vacate the immediate area- stand at least 100 feet from the building.

## **KSU Alert**

Kentucky State University has a state-of-the-art notification system which will notify you instantly in case of emergency. Through KSU Alert, you will get information about inclement weather closings or delays, major campus emergencies, or disasters by registering your cell phone and e-mail address.

Enroll or Sign in to your KSU Alert account by clicking here:

<https://kysu.omnilert.net/subscriber.php>



Note:

- Use your campus Username and Password to create a new account.
- All students, faculty and staff are strongly urged to register.
- All standard text message rates apply.

If you have any questions about signing up, contact the KSU Police Department at 502-597-6878

## **Campus Police and Safety**

Due to Hollywood action movies, some international students may have the wrong impression about crime in Kentucky. Serious crimes are rare here but vandalism and petty theft do occur, so it is better to be cautious in order to protect yourself and your property.

While we do our best to prevent crime, most incidents reported to the KSU Campus Police involve property rather than personal danger. You can minimize your chances of becoming a victim by remembering that college campuses are not immune to crime. Use common sense, and follow these tips:





- Avoid carrying or keeping large sums of money on hand.
- Park in well-lit areas close to other vehicles and keep car doors locked.
- **Lock up your residence and property** – Lock your residence hall or apartment door, even when you’re home. Lock your car and bike. Lock your bag in a drawer in your office. Lock your door when you leave, even if you’re leaving “just for a minute.” It only takes a thief 10 seconds to take something from your room or office. Lock your door when you sleep, even in a residence hall.
- **Do not leave your property unattended** – in the library, dining hall, classroom, restroom, or any campus facility. Theft of backpacks and textbooks is common—the re-sale value of textbooks makes them attractive targets for petty thieves. Take your items with you even if you’re leaving only for a moment. Don’t leave laundry unattended. Don’t leave notes on your door announcing that you aren’t home.
- **Operation Identification** is a service provided to all residents of KSU who desire written documentation of their personal property. The police department will provide a property registration sheet to record your valuables. This sheet includes serial numbers and

verification of valuables. Keep it with your other important records in a place separate from your physical valuables. If your property is missing or stolen, your written inventory provides detailed descriptions that can be used if your items are recovered by the police. Marking valuables can discourage theft before it happens.

- Put your name and address on textbooks inside the cover and on an inside page or two.
- Engrave your personal information and personal code on items that might interest a thief – television sets, stereo equipment, radios, cameras, computers, appliances, sports equipment, bicycles, CD/DVD players (anything portable and valuable).
- **Don't trust everyone, and be (reasonably) suspicious** – You can't know everything about everyone. Many of the people you meet building will be acquaintances. Until you know them well enough to be good friends, don't take chances. Don't lend your keys, student ID, driver's license, or meal ticket to anyone. Don't open a building door for a stranger who doesn't have a key. Don't prop open a door either—and if you see one that is propped open, close it.
- **Report suspicious behavior immediately to the campus police. Use the contact information in the right column or contact us via our [anonymous tip line](#).**

The Kentucky State University Police Department ensures the safety and security of all campus visitors. The police officers of the Kentucky State University Police Department are fully trained and sworn peace officers and are required to be certified through the Kentucky Department of Criminal Justice Training in accordance with KRS 15.380(1)(d). The University Police are a full service agency and operate 24 hours a day, 7 days a week, and 365 days a year. The primary objective of the Department is to provide a safe and healthy environment that enhances the campus learning experience and complements the University's educational mission.

If you have an **emergency**, please call the Kentucky State University Campus Police Department by dialing (502) 597-6878. If you dial 911 you will be connected with the Frankfort Police Department or the Kentucky State Police. To contact the Kentucky State University Police Administrative Offices or to report a **non-emergency** please call (502) 597-6878.

### Alcoholic Beverage/Drugs/Smoking Regulations

The possession and use of alcoholic beverages by students on the campus of Kentucky State University is prohibited and strictly enforced (refer to KSU Student Handbook). The only exception is alcohol at approved social functions. The excessive use of alcoholic beverages on or off the campus is prohibited and may result in disciplinary action. Students are legally responsible to civil authorities for violations of the alcohol laws of the State of Kentucky and the City of Frankfort. The alcohol policy is intended to define guidelines for those students who choose to use alcoholic beverages. The alcohol policy promotes responsible use of alcohol and is consistent with the laws of the State of Kentucky.



- Alcohol is not permitted in the Residence Halls. This would include all open and unopened cans, bottles decanters, kegs or any and all other forms of alcohol beverage packaging. (Residual alcohol beverage liquid need not be present to be in violation.)
- Advertising regarding alcohol or alcohol related events must be approved by the Dean of Students.
- Any off-campus event held by a recognized University organization must comply with the laws of the State of Kentucky.
- Kentucky State University reserves the right to use parental notification after two alcohol violations if the student is under the age of 21 years.
- All student organizations sponsoring social events that will have alcoholic beverages are permitted during Greek Games. Failure to abide by University regulations may result in denial of future social events, disciplinary action, and/or temporary suspension to the sponsoring organization.

Kentucky State University is a Tobacco Free campus. The use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied, or controlled by the University. For the purpose of this policy, “tobacco” is defined as any lighted or unlit cigarette, cigar, pipe, bidi, clove cigarette, or any other smoking product. Smokeless or spit tobacco, dip, chew, snuff, and snus, in any form are also prohibited. “Property” for the purposes of this policy includes buildings and structures, grounds, parking structures, enclosed bridges and walkways, sidewalks, parking lots, and vehicles, as well as personal vehicles in these areas.

All University employees, faculty, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times.

### **Health Care and Medical Insurance**

Kentucky State University’s Student Health Services provides quality, free-of-charge healthcare to students. In order to support the holistic development of a healthy lifestyle for students, we focus on all aspects of care—physical, emotional, mental and spiritual. We sponsor outreach projects to access students on their level; we conduct lectures and seminars to help educate the public about living a life of wellness. Services are available during the regular academic year and summer sessions.



Regular clinic hours are posted for the Student Health Services during the regular academic year and summer session, and services of the University's doctor are available on a part-time basis only.

Appointments are required for visits to the Comprehensive Counselor, except for emergencies. In case of illness on weekends, please notify the Dormitory Director in your residence hall.



**LOCATION**

Old Rosenwald Building  
104 South University Drive  
Frankfort, KY 40601

**CONTACT**

Phone: (502) 597-6271  
Fax: (502) 597-6565

## CLINIC HOURS

Monday - Friday

8:00 AM - 4:30 PM

## NURSE PRACTITIONER'S HOURS

Monday - Thursday

9:00 AM - 3:00 PM

Friday

9:00 AM - 2:00 PM

## AFTER HOURS

**For Emergency life threatening care call 911.**

## Mental Health Counselor

As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Services are available to assist you with addressing these and other concerns you may be experiencing. In order to schedule an appointment with the mental health Counselor, walk-in appointments during regular business hours are welcomed. If you would prefer an appointment, however, please call (502) 597-6271.

## After-Hours Services

On weekends and after 4:30pm on weekdays, individuals in need of care or having an emergency may contact their Dormitory Director or the KSU Campus Police & Security at (502) 597-6878. They will be able to contact the appropriate individuals to help you. For Emergency Life Threatening care call 911

## Medical Insurance

Currently, Kentucky State University does not require students to purchase medical insurance. However, we DO encourage our international students to have medical insurance coverage. For their convenience, the Office of International Affairs will refer students to NAFSA website where list of US insurance carriers is provided with insurance plans that meet the requirements for international students and scholars <http://nafsa.org/resource/library/default.aspx?id=8823>. We recommend ISO International Student Insurance (<https://www.isoa.org/>) that provides International Student and Scholars Plans.

**Important Medical Terms** When determining which insurance plan to purchase, here are a few important terms to understand:

- HMO: A “Health Maintenance Organization” functions as one’s health care network. If your insurance is an HMO, you will need to go to a certain network of doctors, hospitals, pharmacies, specialists, etc. to have your expenses covered by your insurance (this is called “in-network”)-
- In-network vs. Out of Network Providers: In- network care is significantly cheaper than out of network care. Insurance companies have negotiated prices with health care providers that are in their network. If you must use an out of network doctor or provider, note the different deductible, out of pocket maximums, and costs for services.
- Deductible: A deductible is the amount you must pay for your health care before your insurance provider begins to pay.
- Co-Pay(ment): Amount you are responsible for every time you get medical care. Note that this cost may vary depending on the type of doctor.
- Primary Care Provider: Some insurance plans require you to select a primary care provider (doctor) that will be the main health care provider. PCP’s normally have a lower co-pay and will write referrals if you need care not provided in their practice.

## Meal Plans

Part of this involves offering students the best in campus dining options. Residential students (students housed in University provided housing) are always automatically billed for their meal plan each semester.



Meal plan changes are possible within the first week of a semester. All meal plans begin right before the semester starts. Students living on-campus in KSU residence halls or being housed in University provided housing are required to purchase a meal plan. The default meal plan for all residential students is the 14 weekly with \$500 declining balance (flex/dining dollars) plan. Residential students have the ability to change their plan **once** per semester within the first week (each semester). For students who live on campus and/or in University provided housing, flex/dining dollars NOT spent during the **Fall** semester carry forward to the **Spring** semester (**only**) based on continued enrollment and housing status by the student into the Spring semester from Fall. Unspent flex/dining dollars NOT spent during **Spring** semester **do not carry forward.** Unspent funds (that do not carry forward) are not refunded.

Meal Plan Type – Resident Student:	Price: *
14 Weekly Meals with \$500 declining balance (flex/dining dollars)	\$1,843.00
9 Weekly Meals with \$650 declining balance (flex/dining dollars)	\$1,843.00

\*Price per semester



## Telephone and Mail Information



An international student is responsible for acquiring their own SIM card, if that is what he or she wishes to do. Cellphone and data network services in this area are commonly provided by AT&T, Verizon, and StraightTalk.

### **Mail Sent to Residence Halls – Labeling Rules:**

To ensure that all mail reaches its destination, please follow these instructions for reaching students who live on campus:

Full (Formal) Name of Student  
Name of Residence Hall and Room Number  
Kentucky State University  
400 East Main Street  
Frankfort, Kentucky 40601

**NOTE:** Please use formal names, no nicknames; also do not send perishable items, due to spoilage. Please also ensure that the name of the student is on the label/package (not parent/guardian, etc.).

### **Important Points regarding Mail/Package Delivery:**

- Any United States Postal Service (USPS) mail or package received for students who **do not live** on campus will be stamped “return to sender”. Therefore, students who do not live on campus should either keep their USPS mail/USPS packages going to their home address or make certain family/friends/businesses have their current mailing address where they are living while attending KSU (i.e., their non-campus address).
- **All first-class mail incorrectly addressed (i.e., the student no longer resides on campus) will be stamped “Return to Sender.”**
- **Mail sent to students who no longer live in one of the Residence Halls will no longer be forwarded to students’ off-campus address.** If the student resides on campus, but has relocated to a different Residence Hall, then mail will be forwarded to the student’s correct “on campus” address.
- Mail is picked up once per day from the Postal Service Center located in Frankfort. Therefore, any USPS mail or USPS packages (sent through with tracking) that are initially logged in as being received, actually represents USPS mail/USPS packages that were sorted by the Postal Service Center from the day before.
- Packages sent through the USPS are picked up at the same time as regular USPS envelop/mail; however, packages sent by UPS or FedEx are delivered to campus throughout the mid-morning to mid-afternoon. Updated lists of UPS or FedEx packages are posted in the Xerox Solution Center by 10:00 AM Monday-Friday and the list is updated as packages arrive from UPS or FedEx.
- In order to claim a package, students must come to the Mailroom (ASB Suite 329) and show photo identification (to prove identity) and sign for the package with staff in the Xerox Solution Center.
- Only FedEx and UPS packages sent to divisions/departments on campus are delivered directly to the division/department by mailroom staff/personnel.
- Please note: USPS mail pick-up from the Postal Service Center in Frankfort is done once per day (in the early morning), therefore the early morning pickup actually represents USPS mail that was processed by the Postal Service Center from the day before.

## Travel Around



**Bus:** The nearest bus station is located at Walmart in Frankfort KY: 301 Leonardwood Dr. Please visit <https://www.busbud.com/en/wal-mart-frankfort-bus-stop/s/12866> for bus schedule and ticket information.

**Air Travel:** The nearest major airport is in Lexington, Kentucky: Blue Grass Airport. The code is LEX. Their phone number is +1(859)425-3100. The International Affairs Office provides transportation to and from the airport on scheduled dates.

There are many websites you can visit to reserve airline tickets as well as hotels, rental cars, etc. as you travel in the U.S. or internationally. Here are a few commonly used students:

- Cheap Tickets: <http://www.cheaptickets.com>
- Expedia: <http://www.expedia.com>
- Orbitz: <http://www.orbitz.com>
- Travel For Less: <http://www.travelforless.com>
- Travelocity: <http://www.travelocity.com>
- 携程: <https://flights.ctrip.com/>

### American Banking System

There are many local banks in Frankfort including Community Trust Bank, Independence Bank, Fifth Third Bank, Express Credit Union, and Commonwealth Credit Union and so on.

- **Checking Account:** money in the checking account can be used freely. There is no fixed term. You can use the money by writing checks or by using a debit card (see below).  
**Saving Account:** money cannot be spent freely until transferred into a checking account. Savings account usually have a higher interest rate than checking accounts.
- **Certificate of Deposit (CD) Account:** money that you do not plan to spend in the near future can be deposited into a Certificate of Deposit (CD). CD accounts usually have a higher interest rate than savings accounts, but require you to sign up for a fixed term contract. During the period of the term, you cannot use the money.
- **Checks Drawn on Foreign Banks:** If you deposit a check drawn on a foreign bank into your U.S. bank account, it may take several weeks before the money is credited to your account. A faster method is that you have the money wire-transferred to your U.S. account.
- **Debit Cards:** Debit cards are issued by your bank and can be used to make payments at locations that accept credit cards. Unlike credit cards, the money is taken directly out of your checking account.
- **Credit Cards:** Credit cards allow you to make purchases without cash or checks. You pay the credit card company monthly for “borrowing” the money. You are charged interest for any amount not paid back that month. If you do not pay the bill in full

each month you could build up considerable debt. Here is tip for you: shop around for cards with the lowest interest rates and stay within your budget.

- **Cashing Checks:** You may be asked to show some form of identification when you make a purchase with a check or get cash at your bank from a check. Primary acceptable forms of ID include a passport, U.S. state ID card, or a driver's license.

### **Driver's License and Safe Driving**

All non-U.S. citizens may drive in the U.S. on their valid foreign license and International Permit for up to one year from the date of admission into the U.S. provided their home country is part of the [Foreign License Reciprocity](#). Drivers from non-Foreign License Reciprocity Countries must obtain a Kentucky license within 30 days of establishing residency in Kentucky.

All non-U.S. citizens applying for a first time Kentucky permit/license are required to take the written, vision, and road tests. This includes transfer drivers holding a valid license from another state or country. Drivers holding a valid out of state license, or a valid license from a foreign reciprocity country, will not be required to hold a permit. Non-U.S. citizens already licensed in Kentucky are not required to retest, but they must be approved by Division of Driver Licensing. Permanent Residents with a valid license from a foreign reciprocity country will only be required to take the written/vision exam. Otherwise, all testing is required. For more information, please visit <https://drive.ky.gov/driver-licensing/Pages/Non-US-Citizens.aspx>

As of today, available testing languages for written permit test are as follows:

Albanian, Arabic, Bosnian, Cambodian, Chinese, Croatian, English, French, German, Japanese, Korean, Laotian, Persian, Polish, Romanian, Russian, Somali, Spanish, Thai, Turkish, and Vietnamese.

The regional office in Frankfort:

Kentucky Transportation Cabinet  
Division of Driver Licensing  
200 Mero Street 2<sup>nd</sup> Floor  
Frankfort, KY 40622  
Phone: (502) 564-1257  
Office hours: 8:00 am – 3:30 pm

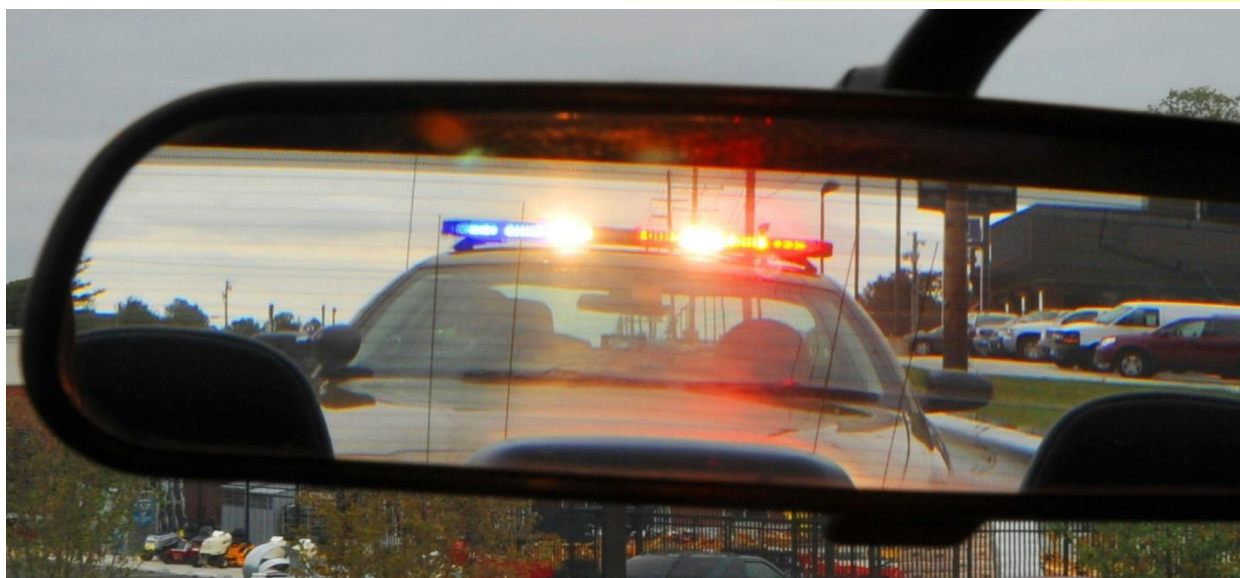
You must bring the following to the Office:

- Completed application form (TC 94-152)  
<https://transportation.ky.gov/OrganizationalResources/Forms/TC%2094-152.pdf>
- Letter from OIA or a DSO stating that you are a student in good standing at KSU
- Valid passport
- U.S. visa
- Current I-20
- I-94
- Social Security Card or Ineligibility Letter from Social Security Administration
- INS School Compliance Form (TC 94-159, Rev 10/18)  
<https://transportation.ky.gov/Organizational-Resources/Forms/TC%2094-159.pdf> must be dated within the last 30 days
- Proof of address within the last 30 days.

**Safe Drive** You should always have valid photo ID with you when you drive. You must buckle your seatbelt when you drive and must be securely belted in to a car when it's moving. Watch the signs and follow the traffic regulations and instructions. For example,

- Watch out for four way intersections where all cars must stop. The car which got to the intersection first may go, followed by the next cars to arrive.
- You cannot overtake a school bus if red lights are flashing on it.
- Undertaking is not illegal in America so watch out for this. It makes signaling before changing lanes all the more important.
- If you are stopped by a police officer, stay in your car until the she/he arrives at the window and keep your hands visible at all times

A police officer may stop you for many and various reasons. As soon as you see flashing lights in your rearview mirror or hear the car's siren, you need to turn on your four-way emergency flashers, pull over and find a safe spot to park your car. You may feel confused, afraid, and nervous if you are stopped by a police officer.



- Immediately roll down your window
- If you are stopped by an unmarked police car, wait until the officer gets out of the car and you see her/his credentials, then roll down your window
- Be patient and wait for the officer to arrive at your window
- Stay calm and stay in your car and keep your hands visible at all times.
- Do NOT reach for anything unless otherwise

the officer asks you to.

- Do NOT get out of the car unless otherwise told to do so.
- Follow her/his instruction.
- Do NOT argue or beg, but respect and answer her/his questions honestly.
- Present all documents of officer requires, e.g. driver's license, car insurance and registration.

## Holidays in the United States

The following list indicates legal holidays (when government offices are closed) and business holidays (when many businesses, except some drugstores, service stations, and food stores are closed).

**New Year's Day, January 1:** Celebration usually occurs the night before, on New Year's Eve (listed below), when it is common for groups of people to have a party to celebrate the coming of the New Year.

**Martin Luther King's Birthday, January 15:** A legal holiday in some states, including Kentucky. He was a Baptist minister and social rights activist that was essential to the American civil rights movement, known for his speech "I Have a Dream."

**Groundhog Day, February 2:** Legend has it that this is when the groundhog emerges from hibernation. If he sees his shadow there will be six more weeks of winter.

**Valentine's Day, February 14:** It is a day for friends and lovers to exchange gifts or cards.

**George Washington's Birthday, February 22, or nearest Monday:** Celebrated in some states. George Washington was the first President of the United States.

**President's Day, February, third Monday:** This day celebrates past and current U.S. presidents, dated due to the February birthdays of George Washington and Abraham Lincoln.

**Ash Wednesday, date varies:** Marks the beginning of the 40 day period of Lent, a period of penitence and fasting in some Christian denominations.

**St. Patrick's Day, March 17:** Saint Patrick is the patron saint of Ireland. Many people wear something green on this day.

**Easter Sunday, date varies (in March or April):** Christians celebrate the resurrection of Jesus Christ. For children, baskets of candy and eggs (hard boiled or even chocolate ones) are hidden by a mythical "Easter Bunny." The children seek out the hidden eggs.



**Mother's Day, the second Sunday in May:** A day in which mothers receive gifts, cards or special attention.

**Memorial Day, May 30 or nearest Monday:** A legal and business holiday when citizens pay homage to U.S. soldiers who have died in wars.

**Flag Day, June 14:** Flags are flown to mark the adoption of the American Flag.

**Father's Day, the third Sunday in June:** A day in which fathers receive gifts, cards or special attention.

**Juneteenth:** Officially Juneteenth National Independence Day and also known as Freedom Day, and Black Independence Day, is a federal holiday commemorating the emancipation of enslaved African-Americans. Juneteenth is usually celebrated on the third Saturday in June.

**Independence Day, July 4:** Parades, fireworks, and flags celebrate the signing of the U.S. Declaration of Independence from Great Britain in 1776. A federal holiday.

**Labor Day, first Monday of September:** Originally organized to celebrate various labor unions' strengths of and contributions to the United States' economy.

**Emancipation Day, September 22:** Residents of Ohio commemorate the abolishment of slavery. Abraham Lincoln issued a preliminary proclamation, which required all states to abandon slavery within 100 days. It declared all slaves "thenceforth and forevermore free". The Emancipation Proclamation went into effect on January 1, 1863.

**Halloween, October 31:** Usually celebrated with costume parties and trick-or-treating.

**Veteran's Day, November 11:** Veterans are thanked for their services to the United States. This day is the anniversary of the signing of the armistice, which ended the World War I hostilities.

**Thanksgiving Day, fourth Thursday of November:** A day for feasting and being thankful. The meal often includes a turkey, stuffing, potatoes, cranberry sauce, gravy, pumpkin pie, and vegetables. This holiday was initiated by the pilgrims and Native Americans. A federal holiday.

**Black Friday, the day after Thanksgiving Day:** A day for shopping in anticipation of future holidays, like Christmas. It is a busy shopping day and is a holiday in some states.

**Hanukkah/Chanukah or Festival of Lights, December 13 to December 20:** Hanukkah is an eight-day Jewish observance that remembers the Jewish people's struggle for religious freedom.

**Christmas Day, December 25:** The annual holiday of the Christian church commemorating the birth of Jesus Christ. Many people decorate Christmas trees, have a feast, visit family or friends, and exchange gifts. As Christianity is widespread across the U.S., this is a federal holiday.

**Kwanzaa, December 26 to January 1:** Kwanzaa is a holiday honoring the culture and traditions of people of African origin. It is celebrated by people from a range of African countries and their descendants.

**New Year's Eve, December 31:** This is the last day of the year in the United States. It is a major social holiday and many parties are held, particularly in the evening.



## **KSU Observed Holiday Schedules**

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving

Winter Break (two weeks)

Martin Luther King Jr. Day

President Day

Spring Break (one week)

Good Friday

Memorial Day

Juneteenth

## **Live in Frankfort: Stay, See, Taste, and Meet**

True lovers of Kentucky know that the literal and figurative heart of this gracious southern state is the capital city of Frankfort, perfectly positioned on the shores of the Kentucky River between Louisville and Lexington. Frankfort embodies the essence of everything that makes Kentucky special from her natural charm and beauty to her brains to her world-renowned bourbon, all in one distinctly small but spirited package.

You could say that Frankfort is Kentucky Distilled.

Frankfort lies in the heart of Kentucky's Bluegrass Country. Surrounded by rolling pastures where thoroughbred horses run and canopies of forest bring beauty in every season. The State Capitol rises above the city and overlooks the Kentucky River as it ambles to the north making a unique S shape through our historic downtown. The capital city offers things to do for all ages, interests, and abilities, and Frankfort is a treasure trove of culinary experiences to satisfy any palette. Come explore here <https://visitfrankfort.com/> and discover all you can see, do, and taste!

## Living in the United States: American Life and Customs

The United States of America is a very large and diverse country with a vast array of cultural differences from coast to coast. If you travel from Frankfort to California, Texas, or Florida you will see huge differences in how people talk, interact, and function. Frankfort may have a slower but friendlier appearance than New York, but California is even annoy a New Yorker. It is also not unusual for someone to be extremely proud to be from his or her home state and continue to have strong ties where they grew up, even if they have not lived there in years.

Americans are generally very proud of being American and like to display the American Flag. Conversely, most Americans are also extremely proud of their heritage. If you ask an American where they are from or where their parents from, you may get an answer like “I’m a ¼ German, ¼ Polish, ¼ English, 1/8 Cherokee and 1/8 French!”

Below are some cultural insights that can help you understand Americans better:

1. ***Americans value being on time.*** “Time is money” can be a mantra in most of the United States. Do your best to be at least 5 minutes early or on time. If you will be late, let the person you are meeting know and apologize.
2. ***Americans like privacy and personal space.***
  - It is rare for Americans to show up unannounced anywhere. It is a sign of respect and courtesy to make sure someone is available before dropping in at their home/room/apartment/office.
  - Americans need about an arm’s length of personal space. Any closer, they interpret your actions as intimidating or challenging and back up or become extremely uncomfortable.
  - Americans rarely hug or kiss someone when they first meet them. Discuss with your new friends what is appropriate when greeting each other. It will likely be different with each friend.
3. ***Americans are direct and honest.*** If you ask an American a question, you will probably get an honest answer, and they will not ask you for your input if they do not want it.
  - *It is important to many Americans to be upfront with problems and not put them off.* Americans believe that problems can be solved and will work tirelessly to fix them, if they know about them.
  - Americans rarely save face. It is viewed negatively when someone passes blame from a problem to someone else or makes excuses.

- Americans are not good at “hints”, body language, or metaphors. They will say what they believe and believe what they say.
4. ***Americans can seem friendly and unfriendly at the same time.*** It is common for an American to ask you how you are doing with no intention of really finding out how you are.
- Americans can also seem “flaky,” i.e.: do not follow through with social plans. If you make plans with an American, be ready for the possibility that the plans will change or be cancelled.
  - It is not uncommon for Americans to smile at someone while crossing the road, joke with another person in line, or talk to someone at an event without knowing this person, getting to know them, or even intending to get to know them.
  - Americans love “small talk,” i.e.: conversations without real substance such as weather, traffic, or uncontroversial topics in which everyone can find common ground.
5. ***Americans value independence, equality, and freedom***
- The U.S. has a very individualistic culture. People are taught at a young age to do things on their own and a high value is placed on the “self-made” person, who rose from nothing to riches.
  - Equality is VERY important to Americans ~ even if in practice, it does not always happen. There are many rules in the U.S. (like waiting for a traffic light to turn green and waiting in line) that are very important. Americans also tend to become upset when others break the rules. Do not ever cut in front of someone in a line, or you may be yelled at.
  - Freedom is one of the building blocks of American culture. Americans believe that everyone has the right to say or think what they want, even if they do not agree with it.
6. ***Americans value personal hygiene and cleanliness.***
- This is a very regional preference. In many areas, is perfectly acceptable to go to class in your pajamas, whereas in other regions people may dress up to go to Walmart.
  - Americans normally take grooming and hygiene seriously, and it is not uncommon for them to shower 2 or 3 times a day, especially in the summer months. They may avoid you or make comments if you do not pay attention to or have a lapse in your hygiene.
7. ***Americans value etiquette.***
- Be polite when asking for something. Americans do not take well to demands. When sending an email or asking for a favor, show you are appreciative and do not just demand for something to be done even if you are waiting for something urgently.
8. ***Americans value education and curiosity.***
- If you are not sure about something, ask. Most Americans have grown up asking questions and being asked questions. Americans will not make fun of you for trying.

Americans love to talk, especially about themselves, and share their opinions. Just make sure to ask multiple people, or you will end up with only one perspective.

9. *Americans value control.*

- Americans believe they control their own life and destiny, and it is very important for them to feel like they are in control. Americans do not like it when they do not know what is happening or when things do not go according to plan. Most of the time, Americans believe that if you work hard, you will achieve your goals. They often cannot understand when people work hard but do not advance in society.

10. *Americans LOVE their sports teams.*

- When we say love, we really mean love. Many fans are so devoted they will follow their teams throughout the country during the sport season. Thankfully, Americans are very respectful of the rivalry team and its fans, so, it will never be violence associated with sports, even if historical rivals are playing. If it ever happens, Americans will see it as an exception. Football, baseball, and basketball are the biggest three sports in the U.S. and often fans will wear clothes that support their favorite teams. Sometimes there are strong rivalries between different groups, so be aware of teams playing nearby.

**A few other notes about life and customs in the US:**

- Americans really appreciate convenience and will look for most convenient options. Online ordering is very popular, and, depending on your location, you can order everything from hand soap to Sushi! You will also find many large (“Big Box”) stores that carry everything: groceries everything: groceries, cleaning supplies, a pharmacy, an optometrist, alcohol beverages and even weapons (yes, you read this correctly!).
- Learn to be self-aware, even if others are not. Be mindful of others around you. Is someone trying to study? Is it quiet hours in the residence halls? Are you taking up the whole sidewalk? We could all benefit from being more mindful.
- Chew with your mouth closed and do not slurp. In the U.S., both of these habits are considered rude, and you should avoid burping or making other bodily noises.
- The drinking age for alcohol in the United States is 21, and you cannot drive after drinking.
- Tobacco products and gambling is legal at age 21. Tobacco use is not allowed on the KSU Campus.

*Most importantly, be brave! Introduce yourself to American students, try new things, and never be afraid to ask questions. The Office of International Affairs is available to help with questions and problems, but we can only help if you tell us.*

## Local Restaurants

There are millions of restaurants in Frankfort for you to choose to taste. Just google restaurants near me. Typical food features American, Mexican, Chinese, Italian, Vietnam, and Thai. The list just goes on and on.

## Tipping

For your reference and convenience, the following is a list, not complete, of workers that you should or you'd better pay a tip:

Waiter/waitress at a restaurant: 10% to 20%

Restaurant deliverer: 10% to 20%

Bartender: 10% to 20%

Taxi/Cab driver: 10% to 20%

Hair/nail salon or barbershop: 10% to 20%

Valet: 1\$ to \$5

Hotel bellman: \$1 to \$2

## Measures and Equivalents

### Weight

1 kilogram = 2.2 U. S. pounds = 4  $\frac{3}{8}$  cups = 1000 grams

454 grams = 1 U. S. pound = 16 ounces = 1 cup

100 grams = 3.5 ounces

28.3 grams = 1 ounce = 2 tablespoons

### Capacity

1 liter = 4 cups = 3  $\frac{1}{2}$  tablespoons = 1.06 quarts (liquid)

1 cup (liquid) = 2.4 deciliters

1 deciliter = 7 tablespoons

1 cuillère à café (coffee spoon) = 1 teaspoon = 2 grams

1 cuillère à dessert (dessert spoon) = 2 teaspoons

1 cuillère à soupe (soup spoon) = 1 tablespoon

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Yard Goods

90 centimeters = 36 inches

140 centimeters = 55 inches

Length

1 meter = 1.0936 yards = 3.3 feet = 39.37 inches

100 centimeters = 1 meter

91.5 centimeters = 1 yard

30.5 centimeters = 1 foot

2.54 centimeters = 1 inch

1 centimeter = .3937 inch (approx. 3/8 inch)

1 kilometer = .62137 mile (approx. 5/8 mile)

1.6093 kilometers = 1 mile

1 hectare = 2.47 acres

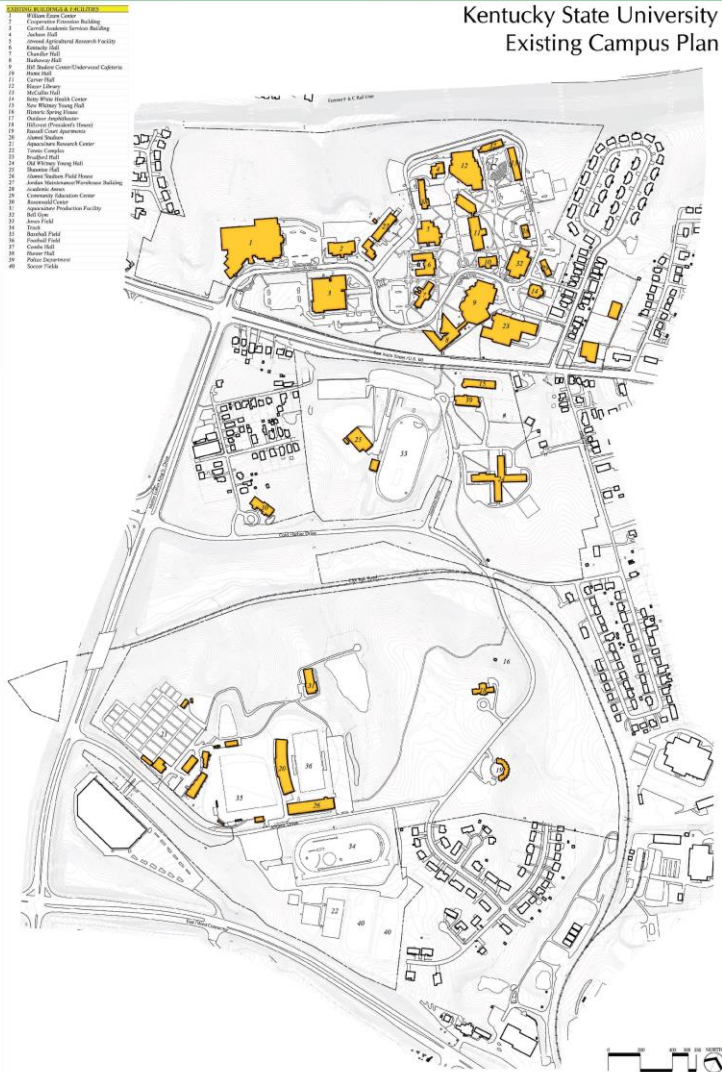
0.4 hectares = 1 acre



KSU Campus Map



# Kentucky State University Existing Campus Plan



- 1 Wilson Center
- 2 Computer Extension Building
- 3 Central Academic Services Building
- 4 Adams Hall
- 5 Alumni Educational Research Facility
- 6 Kennedy Hall
- 7 Chandler Hall
- 8 Matthews Hall
- 9 Hill Institute Center/DeKorwood Cafeteria
- 10 Moore Hall
- 11 Carter Hall
- 12 Major Library
- 13 McCallie Hall
- 14 Hill 19th Street Center
- 15 New Whitney Young Hall
- 16 Morris Spring Center
- 17 Outdoor Amphitheater
- 18 Wilson (Franklin) Hall
- 19 Adams Center
- 20 Adams Student
- 21 Agriculture Research Center
- 22 Tamm Complex
- 23 Brackley Hall
- 24 Hill 17th Street Hall
- 25 Hume Hall
- 26 Adams Student Hall Annex
- 27 Jordan Monuments Warehouse Building
- 28 Academic Plaza
- 29 Agricultural Center
- 30 Agriculture Production Facility
- 31 Bell Gym
- 32 Adams Hall
- 33 Hill
- 34 Brackley Field
- 35 Football Field
- 36 Cooke Hall
- 37 Adams Hall
- 38 Adams Monuments
- 39 Soccer Fields