International
Student Handbook

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

Message from Director of International Affairs..................................................................................3
About Kentucky State University ..........................................................................................................4
Application...............................................................................................................................................7
TOEFL/IELTS and/or GRE Requirements...........................................................................................10
Tuition and Fees......................................................................................................................................13
International Student Scholarships ......................................................................................................15
Preparing for Travel............................................................................................................................16
  Visa Application Process....................................................................................................................16
  SEVIS and Visa Application Fee..........................................................................................................17
  Scheduling Your Embassy/Consular Interview..................................................................................19
  Submit Your Housing Application Form............................................................................................22
  Arrival Date and Transportation Arrangement..................................................................................24
  Suggested Packing List.......................................................................................................................24
Preparing for Your Entry....................................................................................................................25
Arrival...................................................................................................................................................28
  Orientation........................................................................................................................................28
  Advising............................................................................................................................................29
  Staff and Contact Information...........................................................................................................30
  Tuition and Fee Payment Plans..........................................................................................................31
  KSU Student Computing Account.....................................................................................................33
  W.I.R.E.D. (or Banner Self-Service).................................................................................................34
  KSU Emergency Alert........................................................................................................................34
F-1 Student Visa Regulations............................................................................................................35
  Keep Your Status Legal......................................................................................................................35
  I-94....................................................................................................................................................36
  Course Load Requirement..................................................................................................................37
  Travel Plans......................................................................................................................................38
  List of Things You Need a DSO’s Signature for..................................................................................39
  F-1 Student/Program Extension........................................................................................................39
  CPT/OPT for F-1 Students................................................................................................................39
  Tax Information..................................................................................................................................40
Social Security (SSN) Card Request....................................................................................................42
Academic and Campus Life................................................................................................................43
  Grading and GPA...............................................................................................................................44
  Academic Standing.............................................................................................................................44
  Academic Probation, Suspension, and Dismissal...............................................................................45
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. 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 at http://kysu.edu/wp-content/uploads/2013/10/StudentHandbookUpdated.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
109 Cooperative Extension
502-597-6327
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 five disciplines, and doctoral degree in nursing practice. KSU academics are divided into four colleges: the College of Arts and Sciences, the College of Business and Computer Science, the College of Professional Studies, and the College of Agriculture, Food Science, and Sustainable Systems.

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

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://ssb-prod.ec.kysu.edu/PROD/bskalog.P_DispLoginNon. The admissions team (https://kysu.edu/directory/department/admissions/) 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://kysu.edu/administration-governance/enrollment-management-and-student-engagement/admissions/

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://ssb-prod.ec.kysu.edu/PROD/bwskalog.P_DispLoginNon
- Application fee of $100.00 made payable to Kentucky State University in the form of money order
- A completed medical physical examination form and completed immunization records
- 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.
- A copy of your passport
• An official statement from a sponsor or bank documenting financial support and/or deposit equivalent to $19,250 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.
• Nigerian students must submit WASC
• Detailed and accurate mailing address for your I-20

These materials can be sent directly to the Kentucky State University, or by email at: wewantyou@kysu.edu or 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://kysu.edu/academics/graduate-studies/graduate-admission/) at Kentucky State University must be submitted to:

Office of Graduate Studies
Academic Services Building, Suite 256
Kentucky State University
400 East Main Street
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://kysu.edu/academics/graduate-studies/

A completed application packet will include the following.

• A completed online http://gradcas.liaisoncas.org/apply/
• A completed medical physical examination form and completed immunization records
• All official post-secondary school transcripts
  1. All post-secondary transcripts must be submitted to for a course-by-course evaluation to determine college credit equivalency.
• A copy of your passport
- An official statement from a sponsor or bank documenting financial support and/or deposit equivalent to at least $20,030 U.S. Dollars to cover your first year expenses (tuition $11,340, lodging $3,340, meal plan $3,350, other $2,000)
- Resume
- There reference letters from individuals who can best speak to your potentials
- Test scores as TOEFL/IELTS/GRE/GMAT. Official scores should be sent to Kentucky State University. The institutional code to use is 1368. Here is the link of Graduate Admission Test Scores requirements: [http://kysu.edu/wp-content/uploads/2013/09/Graduate-Admission-Test-Scores-Requirements-1.pdf](http://kysu.edu/wp-content/uploads/2013/09/Graduate-Admission-Test-Scores-Requirements-1.pdf)
- Accurate and exact address where you want your I-20 to be sent.
- Graduate Admission Test Score (GRE, GMAT, PRAXIS, etc.)

Once you have been accepted to KSU, you will be notified by email. 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 on SEVIS, Immigration and Customs Enforcement, and the Department of Homeland Security, please visit the following link: [https://www.ice.gov/sevis/overview](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 the SEVIS and Application Fee section on Page 18. When you receive the I-20, please double check and make sure your personal information is accurate.

**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 to be sent to Kentucky State University is 1368.
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.

For Graduate admission, the requirements are as follows:

Kentucky State University Graduate Admission Test Scores Requirements
1. Graduate Record Examination (GRE) Test Scores:

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Reasoning</td>
<td>140</td>
</tr>
<tr>
<td>Quantitative Reasoning</td>
<td>140</td>
</tr>
<tr>
<td>Analytical Writing</td>
<td>4.0</td>
</tr>
<tr>
<td>Combined Score</td>
<td>284</td>
</tr>
</tbody>
</table>

Note: a. The GRE requirements apply to all Graduate Programs.
   b. The following exceptions apply:
      • GRE scores will be waived for applicants for admission into a master’s degree and who already have received a Master’s degree or higher from a regionally accredited institution.
      • GRE scores will not be required for admission into the Doctor of Nursing Program (DNP) because of the professional certification requirement for admission into the program.
      • See information on GMAT and Praxis scores below.

2. Graduate Management Admission Test (GMAT) Scores:
   • The Master of Business Administration (MBA) prefers GMAT with a minimum score of 400, but will accept the GRE scores specified above.
3. Praxis Core Academic Skills Test (CASE) Scores:
   • The Master of Arts in Special Education prefers Praxis “Core Academic Skills Test (CASE) minimum score” but will accept the GRE scores specified above. The following scores are required, per Kentucky Education Professional Standards Board*:

   Praxis Core Academic Skills for Educators:
   - Reading 156
   - Writing 162
   - Mathematics 150

   GRE® General Test:
   - Verbal Reasoning 150
   - Quantitative Reasoning 143
   - Analytical Writing 4.0

   *For additional information, please go to https://www.ets.org/praxis/ky/requirements.

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

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

   Information on requesting the test scores to be sent to Kentucky State University
   • Take the appropriate test and request the testing agency to send the test score report directly to: Office of Graduate Studies
     Kentucky State University
     332 Academic Services Building
     400 East Main Street
     Frankfort, KY 40601

   • The institutional code to use to request your Test Score to be sent to Kentucky State University is 1368.
Tuition and Fees


More information is available at [https://kysu.edu/administration-governance/finance-business/bursar/ tuition-and-fees/](https://kysu.edu/administration-governance/finance-business/bursar/ tuition-and-fees/)

Full-Time Undergraduate

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>TUITION &amp; FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 - 18**</td>
<td>$5,775.00</td>
</tr>
<tr>
<td>19</td>
<td>$6,263.00</td>
</tr>
<tr>
<td>20</td>
<td>$6,751.00</td>
</tr>
<tr>
<td>21</td>
<td>$7,239.00</td>
</tr>
</tbody>
</table>

Full-Time Graduate

$630 per credit hour

Residence Halls

Welcome Home
KSU Housing
Whitney M. Young Floor Facts
- Contact: (303) 300-5000
- South Campus, Hadaway Hall and Jones Practice Field
- 270 residents
- Female and male residents (Co-ed)
- Junior and seniors with GPA 2.7 and above preferred
- Suites only
- Each double room measures approximately 15’ x 19’
- The furniture is moveable
# International Student Handbook

<table>
<thead>
<tr>
<th>HALL(S)</th>
<th>SINGLE</th>
<th>DOUBLE</th>
<th>TRIPLE</th>
<th>SUITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chandler</td>
<td>$2,220.00</td>
<td>$1,670.00</td>
<td>n/a</td>
<td>$2,120.00</td>
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<tr>
<td>Kentucky</td>
<td>$2,220.00</td>
<td>$1,670.00</td>
<td>$1,620.00</td>
<td>$2,120.00</td>
</tr>
<tr>
<td>The Halls</td>
<td>$2,220.00</td>
<td>$1,670.00</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Combs</td>
<td>n/a</td>
<td>$1,670.00</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Hunter</td>
<td>n/a</td>
<td>$1,670.00</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>McCullin</td>
<td>$2,220.00</td>
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<td>n/a</td>
<td>$2,120.00</td>
</tr>
<tr>
<td>Young</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>$2,120.00</td>
</tr>
</tbody>
</table>

## Meal Plans – Resident Students

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

### ALL RESIDENT STUDENTS

<table>
<thead>
<tr>
<th>Plan</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Weekly Meals w/ $500 Declining</td>
<td>$1,675.00</td>
</tr>
<tr>
<td>9 Weekly Meals w/ $650 Declining</td>
<td>$1,675.00</td>
</tr>
</tbody>
</table>

## Meal Plans – Non-Resident Students

### TYPE

<table>
<thead>
<tr>
<th>Plan</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commuter Meal Plan</td>
<td></td>
</tr>
<tr>
<td>Plan A $355 declining balance</td>
<td>$335.00</td>
</tr>
<tr>
<td>Plan B $490 declining balance</td>
<td>$460.00</td>
</tr>
<tr>
<td>Plan C $620 declining balance</td>
<td>$570.00</td>
</tr>
</tbody>
</table>

## International Student Scholarship

The Academic Scholarship Program at Kentucky State University is designed to recognize and reward students who have exemplified academic excellence. Scholarships recipients are identified by the B.R.E.D.S. Office to entering students who have not completed a bachelor’s degree program. Scholarships are awarded on a competitive basis and are renewable for subsequent semesters when criteria are met. The scholarship allocations provided below reflect implementation for year one.
Scholarship discounts cannot be used in conjunction with other institutional scholarships/awards. The scholarship discount will be reduced by the amount of any federal grant and/or external scholarship eligibility. In a case where two institutional scholarship discounts are offered, the scholarship of greater value will be included as part of the financial aid package. Refunds cannot be generated from institutional discounts.

Scholarship discounts can be used in conjunction with other institutional scholarships up to the direct cost of attendance (tuition – up to 18 credit hours, mandatory fees, standard housing and meals – if residing on campus). Scholarships may be reduced by the dollar amount of any federal grant and/or external scholarship. Refunds cannot be generated from institutional discounts.

International students are eligible for scholarships. Recipients must meet all University admission requirements and with a minimum 3.0 cumulative GPA. KSU provides half the cost of the non-resident fee. More information is available here: https://kysu.edu/wp-content/uploads/2019/08/ScholarshipChart-WEB-Aug29-19.pdf

Preparing for Travel

Visa Application Process

Once you receive your official acceptance letter and I-20 form from Kentucky State University, you will be able to apply for your visa. 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
- 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).
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:

1. Obtain a copy of Form I-901
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 (NOL214F10724000). Please see the sample I-2- down below.
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, print a couple of copies of your Payment Confirmation as receipts and keep them with your other important immigration documents where required.
International Student Handbook

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0008

SEVIS ID: N0017

SURNAME: JI
GIVEN NAME: SHUN
COUNTRY OF BIRTH: CHINA
DATE OF BIRTH: 10 OCTOBER 1990
FORM ISSUED REASON: INITIAL ATTACHMENT
INITIAL ATTACHMENT DATE: 10 OCTOBER 1990

SCHOOL INFORMATION

SCHOOL NAME: Emory University
Emory University
1774-001-17, Atlanta, GA 30322

ACADEMIC AND LANGUAGE

SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL: Director of Registration
SCHOOL CODE AND APPROVAL DATE: ATL014400 24 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL: MAJOR 1
MAJOR'S: Biostatistics 26.1102
NORMAL PROGRAM LENGTH: 24 Months
PROGRAM ENGLISH PROFICIENCY: Required
ENGLISH PROFICIENCY NOTES: Student is proficient

MAJOR 2
PROGRAM END DATE: 14 MAY 2018

FINANCIALS

ESTIMATED AVERAGE COSTS FOR 12 MONTHS:

Tuition and Fees $32,610
Living Expenses $18,644
Expenses of Dependents (0) $0
Textbooks and supplies, health insurance $4,276

TOTAL $55,530

STUDENT'S FUNDING FOR 12 MONTHS:

Personal Funds $0
Funds From This School $0
Relative will support $60,212
On-Campus Employment $0

TOTAL $60,212

REMARKS

SCHOOL ATTACHMENT

X

SIGNATURE OF: Director of Registration, 15 April 2016
PLACE ISSUED Atlanta, GA

STUDENT ATTERTATION

X

SIGNATURE OF: NAME OF PARENT OR GUARDIAN
DATE

ADDRESS (city/state or province/country) DATE

ICE Form I-20 (3/31/2018)
To pay online:

1. Find Form I-901 at [www.fmjfee.com](http://www.fmjfee.com).
2. Complete the Form online and insert the credit card information, Visa, MasterCard, or American Express. Put your name exactly as it appears on your I-20 Form. You will need your SEVIS ID number (on the upper right corner of your I-20 and starts with N) and your (NOL214F10724000).
3. Print a couple of copies of your Payment Confirmation as receipts, and keep them with your other important immigration documents where required.

**Scheduling Your Embassy or Consular 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, 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. 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 links to a few sites that contain typical F-1 Student Visa interview questions:
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 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-typeandm.asp
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.

The following image may help you understand the U.S. entry visa.
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.

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:

- WiFi
- Laundry
- Cable
- In-House Programs

Standard University Housing Application Fee is $100. This fee includes room maintenance fee of $40 and personal property insurance fee of $60. For detailed information about residential life and housing application, please visit https://kysu.edu/administration-governance/enrollment-management-and-student-engagement/housing/.

Hours of Operation: Monday-Friday, 8:00 am -5:00 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

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) 597-7800
- 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. You should arrive on campus before the International Student Orientation day. Once you book your flight, you need to contact the OIA for pick-up arrangement. The OIA will inform you of the driver’s contact information before your departure.

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
  o 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.
  o Eyeglasses and/or extra contact lenses
  o Electrical adaptors
  o One bath towel and washcloth (others can be purchased after arrival)
  o Toiletries for 2-3 days, such as shampoo, toothbrush, toothpaste, soap, etc.
    o 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.

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
○ Dr. Eric Yang, Director of International Affairs,  
office phone 502-597-6327, Cellphone 502-545-5003, Fax 502-597-6763, email 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
Staff and Contact Information

Dr. Eric Yang
Director of International Affairs
109 Cooperative Extension
Phone 502-597-6327
Cell: 502-545-5003
Email: eric.yang@kysu.edu

Ms. Yolanda Benson
PDSO/DSO (Principal Designated School Official)
Registrar
310 Academic Service Building
Phone 502-597-5795
Email: yolanda.benson@kysu.edu

Ms. Jennifer Williams
Director of Admission
308 Academic Service Building
Phone 502-597-6486
Email: Jennifer.williams@kysu.edu

Dr. Ken Andries
Director of Graduate Programs
Associate Dean of College of Agriculture, Communities, and the Environment
113 Cooperative Extension Building
Phone: 502-597-5094
Cell: 502-229-8719
Email: Kenneth.andries@kysu.edu

Mr. Shy Heath
DSO (Principal Designated School Official)
Advisor, Academic Advising Center
403 Academic Service Building
Phone: 502-597-5151
Email: shy.heath@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:

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

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

Note: Credit Card payments are final and available online, over the phone via the cashier office or at the on campus cashier service window.
To access this on-line feature follow the steps below:
2. Click on the link WIRED.
3. Click on “Enter Secure Area”.
4. Enter your User ID and Pin #.
5. Click Login.
6. Click on the “Current Students” tab.
7. Click on “Student Records” tab.
8. Click on “Account Summary” or “Account Summary by Term”.
9. Click on the link at the bottom of the page titled “Credit Card Payment”.
10. You will now be in the Touchnet Portal where you need to enter you User ID and Pin #.
11. Follow the steps through the Touchnet Portal to make an ACH or Credit Card Payment.

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 Installment Payment Plan helps students and their parents/guardians who are not able to pay the tuition or fees in full. 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.
- Before enrolling in the PIO, students will be required to read and accept terms of the plan on Touchnet.
- The enrollment fee of $25 is due when signing up for the PIO through Wired/Touchnet. 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. You must enroll online through Wired.
- 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 online invoice on Wired or through campus email.
- Students who drop or withdraw from classes after the 100% drop period may have a balance due under the Payment Installment. 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., kuscholar@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)

The user ID is the student id number. If the student applied to KSU via the Internet, the student created their own PIN during the Admission process. If the student did not apply to KSU via the Internet, contact the One-Stop Shop for your pin at (502) 597-5884. At the New International Student Orientation, you will be guided on how to set up the Computing Accounts with hands-on activities.

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://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
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 (see below)
- 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.
- 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.
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.

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.

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**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. The Office of International Affairs will organize workshops and hands-on activities to help you out filling 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](https://www.irs.gov/pub/irs-pdf/p4011.pdf).
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/ss-5.pdf](https://www.ssa.gov/forms/ss-5.pdf) and read the important information about international students found here: [https://www.ssa.gov/pubs/EN-05-10181.pdf](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.

![Social Security Card Image](image-url)
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
- 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

Academic & Campus Life

Universities are generally defined as institutions that offer both undergraduate education (post-secondary 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 KSU Grading System [https://kysu.edu/administration-governance/academic-affairs/registrar/grading-system/](https://kysu.edu/administration-governance/academic-affairs/registrar/grading-system/). The following graphics will show you how to calculate your GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(96-100) Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>(90-95)</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>(87-89)</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>(83-86) Good</td>
<td>3.00</td>
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<tr>
<td>B-</td>
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<td>C+</td>
<td>(77-79)</td>
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<td>C</td>
<td>(73-76) Average</td>
<td>2.00</td>
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<td>C-</td>
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<td>D+</td>
<td>(67-69)</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>(63-66) Poor (below average)</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>(60-62)</td>
<td>0.70</td>
</tr>
<tr>
<td>F</td>
<td>(0-59) Failing (far below average)</td>
<td>0</td>
</tr>
<tr>
<td>DF</td>
<td>Academic Dishonesty Failure</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>

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:

A. 1.7 or better for 12–29 attempted semester credit hours which count for quality points;
B. 2.0 or better for 30 or more attempted semester hours which count for quality points;
Academic Probation, Suspension and Dismissal


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 2.0 or better) as defined in the University's Academic Regulations and Policies. 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 $3.00 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://kysu.edu/wp-content/uploads/2013/10/StudentHandbookUpdated.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:
  o Copying another student’s work, with or without the other person’s knowledge;
  o Without permission, using a textbook, smart phone, tablet, or other means to access information during an assignment, test, quiz, exam, or project;
  o 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;
  o 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:
  o Obtaining a copy of a test, examination or other assessment without authorization before the test, examination or other assessment is administered;
  o 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;
  o Changing a grade or grades in a gradebook, on a computer, or on an assignment;
  o 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

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATES</td>
<td>June 21-Sept. 20</td>
<td>Sept. 21-Dec. 20</td>
<td>Dec. 21-March 20</td>
<td>March 21-June 20</td>
</tr>
<tr>
<td>TEMPERATURES</td>
<td>71.3°F or 21.8°C</td>
<td>56.3°F or 13.5°C</td>
<td>41°F or 5°C</td>
<td>49.4°F or 9.6°C</td>
</tr>
</tbody>
</table>

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.edu/administration-governance/president/safety-security/ksu-emergency-alert/

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
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.

  o Put your name and address on textbooks inside the cover and on an inside page or two.
  o 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 Betty White Health Center 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.

**Betty White Health Center Hours**  
**Monday– Friday** 8:00 am – 4:30 pm  
Phone: (502) 587-6277

**Nurse Practitioner’s Hours**  
**Monday – Thursday:** 9:00 am – 3:00 pm  
**Friday** 9:00 am – 2:00 pm
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.

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:**

<table>
<thead>
<tr>
<th>Plan Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Weekly Meals with $500 declining balance (flex/dining dollars)</td>
<td>$1,675.00</td>
</tr>
<tr>
<td>9 Weekly Meals with $650 declining balance (flex/dining dollars)</td>
<td>$1,675.00</td>
</tr>
</tbody>
</table>

*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.
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](http://www.cheaptickets.com)
- **Expedia:** [http://www.expedia.com](http://www.expedia.com)
- **Orbitz:** [http://www.orbitz.com](http://www.orbitz.com)
- **Travel For Less:** [http://www.travelforless.com](http://www.travelforless.com)
- **Travelocity:** [http://www.travelocity.com](http://www.travelocity.com)
- **携程:** [https://flights.ctrip.com/](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 that 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 a 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.

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**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](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 2nd 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/Organizational-Resources/Forms/TC%2094-152.pdf](https://transportation.ky.gov/Organizational-Resources/Forms/TC%2094-152.pdf)
- Letter from OIA or a DSO stating that you are 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](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.


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
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 go 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 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 ½ 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
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. ⅜ 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