



Division of Global Affairs

Intensive English Program

Student Handbook



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ABOUT KENNESAW STATE UNIVERSITY

A leader in innovative teaching and learning, Kennesaw State University offers more than 150 undergraduate, graduate and doctoral degrees to its more than 35,000 students. With 13 colleges on two metro Atlanta campuses, Kennesaw State is a member of the University System of Georgia and the third-largest university in the state. The university's vibrant campus culture, diverse population, strong global ties and entrepreneurial spirit, draw students from throughout the region and from 92 countries across the globe. It is one of the 50 largest public institutions in the country.

KSU offers undergraduate, graduate, continuing education, and co-curricular programs. These include learning opportunities in a wide variety of fields. The University's research, scholarship, creative activities, and public service initiatives expand and apply knowledge, contribute to economic development, and improve the quality of life in local communities, Georgia, the nation, and the world.



ABOUT THE INTENSIVE ENGLISH PROGRAM

Founded in 2009, Kennesaw State University's Intensive English Program has taught English to students from over 70 different countries. The IEP offers beginning through advanced courses in ESL to prepare students for university study at institutions in the U.S. Our dedicated faculty and staff strive to offer our international students the opportunity to develop their English language skills and understanding of American culture.



The Intensive English Program offers 18 hours of class instruction per week in the subjects of Grammar, Reading, Writing, Vocabulary and Idioms, and Listening and Speaking, with optional courses in Pronunciation and test preparation.

All Intensive English Program courses are offered on Kennesaw State University's main campus. We encourage students to interact with the college community and to participate in the daily life of the campus. In addition to classes, IEP students are welcome to use the library, visit the Writing Center, volunteer with Volunteer KSU, and join KSU's International Student Association.

FACULTY AND STAFF

The faculty and staff of the Intensive English Program at Kennesaw State University are dedicated to ensuring student success. Each member of the IEP team is exceptionally qualified in his or her specialty. Students who take English courses through KSU's IEP will have highest quality instruction and interaction from our courteous, professional, and knowledgeable instructors, directors and staff.



Ms. Jennifer Hoosier, Director, Lecturer

Ms. Hoosier has an MA in TESOL and lived in China for four years, teaching English to university students while also studying Chinese. She has taught at the IEP since 2010 and loves learning about her students' home cultures.



Ms. Dawn Edwards, Staff

Ms. Edwards has an M.S. in Conflict Management and B.S. in Sociology all from Kennesaw State University. She enjoys eating foods from different countries from around the world, exploring the outdoors, spending time with her family and dogs, and building relationships with people from different cultures. I look forward to meeting you all!



Ms. Lissa Small, Staff

Ms. Small has an MA in American Studies. She works in the IEP as an immigration and F-1 visa advisor and is the point of contact for any IEP student wishing to attend KSU for a degree program. She enjoys baking, going for walks with her dog, and traveling to new places.

FACULTY



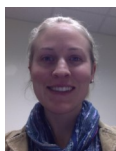
Mr. Daniel Ellingburg, Full-time Faculty

Mr. Ellingburg is a CELTA certified ESL instructor with an MA in Applied Linguistics. He has taught in Taiwan and China and has traveled in Southeast Asia, Africa and Western Europe. His BA is in Spanish with a minor in Chinese.



Ms. Helen Hobson, Full-time Faculty

Ms. Hobson has a MA in Applied Linguistics and almost 20 years of experience in teaching ESL students. She has taught in public elementary and high schools as well as teaching adults in a variety of settings. Helen has traveled to over 30 countries. She enjoys hiking and camping as well as trying new foods and watching foreign films.



Ms. Marilyn Ponder, Full-time Faculty

Ms. Ponder holds a MATESOL from the Monterey Institute of International Studies. She has taught both ESL and EFL at a variety of levels both in the U.S. and in Mexico, and her research interests include content-based language learning and refugee concerns.



Ms. Monique Pooni, Full-time Faculty

Ms. Pooni has been teaching English to adult learners since 2008. She moved from Toronto, Canada to Atlanta in 2011 to pursue her MA in Applied Linguistics at Georgia State University. Monique enjoys music, food, laughter, exploring new places and playing with her dog.

PART-TIME FACULTY

The Intensive English Program has many more teachers who are here to help you learn. In addition to their excellent qualifications as English teachers, our faculty have language backgrounds in Arabic, Spanish, German, Chinese, Russian, and Korean. Several of our teachers have taught in other countries as well. They look forward to having you in class.

OFFICE LOCATION

The Intensive English Program Offices are located in the English Building on the Kennesaw campus of Kennesaw State University.

Full-time faculty and staff have offices on the Lower Level of the English Building in the IEP Office suite.

Part-time faculty share an office on the first floor of the English Building in the Adjunct Faculty Office. To meet with a part-time faculty member outside of class, you should make an appointment with them in advance.



IEP LEVELS

Foundations*** - Basic understanding of English Grammar. Basic communication skills and limited reading and writing.

Intermediate - Ability to communicate socially and read texts with a limited controlled vocabulary.

High Intermediate - Ability to communicate socially and engage in academic work in English but with linguistic assistance.

Advanced - Advanced oral and aural skills and are able to engage in academic work.

High Advanced - English proficiency level that would allow success in most universities with some significant linguistic boundaries.

***Students placed into Foundations must attend a minimum of 12 classroom hours per week (4 classes), from 8:15-11:30 Monday-Thursday. Students may be required to take the Foundations level multiple times until intermediate proficiency is reached.

IEP CORE CURRICULUM COURSES

Foundations—Using an integrated skills approach, this course introduces students to English grammar and vocabulary as well as developing reading, writing and speaking skills.

Grammar— Strengthens students' English grammar skills from the intermediate to advanced levels. This class meets four times per week.

Reading—Courses in reading advance from controlled texts to novels and academic literature.

Writing— Students are taught the basics of composition to university-level academic writing.

Vocabulary and Idioms—Expands the student's understanding and use of English vocabulary and idioms in a variety of contexts.

Listening and Speaking—Focuses on social and academic communication and comprehension.

IEP FRIDAY ELECTIVE COURSES

Pronunciation—Focuses on clearer and more intelligible pronunciation in English, as well as practice in conversational English. The class meets for two hours per week for six weeks. A minimum of 8 students must enroll in order for the class to be offered.

TOEFL Preparation—Offered to students in Levels 5-6 or to those who have previously scored a 60 or above on the iBT TOEFL. Teaches students how to effectively study for and achieve a desired score on the TOEFL Test. The class meets for four hours per week for eight weeks. A minimum of 6 students must enroll in order for the class to be offered.

SAT/ACT Preparation — Offered to students in Levels 4-6 who are interested in attending an American university. This class teaches the format of and strategies for the SAT and ACT standardized tests. The class meets for three hours per week for 6 weeks. A minimum of 6 students must enroll in order for the class to be offered.



A student's language ability is assessed before placement into levels. At orientation, students take an English Placement exam that has sections for listening, reading, vocabulary, and grammar. Students will also provide a writing sample and be given an oral interview by an IEP faculty member. Based on the test scores and evaluations, students are then placed in an appropriate level of study.

At the end of each session, students are given another English Placement exam. The scores on this exam, combined with class grades and attendance, determine whether a student has successfully completed the level, and whether the student may advance to the next level for the next session.

If arrangements need to be made for a student to take the testing on an alternate date, the student must pay a \$60 alternate date testing fee.

SAMPLE SCHEDULES

This is a sample schedule. Class days and times are not guaranteed. Students may request a particular section and schedule, but the IEP does not guarantee placement in that section.

Sample Morning Schedule

Times	Monday	Tuesday	Wednesday	Thursday
8:15-9:45	Class I	Class IV	Class I	Class IV
10:00-11:30	Class II	Class V	Class II	Class V
1:20-2:50	Class III	Class VI	Class III	Class VI

Sample Afternoon Schedule (Offered Based on Student Enrollment)

Times	Monday	Tuesday	Wednesday	Thursday
11:40-1:10	Class I	Class IV	Class I	Class IV
3:00-4:30	Class II	Class V	Class II	Class V
4:45-6:15	Class III	Class VI	Class III	Class VI

PART-TIME OR FULL-TIME?

Due to immigration policy, some students must attend the IEP full-time, and others only part-time. U.S. permanent residents, green-card holders, and some visa type holders are able to choose.

Part-time students attend the same classes as full-time students, only they do not enroll in all 6 class times. Part-time students are still able to participate in all events and opportunities offered by the IEP.

You must study full-time if you are an:

- ◆ F-1 visa student

You must study part-time if you are an:

- ◆ F-2 visa student
- ◆ B1/B2 visa student

PAYMENTS

All payments must be made before a student may go to class. Absences from class due to failure to make a payment will be counted as absences.

Tuition is due 10 days before the first day of class. Payments made after the deadline are subject to a \$215 late payment fee for full-time tuition and \$36 per class for part-time tuition.

Students may pay online with a credit card through their student account, with cash, check, or money order at the Bursar's Office on campus in the Student Center, or via visa wire transfer with the following information:

Wells Fargo Bank, N.A.
Government Banking
201 South College Street

Routing # 121000248
Operation Account #2000027644256
Swift Code WFBIUS6S
Chips 0407

With all payments, please reference Intensive English Program and the student's name.

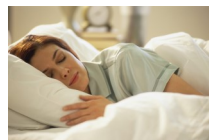
- Full-time tuition is \$2150.00 for each 8-week session.
- Part-time tuition is \$360.00 for each 3– hour class taken in an 8-week session.
- Friday Elective tuition varies depending on the course.
- Parking is \$46.00 per session.
- F-1 visa student health insurance is based on the session. Please contact the Intensive English Program for current rates.
- Alternate date testing fee is \$60.00. Students may not register after the first week of class.

IEP POLICIES

1. New students are expected to attend orientation prior to the start of class. If a student misses orientation, they will have to pay a \$60 alternate date testing fee. No registration will be possible after the first week of class.
2. Students must pay for tuition and health insurance (if applicable) and submit all required documentation in order to register for classes. Students may not attend class if payment has not been made or documents have not been submitted.
3. F-1 students must enroll in a full course load (6 classes, 18 hours per week). F-2 and B-2 visa students may only enroll in up to 15 class hours per week for a part-time load.
4. Part-time students placed into Foundations must take a minimum of 12 classroom hours (4 classes), from 8:15-11:30am Monday-Thursday.
5. Attendance is taken in every class period. Please review the IEP Attendance Policy on the next page for more information.
6. Inappropriate behavior in class and on campus may result in a student's suspension or expulsion from the IEP.
7. Students are expected to have their books in class.
8. Students must have attendance above 80%, an A, B, or C from their teachers, and a sufficient score on the English Placement Exam in order to graduate from one level to another.
9. Cheating is not tolerated at the IEP. Cheating includes copying another student's answers, sharing answers on tests and quizzes, using stolen tests to memorize answers, and using forbidden aids such as dictionaries during tests.
10. Students may only repeat a level one time. If the student is not making adequate progress, the student will be asked to find a different school.
11. F-1 visa students are expected to attend each IEP level until they successfully complete the High Advanced level or the program dates listed on their I-20, whichever is earlier. Upon successful completion, F-1 students are given a 60-day grace period to transfer to another school or depart the U.S. Students who do not successfully complete do not receive a 60-day grace period.

IEP ATTENDANCE POLICY

1. F-1 visa students must have 80% attendance.
2. There are no excused absences. Absences for illness, car trouble, helping friends, etc. will count as absences.
3. If you are five (5) minutes late to class or leave class early, your teacher will mark you "tardy." Three (3) tardies equal one absence.
4. If you are absent from class for more than 15 minutes, your teacher will mark you "absent."
5. You are allowed three (3) absences in any one class or twenty (20) total absences during a session.
6. A fourth (4th) absence in a class will place you on probation for the following session.
7. Six (6) absences in any class will result in the termination of your I-20.
8. Twenty-one (21) total absences will result in the termination of your I-20.
9. In a probationary session, you are only allowed three (3) absences in any class. A fourth (4th) absence will result in the termination of your I-20.
10. Students who begin the session late for whatever reason will be counted as absent for all days they were absent prior to beginning classes.
11. Students who are placed on probation or who accumulate twelve (12) total absences must meet with the registration coordinator to develop a plan of action. If they continue to be absent from class, they will meet with the director or associate director.
12. F-1 visa students whose I-20s will be terminated due to excessive absences may appeal to the IEP appeals committee within ten days of notification of pending termination. Students will then be notified of the committee's decision and the proper action will be taken on the I-20.



TOEFL WAIVER CRITERIA

All students who successfully complete the High Advanced level will be recommended to the KSU Office of Undergraduate Admissions for a TOEFL waiver for undergraduate study at KSU. In order to ensure that IEP students meet a suitable level of English proficiency to begin undergraduate studies, students must meet the following criteria to successfully complete the High Advanced level

- ◆ Complete 5 out of 6 classes in the High Advanced level Nonfiction Reading, Advanced Grammar, Writing, and Listening and Speaking classes are considered core classes and must be taken. Classes may be taken in separate sessions as needed for part-time students.
- ◆ Receive no grade lower than a C- in any class.
- ◆ Have a High Advanced grade point average of 3.0 (a B average).
- ◆ Receive the following test scores on the end-of-session testing:
 - Writing score: 18 or above (out of 24)
 - Oral score: 20 or above (out of 27)
 - New EPT: 62 or above (out of 80)



IEP INCLEMENT WEATHER POLICY

In case of inclement (bad) weather, the IEP may delay the start of classes or cancel classes for the day. If KSU is closed, then the IEP is closed as well. Announcements about closures will also be made via email, the IEP Facebook page, and with a message on the IEP office phone. Students should check these on mornings that they have concerns about the weather.

Students who have questions can contact the IEP office staff using the KSU IEP Facebook page or email. Full-time staff and teachers will monitor these and respond as soon as possible.

If classes are cancelled, then teachers will email students assignments and homework. These assignments are required and will help the classes stay on schedule.

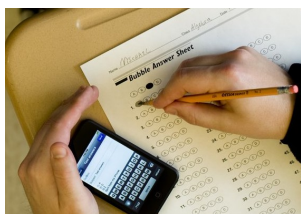
ACADEMIC INTEGRITY POLICY

In university culture, working honestly and independently is of great value. When a person writes or creates something, that thing is considered to be his/her intellectual property. Therefore, copying the work of another person, whether a classmate or a professional, is considered stealing that property and can lead to negative consequences, such as being expelled from college or being fired from your job.

At our IEP program, we, too, value academic integrity. Furthermore, our job is to help you learn to produce work that meets academic and professional standards. Therefore, if you do not do your work honestly and independently, consequences will follow.

The following are examples of what is considered prohibited in our program:

- Requesting or giving answers to classmates during a quiz or exam
- Using electronics, notes, or books without permission during a quiz or exam
- Receiving unauthorized help on projects or other work done outside of class
- Submitting the same assignment in multiple classes
- Submitting another student's work as if it is your own
- Failure to cite a source you have either paraphrased or directly quoted in your work
- Failure to use quotation marks for ideas taken word-for-word from another source
- Cutting and pasting information from the Internet and pretending it is your own
- Taking pictures of exams or making copies of exams without the teacher's knowledge
- Any other work submitted that your teacher determines is not your original work



ACADEMIC INTEGRITY POLICY CONTINUED

Consequences of plagiarism/cheating within a classroom:

1st offense:

- “0” on the assignment
- Opportunity to re-do assignment
- Documentation in student’s file.

2nd offense:

- “0” on the assignment
- Documentation in the student’s file.

Further offenses:

- Referral to the Academic Integrity Committee (AIC) for further consequences



Consequences of plagiarism/cheating across levels and classes:

Students reported multiple times for academic integrity offenses across classes and levels will meet with the IEP AIC, where further consequences will be decided.

Levels	Total Times reported	Meeting with Academic Integrity Committee (AIC)
1-2	5	
3-4	4	
5-6	3	

Further consequences:

The AIC decides what consequences follow. These may include:

- Dropping a letter grade in a course
- Repeating a level
- Expulsion from the program

Students who are caught cheating on placement exams, or end-of-session exams, as a first offense will be asked to repeat the exam at a specific date and time determined by the IEP office. If a student chooses not to repeat the exam, the student will receive a “0” for the exam.

PROCEDURES FOR GRIEVANCES

- If a student has any academic or personal issue with a teacher or another student, the student is encouraged to speak to the teacher or student. If the student feels as though the issue has not been resolved, he/she should complete a Complaint form and speak to the Associate Director of the IEP to seek a resolution.
- If the student has any issue relating to his/her I-20 status, the student should speak to the Registration Coordinator or Senior International Administrator. Before a student's I-20 is terminated, the student may appeal in writing to the Director before a final decision is made.
- If a student is dissatisfied with his/her level, the student may appeal in writing during the first week and a committee of teachers will review the appeal.
- If a student is dismissed from the program for disciplinary reasons, he or she may appeal the decision in writing. A committee of teachers from the IEP will decide on the appeal.
- If a student is not satisfied with the answers or appeal decision from the IEP Director, he or she may appeal to the Vice-Provost of Global Affairs for Kennesaw State University.



IMPORTANT NOTES FOR F-1 VISA STUDENTS

ALWAYS TELL THE OFFICE!

1. Tell the office immediately if you change your address.
2. Tell the office if you are leaving the U.S. for vacation.
3. Tell the office that you have entered the U.S.
4. Tell the office if you are thinking about taking a vacation inside or outside the U.S.
5. Tell the office if you have a serious illness or a serious problem that stops you from attending class.

READ YOUR EMAILS!

Read your emails. The IEP sends you important emails. Always read them. The emails could be about classes, your F-1 status, parties, and other important pieces of information. Not reading your emails is not an excuse!



AMERICAN CLASSROOM ETIQUETTE



1. Be in class on time, or better yet, be early! In the United States coming into class late is considered very rude. You disrupt the class when you come in late, and the teacher will mark you “tardy” or “absent,” depending on how late you were.
2. If you are late, do not knock on the door or interrupt the class. Enter quietly. After class, apologize to the teacher for being late, but do not expect to receive an excused absence.
3. Bring your books to class. It is hard to learn if you do not have your books.
4. Do your homework. Teachers expect students to do the homework. You will learn faster if you do your homework.
5. Do not write on small pieces of paper or give your teacher crumpled pieces of paper when you do your homework.
6. Write your full name on your homework. When you send emails, always sign your full name. We may not recognize you if you only write your first name.
7. If you are having a hard time understanding something, ask the teacher if they will meet with you after class. The teacher will appreciate that you are trying to learn.
8. Silence your cellphones before class. It is rude if your cellphone goes off in class.
9. Do not sleep in class. It is disrespectful to the teacher.
10. You should not listen to music, text friends, or play games on your cellphone or laptop. You cannot learn and text at the same time. It is disruptive to the class and disrespectful to the teacher.
11. Do not leave during class except when it is unavoidable. It is rude to leave the class to smoke or get food to eat. If you do have to leave, leave quietly. Try not to walk in front of the class.

BUYING BOOKS

You can buy books 3 different ways.

1. The easiest way to buy books is at the **KSU bookstore** on campus. The bookstore is located in the Student Center, on the first floor. After you enter the bookstore, take the stairs to the second floor. The IEP books are behind the desk.



2. You can also buy the books on the internet through the publisher. Make sure your book has the same ISBN number. That is how you know you have the right edition of the book.
3. You can also buy the books used from our former students. There is a list at the student assistants' desk. Students who want to sell their books write the name of the book and their email and telephone number. If you see a book you want to buy, you can email or call the student about the book.

EXTRA ENGLISH PRACTICE

Conversation Partners

The ESL Study and Tutorial Center arranges a Conversation Partner Program at the beginning of the Spring I and Fall I sessions. Contact Dr. David Schmidt at the ESL Study and Tutorial Center in room 442 of the Library in August or January if you would like to apply for a conversation partner.



IEP Social

The IEP Social is held on certain Wednesdays and is an opportunity for IEP and KSU students to interact and practice conversation.

Websites

The IEP teachers have put together a list of ESL websites to help you practice English on your own. Here are the websites:

- www.abcteach.com
- www.accuracyproject.org/confusedwords.html
- www.elllo.com
- www.englishclub.com/esl-videos/
- www.esldesk.com
- www.esl-lab.com
- www.esl-lounge.com
- www.fonetiks.org/dictations
- www.sozoexchange.com

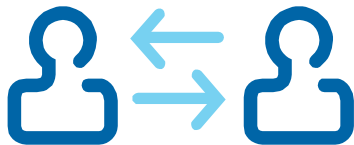


Don't be afraid to use your English outside of class!

You will not improve if you do not try. It is better to try and make mistakes than to not try at all. Part of learning a language is making mistakes—they help you learn what not to do or say, or how to say or do it better!

NEW IN THE US? SOME HELPFUL TIPS

Personal Space—People in the United States have what we call a “bubble.” We do not usually like for people to stand too close to



us or to touch us if we are not very good friends. It makes us uncomfortable. As a general rule, allow at least one meter (3 feet) of space between you and your new American friends. When you are greeting someone you haven’t met before, it is best to shake hands rather than hug or kiss.

Homesickness and Culture Shock—Most students go through a period of time when they miss their home very much and are feeling overwhelmed by all of the new things they are experiencing in the U.S. If you are feeling depressed or anxious, it is ok to talk to a classmate, teacher, or staff member about how you are feeling. We want to listen to you and help you. Other ways to deal with homesickness and culture shock is to join a club and meet new friends. Being busy and having friends will help with homesickness!

Personal Cleanliness— People in the U.S. are sensitive to body odor. We shower at least once a day and use antiperspirant and deodorant. We usually brush our teeth several times a day and wash our clothes regularly. We do not like to use perfume or cologne to cover up any smells.

Tipping—In the U.S., if we go to a sit-down restaurant and a waiter serves us, we leave a tip of 15-20%. We also tip taxi drivers, hair stylists and barbers, and hotel cleaning services. It is also polite to tip restaurant and coffee shop workers if there is a tip jar.



Bathroom Etiquette—While all school facilities, restaurants, and public restrooms have staff that will clean the restrooms, it is best to make sure you clean up any messes you might make in the restroom. This includes flushing the toilet and tissue paper, making sure the toilet seat is dry, that feminine products are in the trash containers, and that paper towels are in the trash can.

INTERNATIONAL STUDENT PROGRAMS

If you are an international student coming to Kennesaw State University, make a visit to the Office of International Student Retention Services one of your first stops when you come on campus. Our office is also called the Global Village, and we would love to see you!

The Village contains study spaces and lab computers for student use as well as displays representing the many countries and cultures of international students. The Village is staffed by four student assistants, who are trained and willing to help you with anything you may need. Also, the Global Village hosts celebrations as well as studying. You can find almost anything you need here with us, and we'd love to have you become part of our family!

Global Village Hours:

8:30 a.m. to 7:00 p.m. Monday - Thursday

8:30 a.m. to 5:00 p.m. Friday

Closed Saturday and Sunday

Reception Desk: 770-420-4392

Student Center Room 255



Volunteerism and Service Learning Support (VSLS)

VSLS is a campus-based volunteer service center matching KSU volunteers' interests with community needs. KSU students, faculty, and staff who wish to volunteer are "plugged in" to help meet needs through VSLS's coordination with more than 300 organizations in the community. KSU students are encouraged to learn and serve through individual volunteer placements and group service projects.

Some volunteer activities include:

Feeding the poor
Playing with children
Helping the disabled
Taking care of animals

VSLS Location:

Student Center
Student Engagement, 267
Phone: 470-578-6700

Visit the VKSU website to find places to Volunteer:

vksu.kennesaw.edu



VSLS Office Hours

Fall & Spring

9:00 am-5:00 pm

Monday - Thursday

9:00 am-4:00 pm Friday

Summer & During Breaks:

9:00 am-5:00 pm

Monday - Thursday

9:00 am-4:00 pm Friday

FIELDTRIPS

The IEP takes its students on two free fieldtrips every session. Here are some past fieldtrips:

The High Museum of Art



The Etowah Indian Mounds



The Atlanta History Center

Kennesaw Mountain National Battlefield



Gold Mining in Dahlonega



The Georgia State Capitol

I am a current student. How do I register for next session?

If you are a current student, you do not need to submit an application again. You will simply need to complete the yellow “Returning Student Registration Form” that we will give you during your end of session tests. You will also need to pay the tuition, parking, and insurance fees by the deadline.

KSU ID CARDS

Do I need a KSU IEP ID card?

Yes! KSU IEP ID cards show that you are a current student in the IEP. It is important to have a KSU ID card so that you can access the wifi and internet in the computer labs, ride the KSU B.O.B. buses, and use the gym. You will need a new ID card for every session that you are in the IEP. Check the expiration date on your ID card to make sure it is valid.

Where do I get a KSU ID card?

You can get a KSU IEP ID card at Card Services. Card Services is in room 207 in the Student Center.

When you go to Card Services for your ID card, make sure that you have registered for classes and have paid your tuition at least 24 hours before going to Card Services. Bring your passport or U.S. driver’s license with you for identification.

Card Services Hours Of Operation	
Monday	7:30 AM - 6:30 PM
Tuesday	7:30 AM- 6:30 PM
Wednesday	7:30 AM- 5 PM
Thursday	7:30 AM- 5 PM
Friday	7:30 AM- 2 PM

PARKING AND CAMPUS TRANSPORTATION

IEP students can purchase a parking tag for \$46.00 per session. To purchase a parking tag, pay on your student account or go to the Card Services office, room 207, in the Student Center.

Once IEP students purchase a parking tag, they will be able to park in the student parking spaces in Zone 2, the **green** areas on the next page (Central Parking and Lots D & J)

Where do the KSU B.O.B. buses go?

Kennesaw State University's B.O.B. buses transport KSU students, faculty, and staff to various locations on campus and off-campus. Important bus stops include Town Point (Global Admissions), Green House and Enclave Apartments, and Town Center Mall. If you take B.O.B, make sure you have your active KSU ID card. You must use your ID card to take the bus.

Do I have to pay to ride the KSU B.O.B. bus?

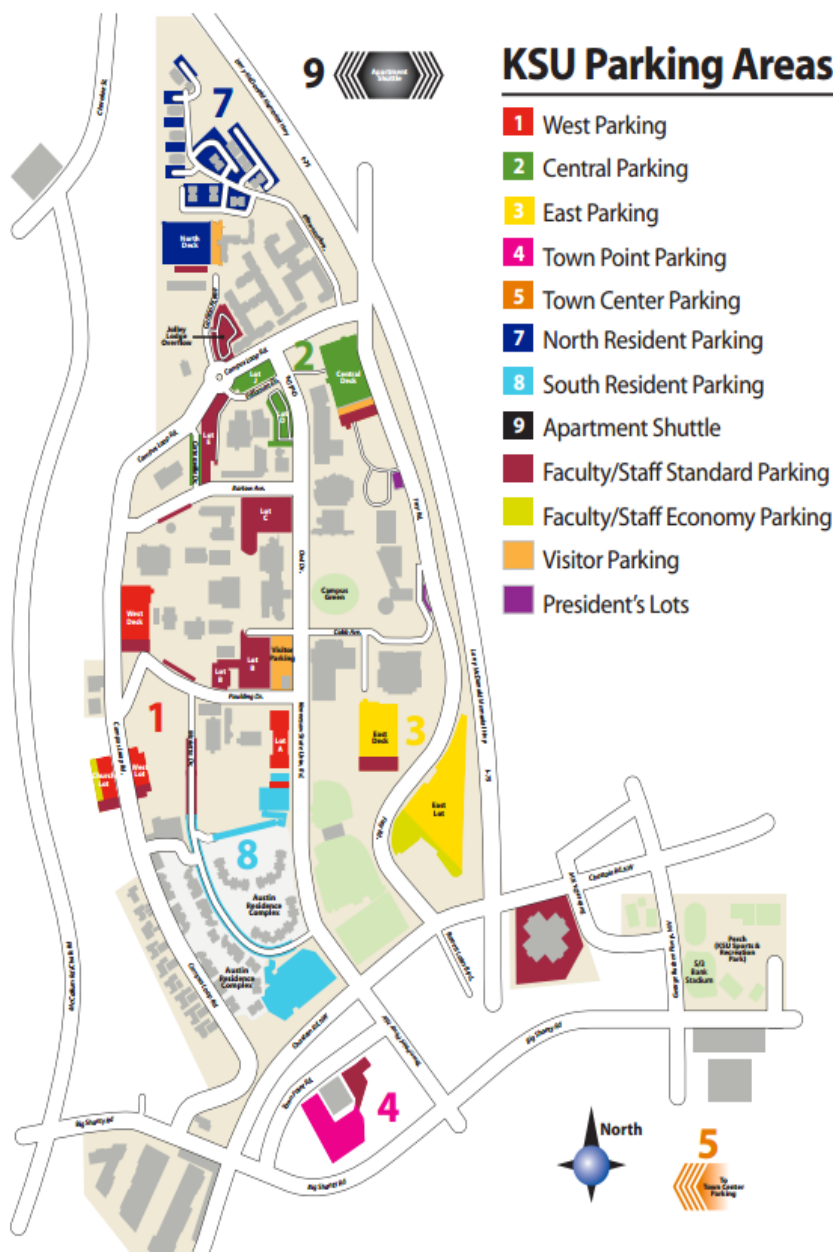
No. The B.O.B shuttle is free to KSU IEP students.

What is the KSU B.O.B. bus schedule?

There is no exact schedule for B.O.B. Buses run continuously Monday through Friday, with some service on Saturday. Visit <http://transit.kennesaw.edu> to find a route near you. Plan enough time in your schedule in case you just miss the bus and have to wait for the next one. To find out where B.O.B. is at any time, download this app:

Find B.O.B.!





U.S. BANK ACCOUNTS

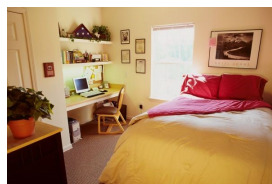
1. Visit a bank to set up an account. Banks near to KSU are Fifth/Third Bank, Bank of America, and Wells Fargo.
2. Bring your passport and visa. If you have another form of photo ID, bring that as well.
3. Know your U.S. address. Make sure you give an address where you can receive your mail. Do not use Kennesaw State University's address.
4. Checking accounts can be opened with as little as \$25.00. Make sure you have enough money available to open a checking account.

HOUSING

The following information is provided for your convenience. Neither Kennesaw State University nor its assigns are able to recommend or directly promote any of these options. KSU IEP, or its assigns, accepts no responsibility or liability for housing choices students make.

The Intensive English Program is not offering on-campus housing for the 2017-2018 academic school year.

KSU Dormitories: The Intensive English Program rents dorm rooms on campus each session on a first-come, first-serve basis. The cost is \$1,620.00 per session, plus a one-time \$375 administration fee.



Each student has a private bedroom and bathroom.

Bedrooms and living room are furnished.

Amenities include free wi-fi and washer & dryer.

Dorms have computer labs, pool tables, and TVs.

4 IEP students share a suite with a kitchen and living room.

Homestays: Look for a homestay through one of these organizations:

Mark's Homestay: www.markshomestay.com

Atlanta Homestays:: www.atlantahomestays.com



HOUSING

Renting an Apartment. There are several apartment complexes within walking



distance on George Busbee Parkway. Usually apartments must be rented for a least 6 months. Utilities are usually not included. Apartments are not furnished. You must either show proof of income in order to rent an apartment, or you must have a co-signer who can show proof of income.

Some apartment complexes close to campus are:

- ◆ Town Park Crossing: www.townparkcrossing-apartments.com
- ◆ Poplar Place: www.poplarplace-apartments.com
- ◆ The Enclave: www.enclave-apartments.com

Off-campus Dorm-Style Housing: There are several off-campus dorm-style housing options near the university. These dorms are run by private companies and usually require a contract through July. All off-campus dorms are on the B.O.B bus route. They are:

- ◆ The Blake www.letter9.com/theblake
- ◆ West 22: www.west22.com
- ◆ U Club on Frey: www.uclubonfrey.com
- ◆ U Pointe: www.upointekennesaw.com

Extended Stay Hotels: Sometimes you may not be able to move into your planned housing right away. If you need a short-term place to stay, you can stay in an Extended Stay Hotel.

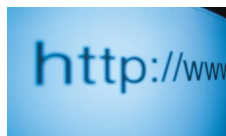
- ◆ Residence Inn Kennesaw
- ◆ Extended Stay America
- ◆ Studio Plus Kennesaw

There are also many other hotels in the area!

WI-FI AND COMPUTERS

In order to use the WiFi and the computer in the computer labs, you need to activate your NetID.

1. To activate your NetID, you will need to get on the internet. If you do not have a way to access to the internet yet, there are internet kiosks located on each floor of the Social Science building and guest computers in the library lobby.
2. Go to: <https://netid.kennesaw.edu>.
3. Enter your NetID, located on your KSU IEP ID card.
4. Enter your temporary password. Your password will be your ID number, plus repeating the last four numbers, plus .KSU. For example, if your number is 890001234, the password will be 8900012341234.KSU.
5. You will then be able to create your own password. Your password must be more than 12 characters, it must be letters and numbers and special characters, and cannot include your NetID or name.
6. After you create your password, you will be asked a set of questions. These questions will help you reset your password if you forget it later.
7. Once you are done activating your NetID, you can log on to the computers or Wifi. The username will be your NetID. The password will be the one you just created.
8. If you are accessing the WiFi, select KSU as the wireless server. Use your NetID and password for access.



How do I activate my KSU email account?

1. First, activate your NetID following the instructions above.
2. Then, go to: students.kennesaw.edu
3. Click on "Email."
4. Enter your NetID and password to set up your email account. Your email will be your NetID @students.kennesaw.edu.

FOOD

On campus:

Starbucks—Sells coffees, teas, breakfast and lunch items, and desserts on the first floor of the Social Science building.

Freshens—Sells sandwiches, soups, and other lunch items on the first floor of the Burruss building.

Burrito Bowl—offers burritos and salads with a unique international flair.in the Student Center.

Chic-fil-A—Serves fast-food chicken sandwiches and other items in the Student Center.



The Hoot—The Hoot is a casual sports restaurant located in University Village.

Hissho Sushi— Sushi bar with different varieties of sushi rolls and nigiri in the Student Center.

The Commons—The Commons is Kennesaw State University’s all-you-can-eat cafeteria. Students must pay an entry fee to eat at the Commons.

Near to campus:

Cracker Barrel	Five Guy’s Burgers and Fries	Starbuck’s Coffee
Zaxby’s	Waffle House	Jimmy John’s Subs
Wendy’s	Yellow Tail Japanese Cuisine	Arby’s
Taco Mac	Marlow’s Tavern	Dunkin’ Donuts
Papi’s Cuban and Carribean Grill		Mellow Mushroom Pizza
Panda Express	Panera Bread Company	Chipotle

Grocery Stores:

Kroger, 3895 Cherokee Street Northwest, Kennesaw, GA

Publix, 2090 Baker Rd NW, Kennesaw, GA

Walmart, 2795 Chastain Meadows Pkwy, Marietta, GA

OFF-CAMPUS TRANSPORTATION

The easiest way to get around town is to have a car and a driver's license. If you do not have these, you have a few options.



If you have a driver's license, you can rent a car. Rental cars can cost about \$100.00 per day. You must be at least 25 years old and have a license to rent a car. ➡ The nearest car rental company

is Enterprise Rent-a-Car, 2255 Old 41 Hwy NW, Suite 110, Kennesaw, GA 30144. (770) 420-3324. Book a reservation online at www.enterprise.com.



You can also take the bus from campus. Two Cobb County Transit buses stop at Kennesaw State University—Bus 40 and Bus 45.

Bus 40 Stops at the Marietta Transfer Station, Cherokee Street at North Marietta Parkway, Kennestone Hospital, Bells Ferry Road at Barrett Parkway, Town Center, and Kennesaw State University.

Bus 45 stops at the Marietta Transfer Station, Cherokee Street at North Marietta Parkway, North Cobb Parkway at Bells Ferry Road, North Cobb Parkway at Vaughn Road, Kennesaw State University, Chastain Meadows Walmart, and Town Center Mall.

- If you need to go farther than these locations, take one of these buses to the Marietta Transfer Station. ➡ For a map of the bus routes and the schedule, go to: www.cobbcountyga.gov/cct.
- The CCT operates from 5 a.m. until mid-to-late evening Monday through Saturday depending on the route.
- There is no service on Sunday or on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.
- Bus fares for adults are \$2.50 each way. You can buy a 10-ride ticket for \$18.00 or a 31 day pass for \$72.00



You can also hire a taxi. There are many taxi companies in the area. You can always call 1-800-TAXI-CAB for a taxi.

Uber and **Lyft** is available in this area for your convenience. Please visit your app store on your smart phone to download the app.

DRIVER'S LICENSES AND IDS

Students may drive cars in the US with their international driver's license. However, if you plan to be in the US more than one year, you are required to get a GA State driver's license. Since all F-1 visa students' I-20s are set for 14 months, we suggest that all F-1 students get GA State driver's licenses if they will be driving a car.

1. Get a driver's license letter from the IEP office. This letter will show that you are enrolled in classes, will verify your address, and, in the case that you are not working on campus, will verify your ineligibility for a social security card.
 2. Collect your documents. Gather your I-20, I-94, passport, visa. If you have rent, electrical, or other bills that show your address, take those as well. If you have a job, ask your supervisor for a letter verifying your job on campus.
 3. Go to the Social Security Office. The nearest office is located at 1415 Franklin Road SE Marietta, GA 30067.
 4. Obtain the appropriate paperwork from the Social Security Office. If you have a job, you will receive a Social Security Card. If you do not have a job, you will receive an SSA-L676, SSN Card Denial Notice/Letter of Ineligibility. The SSA-L676 will allow you to get a license without a Social Security card.
 5. Take your documents and your paperwork from the Social Security Office to the DMV. The nearest office is located at 3690 Old 41 Hwy NW, Kennesaw, GA 30144 .
 6. If you need a Georgia State ID, you will be able to get one now.
 7. If you need a driver's license, you will need to take the road rules, road signs, vision, and driving tests. The rules and signs test is a written test. You must begin the test at least 30 minutes before the DMV closes. The road rules section is available in some additional languages, but the signs section is in English.
- You will need to schedule your driving test. Call (678) 413-8400, (678) 413-8500, or (678) 413-8600 to schedule your test. Look in the Driver's Manual to know what skills you need to pass the test.



Study for your tests! You can find the Driver's Manual with all of the information and practice tests on the Department of Driver Safety's website: www.dds.ga.gov/docs/forms/FullDriversManual.pdf

EMPLOYMENT

F-1 visa students are able to work on campus for up to 20 hours per week. Here are some helpful hints to find a job and complete the hiring paperwork:

Human Resources Website

- Hr.kennesaw.edu



How to apply for a job:

- Read all of the required qualifications for the job. Determine if you will be able to do all that is required.
- Create a cover letter and resume and upload it to the job application. For examples of American cover letters and resumes, visit: <http://owl.english.purdue.edu/owl/section/6/>, or visit KSU's Writing Center in EB 242.
- Be prepared to provide references and letters of recommendation from your teachers or previous employers.

If an office wants to hire you:

1. Ask the office to complete the "On Campus KSU Employment form" with this information: *position, start date, number of work hours, supervisor's name and telephone number*
2. The IEP will write you a letter that identifies you, confirms your I-20 status, and identifies your employer and the type of work you will be doing.
3. Go to the Social Security office with the letters and your I-94, I-20, passport, visa, and a completed Application for a Social Security Card (SS-5 form) to apply for a Social Security Card. Social Security cards are required if you are employed.

*****F-1 students may not work off-campus unless they have been studying for more than one academic year and have applied for off-campus employment. Working off-campus without proper approval will cause you to be out of status and your I-20 record terminated.*****

DOCTORS AND HOSPITALS

In the United States, we only go to the hospital if it is an emergency or serious illness. We go to doctor's offices, clinics, and urgent care facilities if we have less serious problems.

KSU Student Health Services Clinic—Students with insurance are able to use the health clinic's services on campus. The clinic offers services such as immunizations, physicals, and illness exams.

Doctor's Office—With insurance, you are able to go to a doctor's office without paying hundreds of dollars. Look at your insurance information or go on your insurance company's website to see which doctors you can visit.

Sometimes you will not be able to have a doctor's appointment for several days. If this is the case, you can go to one of the following places for immediate treatment:

Clinic— If you have a minor illness such as a cold, the fastest and easiest place to go is a clinic. A nurse practitioner works at a clinic and can help you with diagnosing and treating basic illnesses. The clinics nearest to campus are:

- *Take Care Clinic inside Walgreen's Pharmacy, 2779 Cobb Parkway Northwest, Kennesaw, GA 30152. (770) 795-1838*
- *Minute Clinic inside CVS Pharmacy, 2782 N Cobb Parkway, Kennesaw, GA, 30152.*

Urgent Care Facility—If you have a bad cold, the flu, or a sprained ankle, you can go to an urgent care facility. Urgent Care are for when you want immediate attention but you do not have an emergency. The urgent care facility nearest to campus is:

- *Wellstar Urgent Care, 3805 Cherokee St NW, Kennesaw, GA (770) 426-5665*

Emergency Room/Hospital—If you have an emergency medical problem, go to an emergency room. The nearest emergency room is at *Kennestone Hospital, 677 Church Street, Marietta, Georgia (770) 793-5000*



If the emergency is so serious that you cannot drive to the hospital, dial **911** on your phone to speak to an emergency operator for an ambulance!

HEALTH INSURANCE

In the United States, health care without insurance is very expensive. Health insurance companies help pay the cost of your medical bills.

Always make sure you have active health insurance. If you get sick and do not have insurance coverage, you will pay a lot of money for treatment and medicine! For example:

	Without Insurance:	With Insurance:
Illness/Injury Exam	~\$90.00	~\$20.00 copay
Emergency Room Visit	~\$500.00-\$4,000.00	~\$20% of bill

Whenever you go to a doctor's office, clinic, urgent care facility, or emergency room, make sure you have your insurance information with you. It is also important to make sure that your insurance company will pay for treatment at that location. Some insurance companies and policies only pay for care at certain places.

To Activate your Kennesaw State University Health Insurance Account:

Go to pghstudent.com

Scroll to the bottom of the page. Click on "Choose" below "Need an ID card?" Follow the links to "Create Account."

Enter your first name and last name. Enter your email address or KSU IEP ID number. Click "Next."

Create a username and password. The password cannot be the same as the username and must meet *three* of the following criteria:

- ◆ Must have at least one capital letter
- ◆ Must have at least one lowercase letter
- ◆ Must have at least one number
- ◆ Must have a special character

Click continue.

Log into the portal with your new username and password.



To print a temporary ID card or request a permanent ID card, click on the ID card option on the menu.

If you would like to search for a doctor or review your policy, you do not need to log in. Simply go to pghstudent.com and click on the "Review Brochures" or "Find a Doctor" boxes.

Where should I go and what should I do in my free time?

In Kennesaw:

Towne Center Mall

Regal Towne Center Cinemas

AMC Barrett Commons Theatres

Brunswick Bowling

Mountasia Mini-golf and go-carts

Marietta Square



Kennesaw Mountain Park

Day, Weekend, and Vacation Trips:

Savannah, Georgia

Charleston, South Carolina

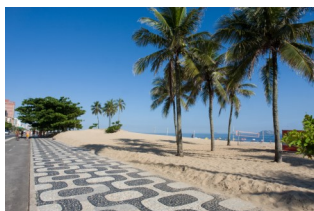
Chattanooga, Tennessee

Hilton Head, South Carolina

Pensacola, Florida

Daytona Beach, Florida

Disney World, Orlando, Florida



Around Atlanta:

The World of Coca-Cola

The Georgia Aquarium

CNN

The High Museum of Art

The Atlanta Botanical Gardens

Stone Mountain Park and Laser Show

Escalade Indoor Rock

Climbing Gym

Booth Western Art

Museum

Atlanta History Center

Six Flags Theme Park

White Water Park—

Water Amusement

Park



FROM THE IEP STUDENTS

"The most remarkable fact at IEP program was that while I learned English also **I made friendships for all my life** with folks from all the world!" - José, Mexico

"I've been studying English here for just one semester but **I consider IEP as my second family**. During four months of learning language, **I was helped a lot by the enthusiastic teachers**. They did not mind spending their time and energy on helping the students listen, speak, read, and write better. Moreover, the classroom atmosphere was really friendly and warm with jokes, visual aids, interesting lessons, and life experience through the lessons. **I'm still impressed with the time we (teachers and students) spent together on field trips, parties, and other activities.**" -Judy, Vietnam

"What a great English language Institute. Since I came to the US, I consider it my second home. The teachers treated me very nice. **They taught me many things about the American culture, the American laws, and of course the English language.**"

- Abdullah, Saudi Arabia



"(It) is nice and more **easy to learn while you have fun, make good friends and have the best teachers....** I always talk about the program. I will keep doing it." -Claudia, Colombia



How to Apply to Kennesaw State University

Send these items to F-1 Visa Admissions or Transfer and Adult Admissions at Town Point:

1. Completed online application form
2. Non-refundable \$40 fee payable to Kennesaw State University
3. Official transcripts of all your secondary and university records. English evaluations of all foreign documents will be needed. Go to www.naces.org to find an evaluation service.
4. English proficiency test results. For undergraduate admission, you must have a TOEFL iBT score of 79 or higher OR an IELTS score of 6.5 or higher OR successfully completed the IEP's High Advanced level. For graduate admission, you must have a minimum TOEFL iBT score of 80 or higher OR an IELTS score of 6.5 or higher OR request a TOEFL waiver through the Office of Graduate Admissions
5. Results from your standardized tests. For undergraduate, you must score a 950 out of 2400 on the Scholastic Aptitude Test (SAT)* OR a 20 out of 36 in English and a 19 out of 36 in Mathematics on the ACT*.

What are the SAT and ACT? Find out here: www.petersons.com/college-search/test-prep-act-sat.aspx

*Students who graduated from high school more than 5 years ago are exempt from the SAT and ACT requirements.

For graduate admission, you may be required to take the GRE or GMAT exams. Contact Graduate Admissions for more information.

6. Proof of funds for tuition, fees, and living expenses.

How can I practice for the tests?

TOEFL Practice: <http://toeflpractice.ets.org> IELTS Practice: www.ielts-exam.net

SAT Practice: <http://sat.collegeboard.org/practice/sat-practice-test>

ACT Practice: www.act.org/aap/pdf/preparing.pdf

How do I register for the tests?

You must register online for all of the tests.

- TOEFL: www.ets.org/toefl.
- IELTS: www.ielts.org.
- SAT: www.collegeboard.com.
- ACT: www.act.org.

How can I talk to someone about admission to KSU?

F-1 Visa Students: F-1 Admissions

Phone: 470-578-6142

Email: f1admissions@kennesaw.edu

Web: http://admissions.kennesaw.edu/apply/international/intl_applyf1.php

Office: 3391 Town Point Dr., Suite 1700, Kennesaw, Georgia 30144

Permanent Residents/Other Visa Students: Transfer and Adult Admissions

Phone: 470-578-3002

Email: taas@kennesaw.edu

Web: http://admissions.kennesaw.edu/apply/international/intl_applyra.php

Office: 3391 Town Point Dr., Suite 1600, Kennesaw, Georgia 30144

Graduate Admissions:

Phone: 470-578-4377

Email: ksugrad@kennesaw.edu

Web: <http://graduate.kennesaw.edu/admissions/apply/international-students.php>

Office: 3391 Town Point Dr., Suite 1800, Kennesaw, Georgia 30144



Academic Programs Offered by KSU

College of Architecture and Construction Management

- Architecture (B.Arch, MS)
- Construction Management (BS, MS)

College of the Arts

- Art (BFA)
- Art Education (BS)
- Art History (BA)
- Dance (BA)
- Music (BA)
- Music Education (BM)
- Music Performance (BM)
- Theatre and Performance Studies (BA)

Bagwell College of Education

- Curriculum and Instruction (EDS)
- Early Childhood Education (BS, EDS, EDD)
- Early Childhood Education (MED)
- Early Childhood Education (Birth through K) (BS)
- Educational Leadership (MED)
- Educational Leadership for Learning (EDS, EDD)
- ESOL (MED)
- Instructional Technology (MED, EDS, EDD)
- Middle Grades Education (BS, EDS, EDD)
- Middle Grades Education (MED)
- Reading (MED)
- Secondary Education (EDS, EDD)
- Secondary Education (MED)
- Special Education (EDS, EDD)
- Special Education (MED)
- Teaching MA



Coles College of Business

- Accounting (BBA, MAcc)
- Business Administration (DBA)
- Business Administration (MBA)
- Economics (BBA)
- Finance (BBA)
- Health Management and Informatics (MS)
- Information Security and Assurance (BBA)
- Information Systems (BBA, MSIS)
- International Business (BBA)
- Management (BBA)
- Marketing (BBA)
- Professional Sales (BBA)

College of Computing and Software Engineering

- Applied Computer Science (BA)
- Computer Game Design and Development (BS)
- Computer Science (BS, MS)
- Information Technology (BAS, BS, MS)
- Software Engineering (BS, MS)

South. Polytechnic College of Engineering & Engineering Techn.

- Apparel and Textiles (BAT)
- Applied Engineering (MS)
- Civil Engineering (BS, MS)
- Construction Engineering (BS)
- Computer Engineering Technology (BS)
- Electrical Engineering (BS)
- Electrical Engineering Technology (BS)
- Environmental Engineering (BS)
- Industrial and Systems Engineering (BS)
- Industrial Engineering Technology (BS)
- Manufacturing Operations (BAS)
- Mechanical Engineering (BS)
- Mechanical Engineering Technology (BS)
- Mechatronics Engineering (BS)
- Quality Assurance (MS)



Academic Programs Offered by KSU

South. Polytechnic College of Engineering & Engineering Techn.

- Supply Chain Logistics (BAS)
- Surveying and Mapping (BS)
- Systems Engineering (MS)
- Telecommunications Engineering Technology (BS)

College of Humanities and Social Sciences

- African and African Diaspora Studies (BA)
- American Studies (MA)
- Anthropology (BS)
- Asian Studies (BA)
- Communication (BS)
- Conflict Management (MS)
- Criminal Justice (BS, MS)
- English (BA)
- English Education (BS)
- Geographic Information Science (BS)
- Geography (BA)
- History (BA)
- History Education (BS)
- Information Design and Communication (MS)
- Information and Instructional Design (MS)
- Integrated Global Communication (MA)
- Interactive Design (BS)
- International Affairs (BA)
- International Conflict Management (PHD)
- International Policy Management (MS)
- Modern Language and Culture (BA)
- Philosophy (BA)
- Political Science (BS)
- Professional Writing (MA)
- Psychology (BS)
- Public Administration (MPA)
- Public Relations (BS)
- Sociology (BS)



Academic Programs Offered by KSU

College of Science and Mathematics

- Analytics and Data Science (PHD)
- Applied Statistics (MS)
- Biochemistry (BS)
- Biology (BS)
- Biology w/Secondary Teacher Certification (BS)
- Biotechnology (BS)
- Chemical Sciences (MS)
- Chemistry (BS)
- Computational and Applied Mathematics (BS)
- Environmental Sciences (BS)
- Integrative Biology (MS)
- Mathematics (BS)
- Mathematics Education (BS)
- Physics (BS)

University College

- Culinary Sustainability and Hospitality (BS)
- First-Year Studies (MS)
- Integrative Studies (BS)

WellStar College of Health and Human Services

- Advanced Care Management and Leadership (MSN)
- Applied Exercise and Health Science (MS)
- Exercise Science (BS)
- Health and Physical Education (BS)
- Human Services (BS)
- Nursing (BSN)
- Nursing Science (DNS)
- Primary Care Nurse Practitioner (MSN)
- Public Health Education (BS)
- Social Work (MSW)
- Sport Management (BS)



Useful Links

IEP website: dga.kennesaw.edu/iep

IEP Facebook page: www.facebook.com/KSU.IEP

Study in the States website: <http://studyinthestates.dhs.gov>

Student Visas: http://travel.state.gov/visa/temp/types/types_1268.html

U.S. Citizenship and Immigration Services: www.uscis.gov

U.S. Embassies: www.usembassy.gov

Visa Wait Times: http://travel.state.gov/visa/temp/wait/wait_4638.html

SEVIS I-901 fee: www.fmjfee.com/i901fee

I-94 Website: <https://i94.cbp.dhs.gov>

DDS (Driver's License): www.dds.ga.gov (click on *Non-Citizen Customers*)

KSU Degree Programs Admissions Offices:

F-1 Visa Admissions: http://admissions.kennesaw.edu/apply/international/intl_applyf1.php

Permanent Residents/Other Visa Holders: http://admissions.kennesaw.edu/apply/international/intl_applyra.php

Graduate Admissions: <http://graduate.kennesaw.edu/admissions/apply/international-students.php>

Common Visa and I-20 Questions

My F-1 visa expires soon. Do I have to renew it to stay in the U.S.?

If you are currently studying in the IEP with an active I-20 and the stamp on your I-94 says F-1 D/S, you do not need to renew your visa. D/S means that you are allowed to stay in the U.S. as long as you are in status and studying. A visa is for entry into the U.S. After you enter the U.S., it is the dates on your I-20 and I-94 that are important. However, if you leave the U.S. with an expired visa and you want to come back and study more, you will need to renew your visa at the U.S. embassy in your country before you can return.

I want to travel outside the U.S. Do I need to do anything?

You will need to have the second page of your I-20 signed by a Designated School Official. The signature on that page means that you are eligible to travel outside the U.S. Make sure to bring your passport, visa, I-20, and flight itinerary to the office so that we can review everything and sign off on your travel.

Do I have to leave immediately after I finish studying? What if I want to transfer?

Under normal circumstances, students will have 60 days to depart the U.S. or transfer to a different school. USCIS allows this grace period for you to make your arrangements. If you do not depart the U.S. or transfer within 60 days, you will be out of status and will be deportable.

Students are expected to study in the program until they complete the High Advanced level successfully or have reached the program end date on their I-20. If they wish to leave the program before completing the High Advanced level or reaching their program end date successfully, they will not have a 60-day grace period. Students may apply for an authorized early withdrawal, which will allow them a 15 day period in which to depart the U.S. Students may not transfer after an authorized early withdrawal.

Common Visa and I-20 Questions

Can I miss a session and take a vacation in the U.S.? The U.S. requires that students complete one continuous academic year before they can take a vacation during a session. One academic year is equal to 4 IEP sessions, or two full semesters. Please check with the IEP to see if you are eligible before you make any plans.

How do I find my I-94?

The I-94 system is now automated. You can find your I-94 online at: i94.cbp.dhs.gov/I94. You will need to enter your personal information, and passport number to find your I-94 record. If the system does not find your I-94, you can come to the IEP office and ask us to report the problem to Customs and Border Protection so that they will fix it. You can also visit the Customs and Border Protection office in Atlanta to ask them to make the correction in person. Their address is: 1699 Phoenix Parkway, Suite 200., Atlanta, GA 30349.

What do I do if I am at Immigration at the airport and there is a problem?

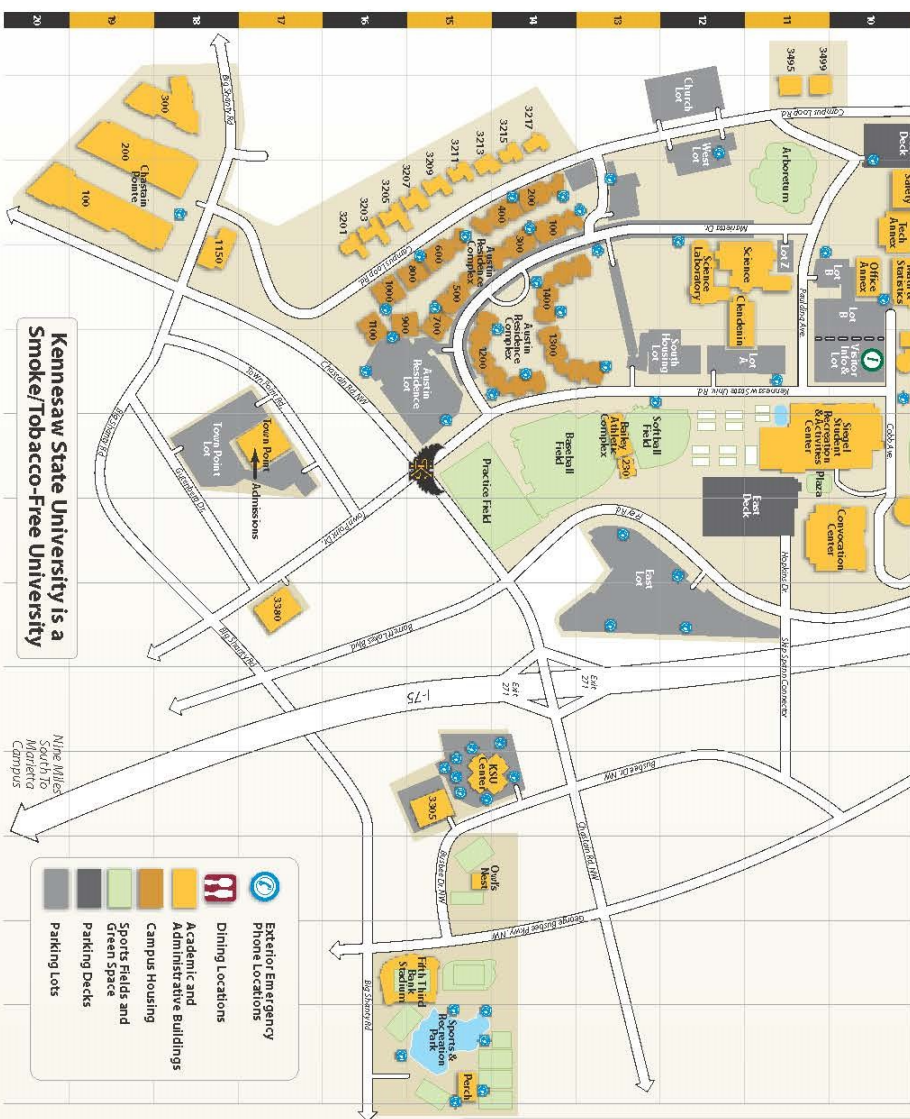
You can request that the Immigration Officer call the Intensive English Program at 470-578-2214.

I have been accepted to KSU for a degree program. Do I need to get a new visa or I-20?

You do not need a new visa, but you will need a new I-20 from the International Student and Scholar Services Office. The new I-20 will show that you have changed education levels from language training to a degree program. Once you begin your degree program, your I-20 from the IEP is no longer valid, and you will need to use the I-20 from the ISSSO.

Can you make an exception for me?

USCIS is very strict about policies. If we can help you, we will. But if what you are asking contradicts a rule set by USCIS, we can only do what is lawful.



Baseball Field	E-14	208
Campus Green	E-9	
Convocation Center	F-10	590
Fritz Threlkeld Stadium at KSU	K-15	3200
Jolley Lodge	B-6	1055
KSU Center	J-15	3333
Lagary Gazdlo	B-8	410
Omyx Theater @ Wilson Annex	C-7	462
Softball Field	E-13	250
Stillwell Theater @ Wilson Building	D-7	471
Zu d'Armen Museum of Art	C-6	482
STUDENT SERVICES		
Carnichael Student Center	D-9	395
KSU Bookstore	D-10	395
Ovi's Nest	J-15	3220
Slagel Student Recreation & Activities Center	E-10, 11	290
Student Athlete Success Services	B-18	1150
Sturges Library	C-9	385
Sports & Recreation Park (The Patch)	L-15	390
The Commons	E-8	540
Wellspring Clinic - House 3213	B-15	3213
Wellspring Appointment Clinic - House 3215	A-14	3215



visit the website at
www.kennesaw.edu/mobile



Kennesaw State University



BUILDING NAME	GRID
CAMPUS HOUSING	
Austin Residence Complex	B, C-D, 14, 15
KSU Place Apartments	B, C-1, 2, 3
University Village Apartments	C-D, 4, 5
University Village Suites	D-4
PARKING DECKS	
Central Deck	E-5, 6
East Deck (Permit Only)	F-11
North Deck	B-3
West Deck (Permit Only)	A-9
CAMPUS LOOP ROAD HOUSES	
3499 - Auxiliary Services and Programs	A-11
3495 - Cox Family Enterprise Center	A-11
3217 - International House	A-14
3215 - Weiskar Appointment Clinic	A-14
3213 - Weiskar Health Clinic	B-15
3211 - CETL - Center for Excellence in Teaching & Learning	B-15
3209 - Katz Music and Entertainment Business Program	B-15
3207 - Alumni Affairs and Alumni Association	B-15
3205 - CAS&A and Center for Elections	B-16
3203 - Distance Learning Center	B-16
3201 - ATOMS Center	B-16



Main Entrance
 1000 Chastain Road
 Kennesaw, GA 30144


 Visitor Information and Parking

BUILDING NAME	GRID	BLDG#
ACADEMIC BUILDINGS		
Bailley Performance Center - PH	C-7	488
Burns Building - BB	E-8	560
Chastain Pointe - CP	A-18	1200
Clendenin Building - CL	C-12	275
Convocation Center - CC	F-10	580
Education Building - EB	E-8	440
English Building - EH	F-9	585
Kennesaw Hall - KH	J-15	3333
KSU Center - KC	C-10	365
Math & Statistics - MS	D-7	491
Music Building - MU	B-9	375
Pitcher Building - PS	E-4, 7	520
Pillman Health Sciences - HS	C-11	370
Science Building - SC	C-12	105
Science Laboratory - SL	E-10, 11	290
Siegel Student Recreation & Activities Center - PE	A-9	402
Social Sciences Building - SO	E-9	385
Sturgis Library - LB	E-17	3391
Town Point - TP	C-9	430
University College - UC	C-D, 4, 5	1074
University Village - UV	B-7	411
Visual Arts - VA	B-9	420
Writingham Hall - WH	C-7	462
Wilson Annex - WA	C-7	471
Wilson Building - WB	B-9	420
ADMINISTRATIVE BUILDINGS		
Chastain Pointe	B-19	1200
Kennesaw Hall	F-9	585
Office Annex	G-10	371
Public Safety	B-9	361
Tech Annex	B-10	361
Technology Services	B-4	1075
Town Point	E-17	3391
SPECIAL EVENT FACILITIES		
Bailley Athletic Complex	E-13	220
Bailley Performance Center	C-7	488



Division of Global Affairs

Intensive English Program

440 Bartow Avenue, EB, Room 059, Kennesaw, GA 30144

470-578-2214 . 470-578-9056 . iep@kennesaw.edu

