



### Applying for Study Abroad?

This guide will inform you of what you need to do and how to do it!  
It seems like a lot to do, but take it one step at a time – it will be worth it!

**The following forms and documents are for the International Office at Kettering and need to be turned in before we can submit your name to the German university:**

1. **Study-Abroad Program Approval Form**

This is the most important form! Please see your academic advisor and department head to discuss your ability to study abroad and the courses you should take. All parts of the form should be filled in. If you are planning to graduate the term you return, please note this in Part D. Return to International Office.

For your advisement you should print out a copy of your **CAPP evaluation form**. You should also **prepare a plan** of the courses you wish to take for the remaining terms after you study abroad. This will help your advisement happen much more smoothly.

2. **Kettering University Study-Abroad Application Form**

Simply fill in your details on this one-page form! Return to International Office.

3. **Assumption of Risk Form**

Naturally, there are some risks to studying abroad. Sign your name - after carefully reading the form, of course. Return to International Office.

4. **Behavior Form**

We want you to get good grades, gain cultural awareness, have fun, and act as the responsible Kettering ambassadors we know you are! As with the Assumption of Risk form – read carefully, sign, return to International Office.

5. **Health Form**

If you answer yes to any of the questions, please offer an explanation on the bottom or reverse side of the page, i.e. "I am highly allergic to sauerkraut." Return to International Office.

6. **Financial Plan Form**

Plans are good! Determine how you will pay for the term abroad, note it, have it signed by Financial Aid and Student Accounts and you're good to go! And, of course, return to the International Office.

7. **Letter from your Co-op Employer**

Are you studying abroad during your work term? If so, your employer needs to write you a short letter stating their compliance with your awesome decision to study abroad. Some students may have to do back-to-back academic or work terms. Submit to International Office! If it is not during your work term, simply let us know.

**The following forms and documents will be sent through the International Office to Germany:**

8. **Application for German University**

You can receive this through the Study-Abroad Blackboard group or the specific German university websites. For a few tips:

- a) Your program is 'INTAP' (Fall) and 'KEEP' (Spring) at Esslingen, 'IMEP' (Fall - ME students), 'ICEP' (Spring - CE/CS students), or 'IEEP' (Spring - EE students) for Ulm. Konstanz and Reutlingen are more straightforward.
- b) When you write down your courses, use the German names! They don't know what our classes are called. These can be found on your Study-Abroad Approval Form.

If you need more help filling it out, please speak with one of the International Student Coordinators and return to the International Office.

9. **Housing Application Form**

Knowing where you will live is, naturally, of utmost importance to study-abroad students! You can receive this form through the International Office or the specific German university websites. Please speak with your friendly International Student Coordinators if you have questions about housing costs, deposits, etc. and return to the International Office.

10. **Language Form**

*Note: This is only required for students applying to Ulm!*

11. **Copy of your Passport**

Do you have a passport yet? If not, get one. Don't wait! We need a copy of the front page to know that they'll let you on the plane. Either bring in your passport and we'll copy it in the International Office, or scan and email it to us.

12. **Resume**

What does your professional life up until now look like? Even if you are not planning on doing a co-op while abroad, a current copy of your resume is necessary. Remember to sign and date the bottom! Return to International Office.

13. **Transcripts**

Obtain a copy of your most current course transcripts from Kettering. They do not need to be official. You know the drill - return to the International Office.

14. **Proof of Financial Support**

Have your bank or your parent's bank write a letter ('to whom it may concern' is fine) stating that you have at least \$3,000 at your disposal while you are abroad. Bring this letter to the International Office.

*Note: Not required in Ulm. Required in Reutlingen **only** if you are doing a work term abroad.*

15. **Passport Photos**

The German programs require extra pictures of you for registration, ID cards, etc. Go to CVS, Walgreens, AAA, etc. to have these made. Write your name on the back and turn them into the International Office. Each German university requires a different number of photos:

**Esslingen:** 4 (bring 2 to the International Office, take 2 with you)

**Konstanz:** 6

**Reutlingen:** 3

**Ulm:** 6 (bring 4 to the International Office, take 2 with you)

16. **Letter of Interest**

Well, obviously you're interested in studying abroad, right? Tell them why. Write a ¾ - 1 page letter stating why you are interested in doing a study-abroad term and how it will benefit you professionally and personally.

17. **Health Insurance**

Health insurance in Germany is excellent and covers all of your medical needs (go here for information on German insurance: <http://www.unilife.de/bawu/rd/> Click on "English" on the right hand side).

However, if you choose not to take German health insurance you will need (1) a **letter from your American insurance company** stating that you are medically covered during the entire length of your stay abroad (and stating you are covered underneath the policyholder if it is different than yourself), (2) the **health insurance waiver** form stating that you choose to waive the German health insurance, and (3) a copy of the front and back of your insurance card. If you do not have these three documents upon arrival in Germany, you must take out German health insurance.

18. **Repatriation and Evacuation Coverage**

Repatriation? – To bring or send back (a person, esp. a prisoner of war, a refugee, etc.) to his or her country or land of citizenship.

In the very unfortunate event of disaster, you may have to be repatriated or evacuated; therefore you need to be covered for this service. You can obtain this coverage through one of two ways:

1. Get an ISIC card for \$22. This is the International Student Identity Card. It gets you discounts to museums, hostels, theater, etc. *And it covers evacuation and repatriation. That's a great deal! You can get one here (Important note: bring a passport size photo and your student ID card with you when you get the ISIC card):*

University of Michigan – Flint  
International Center 313 E. Kearsley  
University Center Room 219  
Phone: +1 810 762-0867  
Fax: +1 810 767-0724  
Web: <http://www.umflint.edu/ic/isic.htm>  
Email: [patriecc@umflint.edu](mailto:patriecc@umflint.edu)

2. Or you can go online to the website (*if you choose this option, please do so early enough to receive your card before the application is due!*)

ISIC Website: [www.mylSIC.com](http://www.mylSIC.com)

The card only covers you for a year, so make sure that you wait until it will cover your whole study-abroad experience!!

19. **Flight Itinerary**

Now that everything else is taken care of, you can start your trip! Hold on though!! The International Offices at both Kettering and abroad need to know how you will be arriving in Germany. The German university will ask you for this information directly. Please also send a copy to us at Kettering.