Division of Global Affairs
Intensive English Program

Student Handbook
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ESL Study & Tutorial Center (Conversation Partners)
Dr. David Schmidt
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Office: Library Building, Room 442
# Table of Contents

About KSU & the Intensive English Program  4  
IEP Faculty and Staff  5  
Campus Map  6-7  
IEP Levels and Classes  8-9  
Schedule and Payments  10-12  
IEP Policies  12-15  
American Classroom Etiquette  16  
Books  17  
Extra English Practice  18  
Helpful Tips for Students Who Are New to the U.S.  19  
International Student Retention Services  20  
Volunteer KSU  21  
Field Trips  22  
Registering each session  23  
KSU IEP ID cards  23  
Parking and Campus Transportation  24-25  
Bank Accounts  26  
Housing  26-27  
Wifi and Computers  28  
Food  29  
Off-campus transportation  30  
GA Driver’s License and ID  31  
Employment  32  
Doctors & Hospitals  33  
Health Insurance  34  
Leisure Activities  35  
From the IEP  36  
Applying to Kennesaw State University  37  
Kennesaw State University Degree Programs  38-39  
Test preparation and registering for tests  40  
Commonly Asked Visa Questions  41-42  
Useful Links  43
ABOUT KENNESAW STATE UNIVERSITY

Founded in 1963, Kennesaw State University (KSU) is the third-largest university in Georgia with more than 23,400 students representing 142 countries.

KSU is located northwest of Atlanta in Cobb County near historic Kennesaw Mountain, allowing students to experience the best of Atlanta while enjoying the serenity of a 384-acre, beautifully landscaped pedestrian-friendly campus.

Accredited by the Southern Association of Colleges and Schools (SACS), KSU offers 70 bachelor’s, master’s and doctorate degree programs including undergraduate degrees in education, health, business, the humanities, the arts, science and math. The university’s graduate degree programs include nursing, business, information systems, conflict management, public administration, education and professional writing. KSU’s Ph.D. program currently offers doctorates of Education in Leadership for Learning, Business Administration, Conflict Management, and Nursing.

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, Pronunciation, Listening and Speaking, and TOEFL 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

Mr. Mark Alan Forehand, Director—Mr. Forehand has a MA in TESOL from The New School and a Juris Doctorate from Creighton University. His academic interests include collocation research, Vygotsky and the Zone of Proximal Development, and the creation and process involved in the management of IEPs and English Language Schools.

Mr. Daniel Ellingburg, Faculty—Mr. Ellingburg is a CELTA certified ESL instructor. 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, and he is currently pursuing an MA in Applied Linguistics.

Ms. Jennifer Hoosier, Faculty—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. Karen Lanning, Faculty—Ms. Lanning has taught English for over 30 years. In addition to teaching several classes at the IEP, Mrs. Lanning leads tours at the High Museum of Art in Atlanta.

Ms. Sarah Moody—Ms. Moody is currently working on a BA from Southeastern Baptist Theological Seminary in Wake Forest, North Carolina. She loves working with students and helping them achieve their goals. In her free time, Sarah enjoys coffee, spending time with friends, and good music!

Ms. Marilyn Ponder, 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. Lissa Small, Academic Associate—Ms. Small works in the IEP office as the point of contact between the students, teachers, and greater campus community. She enjoys traveling and lived for four months in Europe. She is currently pursuing an MA in American Studies at KSU.
IEP LEVELS

**Intro**— Limited English skills.

**Level 1 (Beginning)** - Basic understanding of English.

**Level 2 (High Beginning)** - Basic understanding of English Grammar. Basic communication skills and limited reading and writing.

**Level 3 (Intermediate)** - Ability to communicate socially and read texts with a limited controlled vocabulary.

**Level 4 (High Intermediate)** - Ability to communicate socially and engage in academic work in English but with linguistic assistance.

**Level 5 (Advanced)** - Advanced oral and aural skills and are able to engage in academic work.

**Level 6 (High Advanced)** - English proficiency level that would allow success in most universities with some significant linguistic boundaries.

**IEP CORE CURRICULUM COURSES**

**Integrated Skills**—Offered in Levels 1-2. Introduces students to English grammar and vocabulary as well as developing reading, writing and speaking skills.

**Grammar**—Offered in Levels 3-6. Strengthens students' English grammar skills from the intermediate to advanced levels. This class meets four times per week.

**Reading**—Offered in Levels 3-6. Courses in reading advance from controlled texts to novels and academic essays.

**Writing**— Offered in Levels 3-6. Students are taught the basics to the university-level academic writing.

**Vocabulary and Idioms**—Offered in Levels 3-6. Expands the student’s understanding and use of English vocabulary and idioms in a variety of contexts.

**Listening and Speaking**—Offered in Levels 3-6. Focuses on social and academic communication and comprehension.
IEP FRIDAY ELECTIVE COURSES

**Pronunciation**—Two levels offered. 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. This class encompasses all parts of the TOEFL Test, including reading, writing, listening, and speaking. 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.

**WHICH LEVEL?**

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 $50 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

<table>
<thead>
<tr>
<th>Times</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>8:15-9:45</td>
<td>Writing</td>
<td>Listening</td>
<td>Writing</td>
<td>Listening</td>
</tr>
<tr>
<td>10:00-11:30</td>
<td>Reading</td>
<td>Grammar</td>
<td>Reading</td>
<td>Grammar</td>
</tr>
<tr>
<td>1:20-2:50</td>
<td>Vocabulary</td>
<td>Grammar</td>
<td>Vocabulary</td>
<td>Grammar</td>
</tr>
</tbody>
</table>

Sample Afternoon Schedule

<table>
<thead>
<tr>
<th>Times</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:40-1:10</td>
<td>Writing</td>
<td>Listening</td>
<td>Writing</td>
<td>Listening</td>
</tr>
<tr>
<td>3:00-4:30</td>
<td>Reading</td>
<td>Grammar</td>
<td>Reading</td>
<td>Grammar</td>
</tr>
<tr>
<td>4:45-6:15</td>
<td>Vocabulary</td>
<td>Grammar</td>
<td>Vocabulary</td>
<td>Grammar</td>
</tr>
</tbody>
</table>

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 courses. 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, F-1 visa United Healthcare insurance, and parking payments are due 10 days before the first day of class. Payments made after the deadline are subject to a $200 late payment fee.

Students may pay online at www.kennesaw.edu/iep/cost.php, may pay with cash or check at the Bursar’s Office on campus in the Student Center, or may pay 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 WFBUS6S  
  Chips 0407

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

- Full-time tuition is $2000.00 for each 8-week session.
- Part-time tuition is $350.00 for each course taken in an 8-week session.
- Friday Elective tuition varies depending on the course.
- Parking is $46.00 per session.
- F-1 visa United Healthcare insurance is based on the session. Please contact the Intensive English Program for current rates.
- Alternate date testing fee is $50.00. New student late arrival fee is $175.00 if students arrive during the first week of class. 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 $50 alternate date testing fee. Additionally, if a student arrives during the first week of class, they must pay a $175 late arrival fee. Students will not be permitted to register after the first week of class.

2. Students must pay for tuition and health insurance (if applicable) in order to register for courses. Students may not attend class if payment has not been made.

3. F-1 students must enroll in a full course load (6 courses, 18 hours per week). F-2 and B-2 visa students may only enroll in up to 5 courses for a part-time load.

4. Attendance is taken in every class. Please review the IEP Attendance Policy on the next page for more information about the IEP Attendance Policy.

5. Inappropriate behavior in class and on campus may result in a student’s suspension or expulsion from the IEP.

6. Students are expected to have their books in class.

7. 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.

8. 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.

9. 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.

10. F-1 visa students are expected to attend each IEP level until they successfully complete Level 6. Upon successful completion of Level 6, F-1 students are given a 60-day grace period to transfer to another school or depart the U.S.
IEP ATTENDANCE POLICY

1. USCIS and SEVP require F-1 visa students in language training programs to have 80% attendance.

2. There are no excused absences. Absences for illness, car trouble, helping friends, etcetera 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. A fourth (4th) absence in that class will place you on probation for the following session. Twenty-one (21) total absences will result in the termination of your I-20.

6. 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.

7. Six (6) absences in any class will result in the termination of your I-20.

8. Students who begin the session late for whatever reason will be counted as absent for all days they were absent prior to beginning classes.

9. 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.
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 another person’s property. As with other types of theft, stealing a person’s academic or professional work 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
♦ 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 taking copies of exams without the teacher’s knowledge

Each teacher will follow a 3 strike policy in their classroom.

♦ 1st offense: 0 on the assignment with opportunity to re-do the assignment; note in record
♦ 2nd offense: 0 on the assignment; note in record
♦ Further offenses: Students will be referred to the honor and ethics committee who will determine the consequences, which may include dropping a letter grade in the course, having to repeat a level, suspension or expulsion from the program.

All offenses will be reported to the Academic Associate by the teachers. She will keep a file of the student, level and offense. This file may only be consulted by our honor and ethics committee.

If a student is reported to the office multiple times across classes and levels, they will be required to attend a meeting with the honor and ethics committee at which time consequences will be decided. Possible consequences may include dropping a letter grade in the course, having to repeat a level, suspension or expulsion from the program. To accommodate for cultural differences and complications caused by language, the number of reports on file required for action to be taken differ by level:

♦ Levels 1-2 = 5 notifications on file
♦ Levels 3-4 = 4 notifications on file
♦ Levels 5-7 = 3 notifications on file

Students who are caught cheating on placement exams or end-of-session exams, if it is their first offense, will be asked to repeat the exam at a specific date and time determined by the IEP office. If the student opts not to repeat the exam, they will receive a 0 on it.
PROCEDURES FOR GRIEVANCES

- If a student has any academic or personal issue with a teacher, the student is encouraged to speak to the teacher. If the student feels as though the issue has not been resolved, he/she should speak to the Director of the IEP.
- If the student has any issue relating to his/her I-20 status, the student should be speak to the Academic Associate or the Director of the IEP. 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 Dean of Humanities and Social Sciences 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!

1. 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!
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 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 cell- phone 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. Looks for books on Amazon or Half.com. 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.

Tell Me More!
Tell Me More is an online language training program. Ask Dr. David Johnson for information about signing up for Tell Me More!

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 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 RETENTION SERVICES

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 most 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
VOLUNTEER KSU (VKSU)

VKSU 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 VKSU'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

VKSU Location:
Student Center
Student Development 264
(enter through 267)
Phone: 470-578-6700

Visit the VKSU website to find places to Volunteer:
www.kennesaw.edu/stu_dev/vksu

VKSU Office Hours
Fall & Spring
9:00 am-6:30 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

Kennesaw Mountain National Battlefield

The Atlanta History Center

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 check out books from the KSU library. 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.

<table>
<thead>
<tr>
<th>Card Services Hours Of Operation</th>
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<tr>
<td>Monday</td>
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<td>Thursday</td>
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<tr>
<td>Friday</td>
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PARKING AND CAMPUS TRANSPORTATION

IEP students can purchase a parking tag for $46.00 per session. To purchase a parking tag, go to the Card Services office, room 207, in the Student Center.

Once you purchase a parking tag, you may only park in the student parking spaces on the Central Parking Deck and Lots D and 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. Here is a map of the B.O.B. bus routes. 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 BOB 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 from 7:00am to 11:30pm. 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:
PARKING AND SHUTTLE MAP

KSU Shuttle Routes
- Gold Route
  - Rec Center
  - The Commons
  - Campus Loop (9am-3pm)
  - Town Point
  - Chastain Pointe
- Blue Route
  - Rec Center
  - The Commons
  - Campus Loop
  - West 22
  - U Club
- Black Route
  - Rec Center
  - The Commons
  - The Collegiate
  - KSU Center
  - Owl’s Nest
  - Town Center
- Green Route
  - Rec Center
  - The Commons
  - U Pointe Kennesaw
  - KSU Stadium
  - Perch
  - Walmart (10 am-3pm
    Tue, Wed & Thur)

All shuttles will arrive at stops approx. every 15 minutes.

Get real-time shuttle & parking updates with the free Where’s B.O.B. app at:
kennesaw.transloc.com

Student Health Services Locations

From Big Means Rd
Service to Walmart available
Wednesdays-Thursday 10am to 3pm

Walmart

Town Center Mall

U Pointe

South Campus Park

North Campus Park

Central Campus Park

Pond

Boathouse

From Big Means Rd

Walmart

Service to Walmart available
Wednesdays-Thursday 10am to 3pm

South Campus Park

North Campus Park

Central Campus Park

Pond

Boathouse

From Big Means Rd
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 or its assigns is 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.

KSU Dormitories: The Intensive English Program rents dorm rooms on campus each session on a first-come, first-serve basis. The cost is $1476.00 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:

American Homestay Network: www.homestaynetwork.com
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 BOB bus route. They are:

♦ The Collegiate: www.thecollegiatekennesaw.com
♦ West 22: www.west22.com
♦ U Club on Frey: www.uclubonfrey.com
♦ U Pointe: www.upointekennesaw.com

Looking for a roommate: Students already at KSU can look for a roommate at http://kennesaw.housingregistry.us/bapp/login. You will need to have your KSU email account set up in order to log in.

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
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 the back of your KSU IEP ID card.

4. Enter your temporary password. You 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:

Jazzman’s Café—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.

Delancey’s Deli—A sandwich shop in the Student Center.

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 Caribbean Grill Mellow Mushroom Pizza
Panda Express Panera Bread Company Chic-Fil-A

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 at $2.50 each way. You can buy at 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.
**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 letter and an enrollment record 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 2800 Canton Rd, # 1000, Marietta, GA.

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 must get 15 out of 20 rules questions correct and 15 out of 20 signs questions correct.

   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](http://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:

Places to look:

- Student jobs: https://web.kennesaw.edu/campusjobs/
- Temporary or Part-time Jobs: www.kennesaw.edu/hr
- Some offices do not advertise for jobs. It is a good idea to visit offices to ask if they are hiring.

How to apply for a job:

- Read all of the required qualifications for the job. Determine if you will be able to do all this is required.
- Send or take a cover letter and resume to the office that is looking for employees. 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 write a letter 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.

You will be able to work on campus while you wait for your Social Security card to be mailed to you. The Social Security office can provide you with a letter for your employer if needed.

***F-1 students may not work off-campus unless they have been at the IEP for more than one 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 through United Health Care 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:

<table>
<thead>
<tr>
<th>Service</th>
<th>Without Insurance:</th>
<th>With Insurance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR Vaccine</td>
<td>~$100.00 per dose</td>
<td>~$20.00 copay</td>
</tr>
<tr>
<td>Minor Cut Closure</td>
<td>~$150.00–$200.00</td>
<td>~$20.00 copay</td>
</tr>
<tr>
<td>Illness/Injury Exam</td>
<td>~$90.00</td>
<td>~$20.00 copay</td>
</tr>
<tr>
<td>Emergency Room Visit</td>
<td>~$500.00–$4,000.00</td>
<td>~$20% of bill</td>
</tr>
</tbody>
</table>

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 www.uhcsr.com/kennesaw.

From the menu on the left of the screen, select “Create an Account.”

Enter your first name. Do not enter any second or middle names.

Enter your full last name as it appears on your passport.

Enter the email address we have on file for you or your student ID.

Click continue.

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.

Review the options on the menu on the left of your screen. To print a temporary ID card or request a permanent ID card, click on the ID card option on the menu.
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 Global 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 75 or higher OR an IELTS score of 6.0 or higher OR successfully completed all six courses in the IEP’s Level 6. 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.
Kennesaw State University Bachelor Degree Programs

Bachelor of Arts (B.A.)
- African and African Diaspora Studies
- Dance
- English
- Geography
- History
- International Affairs
- Modern Language & Culture
- Music
- Theatre and Performance Studies

Bachelor of Business Administration (B.B.A.)
- Accounting
- Economics
- Finance
- International Business
- Management
- Marketing
- Professional Sales

Bachelor of Fine Arts (B.F.A.)
- Art

Bachelor of Music (B.M.)
- Music Education (P-12)
- Music Performance

Bachelor of Science (B.S.)
- Anthropology
- Biochemistry
- Biology
- Biotechnology
- Chemistry
- Communication
- Computer Science
- Criminal Justice
- Education
  - Art (P-12)
  - Early Childhood (P-5)
  - Health & Physical Education (P-12)
  - Middle Grades (4-8)
  - Music Education (P-12)
- Secondary:
  - Biology Education
  - English Education
  - Mathematics Education
  - History Education
- Exercise & Health Science
- Geographic Information Science
- Human Services
- Information Security and Assurance
- Information Systems
- Interdisciplinary Studies
- Mathematics
- Nursing
- Political Science
- Psychology
- Sociology
- Sport Management
Kennesaw State University

Doctor of Education in Educational Leadership for Learning (Ed.D.)
Educational Specialist in Educational Leadership for Learning (Ed.S.)
Doctor of Nursing Science (D.N.S.)
Doctor of Philosophy in International Conflict Management (Ph.D.)
Doctor of Business Administration (DBA)
Master of Public Administration (M.P.A.)
Master of Accounting (MAcc)
Coles MBA

Master of Education (M.Ed.)
  • Adolescent Education
  • English/Language Arts
  • Mathematics
  • Social Studies
  • Science Early Childhood Education
  • Elementary Concentration Educational Leadership
  • Ethics and Multicultural Leadership
  • Technology Leadership
  • Inclusive Education
  • Individual General Curriculum-
  • Teaching English to Speakers of Other Languages (TESOL)
  • Instructional Technology

Graduate Degree Programs

Master of Arts in Teaching (M.A.T.)
  • Art (K-12)
  • Biology (6-12)
  • Chemistry (6-12)
  • Chinese (K-12)
  • English (6-12)
  • Mathematics (6-12)
  • Physics (6-12)
  • Spanish (K-12)
  • Teaching English to Speakers of Other Languages (TESOL)

Master of Arts (M.A.)
  • American Studies
  • Integrated Global Communications
  • Professional Writing

Master of Science (M.S.)
  • Conflict Management
  • Criminal Justice
  • International Policy Management
  • Applied Statistics
  • Integrative Biology
  • Applied Exercise and Health Science
  • Nursing
  • Social Work
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?

Only the Michigan Test is available on campus. You must register online for all of the other tests.

- TOEFL: www.ets.org/toefl. The nearest test center is in Marietta. You must register to find the exact location.
- IELTS: www.ielts.org. The nearest test center is at ELS Language Centers at Southern Polytechnic University in Marietta.
- ACT: www.act.org. The nearest test center is at North Cobb High School in Kennesaw.

How can I talk to someone about admission to KSU?

Phone: 470-578-3002
Email: internationaladmissions@kennesaw.edu
Web: www.kennesaw.edu/admissions/international_admissions
Office: 3391 Town Point Dr.
Suite 1300
Kennesaw, Georgia 30144
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-20 and 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 third page of your I-20 signed by Dr. Johnson or Ms. Small. 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 Level 6 successfully. If they wish to leave the program before completing Level 6 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 with an authorized early withdrawal.
Common Visa and I-20 Questions

Can I miss a session and take a vacation in 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, or, if you are arriving after business hours, you can call the emergency cell phone number at 678-232-3348.

I have been accepted to KSU. 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 Global Admissions. 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 Global Admissions.

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.
Useful Links

IEP website: www.kennesaw.edu/iep

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

Department of Homeland Security’s 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

Atlanta Homestays: www.atlantahomestays.com

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

Global Admissions (for degree programs):
www.kennesaw.edu/admissions/international_admissions.html