Contact Information

IEP Office
Phone: 470-578-2214
Email: iep@kennesaw.edu
Address: 440 Bartow Avenue
        English Building, Room 059
        Kennesaw, GA 30144

Director
Ms. Jennifer Hoosier, MA-TESOL
Phone: 470-578-7674
Email: jhoosier@kennesaw.edu
Office: English Building 057

Registration Assistant
Ms. Mariam Diaby
Phone: 470-578-2214
Email: mdiaby@kennesaw.edu
Office: English Building 060

SEVIS I-20 DSO and Instructor
Ms. Monique Owens
Phone: 470-578-6346
Email: mdiaby@kennesaw.edu
Office: English Building 059

Senior International Administrator
Ms. Lissa Small
Phone: 470-578-6142
Email: lsmall@kennesaw.edu
Office: TP 1706, EB 059

Global Village—Cultural and Community Centers
Phone: 470-578-4392
Office: Student Center Building, Room 255

ESL Study & Tutorial Center (Conversation Partners)
Dr. David Schmidt
Phone: 470-578-6377
Email: dschmidt@kennesaw.edu
Office: Library Building, 442
# Table of Contents

About KSU & the Intensive English Program  
IEP Faculty and Staff  
IEP Levels, Classes, and Schedule  
Payments  
IEP Policies  
American Classroom Etiquette  
Books  
Extra English Practice  
Helpful Tips for Students Who Are New to the U.S.  
Global Village and Volunteering  
Atlanta-Area Attractions  
Registering each session  
KSU IEP ID cards  
Parking and Campus Transportation  
Bank Accounts  
Housing  
From the IEP Students  
Wifi and Computers  
Food  
Off-Campus Transportation  
GA Driver’s License and ID  
Employment  
Doctors & Hospitals  
Health Insurance  
Leisure Activities  
Applying to Kennesaw State University  
Kennesaw State University Degree Programs  
Useful Links  
Commonly Asked Visa Questions  
Campus Map
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. Mariam Diaby, Registration Assistant
Ms. Diaby was born in the Ivory Coast. She is studying criminal justice and likes scrapbooking, hiking, going to the range, and travelling. She enjoys meeting new people and learning about different cultures. She loves spending time with family and her Yorkie, Lily Abigail.

Ms. Monique Owens, DSO and Instructor
Ms. Owens 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.

Ms. Lissa Small, Sr. International Administrator
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.
Ms. Helen Hobson, Instructor
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, Instructor
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 Owens, Instructor
Ms. Owens 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 COURSE

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.

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 $60 alternate date testing fee.
SAMPLE SCHEDULE

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.

<table>
<thead>
<tr>
<th>Times</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-10:00</td>
<td>Class I</td>
<td>Class IV</td>
<td>Class I</td>
<td>Class IV</td>
</tr>
<tr>
<td>10:15-11:45</td>
<td>Class II</td>
<td>Class V</td>
<td>Class II</td>
<td>Class V</td>
</tr>
<tr>
<td>1:00-2:30</td>
<td>Class III</td>
<td>Class VI</td>
<td>Class III</td>
<td>Class VI</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 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.  Routing # 121000248
Government Banking  Operation Account #2000027644256
201 South College Street  Swift Code WFBIUS6S
Charlotte, NC 28288  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 8:30-11:45am 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 repeat a level one time. If the student is not making adequate progress, they may not be permitted to enroll in the upcoming session.

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 the High Advanced level or their program dates 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 an IEP staff member to develop a plan of action. If they continue to be absent from class, they will meet with the 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. The following are the minimum required standards to successfully complete IEP High Advanced, which also qualifies students 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. Intensive 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)  
  - EPT: 62 or above (out of 80)
- Satisfactory attendance

Students may take the High Advanced level twice. Students who do not qualify for the TOEFL waiver in their first attempt at the level must still receive a C average (2.0 GPA) in order to continue in the IEP and attempt the level for the second time.

Students in their second time in the level must “demonstrate adequate progress” as required by the IEP and the F-1 visa program. Adequate progress is defined as:

- Having a C average (2.0) at the time of the midsession conferences.
- Maintaining a C average for the last half of the session.

If a student has not demonstrated adequate progress, that individual will meet with the Director of the IEP to determine his/her future in the IEP. Possible consequences include suspension, expulsion, or termination of visa status.

* Students wishing to attend KSU as graduate students will need to contact their chosen graduate program for language proficiency requirements. The IEP can inform the program that the student has successfully completed the IEP, but this may or may not be sufficient to prove proficiency.
** Students who do not meet the minimum score on one of the three tests may re-test in that area (Oral, Writing, or EPT – only one re-test permitted). The re-test must be completed no later than the Monday following the end of the session. The score on that re-test is final and no further re-tests will be allowed.
* Please note that you may meet other English proficiency requirements instead of earning the TOEFL waiver for admission to KSU at any time. However, if you are enrolled in classes, you must maintain your “C” average through the end of the session.
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
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.

<table>
<thead>
<tr>
<th>Levels</th>
<th>Total Times reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>5</td>
</tr>
<tr>
<td>3-4</td>
<td>4</td>
</tr>
<tr>
<td>5-6</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 Director of the IEP to seek a resolution.
- If the student has any issue relating to his/her I-20 status, the student should be speak to the DSO 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.

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.
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 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 two 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.

![KSU Campus Map](image)

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.
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.

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 Cultural and Community Centers for International Student Support 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 has staff 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 6:00 p.m. Monday - Thursday
9:00 a.m. to 5:00 p.m. Friday
Closed Saturday and Sunday
Reception Desk: 470-578-4392
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
Atlanta-Area Attractions

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, visit the clinic, 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 the Talon One Service Center on the first floor of the Student Center.

When you go to Talon One 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.

The Talon One office is open Monday-Friday, 8am-5pm.
PARKING AND CAMPUS TRANSPORTATION

Parking on campus costs $46 per session. In order to pay your fee, please follow the steps below:

1. If you are paying by Debit or Credit Card:
   - Take your parking tag information to the Talon Office
   - Pay using your Debit or Credit card

2. If you are paying by cash or check:
   - Take cash or check to Bursar’s Office (second floor of Student Center) and get a receipt (**checks should be made payable to Kennesaw State University or KSU**)
   - Take your parking tag information AND receipt to Talon Office
   - Someone at the counter will enter your parking information and payment confirmation into the system

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)

KSU BOB Buses

Kennesaw State University’s B.O.B. buses transport KSU students, faculty, and staff to various locations on campus and off-campus.

The B.O.B shuttle is free to KSU IEP students.

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! QR Code]
KSU Parking Areas

1. West Parking
2. Central Parking
3. East Parking
4. Town Point Parking
5. Town Center Parking
6. North Resident Parking
7. South Resident Parking
8. Apartment Shuttle
9. Faculty/Staff Standard Parking
10. Faculty/Staff Economy Parking
11. Visitor Parking
12. President's Lots
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

Homestays: In a homestay, you will live with an American family in the Kennesaw or Marietta area. Most homestay families provide a private, furnished bedroom and meals. Transportation to and from campus may also be included. Rates vary based on your needs, usually between $700 to $1,000 per month.

We strongly recommend using a reputable homestay company for your homestay placement. Kennesaw State University cannot and does not endorse or recommend any homestay company. Students and parents who seek a homestay are encouraged to conduct their own due diligence and make informed judgments as to which homestay meets their needs.

Off-Campus Dormitories, Apartments, and Roommates:

The Office of Adult and Commuter Student Affairs in partnership with Off Campus Partners provides an off-campus housing website and portal. This portal includes all relevant off campus housing information including apartment listing and roommate searches. Please visit www.kennesawoffcampus.com for off-campus housing opportunities.

Please note that Kennesaw State University cannot and does not endorse or recommend any local apartment community. The listings on the site are provided merely as a convenience to KSU students and parents. Students and parents who seek a local apartment are encouraged to visit the apartment communities, conduct their own due diligence, and make informed judgments as to which apartment community meets their needs.
“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
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. You password will be your ID number plus .KSU. For example, if your number is 890001234, the password will be 890001234.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.

Stacks — 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.

Panda Express — Chinese fast food located 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:

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

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.

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](http://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 at 10-ride ticket for $18.00 or a 31 day pass for $72.00

You can also hire a **taxi** or use an app to hire an **on-demand private driver**.

When using these services, please remember that you are responsible for your own safety. Verify the identity of the driver and the car before you get into the vehicle, wait inside a building for your ride to come and pick you up, and keep in touch with family and friends! If something doesn't feel right, call someone and let them know your location. Also, take note of the driver’s rating on the app!
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: [http://www.eregulations.com/georgia/driver/](http://www.eregulations.com/georgia/driver/)
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.***

34
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.

**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.

**Emergency Room/Hospital**—If you have an emergency medical problem, go to an emergency room.

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>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 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.
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
Where Can I Find Information about Admission to KSU?

Undergraduate 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

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.
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
Academic Programs Offered by KSU

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**
- 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:**

**Undergraduate Admissions:** 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.

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.
Common Visa and I-20 Questions

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.

IMPORTANT NOTES FOR F-1 VISA STUDENTS

1. Tell the office immediately if you change your address.
2. Tell the office if you are thinking of leaving the U.S. for vacation.
3. Tell the office that you have entered the U.S.
4. 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!