

**APDESIGN**

THE COLLEGE of  
ARCHITECTURE, PLANNING & DESIGN // K-STATE



**Kansas State University in Italy**  
**APDesign Italian Studies Program for Fall 2022**  
**Centro Studi Città di Orvieto, Italy**

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## INTRODUCTION

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Kansas State University in Italy and the College of Architecture, Planning and Design (APDesign) is pleased to offer the **Italian Studies Program – Orvieto** during the fall 2022 semester. Accompanied by APDesign faculty (TBA), a group of students will spend the fall semester in the Italian hill town of Orvieto, located in Umbria, about one hour north of Rome. The students will study at the Centro Studi Città di Orvieto and reside in apartments located in the historic city center.

This program provides K-State students with an extraordinary opportunity to study design and planning in a European setting. Through the experience of studying as well as living in another country surrounded by masterpieces of art and environmental design, the student's cultural awareness is expanded, self-reliance is fostered and professional horizons are broadened. Orvieto has a study center that operates independently of the residential experience which is based in apartments. Students must shop and prepare their own meals.

The program in Orvieto has received strong reviews and students should be confident that this experience will provide opportunities to experience Italian culture, art and design. There is an emphasis on language instruction in Orvieto. We understand that some students may be hesitant to participate in the Italian Studies Program because they do not want to be "sheltered" by Kansas State nor do they want the experience to seem "like" they are at Kansas State. These concerns are misconceptions. While you will interact with Kansas State professors, you will also interact with the Italian professors who are at Orvieto and you will have freedom to travel on your own and interact with a broad range of people. Participating in the Italian Studies Program is not at all like being at Kansas State University!

This information is a preliminary introduction and program outline for the Italian Studies Program. The information contained in this outline presents only broad, general information about the program. Specific information may change as the program is developed and defined for each academic year.

If you have any questions related to this program, please contact Katrina M. Lewis, Associate Professor and Director of International Programs, College of Architecture, Planning and Design, 1127 Regnier Hall, Kansas State University, Manhattan, KS 66506-2902, Telephone 785.532.5047, and Email: [katrina@ksu.edu](mailto:katrina@ksu.edu).

## DOCUMENTS

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### FINAL ACCEPTANCE FORM

You will be required to complete a final acceptance form the spring semester preceding the program. This form will be distributed to students during the pre-departure meetings. **By completing the acceptance form, you will be committing yourself to participate in the fall 2022 Italian Studies Program and will be held responsible for the entire program fee of \$10,900.**

### PASSPORT AND STUDY VISA

**Each student must have a passport in their possession in Manhattan, Kansas by May 1, 2022, that will remain valid for three months beyond the student's stay in Europe. You will need to surrender your passport to APDesign by May 1, 2022, as part of the visa application process. There can be NO DELAYS.**

If you are applying for a passport for the first time, you will need to go in person to an authorized passport acceptance facility (the passport center in the K-State Union, any passport agency, or main post office).

The Union Passport Acceptance Center on the Kansas State campus is located in the Union Director's Office, room 214. You may also apply in person at U.S. Post Offices. In Manhattan, the U.S. Post Office is located at 500 Leavenworth, phone number is 785.776.8851. In Junction City, the U.S. Post office is located at 302 West 7<sup>th</sup> Street, phone number is 785.762.2101. In all locations, you will need to make an appointment to submit your completed U.S. passport application.

As part of the application, students who are U.S. Citizens will need to submit evidence of U.S. Citizenship (typically a certified birth certificate). Students without a certified birth certificate should contact the appropriate records office of the county or city in which they were born. Students should consult the U.S. Passports & International Travel "First Time Applicants" site at <https://travel.state.gov/content/passports/en/passports/applyinperson.html#step3>.

For details regarding how to apply and what documentation and identification is needed (and accepted). You will also need official passport photos which can be obtained at Kinkos, Walgreens, etc. It can take more than eight weeks to obtain a passport, and there is a fee for the application.

- Printable passport application with an instructions sheet listing the items needed when applying for a passport.  
<https://travel.state.gov/content/passports/en/passports.html>
- Postal Service passport link:  
<https://www.usps.com/international/passports.htm>

Before traveling to Italy students are required to hold a 120-day Study Visa. The Study Visa application process will be conducted as a group effort in the spring semester prior to departure. Becky O'Donnell, Project Coordinator for Student Services, will guide the students through this process. **As part of the application process, all applicants, including international students, are required to have a valid passport in their possession in Manhattan, Kansas, no later than May 1, 2022.** International students will also be required to submit a copy of their updated F-1 visa and endorsed I-20.

APDesign handles the submission of the group's applications and passports to the Italian General Consulate in Chicago for processing. Application fee is included as part of your Program Fee. Your passport and accompanying Study Visa will be returned to you in early August. Please be aware that we cannot guarantee when your passport will be returned. **You will not have access to your passport and will not be able to travel outside the U.S. while your visa application is being processed (May through early August).**

Students are fully responsible for any additional charges stemming from the loss of your passport. You must reapply for a new passport (with any additional fees) requesting a special Expedited Review which costs at least an additional \$60.00 or maybe more. You must also attach a letter explaining what happened, why you need a new passport and your departure

date. We would suggest that you also include a copy of the Official Acceptance Letter to the Italian Studies Program.

### **TRAVEL TO AND FROM ITALY**

In order to keep the overall costs as low as possible, travel arrangements will be made for the entire group. Individual travel arrangements and application of frequent flyer miles are not allowed. Most of the students and the faculty meet at Kansas City International Airport in Kansas City, Missouri to fly to Rome, Italy. The program fee includes the round-trip airfare from Kansas City to Rome, but **not** the cost of getting to Kansas City International Airport from the student's home. Those students living in other U.S cities may be able to arrange a flight to meet up with the group at the gateway/departure city to Rome. Upon arrival in Italy, the group will be transported by bus to Orvieto. **Following the conclusion of the programs in December, students have the option to travel on their own or together with friends or family and then return home. However, it is important to keep in mind that Italian Visa Requirements may constrain your time to travel. Typically, the majority of the group returns to the U.S. from Rome. Additionally, flights around the holidays can be very expensive and difficult to secure.**

Students are encouraged to consider their preliminary personal travel plans for places they would like to visit on their own during breaks and/or following the conclusion of the program. Students are expected to prepare a travel plan so they determine a date of departure for the return flight to the U.S., which is a requirement for securing the lowest group round trip airfare and preparing the visa applications. **Flight reservations will be arranged in the spring semester prior to departure.**

While it is important to consider your post-program travel plans, experience suggests that such plans often change after the students have been in Italy for some time. Individual changes in travel plans, dates of departure from Rome etc. are subject to airline regulations and practices. Students who anticipate departing from or returning to a country other than the U.S. are expected to discuss these plans with Katrina M. Lewis, Associate Professor and Director of International Programs, during the spring semester preceding the fall program.

### **COVID VACCINATION REQUIREMENTS**

In the spring of 2021, Kansas State University has announced they will not be requiring students to have received a COVID-19 vaccination in order to return to classes. However, you must be aware airlines may require passengers on international flights to Italy to show proof of having received the full dose of vaccination and/or proof of having a negative COVID-19 test prior to being allowed to board. Additionally, EU/Italy may require all foreign travelers to show proof of having received the full dose of vaccination and/or proof of having a negative COVID-19 test prior to being allowed entry into the country.

This is a developing situation, and we will keep you updates as to any requirements or restrictions connected with participating in an Education Abroad program in the fall of 2022.

### **ACCOMMODATION**

The study center in Orvieto occupies a renovated building located on the Piazza del Popolo. The facility is managed and operated by the Fondazione per il Centro Studi Città di Orvieto. The foundation is supported by the city. Students from the U.S. occupy the center which is open four

days a week (Monday through Thursday). K-State has a studio space and a classroom for lectures/seminars.

Students live in apartments located in the historic part of the city. Apartments are arranged by an Italian agency and accommodate two to six students. The apartments are fully furnished and include weekly housekeeping services. Students will pay a deposit and sign a lease. There are clear expectations stated in the apartment lease regarding conduct. **Overnight guest(s), including family members, are not allowed to stay in the apartments.** Shopping for food and cooking meals are part of this living arrangement. As part of the program, students will be introduced to the local market and take a cooking class with a local chef.

While students are offered the opportunity to indicate roommate preferences, there is no guarantee that the program administrator in Italy can accommodate those preferences. Program participants must be prepared to be flexible! **The program follows Kansas State University Policy with regard to non-discrimination.**

## **CURRICULUM OF STUDY**

### **FACULTY**

The faculty for seminar(s) and/or studio for the fall 2022 semester will be announced at a later date. Italian language and *Italian Art History and Culture* will be taught by Italian professors.

### **CURRICULUM**

**During the spring semester preceding the program, students are expected to participate in several pre-departure orientation sessions.** Students are also expected to gain familiarity with the Italian language.

While in Italy, students will be enrolled and earn credit at Kansas State University. The curriculum in Italy consists of courses, which are integral to the student's program of study. Students must enroll in all required credits for their particular discipline. ENVD 655 will include language instruction and participation in required field trips. ENVD 655 is offered for credit/no credit. All other courses are graded.

### **PREREQUISITES**

Before participating in the Italian Studies Program students must successfully have completed your discipline's prerequisites. Consult with your academic advisor to ensure you meet these prerequisites.

### **OFFICIAL PROGRAM FIELD TRIPS AND CULTURAL ACTIVATES AND WORKSHOPS**

Numerous one-day field trips are planned (typically to Rome, Siena, Florence, Assisi, Villa Lante, etc.) These trips will be led by the K-State faculty, our Italian professors, and/or professional guides as appropriate. The field trips provide students with opportunities to experience many aspects of Italian culture, art, urban planning, landscape architecture, architecture, interior architecture, and industrial design. Students will also have time to explore the site(s), sketch, photograph, shop, etc. The costs associated with the transportation and admission to various sites and buildings are included in the program fee. However, on the majority of the day trips students are expected to purchase their own lunch. The number and location of the field trips is dependent in part upon the exchange rate of the U.S. dollar and the Euro.

Several extended (two to six day) field trips are also included in the program. Depending on the specific itinerary, students may incur additional costs for such items as meals. Typically, the students go to Venezia, Vicenza, and Verona to the north and go to Pompeii, Sorrento, and the Amalfi Coast to the south. In the past, we have also gone to Urbino and Ravenna for two days. The exact nature of these extended field trips has not yet been determined. Due to COVID travel restrictions by the Italian government, these extended field trips may be adjusted. The number and length of extended field trips is dependent in part upon the exchange rate of U.S. dollars for Euro.

For several years, we have been building a series of artisanal and cultural workshops for students so they can experience a range of artistic and culinary aspects of the Umbrian region. These experiences also provide an opportunity to meet Italians. Students are required to participate in several workshops over the course of the semester. The cost of transportation and materials are covered by the program fee.

**Students are required to participate in all field trips.** Non-compliance with these requirements may result in a failing grade and subject the student to disciplinary action, up to and including dismissal from the program. **Students will not be allowed to leave any field trip early to embark on personal independent travel.**

#### **ESTIMATED PROGRAM AND BUDGET COST**

The budgetary information which is included in this handbook is an **ESTIMATE** prepared by APDesign during the early part of the spring 2022 semester. Adjustments may have to be made depending on the rate of inflation, the exchange rate, the number of students who will ultimately participate in the program and other factors we do not control. These figures are also subject to change due to variation in hotel and travel service charges. **These variable factors are beyond our control and thus cost fluctuations may occur at any time. This happened several times during the past 10 years. The exchange rate has been quite favorable. We do not know what is in store for the upcoming year!**

**ESTIMATED EXPENSES INCLUDED IN ITALIAN STUDIES PROGRAM FEE**

No.			Estimated Cost
1	Transportation/Field Trip Costs	Round trip group airfare, trip insurance (Kansas City to Rome, Rome to Kansas City)	\$4,410.00
		Bus Transfer from Rome to Orvieto	
		Field Trip Transportation (train, metro, bus, boat)	
		Hotels	
		Admission fees	
2	Facility Use	Studio, classrooms, computer labs, language instruction	\$2,205.00
3	Housing/Compliance with Italian Law	Shared furnished apartment with weekly housekeeping service, washer, and utilities.	\$2,610.00
		Permit of Stay	
4	Program Support	Faculty and operational support Study Visa Application Fee	\$1,350.00
5	Administrative Support Fee	Office of International Programs Administrative Support Fee	\$325.00
<b>Total Program Fee</b>			<b>\$10,900.00</b>
<b>Notes</b>		<p>Receipt of the entire program fee is required prior to the date of departure.</p> <p>The entire program fee of \$10,900 will be billed to your KSIS account <b>in addition to</b> your K-State fall semester tuition and fees (# credit hours) with the approximate due date of mid-August 2022.</p> <p><b>Students are responsible for paying any penalty charges resulting from late payments to Kansas State University.</b></p> <p><b>Students are responsible for paying any penalty charges resulting from "bounced or insufficient" checks.</b></p>	

**ESTIMATED EXPENSES NOT INCLUDED IN ITALIAN STUDIES PROGRAM FEE**

No.			Estimated Cost
1	K-State Fall semester tuition and fees (# credits)	Student will be billed for tuition and fees by Kansas State University (through KSIS account). Fees include, but may not be limited to, APDesign equipment fee and Global Campus administration fee. <b>Tuition and fees payment must be received by K-State prior to departure.</b>	TBD by K-State
2	Official Passport photos	1 for passport 1 for Study Visa Application (Permit to Stay photos for the Italian Authorities will be taken in Italy and is included in the program fee)	\$14.00 for 2
3	Travel Connections	Travel connections to Kansas City International Airport	\$ Varies
4	Deposit on Apartment in Orvieto		100.00€
5	Books	Italian Language Books in Orvieto	35€
6	Medical/Health Coverage	Estimated to be approximately \$25/week required by K-State and billed by K-State to KSIS account	\$400
7	Personal expenses	Varies with each student and includes such things as independent travel, entertainment, gifts, telephone, snacks and beverages, eating out, and postage, etc. Students must buy groceries. A suggested estimate for meals, travel and personal expenses is 150-180€/week	\$ Varies

### FINANCIAL ASSISTANCE

Students may seek financial assistance through the Office of Student Financial Assistance (OSFA) at Kansas State University. A **year in advance of participation** in the Italian Studies Program, students should begin the financial aid application process. Students should include in their projected costs for the entire academic year, the Italian Studies Program fee and K-State semester tuition and fees. Students are encouraged to contact your financial aid advisor in the OSFA, 220 Anderson Hall, Telephone 785.532.6420, if you have any questions or concerns. The Director of the Italian Studies Program will provide OSFA notification acknowledging your intended participation in the program, program fee information, and estimated expenses not covered by the program fee (including estimated K-State tuition and fees).

### SCHOLARSHIPS

**We strongly encourage students to explore all available scholarship options.** Students who complete the K-State on-line scholarship application (typically on March 15th prior to the upcoming academic year) are eligible to be considered for the Dean's Italian Studies Program.

Additionally, Italian Studies Program students are also eligible for the Office of International Programs Study Abroad Scholarships. Information is available on the website for the Office of International Programs Study Abroad Office at <http://www.k-state.edu/abroad/current-students/funding/>.

### CONCLUSION

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This program information represents the best effort of Kansas State University in Italy and the College of Architecture, Planning and Design to provide students with introductory information that has proven to be helpful to other students who have participated in the program.

**This material is not intended to be comprehensive or totally complete in every detail.** We have tried to provide the student with information which we believe to be the most recent and the most accurate based upon information supplied to us by a variety of agencies and companies. Each student is responsible for verifying the degree to which the information, regulations, and policies quoted herein may have been modified since the publication and distribution of this document. A second document entitled "Frequently Asked Questions" will be distributed and provided more comprehensive information about preparation for travel, required medical insurance, housing, etc. **Ultimately, each student is responsible for making sure that they are in compliance with all governmental, academic, organization, and company regulations and policies.**

Kansas State University in Italy and the College of Architecture, Planning and Design's Italian Studies Program present a unique opportunity for students to study for an extended period of time in the birthplace of Western art and design while earning regular K-State credit. These programs rely on the cooperation and good will of all persons involved. We ask that the students adhere to the special conditions of the program and collaborate with the faculty in the College of Architecture, Planning and Design to continue to make these programs successful.