



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



**Kansas State University in Italy**  
**APDesign Italian Studies Program for Spring 2024**

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**Centro Studi Città di Orvieto, Italy**

## INTRODUCTION

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Kansas State University in Italy and the College of Architecture, Planning and Design (APDesign) are pleased to offer the Italian Studies Program – Orvieto during the Spring 2024 semester. The Program provides APDesign students with an extraordinary opportunity to study planning and design in a European setting. The hill town of Orvieto, located about one hour north of Rome in Umbria, has a rich history, from its Etruscan underground to its Romanesque cathedrals. Orvieto offers important archaeological and architectural sites to visit, cultural events to take part in, excellent cuisine to appreciate, and a friendly, calm, and welcoming atmosphere. The city is considered a living classroom where students are immersed in a culturally stimulating environment surrounded by piazzas, palaces, churches, and cobbled lanes.

Accompanied by APDesign faculty, students will study at the Centro Studi Città di Orvieto and reside in the historic city center. The study center is located inside a newly renovated building near the lively Piazza del Popolo, where a city market occurs every Thursday and Saturday. The study center operates independently of the residential experience, which includes local furnished apartments. Though the Program's core professors are from Kansas State University, students will also study with Italian, Orvieto-based professors and participate in numerous field trips, cultural immersion activities, and workshops. Students have the freedom to travel independently during their free time and they can expect to interact with a broad range of people.

The Italian Studies Program in Orvieto enables students to expand their cultural awareness, self-reliance, and professional horizons. Providing a once-in-a-lifetime experience to spend an extended period of time abroad while earning K-State course credit, the Program has received strong reviews.

If you have any questions related to the Program, please contact Jessica Canfield, Associate Professor and Director of International Programs, College of Architecture, Planning and Design, 1127 Regnier Hall, Kansas State University, Manhattan, KS 66506-2902, [jesscan@ksu.edu](mailto:jesscan@ksu.edu)

*This document provides preliminary information and a general outline for the Italian Studies Program. Specific information may change as the Program is developed and defined for each academic year.*

## DOCUMENTS

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### FINAL ACCEPTANCE FORM

Program participants will be required to complete an online application and submit their final Program commitment by **Wednesday, September 6, 2023**. An overview of this requirement will be discussed during the ENVD 654 Education Abroad Orientation. By completing the application and committing to the Program, you will be committing yourself to participate in the Spring 2024 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 valid passport in their possession by the start of the Fall 2023 semester that will remain valid for three months beyond your stay in Europe. You will need to surrender your physical passport to APDesign by Wednesday, September 6 as part of the Study Visa application process.**

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. 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.

For details regarding how to apply and what documentation and identification is needed/accepted consult the U.S. Passports & International Travel "First Time Applicants" site:  
<https://travel.state.gov/content/passports/en/passports/applyinperson.html#step3>

For instructions listing the items needed when applying for a passport go to:  
<https://travel.state.gov/content/passports/en/passports.html>

For info regarding the 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 fall semester. Courtney Markle, Project Coordinator for the Office of Student and Academic 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 September 6, 2023.** 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 Study Visa applications and passports to the Italian General Consulate in Chicago for processing. The Visa application fee is a separate fee, not included as part of your Program Fee. This fee, required by the Italian General Consulate, is not yet finalized. The Consulate announces the fee amount on October 1<sup>st</sup>. You will be notified of the amount and required to submit payment between Oct. 2-6, 2023.

**Please note that 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 (between September and mid-December 2023).** Your passport and accompanying Study Visa will be returned to you before winter break. Please be aware that we cannot guarantee when your passport will be returned as this depends on the Italian General Consulate's timeline for processing your application.

You are fully responsible for replacing your passport and any associated costs, should you lose it prior to or during the Program.

## TRAVEL TO AND FROM ITALY

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For logistical and cost reasons, a University contracted travel agent will make travel arrangements for the entire group. Individual travel arrangements and use of frequent flyer miles are not allowed. The program fee **includes round-trip airfare from Kansas City to Rome, Italy**. The Program fee does **not include** any costs associated with getting to and from the Kansas City International Airport. Most students and program faculty meet at the Kansas City International Airport to fly to Rome as a group. However, students have the option to depart from a different city and join the group mid-way at the layover city en route to Rome. Additional costs may apply. Note that it is essential for all program participants to arrive in Rome together.

Upon arrival to Rome, the group will be transported by chartered bus to Orvieto. Following the Program's conclusion in early May, students have the option to return to the U.S. with the group or return to the U.S. at a later date. Please note that the duration for post-program travel is constrained by Italian Visa requirements. Individuals will be responsible for researching and understanding the regulations for U.S. citizens regarding independent travel to other countries after the academic program/semester ends.

**Flight reservations will be arranged in September.** Students will be required to register online for their flight reservation by **September 29, 2023**. Before this deadline, students must develop a post-program travel plan that specifies a date for their return flight to the U.S., which is a requirement for booking the round-trip airfare.

While it is required to consider post-program travel plans ahead of time, students' original travel plans often change while in Italy. Subject to the University travel agent's policies, students are allowed one change to their already confirmed return flight. There is no change fee, but you will be responsible for paying the fare difference. Please note that all changes are subject to the availability of flights and students will need to work with the University travel agent when making a change.

## COVID INFORMATION

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Currently there are no COVID 19 vaccination requirements at Kansas State University nor any requirements to travel to/from Italy or the United States.

The Italian Government has issued new regulations (Law Decree n. 105/2023, under its article 9, as published on the Official Gazette n. 186 of August 10, 2023), with regard to Covid-19 positive persons, as well as for close contacts; these are effective from August 11, 2023, until further notice and can be summarized as follows:

1) **RULES FOR ANYONE WHO IS COVID-19 POSITIVE:**

Anyone who is Covid-19 positive is no longer obliged to stay in full isolation as it has happened so far (see AACUPI's previous Communication #68 issued on January 02, 2023).

2) **RULES FOR CLOSE CONTACTS TO COVID-19 POSITIVE SUBJECTS:**

As a consequence of the above #1 liberalization, anyone who has had a close contact with a Covid-19 positive subject will not be obliged any longer to follow the so-called "self-monitoring" regime ("auto sorveglianza": again see AACUPI's previous Communication #68 issued on January 02, 2023).

## ACCOMMODATIONS

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The study center in Orvieto is located in a renovated building on the Piazza Corsica. 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 study center which is open four days a week (Monday through Thursday). K-State has a dedicated studio space and 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

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### CURRICULUM

**During the fall semester preceding the spring program, students are required to enroll in ENVD 654 Education Abroad Orientation, which is offered as either a 0.5 or 1.0 credit hour graded course.** This course provides a structured opportunity for students to prepare for their education abroad experience. Content will cover a range of topics that pertain to living, studying, and traveling abroad. Additionally, students will have the opportunity to become acquainted with other program participants and studio/seminar faculty.

All courses in the Italian Studies Program are Kansas State University credit courses. 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 includes language instruction and participation in required field trips and is offered for credit/no credit. All other credit courses are graded.

Students are strongly encouraged to gain familiarity with the Italian language prior to departure. *Italian Language for Travelers* (ITAL 105) or *Italian I* (ITAL 101), both Department of Modern Language courses, may be offered at Kansas State University in fall 2023. Taking one of these courses will greatly improve your experience and give you the confidence to speak Italian while traveling.

### FACULTY

The K-State faculty for seminar and studio during the Spring 2024 semester will be announced during the Fall '23 ENVD 654 course. Italian professors will teach the Italian language and Italian Art History and Culture course.

## PREREQUISITES

Before participating in the Italian Studies Program, students must have successfully completed their discipline's prerequisites. Please consult your APDesign academic advisor to ensure you meet these prerequisites.

## OFFICIAL PROGRAM FIELD TRIPS AND CULTURAL ACTIVITIES AND WORKSHOPS

Numerous one-day field trips (typically to Rome, Siena, Florence, Assisi, Villa Lante, etc.) and several extended, two to six-day field trips (typically to Venezia, Vicenza, and Verona to the north and to Pompeii, Sorrento, and the Amalfi Coast to the south) are planned. These trips will be led by the K-State faculty, the Italian professors, and/or professional guides. 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 total number and location of the field trips varies each semester. A preliminary itinerary will be issued during pre-departure meetings in ENVD 654.

Costs associated with the required field trips (transportation, lodging, admissions) are included in the Program fee, however depending on the specific itinerary, students may incur additional costs for meals and personal items.

**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.**

In addition to field trips, a series of artisanal and cultural workshops introduce students to the culture and people of the Umbrian region. **Students are required to participate in several workshops over the course of the semester.** The cost of transportation and materials are included the Program fee.

Note that the Program schedule follows the Kansas State University spring break schedule.

## PROGRAM AND BUDGET COST

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The budgetary information included in this handbook is an **ESTIMATE** prepared by APDesign during Summer 2023. The official budget sheet will be provided during ENVD 654 in Fall 2023.

## ESTIMATED EXPENSES

### COST SUMMARY

<u>Faculty Led Study Abroad Program Fee</u>	<u>Amount</u>
Transportation/Field Trip Expenses: Includes round trip group airfare (Kansas City to Rome; Rome to Kansas City); trip insurance; bus transfer from Rome to Orvieto upon arrival; transportation in connection with required field trips and workshops; hotels in connection with required extended field trips; admission fees to museum/sites in connection with required field trips.	\$ 4,410.00
OIP Administrative Fee	\$ 325.00
Housing/Accommodations: Includes shared furnished apartment with weekly housekeeping service, washer, and utilities; Italian (required) Permit to Stay	\$ 2,610.00
Facility Use: Includes studio, classrooms, computer labs, and language instruction	\$ 2,205.00
Program Support: Includes Faculty and operational support	\$ 1,350.00
<b>SUBTOTAL</b>	<b>\$10,900.00</b>
<b>Estimated K-State Tuition and Fees</b>	
Faculty Led Study Abroad Tuition - UG Resident	\$ 4,649.68
Faculty Led Study Abroad Tuition - UG Non-Resident	\$ 12,524.40
APDesign College Fees (either residency)	\$ 770.00
<b>Estimated Personal Expenses</b>	
Airfare/Travel Connections to U.S. City of Departure	<i>Varies</i>
Passport	\$ 140.00
Official Passport Photos (2)	\$ 15.00
Study Visa Application	\$ 55.00
Deposit on Apartment in Orvieto ( <i>to be paid in Euro upon arrival in Italy</i> )	\$ 115.00
Textbooks/Italian Language Books ( <i>to be paid in Euro upon arrival in Italy</i> )	\$ 40.00
Medical/Health International Insurance: Required (will be billed to KSIS account)	\$ 320.00
Individual Meals and Tips	\$ 3,800.00
Personal Expenses: Local Transport for personal travel; laundry; supplies; etc.	\$ 2,540.00
<b>SUBTOTAL</b>	<b>\$7,025.00</b>
<b>TOTAL - UG Resident</b>	<b>\$23,344.68</b>
<b>TOTAL - UG Non-Resident</b>	<b>\$31,219.40</b>

These amounts are estimates, not guarantees. This budget sheet assesses total estimated expenses based on current tuition, fees, and personal expenses. Actual costs are subject to change in accordance with university fee increases and variations in individual enrollment, travel, housing, and spending. The tuition and fees for this budget sheet are based on the Manhattan campus-based tuition rates.

## FINANCIAL ASSISTANCE

Students may seek financial assistance through the Office of Student Financial Assistance (OSFA) at Kansas State University. Well in **advance of participation** in the Italian Studies Program, students should begin the financial aid application (FAFSA) process. Students should include the Italian Studies Program fee and K- State semester tuition and fees in their projected costs for the entire academic year. These fees are available through the program budget sheet provided by Education Abroad. Students are encouraged to contact their financial aid advisor if they 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).

**NOTE:** Students planning to seek aid for the school year following participation in the Italian Studies Program are encouraged to complete their financial aid application AND scholarship application for 2024-2025 academic year online prior to departing for Italy. It should be noted that students may want to file their Federal and State income tax forms before departure.

### SCHOLARSHIPS

**We strongly encourage students to explore all available scholarship options.** Students who complete their K-State Scholarship Network (KSN) application (typically due on March 15 prior to the upcoming academic year) are eligible to be considered for any of the APDesign Education Abroad scholarships. More specific APD scholarship information will be available during the ENVD 654 course. Some scholarships may require the student to submit a written essay and, in some cases, due to eligibility requirements, may require the student to have demonstrated financial need in their KSN application.

Italian Studies Program students are also eligible for scholarships through Education Abroad. Information can be found here: <https://www.k-state.edu/abroad/current-students/funding/>

### CONCLUSION

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The information included above represents the best effort of Kansas State University in Italy and the College of Architecture, Planning and Design to provide students with introductory information about the Program. **This information is not intended to be fully comprehensive nor complete in every detail.** Our goal is to provide information that we believe to be the most recent and accurate based upon what has been presented to us by various agencies and affiliates. Detailed Program information will be provided to students during pre-departure meetings in ENVD 654, including information about preparation for travel, required medical insurance, housing, etc.

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.

**Ultimately, each student is responsible for ensuring they comply with all governmental, academic, organization, and company regulations and policies.** This Program relies on the cooperation and goodwill 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.