

**APDESIGN**

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



## **Kansas State University in Italy**

### **APDesign Italian Studies Program for Spring 2023**

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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) is pleased to offer the **Italian Studies Program – Orvieto** during the Spring 2023 semester. Accompanied by APDesign faculty, a group of students will spend the spring 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 some of the classes will be taught by Kansas State professors, you will also study with the Italian, Orvieto-based professors and you will have freedom to travel on your own while interacting 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 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, Telephone 785.532.5047 or email [jesscan@ksu.edu](mailto:jesscan@ksu.edu).

## DOCUMENTS

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### FINAL ACCEPTANCE FORM

You will be required to complete a final acceptance form by **Tuesday, September 6, 2022**. This form will be distributed to students during the first class session of ENVD 654 *Study Abroad Orientation*. Completed forms will be collected in class on Tuesday, September 6, 2022. **By completing the acceptance form, you will be committing yourself to participate in the Spring 2023 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 2022 semester that will remain valid for three months beyond the student's stay in Europe. You will need to surrender your passport to APDesign in early September as part of the Study 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. 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 by September 2022, at the latest.** 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 Visa applications and passports to the Italian General Consulate in Chicago for processing. The application fee is included as part of your Program Fee. Your passport and accompanying Study Visa will be returned to you before winter break. That said, 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 (between September and mid-December 2022).**

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

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

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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 US 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 program in early May, students have the tentative option to travel on their own or together with friends/family and then return home. Please remember: Time for post-program travel is constrained by Italian Visa requirements. Individuals will be responsible to research and understand the regulations for U.S. citizens regarding independent travel to other countries after the program/semester ends.

**Flight reservations will be arranged in September 2022.** Students will be required to register online for their flight reservation by September 27, 2022, therefore students are expected to prepare a travel plan so that they can 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.

While it is important to consider post-program travel plans ahead of time, experience suggests that such plans often change after the students have been in Italy. Individual changes in travel plans, dates of departure from Rome etc. are subject to airline regulations, practices, and fare differences. Students who anticipate departing from or returning to a country other than the U.S. are expected to discuss these plans with the Director of International Programs, at the beginning of the fall semester.

### **COVID VACCINATION REQUIREMENTS**

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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. However, this continues to be a fluid situation and it is possible that future travel 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.

We will keep you updated as to any requirements or restrictions connected with participating in an Education Abroad program.

If you are medically unable or have chosen not to receive a COVID-19 vaccination, please contact the Director of International Programs to set up an appointment to discuss how this may impact your ability to participate in the Spring 2023 Italian Studies Program.

## ACCOMMODATIONS

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The study center in Orvieto occupies a renovated building located 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 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

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### FACULTY

The faculty for seminar(s) and/or studio for the spring 2023 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 fall semester preceding the program, students are required to enroll in a 0.5 or 1.0 credit hour graded course entitled *Study Abroad Orientation* (ENVD 654).**

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 2022. Taking one of these courses will GREATLY improve your experience by giving you confidence to use Italian language as much as possible while traveling.

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 that 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, for most 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 between 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 items such as meals. Typically, the students travel to Venezia, Vicenza, and Verona to the north and to Pompeii, Sorrento, and the Amalfi Coast to the south. In the past, we have also gone to Urbino and Ravenna for two days. **Please be aware that should COVID travel restrictions be reinstated by the Italian government, these extended field trips may be adjusted.** The exact nature of these extended field trips has not yet been determined. The number and length of extended field trips is dependent in part upon the exchange rate between the U.S. dollar and the Euro.

For several years, we have been building a series of artisanal and cultural workshops to 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 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.**

## **PROGRAM AND BUDGET COST**

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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 need to be made depending on the rate of inflation, the exchange rate, the number of participants, variation in hotel/travel service and other factors we do not control. **These variable factors are beyond our control and thus cost fluctuations may occur at any time.** This has happened several times during the past 10 years. The exchange rate is currently quite favorable, but 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 fee	
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>
Notes		<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 spring semester tuition and fees (# credit hours) with the approximate due date of mid-January 2023.</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 Spring 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 the Italian Studies Program fee and K- State semester tuition and fees in their projected costs for the entire academic year. Students are encouraged to contact their financial aid advisor in the OSFA, 220 Anderson Hall, Tel 785.532.6420, 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 2023-2024 academic year online prior to departing for Italy. It should also 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 15th prior to the upcoming academic year) are eligible to be considered for any of the APDesign Education Abroad scholarships. After students have been endorsed for spring Education Abroad programs, information regarding additional specific scholarships will be provided. Some scholarships may require the student to submit a written essay and, in some cases, due to eligibility requirements, may require the student have demonstrated financial need in their KSN application.

Additionally, Italian Studies Program students are also eligible for scholarships through the Office of International Programs. Information can be found here:

<https://www.k-state.edu/oip/scholarships/>.

## CONCLUSION

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The information listed 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 and has proven to be helpful to other students who have participated in the program.

**This material is not intended to be comprehensive nor totally complete in every detail.** Our goal is to provide information which we believe to be the most recent and most accurate based upon what has been presented to us by a variety of agencies and affiliates. 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 in September 2022 and in this you will find 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 presents a unique opportunity for students to study for an extended period of time



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.