FLAS Application Check List

Instructions: Before you start the online application, make sure you have prepared all the necessary materials by completing the following checklist.

Your application should include:

_____ 1. A two-page double-spaced statement of purpose, describing your:
- *educational background and future career plans,*
- *interest in the discipline and language,*
- *planned course of study,*
- *how your language study will further your career plans*
- *relation of the language to your current degree program*

**First time applicants are strongly advised to visit the KU Writing Center: http://writing.ku.edu/

_____ 2. Your current *curriculum vitae* or resume

_____ 3. KU Advising Report or most recent college transcript.

This document should be converted to a pdf and attached to your online application. A tutorial on how to generate a KU Advising Report can be found at:
http://degreeprogress.drupal.ku.edu/sites/degreeprogress.drupal.ku.edu/files/docs/ student_advising_re port_tutorial.pdf

Successful applications will include fall grades from the semester preceding the application deadline.

_____ 4. Unofficial transcripts from a previous school or program.

For undergraduate students: high school transcripts. For graduate students: undergraduate transcripts.

You may ask the secretary of your home department to photocopy the transcripts you submitted when you applied for graduate work at the University; do not go to the extreme of ordering new originals. Undergraduate students may obtain copies of their high school transcripts from their advisor.

_____ 5. Two (2) Recommenders.
Please note that one letter must be from your most recent language instructor, who will evaluate your proficiency in the language you have chosen to study. It is strongly advised that you ask permission before submitting a person's name and email as a recommender. When asking for a letter of recommendation, it is also advisable to inform the potential recommender about which FLAS Fellowship you are applying for (Summer, Academic Year, or both), which language you will study, and the FLAS application deadline.

_____   _____
Name, Title   *Email*

_____   _____
                                                                                 Email

_____ 6. Information about the program in which you intend to enroll, if not a KU program.

If you plan to study abroad during the academic year or summer, or attend a non-KU domestic intensive summer language program, please attach an electronic copy of the brochure for the program, or include in your email the website of the program (in English). You should also include the following information:

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    A. Total number of weeks of the program
    B. Total number of hours in language study (contact hours) in the program
    C. Projected departure and return date
    D. Start and end dates of the program
    E. A paragraph explaining why you have selected the program
    F. If international travel is required, an airline itinerary. Your itinerary must comply with the Fly America Act.

____ 7. Estimated Family Contribution (EFC) from your Free Application for Federal Student Aid (FAFSA) Student Aid Report (SAR): https://fafsa.ed.gov/.

____ 8. If study abroad, registration with the KU Office of Study Abroad: http://www.studyabroad.ku.edu/.