

2016

Visiting Student Guidelines

International Admissions

The purpose of this document is to provide Kent State University's valued partner institutions with useful information pertaining to admissions requirements, policies and processes for visiting students.



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Introduction

Dear Partners,

Kent State University has a long history of international partnerships. **One of the benefits** of your partnership with Kent State is our ability to welcome your visiting students to our campus as **a unique group of scholars** and to personally assist them throughout the entirety of their time on campus. Every year, these students join our Kent State community for their own unique study abroad experience. We appreciate the **diversity** these students bring to our campus community and we continue to recognize and serve their growing population.

To help **maximize** your students' experience while attending Kent State, the International Partnerships Division in the Office of Global Education has developed this **handbook** for our Visiting Student Program. The handbook provides students with a "roadmap" that will allow them to **easily** navigate our application process and prepare themselves for an **uncomplicated** life on the Kent State campus.

Please note that if you also participate in our student exchange, 3+2, or 2+2 programs, we have additional resources listed below.

Sincerely,

Sarah J. Malcolm

Director, International Partnerships, Marketing, & Communications
Kent State University
Office of Global Education
625 Loop Road | 106 Van Campen Hall
Kent, OH 44242, USA
Tel: 330.672.8655
smalcolm@kent.edu

Office Contact Information

Please Note: *If you have particular questions concerning the application and admission process, please contact the Office of Global Education or one of our overseas centers located in China or India.*

Office of Global Education	Mailing Address:	Office of Global Education Kent State University 106 Van Campen Hall 625 Loop Road Kent State University Kent, OH 44242-0001 USA
	Telephone:	+1-330-672-7980
	Email:	partnerships@kent.edu
	Website:	www.kent.edu/globaleducation
	Primary Contact:	Sarah J. Malcolm
China Center	Mailing Address:	Kent State China Center Chanfu Road U-Center C-901 Beijing, China 100083
	Telephone:	010-6268-0208
	Email:	beijing@kent.edu
	Website:	http://www.kent.edu/china
	Primary Contact:	David Wei
India Center	Mailing Address:	Kent State India Center 413, Fourth Floor International Trade Tower Nehru Place New Delhi 110019
	Telephone:	011 40526889
	Email:	india@kent.edu
	Website:	www.kent.edu/globaleducation/kent-state-india
	Primary Contact:	Jyotsna Misra

Academic Opportunities for Visiting Students

Kent State University offers visiting students from its partner universities numerous opportunities to pursue their studies within the Kent State academic system. The most traditional method is for students to enroll in Kent State courses – a minimum 12 credit hours per semester for undergraduate students – that align closely with their chosen program of study at their home university. Visiting students are eligible to study at Kent State for up to two semesters.

In addition to a traditional course of study, Kent State also offers the following unique and/or specialized academic programs, which allow the visiting student to follow individual interests and pursuits.

Kent State Florence Program

Kent State University has been offering its students a wide assortment of courses in various subject areas at its academic center in Florence, Italy for more than 40 years. Kent State faculty in residence provide an outstanding education in the classroom and out, capitalizing on the Florentine setting with city walks, museum visits and field trips. Visiting students can enroll for the fall or spring semesters – or participate in the Florence Summer Institute. For more information, visit:

[Kent State Florence](#)

English as Second Language (ESL) Program

Kent State's ESL Program provides intensive English language instruction to international students who want to enter American universities or learn English for other personal or professional reasons. The ESL Program is committed to academic excellence through flexibility in program design. All courses are available at various proficiency levels to insure that students receive the best English training possible. Our experienced instructors have a passion for helping students to achieve their academic goals. Students can choose to study at our Kent campus, our nearby Stark campus or our Center in Florence, Italy (see above). Total costs and course selection vary by location – for more information, visit:

[Kent State ESL Program](#)

Porthouse International Academy

Porthouse Theatre's International Academy offers opportunities for students from across the globe to spend three weeks at Kent State University to experience the inner workings of a professional theatre and take classes in the theatre arts. Throughout the three-week non-credit program, students get to experience life on an American college campus, take classes in dance, acting, and voice, and observe rehearsals of one of the productions scheduled at Porthouse that summer.

2016 Academy Dates: July 12 – August 14

For more information, visit:

[Porthouse International Academy](#)

Important Deadlines

It is our sincere goal to provide the best service and support to your visiting students attending Kent State University. In order to do so, it is critical that our partners provide us with the following required information by the indicated deadlines. Send the information directly to:

Contact: International Partnerships
Email: partnerships@kent.edu
Address: Office of Global Education
Kent State University
106 Van Campen Hall, 625 Loop Road
Kent, OH 44242 USA

STUDENT NOMINATION

Fall Semester: April 1
Spring Semester: September 1

Nominate a selection of undergraduate (graduate students may be considered on a case-by-case basis) students for study at Kent State by the appropriate deadline. Student names and credentials must be provided at the time of nomination. Following an evaluation, Kent State will recommend the most suitable participants to the partner institution.

HOUSING ESTIMATE

Fall Semester: April 1
Spring Semester: September 1

Provide the ESTIMATED number of your students who plan to live on campus. A limited number of rooms are reserved for international students on campus. Because of this, we can only ensure accommodations for your students if you provide us with an estimated number requiring on-campus housing by the deadline.

Please Note: *Your estimate only enables us to reserve the proper number of rooms. Students must still formally apply for housing immediately following admission!*

TOTAL APPLIED STUDENTS

Fall Semester: May 1
Spring Semester: September 1

Provide us with the final list of the total number of all students from your university who will be attending KSU for the upcoming semester. Please include the following information for each student:

- Given Name
- Family Name
- Date of Birth
- Personal Email
- Program of Study
- Length of Stay

Upon receiving this list we will work closely with you and your students to facilitate the application process to ensure timely receipt of their I-20 or DS-2019.

Please Note: *English as Second Language (ESL) students must attend **both** ESL modules of the semester.*

STUDENT APPLICATION

Fall Semester: June 1
Spring Semester: October 1

Please Note: *Late applications are accepted, but we recommend that international students apply as soon as possible to allow sufficient time for pre-departure arrangements.*

Admission and Application Instructions

General Admission Requirements:

For Undergraduate Academic Programs (non-ESL)

English Language Proficiency

All international applicants must provide proof of English language proficiency unless they meet specific exceptions. A list of exceptions is available at:

<http://www.kent.edu/globaleducation/english-language-proficiency>.

Students should request that ETS send official TOEFL scores directly to Kent (institution code: 1367). An IELTS report must be sent as a scanned PDF.

All undergraduate applicants must obtain:

- A minimum TOEFL score of 525 (71 on the Internet based version),
- A minimum MELAB score of 75 or IELTS score of 6.0,
- A PTE Academic score of 48,

or complete the ELS level 112 Intensive Program. Please submit documentation as a scanned PDF.

GPA Requirement

Visiting students should meet the minimum requirement of GPA greater or equal to 2.5 on a U.S. 4.0 scale

Programs with special admission criteria and selective requirements are available at:

<http://www.kent.edu/globaleducation/international-freshman-application-guide>

Undergraduate Visiting Student Application Process:

- Partner Institution:** **Nominate students**
The partner institution will nominate students – whom the institution has pre-qualified – to the Office of Global Education (OGE) by the required deadline (*see page 6*). Each nomination must include the student’s name, his/her proposed course of study and transcript, as well as any other relevant credentials.
- OGE:** **Review and recommend student participants**
The Office of Global Education will review the nominated students and recommend the most suitable participants. From the recommended list, the two institutions will select the final participants.
- Student:** **Submit an online application at:**
<http://www.kent.edu/globaleducation/international-freshman-application-guide>
- ESL Students ONLY:** **Submit an online application and the \$30 (USD) application fee at:**
<http://www.kent.edu/globaleducation/esl-application-guide>
- Student:** **Prepare and submit the following application documents:**
- ✓ Passport Biographical Page
 - ✓ English Language Proficiency Scores
 - ✓ Secondary School Graduation Certificate/Diploma/Attending Certificate (Certified English translation and original language)
 - ✓ Post-Secondary School Transcripts/detailed mark sheets (Certified English translation and original language)
 - ✓ Application fee payment receipt (printed copy or screen capture of acknowledging email)
 - ✓ Exchange Permission form. To obtain a copy of the form, visit:
<https://du1ux2871uqv.cloudfront.net/sites/default/files/file/Exchange%20Permission%20Form%202015-2016.pdf>
 - ✓ Financial guarantee (bank statements) that show sufficient funds to cover educational expenses. For amounts see:
<http://www.kent.edu/tuition>
 - ✓ Kent State University Financial Information Worksheet (*only necessary if the financial guarantee is NOT in English*)
 - ✓ Any additional documents that may be required
- Please Note:**
- *The Financial Guarantee Statements and the Financial Information Worksheet are not necessary for the admission process, but are required to process immigration documents.*
 - *For admission purposes, we can accept scanned documents of academic credentials.*
 - *All items submitted become the property of Kent State University and cannot be returned.*
- OGE:** **Track and report student admission status**
The Office of Global Education will track all admissions and I-20 or DS-2019 documentation for your students included on the list of **Total Applied Students** provided to OGE (*see Deadlines, page 8*), as well as report the students’ admission status. Unfortunately, we are unable to provide this convenience for your students not included on the list.

Helpful Application Suggestions

- Include the student's full name and birthdate when sending documents.
- For the fastest processing, convert all the documents into a multi-page PDF digital file (the size of the PDF file should not exceed 5MB) and email the file to International Partnerships at:
partnerships@kent.edu
- If time is not an issue, application material can also be mailed to: *(make yourself a copy first!)*:

Office of Global Education
106 Van Campen Hall, 625 Loop Road
Kent, OH 44240-0001 USA

Admission Assistance:

Finding Helpful Information

For the latest information on about international admissions, visit:

<http://www.kent.edu/globaleducation/international-admissions>

Available Programs

For the latest information on available majors, check the following:

Undergraduate (Kent campus only):

<http://solutions.kent.edu/GPS/ROADMAP/browse/ug/all?campus=KC>

Graduate (Kent campus only):

<http://solutions.kent.edu/GPS/ROADMAP/browse/GR/all?campus=KC>

Exchange Partners

For more information and a list of our exchange partners, please visit our Education Abroad website:

<http://www.kent.edu/globaleducation>

Financial Considerations

University Payment Process

Payment Options

Kent State University offers students two payment options:

1. **Self-Payment:** the student makes payments using his or her own funding.
2. **Third-Party Payment:** the student's tuition is paid by a third-party – for example a governmental agency or a partner university. Third-Party payments require the completion and submittal of an **Agreement to Pay Tuition on Behalf of a Third-Party Form**. Request a form by email at:
partnerships@kent.edu.

For fall and spring semesters, students have two payment options:

1. One payment in full
2. Three installment payments
Requires a \$35 per semester service fee. Installment plans are not available for the summer module.

Payments can be made using Kent State's [Online Payment System](#).

Payment Due Dates

Payment Due Dates vary by semester and academic year. [Click here](#) for the most current dates.

Please Note: Additional information can be obtained from the [Bursar's Office](#).

Student Expenses

Undergraduate and Graduate Students

The following chart provides a breakdown of expected expenses – including tuition and estimated living expenses – for Academic Year 2015-2016 for both undergraduate and graduate students.

2015-2016 Estimated Academic Year Expenses

Undergraduate and Graduate Students

Expense	Undergraduate	Graduate ³
Tuition ¹	\$18,212	\$14,886
Room and Meals ²	\$10,334	\$10,334
Books and Supplies	\$1,320	\$1,320
Medical Insurance	\$1,990	\$1,990
Total	\$31,856	\$28,530

Please Note: Because of current economic trends in the United States, you should anticipate an annual 3-5% increase in expenses.

1. Based on one academic year, two semesters for a full-time international student. Program and special course fees are additional. Tuition costs are subject to change.
2. Based on a **standard** double room and basic meal plan. Other enhanced room types and meal plans are available on an optional basis. Housing fees for winter and spring breaks are **not** included.
3. Based on 12 semester hours (for undergraduate students). Programs and special course fees are additional. The international activity fee is \$20 per semester or \$40 for the academic year.

Additional Considerations: Undergraduate and Graduate Students

- This table does not include miscellaneous everyday expenses (winter clothes, car insurance, etc.) because they depend on the individual student's lifestyle. They are estimated at an average of \$2,520.
- Students who bring family members may use the chart above and add \$4,500.00 for a spouse or other first dependent, plus \$2,500.00 for each additional dependent (if staying an academic year).
- All students who are not 20 years or older, are required to live on campus and buy a meal plan, according to university regulations unless specific criteria is met.

Student Expenses

English as a Secondary Language (ESL) Students

The following chart provides a breakdown of expected expenses – including tuition and estimated living expenses – for the ESL student.

Additional information can be obtained from the [ESL Center](#).

2015-2016 Estimated Academic Year Expenses

ESL Students

Expense	One Semester Module 1 and 2	Two Semesters
Tuition ¹	\$5,462	\$10,924
ESL Tuition Surcharge	\$170	\$340
ESL Course Fees ²	\$1,530	\$3,060
Room and Meals ³	\$5,167	\$10,334
Books and Supplies	\$660	\$1,320
Medical Insurance	\$821	\$1,990 ⁴
Additional Fees (<i>estimated</i>)	\$120	\$240
Total	\$13,770	\$28,208

Please Note: Because of current economic trends in the United States, you should anticipate an annual 3-5% increase in expenses.

1. Tuition costs are subject to change.
2. Out-of-state students enrolled in ESL courses with special course fees will also have a special out-of-state rate of \$90 per credit hour rather than the regular out-of-state rate. This tuition price is based on 17 credit hours per semester.
3. Based on a **standard** double room and basic meal plan. Other enhanced room types and meal plans are available on an optional basis. Housing fees for winter and spring breaks are **not** included.
4. Includes Summer Semester

Additional Considerations: ESL Students

- Admission Application fee: \$30.00 (one time fee, payable with your application)
- This table does not include miscellaneous everyday expenses (winter clothes, car insurance, etc.) because they depend on the individual student's lifestyle. They are estimated at an average of \$2,520.
- Students who bring family members may use the chart above and add \$4,500.00 for spouse or other first dependent, plus \$2,500.00 for each additional dependent (if staying an academic year).
- All students who are not 20 years or older, are required to live on campus and buy a meal plan, according to university regulations unless specific criteria is met.

Pre-Departure Considerations

The following is a brief description of the information and issues with which a newly-admitted student should become familiar. For additional information, please visit our New Student webpage at:

<http://www.kent.edu/globaleducation/newly-admitted-international-students-kent-state>

Important: If an administrator or faculty member will be accompanying students during their travel to Kent State, the coordinating representative from the partner institution must notify the Office of Global Education at:

Contact: Sarah J. Malcolm
Email: smalcolm@kent.edu
Phone: +1-330-672-7980
Address: Office of Global Education
Kent State University
106 Van Campen Hall, 625 Loop Road
Kent, OH 44242 USA

Visa Application

General Information

Applicants for a student visa are typically required to schedule an appointment with the nearest U.S. Consulate or Embassy in advance. A list of U.S. Consulates and Embassies is available online at:

www.usembassy.gov/

On the day of the appointment, the applicant should have all of the required documents (requirements vary by post and are subject to change without notice, so telephone or check the website of the Consulate or Embassy to confirm procedures).

Workshops on how to complete the Visa application process are offered in many countries by the U.S. State Department's Bureau of Educational and Cultural Affairs. For a site convenient to you, visit:

<http://educationusa.state.gov>

Consular officers will determine visa qualification.

Types of Visas for Students and Exchange Visitors

1. **F-1, or Student Visa:** The visa for people who want to study at an accredited U.S. college or university, or to study English at a university or language institute.
2. **J-1, or Exchange Visitor Visa:** The visa issued to people who will be participating in an educational or cultural exchange program.

Minor Status

In the United States, a person under the age of 18 is considered a minor. They may be restricted from activities like receiving a debit card, signing housing contracts/health forms, renting cars, etc. without a parent's signature or a power of attorney. Please make sure that parents research US policies in advance or ask our ISSS department if they have particular questions.

Visa Application Steps

Receive the Form I-20 or DS-2019

After acceptance and receipt of all required financial documents, and before applying for a visa, Kent State will send the proper documentation that enrolls the student in the Student and Exchange Visitor Information System (SEVIS).

Pay the Required Fees

There are a number of fees that applicants are responsible for paying. These may include:

- SEVIS I-901 Fee
- Nonimmigrant Visa Application Processing Fee
- Visa Issuance Fee

The full list of fees is available online:

<http://travel.state.gov/content/visas/en/fees/fees-visa-services.html>

Apply Online

Review the particular consulate or embassy as the process varies:

www.usembassy.gov/

Schedule a Visa Interview Appointment

Make an appointment for a visa interview by contacting the nearest U.S. Embassy or Consulate. You'll find that information at:

www.usembassy.gov/

Please Note: *Visa processing procedures can vary by country depending on the U.S. Embassy or Consulate, but all student visa and exchange visitor visa applicants are given priority. The US Department of State lists typical visa wait times by country:*

<http://travel.state.gov/content/visas/en/general/wait-times.html/>

Prepare Documentation for the Visa Interview Appointment

The applicant should assemble all the required documentation prior to the interview appointment. This may include a number of documents and receipts so students should review the information provided on the embassy or consulate website before going to an appointment.

When applying for a visa, the applicant needs to be aware that the visa alone does not guarantee entry to the United States. With a visa, a foreign citizen is allowed to travel to a U.S. port of entry. Upon arrival there, a U.S. Customs and Border Protection inspector makes the decision about the individual's admission into the country.

Housing

On-Campus Residence Applications

To live on campus, students need to complete an online **New Student Housing Application**, by visiting the [Residence Services](#) website and clicking on the Apply for Housing icon. Students will need their **Flashline** user name and password (see page 20) to log into the application process.

Students are encouraged to visit the [Residence Services](#) website to explore housing plan options, as well as available floor plans, room diagrams and other residence amenities.

Students are also encouraged to review the [Residence Hall Contract](#). It contains useful information about cancellation policies, fees, due dates and more.

Important: *Kent State maintains only a limited number of on-campus housing placements for students of our partner universities. It is critical that our partners provide the Office of*

Global Education with the ESTIMATED number of your students who plan to live on campus by April 1 (see page 8).

Off-Campus Housing

Students who prefer to live off-campus are encouraged to visit [KentCribs](#) to search for local residences with available vacancies.

Housing Check-in Upon Arrival

(On-campus housing, transition housing or your own apartment)

On-campus check-in will be available 24 hours at the designated front desk for both residence halls and temporary housing residents. Students that plan to arrive before the residence halls are officially open will need to apply for early arrival housing. Most off-campus apartments will have a designated office hour schedule. Please make sure to visit the office during the office hours.

Dining

On-Campus Dining Plans

Kent State University **Dining Services** is proud to offer various [Dining Plans](#) to suit individual student needs. The Dining Plan is an essential part of the Kent State experience. Our plans are set-up on a declining balance system. This means that you are able to use your Dining Plan how you want, when you want. Everything is priced individually, so you pay for exactly what you're getting.

Please Note: Visiting students under the age of 20 and living on-campus **MUST** purchase a Dining Plan.

Notify OGE if:

- A student prefers the Light Dining Plan
- A student over the age of 20 doesn't want a Dining Plan (if living on-campus)

Student Identification

Kent State ID

Kent State ID is the identification number for students and employees of Kent State University. It is also referred to as "Banner ID." It is a 9-digit number beginning with an "8" and is important for correctly identifying a student's record.

Flashline User ID

The **FlashLine** username is everything before the "@" symbol in the Kent State email address. For example, if the Kent State email address is jdoe1@kent.edu, then the **FlashLine** user name would be [jdoe1](#). The student can also find the username on their admission decision letter. Only students are permitted to access their **Flashline** account.

Kent State Email.

Kent State Email is an important link between the student and the university. The "Access" tab provides important notifications and should be the first thing students check. This tab is available after the student logs into the **Flashline** page.

Local Airports

There are two airports students should consider when making flight arrangements that are located in close proximity (by car) to Kent:

1. **Cleveland-Hopkins International Airport** (airport code: **CLE**) approximately 50 minutes
2. **Akron-Canton International Airport** (airport code **CAK**), approximately 30 minutes

Students must arrive before or on the Program Start Date. For example, if the Program Start Date is August 18th, the student may arrive in the US up to 30 days before—the earliest date being July 19th. If for some reason students are not able to arrive by the Program Start Date, contact International Student and Scholar Services by email at:

iss@kent.edu.

We strongly recommend students arrive within a week before the Program Start Date.

Medical Requirements

Medical Insurance Requirement for International Students

Kent State University requires health insurance for all international students. Our intent is to ensure access for international students to United States health care services.

All international students taking at least one credit hour are required to have health insurance that is comparable to the coverage provided with the Kent State University sponsored student health insurance plan. The bursar's office will automatically post the premium on student accounts and will be viewable to students.

Any international student may request a waiver of this fee if:

1. The student provides proof of full sponsorship by a government agency including health insurance, or
2. The student provides proof of health insurance provided by a United States employer.

Waiver requests must be submitted during a bi-annual open enrollment period.

For additional information about insurance coverage:

- View the KSU [insurance policy](#).
- For information on the insurance premiums and a copy of the plan's brochure, which explains the insurance plan benefits and coverage, visit: [Student Health Insurance Plan \(SHIP\)](#).
- For more information about the hard waiver program and to view a series of Frequently Asked Questions (FAQs), please visit: [International Student Hard Waiver Program](#).
- The Central Billing Office staff at University Health Services is also available to assist students. They can be reached at **+1-330-672-8251** or by email at: Insbilling@kent.edu.

Kent State Health Services also requires an immunization record. All international students regardless of age are required to fully complete and submit a mandatory immunization form. To download the form and for additional information, visit:

<http://www.kent.edu/uhs/mandatory-immunizations>

The completed form may be emailed to:

immunizations@kent.edu

or submitted to the Health Center upon your arrival on campus.

On-Campus Considerations

Arrival on Campus

Check-in at Office of Global Education

International students must check-in at the Office of Global Education (located at Van Campen Hall) within 48 hours of arrival. A comprehensive guide for orientation week will be provided to students during check-in. Students must bring their passport, visa, I-20 (or DS-2019) and other immigration documents with them.

Please Note: *Students may also bring their official and final transcript to International Admission (located inside the Office of Global Education)—these documents must be submitted within the first semester.*

New Student Orientation Week

Each semester, the Office of Global Education hosts a number of informational and entertaining events during the week following the arrival of our international students. The events during “Welcome Week” are designed to introduce students to the Kent State campus and ease their transition to academic life in the United States.

Foremost among these events is a mandatory International Student Orientation, which provides students with essential information about Kent State, while offering the students the opportunity to get answers to their most pressing questions.

Numerous entertaining events are also scheduled during “Welcome Week” that encourage students to become acquainted with their fellow KSU students, both international and domestic. Events include a “Discover Kent State (DKS)” tour of the campus and a student resource fair, as well as movies, activities, student rallies and picnics. For a complete schedule of events for our next “Welcome Week,” visit:

<http://www.kent.edu/globaleducation/orientation>

Employment Assistance

Work Opportunities

The [Career Services Center](#) is responsible for the administration of all student employment throughout Kent State’s eight-campus system. Its many student employment services include:

- [Flash@Work](#), an online listing and application process for all available on-campus jobs as well as internships.
- A [Student Employment Handbook](#), which provides the procedures, policies, and legal hiring practices associated with student employment at Kent State.

Please Note: *International students are allowed to work a **maximum** of 20 hours per week on campus. International students are **not** allowed to work off-campus without prior approval. Prior to seeking off-campus employment, students should meet with an advisor from [International Student and Scholar Services \(ISSS\)](#) within the Office of Global Education to determine their eligibility status.*

Students in a Language Training Program (ESL) are not allowed to work on or off campus.

Weather

Kent State's Four Seasons

Kent enjoys four seasons throughout the year: spring, summer, fall and winter. The following are average high temperatures in Kent. Students should bring clothing appropriate for the weather and should also be prepared to purchase additional clothing as necessary as the seasons change. For more information about monthly weather averages in Northeast Ohio, visit the [Ohio Weather Averages](#) website.

Kent Temperatures

January	1°C
March	9°C
July	29°C
September	23°C

Contact List for Important On-Campus Organizations

Office	Website	Email	Phone Number
Academic Success Center	www.kent.edu/asc	asc@kent.edu	330-672-3190
Bursar's Office	www.kent.edu/bursar/	bursar@kent.edu	330-672-2626
Career Services Center	www.kent.edu/career	career@kent.edu	330-672-2360
Office of Global Education	http://www.kent.edu/globaleducation		330-672-7980
International Admissions Office (IA)	http://www.kent.edu/globaleducation/international-admissions	intladm@kent.edu	330-672-7980
International Student and Scholar Services (ISSS)	www.kent.edu/iss	iss@kent.edu	330-672-7980
Residence Services	www.kent.edu/housing	housing@kent.edu	330-672-7000 1-800-706-8961
Security Escort Program	www.kent.edu/publicsafety		330-672-7004
University Health Services	http://www.kent.edu/UHS		330-672-2322
Medical Services	http://www.kent.edu/UHS		330-672-2322
Psychological Services	http://www.kent.edu/psych		330-672-2487
University Registrar's Office	www.kent.edu/registrar		330-672-3131

Appendix A

The Family Education Rights and Privacy Act

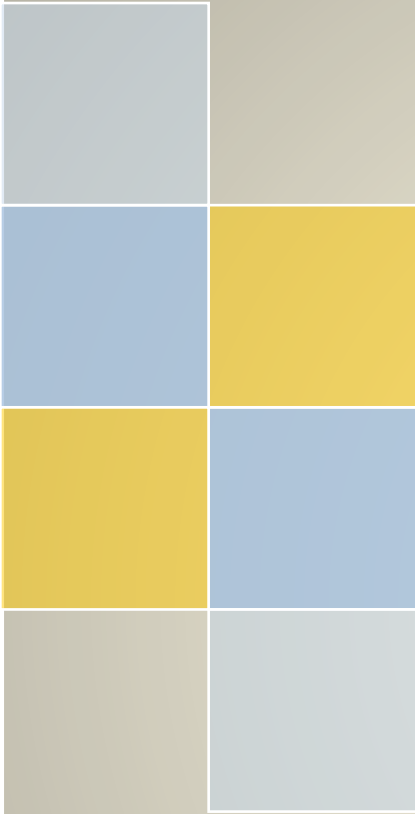
The Family Educational Rights and Privacy Act of 1974 (FERPA), is a United States federal law that sets forth requirements regarding the privacy of student records. FERPA governs the disclosure of student records maintained by an educational institution as well as access to those records.

FERPA grants four specific rights to the student:

- The right to review and inspect their educational records;
- The right to have their educational records amended or corrected;
- The right to limit disclosure of some portions of their educational records; and
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by institutions to comply with the act.

When a student begins attending Kent State, the student is automatically protected under FERPA, regardless of age. Concerns such as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information that constitute part of the student's education record. Kent State is not permitted by FERPA to release or provide access to this information to a student's parent or legal guardian, except under the following conditions.

1. A student provides written authorization to the Registrar's office that specifically identifies what information may be released to the parent(s). At Kent State, the student may complete this authorization online through FlashLine, or in person at the Registrar's office.
2. The parent(s) establish that the student is a tax-dependent according to the Internal Revenue Code of 1986, Section 152.



**KENT STATE**
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