

## STEPS FOR ONE-ON-ONE STUDENT APPOINTMENTS

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Check student's missing information in outgoing spreadsheet
  - Collect missing items (Academic Approval Form, MLANG Credit Transfer Worksheet, copy of passport, etc.) and update spreadsheet
- Put Academic Approval Form and MLANG Credit Transfer Worksheet in student's file and Admissions Office file and give copies to student
- Collect Conditions of Participation Form; update spreadsheet and put in student's file
- Collect FERPA Form; update spreadsheet and put in student's file
- Collect Health Information and Special Needs Form; update spreadsheet and put in student's file
- Financial Aid
  - Finalize Cost Sheet with student (print on letterhead, sign, copy, and make 2 copies—put one in student's file and give one to student)
  - Staple original Cost Sheet to copy of Academic Approval Form, and put in Financial Aid Office file
  - Give student appropriate Fee Explanation Sheet
  - Give student a copy of 4 Steps to Financial Aid
  - Give student a copy of Frequently Asked Questions for Financial Aid
- K-State Housing and Dining Office (if necessary)
  - Prepare and print letter on letterhead; sign and give to student to deliver to appropriate office
- Insurance Registration (if necessary)
  - Complete Insurance Registration Form with appropriate dates of coverage (Use Enrollment Dates Sheet for reference)
- Discuss Country-Specific Visa (if necessary)
  - Explain visa process and prepare email for student including appropriate consulate link, US Government link, and ISEP link (as a secondary source ONLY)
  - Give Italy students letter for consulate
  - Refer to What Is A Money Order Document (in website resources)
- Assist student in Placeholder Course: MLANG 001 enrollment
  - Refer to enrollment process outlined in website resources
- Discuss student resources in website and provide link in email
  - Provide student with Lafene Travel Clinic Brochure

- Program-Specific Follow-up
  - ISEP students – Complete the PPAF Packet and give ISEP Student Handbook and Student Exchange Phonecard
  - LDM students – Go over Housing Packet (give reminder about email from LDM)
  - France semester students – Schedule an appointment with Heidi to go through Campus France procedures
  - Israel students – Go over Travel Warnings and Alerts Form
- Country/Region Specific Session – Let student know he/she will receive an email update soon
- Give student flyer regarding SAM, Willie Photo Contest, Facebook, and Twitter

THE END—DON'T FORGET TO SEND THE STUDENT HIS/HER FOLLOW-UP EMAIL!