

## **INTERNATIONAL EXCHANGE APPLICATION CHECKLIST**

The following materials should be submitted in addition to your online exchange application when applying for participation in the International Exchange Program at Kansas City Art Institute:

### PORTFOLIO

Your portfolio should consist of 15-20 images that relate to the major or studio listed on your exchange application for which you would like to be considered. To submit your portfolio, create an account on Behance ([www.behance.net](http://www.behance.net)) and upload your images or projects with appropriate descriptions. You may also choose to complete the work experience or resume portion of your profile, though this is not a requirement.

### STATEMENT OF PURPOSE

Your statement of purpose, written in English, should thoughtfully express your reasons for pursuing exchange at KCAI and, if accepted, how the experience will fulfill your academic, professional and artistic goals. Include a link to your online Behance portfolio at the top of your statement. Submit your 1-2 page statement of purpose in pdf format to [globalstudies@kcai.edu](mailto:globalstudies@kcai.edu).

### LETTERS OF RECOMMENDATION

Provide two letters of recommendations from faculty members at your home school. They should be typed in English, preferably on official school letterhead, and submitted by the exchange officer at your home school on your behalf. Letters may be emailed in pdf format to [globalstudies@kcai.edu](mailto:globalstudies@kcai.edu).

### TRANSCRIPTS/MARKSHEETS

Your exchange officer should also provide your transcripts or marksheets reflecting the course work completed at your home institution. Unofficial transcripts are acceptable and should be emailed to [globalstudies@kcai.edu](mailto:globalstudies@kcai.edu).

Upon receiving your application materials, you should receive an acceptance decision or application update within 2 weeks. Questions about your application status or submission guidelines should be directed to [globalstudies@kcai.edu](mailto:globalstudies@kcai.edu).

## **UPON ACCEPTANCE**

If you are accepted as an international exchange student at KCAI, additional documentation and information will be requested in order to issue the appropriate forms required to obtain an F-1 student visa. After issuing an official letter of acceptance, the Global Studies Office will contact you directly to request the following information:

### **COPY OF THE BIOGRAPHICAL PAGE OF YOUR PASSPORT**

This may be scanned and emailed as a pdf or jpeg to [globalstudies@kcai.edu](mailto:globalstudies@kcai.edu).

### **PROOF OF FINANCIAL SUPPORT**

Upon acceptance, you will be required to show proof of adequate financial support to cover living expenses and accommodations, studio fees, technology fees, and funding for travel. This information is required in order to receive the appropriate forms for you to obtain a student visa. The Global Studies Office will provide you with the amount of funds needing to be shown as well as Affidavit of Support forms if family members or other acquaintances wish to offer their financial support.

### **PROOF OF INTERNATIONAL HEALTH INSURANCE**

For your benefit and in order to issue your form I-20, we require that you possess adequate health insurance for the duration of your studies. The Global Studies Office allows you to choose your health insurance provider as long as your plan meets KCAI's requirements for minimum coverage.

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