TO: Office of Financial Aid, Scholarships, & Veterans Services  
FROM: Office of International Education  
DATE: ____________________________  
RE: ____________________________  __________________________ 

Student         ESU ID #

This is to confirm that the student listed above has met all the requirements for acceptance into a Study Abroad program through Emporia State University as follows:

☐ Acceptance to valid Study Abroad Program
☐ Pre-approved for study abroad courses by ESU academic advisor/department
☐ Enrolled in appropriate ESU course for enrollment period covered by study abroad program

The enrollment period covered by the study abroad program is:  
_____ Summer       _____ Fall       _____ Spring       _____ Academic Year

The student’s study abroad program will take place in:  
________________________________________ Institution/City/Country

The following expenses are attributable to this student’s study abroad program:

__________University tuition/fees
__________Books and supplies
__________Room and board
__________Airfare from Kansas to country where study abroad will take place
__________Additional travel expenses from foreign airport to destination city
__________Study abroad fees
__________International student insurance
__________Passport
__________Visa
__________Other: (list) ______________________________________________________________________

__________  ______________________________________________________________________

__________TOTAL

__________________________________________________________________________________________

Name/Signature of Office of International Education Representative  Date