PETITION INSTRUCTIONS FOR NON-APPROVED PROGRAMS
University of the Pacific
International Programs & Services (IPS)

Students petitioning for approval to participate in a non-approved Education Abroad program must submit their petition to IPS at least one month prior to the appropriate IPS application deadline (see Deadlines & Late Fees web page to determine the appropriate deadline for your petition). Please allow a minimum of 2 weeks for the review of your petition. If your petition is approved by IPS, you must follow application instructions (pacific.abroadoffice.net) and meet the applicable IPS deadline. If your petition is not approved, you may either apply to an approved program by the appropriate IPS deadline or take a leave of absence from Pacific for your semester(s) abroad.

An acceptable petition packet includes EACH of the following items:

1. A cover page. On separate lines, type:
   a. Your full name.
   b. Student ID number.
   c. The semester(s) you wish to study abroad.
   d. The specific name of the program being petitioned for each semester, including the city and country.

2. A one page typed statement explaining the objectives you have that cannot be met through a Pacific-approved education abroad program.

3. A letter from your faculty advisor(s) stating his/her/their approval of this program for you based on your academic needs and the course offerings provided by the program.

4. A list of individual classes you plan to take at the university/program which are not offered through a Pacific-approved education abroad program.

5. Current official or unofficial transcript. You may submit a recent printout from insidePacific. Note that all classes, grades, and GPAs may be verified with the Registrar. If you are a transfer student and it is your first semester in attendance at Pacific, you will need to provide official or unofficial copies of all transfer transcripts.

6. Host University/Program information including EACH of the following:
   a. Background information/program summary.
   b. A list of housing options.
   c. Program eligibility requirements- GPA, class standing, foreign language requirement, if applicable, etc.
   d. The specific program’s website.
   e. The program contact’s name (an individual, not a department or department email address), mailing address, phone number and email address.

7. An estimated, itemized program costs sheet for each semester including each of the following:
   a. Program tuition.
   b. Housing.
   c. Meals.
   d. Books/supplies.
   e. Miscellaneous items- i.e. visa fees, required health insurance, required cell phone, etc. Do not include any estimates for personal/optional expenses.

Each of these items must be listed separately rather than being combined into lump sums. Personal/Optional expenses should not be included.