

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 packet to IPS **one month prior to the appropriate IPS application deadline** (see Deadlines & Late Fees web page to determine the appropriate deadline for your petition).

A petition packet includes ALL of the following items:

1. **Clear headings with the name of the student, the semester(s) abroad, and the specific name of the program being petitioned for each semester.**
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 the student's faculty advisor(s)** stating their approval of this program for the student based on the academic needs of the student and the course offerings provided by the program.
4. **A list of particular classes** that you would like to take at the university/program that are not offered through a Pacific-approved education abroad program.
5. **Current unofficial transcript.** You may submit a recent printout from *insidePacific*. Note that all classes, grades, and GPAs may be verified with the Registrar.
6. **Host University/Program Information:** background information/program summary and detailed program information (housing options, program features, etc.); program eligibility requirements (GPA, class standing, foreign language); copy of application and any supplementary material; program website; program contact's name, mailing address, phone number and email address.
7. **A detailed, itemized program costs sheet** including: program tuition, housing, meals, books/supplies, and miscellaneous items.

Once the petition packet has been reviewed, and if it is approved by IPS, all remaining items on IPS's Application Checklist must be completed by the appropriate IPS deadline. **Please allow a minimum of 2 weeks for review of your petition.**