

# 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 email the Director of IPS ([dschmidt1@pacific.edu](mailto:dschmidt1@pacific.edu)) with their petition.

The Director of IPS may require you to submit any or all of the information described below. If so, your petition packet is due **one month prior to the appropriate application deadline** (see Education Abroad Checklist to determine the appropriate deadline for your petition).

A petition packet is at the discretion of the Director of IPS and may include any or all of the following items:

1. **A one page typed statement** explaining the objectives you have that cannot be met through a Pacific-approved education abroad program.
2. **A list of particular classes** that you would like to take at the university/program that are not offered in a Pacific-approved education abroad program.
3. **Current unofficial transcript.** You may submit a printout from *insidePacific*; however, all classes, grades, and GPAs will be verified with the Registrar.
4. **University/Program Information:** background information, program eligibility requirements (GPA, class standing, etc.), copy of application and any supplementary material, and contact person's mailing address, phone number and email address.
5. **A detailed, itemized program costs sheet** including: program tuition, housing, meals, books/supplies, and miscellaneous.

Once the petition packet has been reviewed, and if it is approved by IPS, all remaining items on the Education Abroad Checklist must be completed by the appropriate deadline.