

UNIVERSITY OF SOUTHERN MAINE ~ OFFICE OF INTERNATIONAL PROGRAMS
PETITION TO STUDY ON AN UNLISTED OFF-CAMPUS STUDY PROGRAM

If you wish to study abroad with a program not included in our list of approved study abroad programs you need to complete the attached form to gain special permission.

❖ Personal Information

Name (last) _____ Name (first) _____

Student ID: _____ Major: _____

❖ Program and Period

Program Name/University: _____

Country: _____ Period of Study Abroad: _____

Application Deadline for the Program: _____

❖ Explanation of Your Choice of Program: Please write an essay that addresses the following questions:

(a) Please describe your primary reasons for selecting this particular program:

- Does it meet academic needs that other options on the approved list do not?
- Does it offer additional components such as volunteer service or excursions that are not available through other options?
- If the reason is cost, have you spoken with an International Programs staff member to learn about other approved options that may fall within your price range?

(b) If you do not receive permission for this program, is there an alternate program that you would choose?

(c) Please note any other points that you would like us to consider as we review this program

❖ Documentation:

Please attach the following information about the program you are considering:

1. A photocopy of the relevant pages of the catalogue or printouts from the website which describe the program
2. What institution/organization will issue your academic transcript
3. Proof of US accreditation or something similar to US accreditation. For example (this information can often be found on the University's "about us" page or "history")
 - i. The University of Hyderabad, one of India's premier institutions of post graduate teaching and research, was established by an act of parliament in 1974 as a Central University, wholly financed by the University Grants Commission.
4. A contact person for the program. Be sure to include: Name, E-mail Address, Mailing Address, Phone Number and Fax Number.
5. Cost Details: We need to have separate costs breakdowns for the following items:
 1. Tuition
 2. Academic Fees
 3. Room
 4. Meals or Meal Plan
 5. Local Transportation (getting to and from campus for the semester)
 6. Books & Supplies
 7. Student Visa Cost
 8. Personal Expenses

These costs MUST be photocopied from the schools materials or should be in the format of an e-mail from the program contact.

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