



Northern Illinois University

Study Abroad Office

NIU STUDY ABROAD OFFICE

PETITION FOR CONSIDERATION OF NON-AFFILIATED STUDY ABROAD PROGRAMS

Dear Student:

In an effort to facilitate the equivalency process for NIU Cosponsored study abroad programs* and to streamline the application process for students, our office strongly encourages students to choose from study abroad programs that have been vetted and approved by the NIU Study Abroad Office.

The goal of the NIU Study Abroad Office is to provide a range of affordable study abroad programs that meet the many academic needs of our students. All NIU study abroad programs must meet standards of academic and administrative integrity, as well as student safety. Each program must be evaluated according to these and other criteria by the staff of the NIU Study Abroad Office.

The program you are considering is not among those which have been determined to have met the standards required for approval by the NIU Study Abroad Office. Before your application to study on this program will be considered, you are required to complete this *Petition for Consideration of Non-Affiliated Study Abroad Programs*. This completed petition and supporting documentation must be provided to our office by you **no later than 6 weeks prior to the application deadline** for the program you are asking our office to consider. Notification regarding our decision will be communicated to you within fourteen (14) days of submission of the completed *Petition*.

If your *Petition* is approved, you may start an application at <http://niu.studioabroad.com>. Once on the web site, search for the program named *Petition*. Should you receive notification that your *Petition* has been declined, alternative program options and application information will be provided to you.

IMPORTANT NOTES

By submitting this petition, petitioner grants consent to the NIU Study Abroad Office to request petitioner's unofficial transcript and other documentation which may be necessary to determine petitioner's basic eligibility for study abroad participation. **Petitions submitted by students who do not meet basic eligibility requirements will be denied.** NIU's study abroad eligibility policy can be viewed on our website: <http://www.niu.edu/niuabroad>.

It is your responsibility as petitioner to ensure that this petition is submitted in its complete form. Official documentation from the study abroad program provider or its website addressing the subject of each question on the following pages must be included *with this petition*. Supporting documentation must be clearly marked with the number of the question to which it applies. The NIU Study Abroad Office reserves the right to deny your petition solely on the grounds of incomplete, inadequate, unmarked or late documentation.

If your *Petition* is declined and you choose to participate on a study abroad program without the assistance of the NIU Study Abroad Office, any forms provided to you by this office will be rendered null and void, and you may not receive NIU academic credit for coursework completed abroad. You will also be ineligible for guidance and assistance from the NIU Study Abroad Office and for federal and state financial aid.

All decisions made by the NIU Study Abroad Office regarding submitted Petitions for Consideration of Non-Affiliated Programs are final. Appeals will not be considered.

I, _____
PRINT First Name Middle Initial Last Name

understand and agree to the information and terms of the *Petition for Consideration of Non-Affiliated Programs* outlined above.

Signature Date of Signature

* NIU Cosponsored study abroad programs are those programs that, regardless of duration, are administered and managed by other organizations and which the NIU Study Abroad Office endorses and sponsors for NIU students and students of other institutions of higher education.

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Non-Affiliated study abroad programs are defined as those programs operated by providers and education institutions in the U.S. and abroad with which NIU does not have an affiliate agreement.

- PLEASE TYPE OR PRINT NEATLY -

Name (Please Print): _____ ZID: _____

Phone Number: _____ E-mail Address: _____

Major: _____ Academic Advisor: _____

Minor: _____ Academic Advisor's Phone Number: _____

Source(s) by which petitioner learned of the program for which s/he is petitioning (check all that apply):

☐ internet search engine (please list) _____

☐ study abroad search engine (please list) _____

☐ poster (if on campus, please list location) _____

☐ past participant (please list) _____

☐ relative ☐ friend ☐ faculty or staff member (please list) _____

☐ other (please list) _____

Completed acknowledgement form, supporting documentation as reference in the acknowledgement form, and all four pages of the petition must be provided to the NIU Study Abroad Office in order for the Petition for Consideration of Non-Affiliated Study Abroad Programs to be considered complete. Supporting documentation must be clearly marked with the number of the question to which it applies. **The NIU Study Abroad Office reserves the right to deny this petition solely on the grounds of incomplete, inadequate, unmarked or late documentation.**

Study Abroad Office
Northern Illinois University
Williston Hall 417
DeKalb IL 60115-2854

niuabroad@niu.edu
Tel: (815) 753-7399
Fax: (815) 753-0825

PETITION FOR CONSIDERATION OF NON-AFFILIATED STUDY ABROAD PROGRAMS

- Please Type or Print Neatly -

(1) _____
Name of Study Abroad Program Provider

(2) _____
Title of Program and Session (required if more than one program/session is offered)

(3) _____
City Country

(4) I intend to go abroad during the following term and year:
☐ Fall 20____ ☐ Spring 20____ ☐ Winter Break/J-Term 20____ ☐ Summer 20____

(5) Total cost of study abroad program listed above: _____

(6) Check all items included in the program cost:

- ☐ Tuition / Registration
- ☐ Official transcript from US-recognized college or university abroad
- ☐ Excursions
- ☐ Round-trip transportation
- ☐ Housing
- ☐ Visa
- ☐ All Meals (full board)
- ☐ Some Meals (partial board) *If checking this item, please indicate the number*
Meals provided per day: _____ or per week: _____
- ☐ Airport pick-up
- ☐ On-site resident director
- ☐ On-site office staffed by employees of the study abroad program
- ☐ Pre-departure information
- ☐ On-site orientation

(7) **List a minimum of three (3) courses (summer) or six (6) courses (semester)** of interest to you which are offered by the program provider. Use the exact course numbers and titles used by the program provider. Please see page 4.

(8) Can the program provider provide **syllabi or detailed course descriptions** for courses offered? ☐ Yes ☐ No
If yes, attach syllabi or course descriptions to this petition for all courses listed in (7).

(9) Does the program provider issue **transcripts** reflecting letter grades for all course work completed? ☐ Yes ☐ No
We must receive a physical, hard copy received by mail directly from the provider/institution. We cannot accept transcripts that are emailed to us, and we cannot accept transcripts from students.

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- PLEASE TYPE OR PRINT NEATLY -

- (10) Can the provider provide **curriculum vitae for the faculty** who will conduct the courses overseas? ☐ Yes ☐ No

- (11) Did you review NIU-affiliated programs before choosing this program?
☐ Yes ☐ No

If yes, please elaborate in your personal statement below why you selected this non-affiliated program instead of the NIU program(s).

- (12) **REQUIRED ESSAY:** Please provide an essay of 350 – 500 words that explains your reasons for petitioning the NIU Study Abroad Office to consider your application for this study abroad program. If you have met with a Study Abroad Office staff member in the past, explain the reasons why you sought a program other than those offered by our office.

**PETITION FOR CONSIDERATION OF
NON-AFFILIATED STUDY ABROAD PROGRAMS
COURSE LISTING**

List a minimum of three (3) courses (summer) or six (6) courses (semester) of interest to you which are offered by the program provider. Use the exact course numbers and titles used by the program provider.

Overseas Course Number	Overseas Course Title