



## Self Identified Study Abroad Program Petition Form

Rev. March 4, 2009

Office of Study Abroad (OSA)

Any student wishing to study abroad on a non-Webster program must submit the following forms, program documentation, and processing fee to the Office of Study Abroad for program approval:

**International Off-campus Study Request Form:** The student must seek academic approval for transfer of credits by completing the International Off-campus Study Request Form - Registrar (available from the Office of Study Abroad). This form must be taken to the academic department that will award credit for the study abroad program, i.e. Italian language credit—International Languages and Cultures; Biology credit—Department of Biology, etc., to the Office of Study Abroad and to the Office of the Registrar.

**Non-Webster Program Information:** The student must provide extensive information on the desired study abroad program, including brochures, view books, catalogs, etc. The materials should contain information on how the program is run, what institution sponsors the program, and specific details of the program’s in-country activities.

**Processing Fee:** A processing fee of \$125 is required of all study abroad students. The fee must accompany this form. The fee is not refundable.

**Other considerations:** It is the responsibility of the student to discuss with his/her designated financial aid officer the terms and/or conditions of awarding financial aid to non-Webster study abroad programs. The Webster World Traveler Program is not applicable for non-Webster programs.

*Note to Student:* Applications to unaffiliated programs will only be approved in rare and exceptional circumstances.

Name of Program: \_\_\_\_\_

Location: \_\_\_\_\_ Term: \_\_\_\_\_

I, \_\_\_\_\_, request approval to study abroad at the non-Webster program included in this petition.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

E-Mail: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Please attach this form and submit with completed application materials along with the processing fee to the Office of Study Abroad (OSA) Loretto Hall #165, 470 E. Lockwood Avenue, St. Louis, MO 63119