

# Petition Process for Non-Approved Programs

## PETITION ADVISING APPLICATION

1. Log on to MyGlobalEd, GEO's online application platform, located at [globaled.duke.edu](http://globaled.duke.edu).
2. Search for "Petition" using the Program Search, click "Apply"
3. Complete a short questionnaire stating the location and program you're interested in



## MEET WITH A GEO ADVISOR

1. Schedule an appointment with an advisor for your region here: [globaled.duke.edu/advising](http://globaled.duke.edu/advising)
2. GEO Advisor can "open up" the full application once you have met and have completed the initial petition advising application

### Petition Application Limit

Only ONE Petition Application may be submitted by a student for a given semester.

## COMPLETE APPLICATION IN MYGLOBALED

1. Complete the **general application questionnaire** first. This allows us to request dean's and conduct checks, which normally take up to two weeks to complete.
2. Submit an **official transcript** to [globaled@duke.edu](mailto:globaled@duke.edu) via DukeHub.
3. Verify your **program does not include travel to a restricted region**.
  - a. Check Duke's Restricted Regions List ([global.duke.edu/admin/travelpolicy/rrl.php](http://global.duke.edu/admin/travelpolicy/rrl.php)) and digitally sign.
4. Complete the **online petition program questionnaire**.
  - a. Provide detailed information about the program and courses you plan on taking and explain the academic reasons for choosing this program over Duke-In or approved programs.
  - b. Submit by the published petition deadline
5. Obtain **transfer credit approval for a full course load of courses**.
  - a. Each course you plan to take must be approved by a relevant Duke department. Complete the Transfer Course Approval Form (download from MyGlobalEd) and obtain signatures from the appropriate DUS (Trinity: [trinity.duke.edu/directory/director](http://trinity.duke.edu/directory/director) Pratt: [www.pratt.duke.edu/undergrad/policies/3495](http://www.pratt.duke.edu/undergrad/policies/3495))
  - b. Get approvals for a full course load, usually 4-6 classes. Ask your advisor what constitutes a full course load.
  - c. Submit forms to your advisor via e-mail or in person by the published petition deadline.

### Fall 2017 Petition Deadlines

Student Deadline	Committee Meets	Decision By
Sept 8	Sept 18	Sept 21
Sept 22	Oct 2	Oct 5
Oct 27	Nov 6	Nov 9
Nov 21	Dec 4	Dec 7

### Romance Studies Course Approvals (French, Italian, Portuguese, Spanish)

In addition to the Transfer Credit Approval Form, you will also need to submit the Romance Studies Course Approval Information Sheet (download from MyGlobalEd) to provide the DUS with information about your language level, whether you are seeking the FL mode of inquiry, and whether you are a language major or minor. The department will not approve a course without this form.

**Please note that course approvals in this department take a minimum of 2 weeks to process.**

### I e-mailed the DUS for course approvals, but I haven't heard anything. What should I do?

Some departments can take 1-2 weeks to complete course approvals. If you have not heard back within a week (with the exception of Romance Studies; see above) follow up via e-mail, phone call, or in person. It is helpful to state the petition deadline in your original request. Some departments will send the approvals to GEO, and your advisor will let you know.

## APPLY TO PROGRAM

- Apply directly to the program/school you are petitioning through its website (or via a paper application if required).
- Pay attention to the deadline for your specific program and the petition deadlines; students frequently apply to the program **at the same time** they are completing the petition application.
- However, if you start the petition process early enough, you may know the outcome of the petition before you apply to the program.
- **Make sure you do not pay a deposit to your program to confirm your spot until you know the petition has been approved.**

## PETITION PROGRAM CAP

A maximum of six petitions will be approved per term for any given program. Only six petitions will be submitted for a single Global Education Committee meeting on a first come, first served basis, determined by the order in which each application is completed. New applications will be submitted to future meetings until six per program have been approved. An application will be eligible for consideration when all components of the online application are submitted and no more than one transfer credit form is outstanding (e.g. if a full course load is 5 classes, we must receive at least 4 transfer credit approval forms). Therefore, it is to your advantage to begin the petition process early.

**My friend already petitioned this program and it was approved, do I still need to petition?**

Yes. Until a program is added to the approved list, it must be petitioned by every student who wishes to participate.

## IF ACCEPTED, NEXT STEPS AT DUKE

1. Once you are sure that you will participate on a program, submit the Participation Agreement to GEO. This must be signed by both you and a parent/guardian. Check the form for the exact deadline, normally early November (spring) or mid-April (fall).
2. After you've submitted this, your status in MyGlobalEd will change from "Pending" to "Enrolled." **Then, continue to steps 1-3 below.**

## IF ACCEPTED, NEXT STEPS FOR PROGRAM/INSTITUTION

1. Notify your program or institution that you intend to participate. This may include paying a deposit.
2. Pay attention to important forms and deadlines such as housing applications, course registration, visa instructions, etc.

## GET PLACED ON STUDY AWAY AGREEMENT AT DUKE

1. Complete the online pre-departure orientation module. This will take approximately 30-45 minutes.
2. Submit the Duke Travel Registry at [travel.duke.edu](http://travel.duke.edu). List [deborah.kearney@duke.edu](mailto:deborah.kearney@duke.edu) as your Duke contact and select "Global Education Office" as the Duke Department. It's okay to guess/estimate some of your responses. You can edit your registry with full information later.
3. Once these two items are complete, you will see "REG-100 Study Away" appear on DukeHub to indicate that you are on study away agreement.

**Do not delay in submitting items 1 & 2.** Being placed on study away agreement is vital for billing, financial aid, and course registration.

## PASSPORT AND VISA

- If you don't have a passport, apply for one immediately at [travel.state.gov/content/passports/en/passports.html](https://travel.state.gov/content/passports/en/passports.html). If you do have one, it must be valid for at least 6 months after your programs ends.
- If you need a student visa for your destination country, your program will provide instructions which you should follow carefully. It is **your responsibility** to apply for and obtain the visa, which may require an in-person appearance at a consulate/embassy. Do not put this off for the last minute!

## BILLING AND PAYMENT

- Once you are on study away agreement, you will be billed by Duke via the Bursar's Office for the Duke study abroad fee, which is \$4,580. Bills are due according to the regular Duke semester billing schedule, and the same payment methods are available: [finance.duke.edu/bursar](https://finance.duke.edu/bursar)
- Besides the study abroad fee, Duke is not involved in billing or payment for Duke approved programs. You will be billed directly by your program/institution for tuition and fees. Pay attention to payment deadlines which will vary.
- If you receive financial aid, find more info here: [financialaid.duke.edu/current-undergraduates/study-abroad](https://financialaid.duke.edu/current-undergraduates/study-abroad)

## HEALTH INSURANCE

You must have U.S.-based health insurance that will cover you in your host location. If you are on the Duke student health insurance plan, it will cover you. Be sure to review your policy for coverage details. On most plans, you will have to pay out of pocket for medical care and be reimbursed after you return.

## IMMUNIZATIONS

If your destination country requires or recommends certain vaccinations, make an appointment as soon as you can at the Travel Clinic located in the Student Health Center ([studentaffairs.duke.edu/studenthealth/services/international-travel-clinic](https://studentaffairs.duke.edu/studenthealth/services/international-travel-clinic)). The Clinic may not be able to accommodate you later in the semester.

## PLANE TICKETS

- Check with your program to see if there is a group flight or if you should make your own travel arrangements.
- Some destination countries will require you to have your visa prior to buying a plane ticket.
- Pay attention to the required arrival date for your program. Depending on your destination, you may need to depart the U.S. the day before the required arrival date.

## WHEN YOU RETURN FROM ABROAD

- Contact Cathy Penny ([cathy.penny@duke.edu](mailto:cathy.penny@duke.edu)) to complete the petition evaluation process, a requirement to process transfer credit.
- **Be sure to save all of your course work from abroad** to show to the DUS of the department that granted transfer credit approval for each course.
- If you are applying for the FL mode of inquiry, make sure to complete the FL Coding Request form found here: [trinity.duke.edu/undergraduate/academic-policies/transfer-credit](https://trinity.duke.edu/undergraduate/academic-policies/transfer-credit) (scroll down to step 6).

Please be in touch with your GEO advisor if you have any questions or concerns regarding the petition process. Your advisor's contact info can be found at [globaled.duke.edu/about/contact-us](https://globaled.duke.edu/about/contact-us)