



Guidelines for Petitioning for an Alternative Education Abroad Program

APDesign offers many approved Education Abroad programs. Therefore, a student should only petition for an alternative education abroad experience under exceptional academic circumstances.

This option requires extensive advance preparation and submission of a petition (including short essay responses) for approval by your department and endorsement by the APD International Studies Committee (ISC). Start early and plan ahead.

Please note that departmental approval does not guarantee an endorsement by the APDesign International Studies Committee and endorsement by the APDesign International Studies Committee does not guarantee acceptance by the international university for admittance.

Students who have demonstrated strong academic performance and maturity and who are interested in pursuing a semester education abroad program that is not already endorsed by the College of Architecture, Planning and Design must do the following:

Please adhere to the following checklist of steps. All steps must be completed by no later than October 15, 2025.

- ☐ **1.** Research potential programs.
- ☐ **2.** Talk with the Education Abroad Advisor for APD students, Amanda Mack, regarding program availability, curriculum questions, scholarships, etc. Email her at mackah@ksu.edu to schedule an appointment.
- ☐ **3.** If you receive financial aid/scholarships, it is recommended that you make an appointment to talk with your Financial Aid Advisor to discuss whether your Financial Aid package can be applied to the specific program.
To make an appointment, go to: <https://www.k-state.edu/sfa/about/advisor/>
- ☐ **4.** Discuss your alternative education abroad plans with APDesign International Programs Director, Jessica Canfield (jesscan@ksu.edu)
- ☐ **5.** Prepare your petition
 - a) Compose a cover letter requesting consideration from your Department and the APD International Studies Committee. Clearly state your academic goals and how this alternative program, rather than one of the established approved programs, will better meet your goals.
 - b) Develop a narrative (2pg. max) explaining 1) how your chosen program will help your academic, personal, and career aspirations, and 2) your ability to be independent and how you handle ambiguity.



c) Include the following general information:

- 1) Name of the university, program, and location. Include pertinent website(s).
- 2) Student population
- 3) Language requirements
- 4) Rankings and other information establishing the quality of the university and program
- 5) Relationship (if any) to Kansas State University
- 6) Admission requirements for non-degree seeking students
- 7) Proposed Semester Plan of Study
- 8) Include proposed courses and studio (RCP students are not required to take studio) including descriptions and availability of the courses to non-degree seeking students.
- 9) Include a statement about your ability to meet the program's admission requirements.

- ☐ **6.** Email the petition as a PDF to your Department Head and cc: your department's Project Coordinator, and your APD Academic Advisor. The department will review your petition. If approved, the Department Head will write a statement supporting your intention.
- ☐ **7.** If approved by your department, submit your petition and the statement from the Department Head to the APD Director of International Programs, Jessica Canfield (jesscan@ksu.edu) no later than October 15, 2025.
- ☐ **8.** Lastly, you must also complete the APDesign Off-Campus Study Application by October 15th. Check the "Other" program box and list your desired institution of study. Please note that you must also indicate a second and third choice for Education Abroad (or other Off-Campus Study option).

The APD Director of International Programs will notify you of the final decision after all Off-Campus Study Applications have been reviewed, typically by mid-December.