

## Request for Disability Accommodations Abroad Instructions

Students who are eligible to receive disability accommodations on their campus should obtain a letter listing their accommodations for their UCEAP program(s) to facilitate a successful time abroad. Please follow these steps.

- 1) If you have a disability, UCEAP strongly encourages you to **Register** with your campus disability office, immediately. You must go in person to the disability office; you cannot register online.
  - **Disclose Early.** Some accommodations may require 3 to 6 months' notice for planning purposes.
  - **UC Campus Offices for Students with Disabilities:**  
<http://admission.universityofcalifornia.edu/campuses/specific-populations/students-with-disabilities/index.html>
- 2) Once you are registered, **Meet with your Disability Specialist.**
  - **Plan Ahead** for your discussion with your specialist. Research the accessibility of accommodations at the host institution, and funding options to cover any potential costs for accommodations.
  - **Share Information** about your program (academic requirements, field trips, accessibility in the host country, etc.) with the disability office, and discuss whether the program is a good fit for you.
  - **Be Flexible.** Services and accessibility standards abroad may be different from those available in the United States. Accommodations abroad may differ and/or may not be available in the host country.
  - **Budget Accordingly.** UCEAP does not pay for the cost of accommodations.
- 3) **Request an Accommodations Letter** from your Disability Specialist. The letter must:
  - Be specific to your program and term abroad.
  - Be on letterhead and signed by the Disability Specialist.
  - Be addressed as follows:

Program Specialist  
UCEAP Country: \_\_\_\_\_  
University of California Education Abroad Program  
6950 Hollister Avenue, Suite 200  
Goleta, CA 93117
  - List the accommodation(s) you may need to facilitate a successful time abroad.
  - State whether your campus will provide funding for any potential costs for your accommodations.
- 4) **Submit the Accommodations Letter** to your UCEAP Program Specialist at the address above. Submit it early so UCEAP has time to correspond with the host institution about accommodations that may be available in the host country.

If you are participating in more than one UCEAP program, you must submit a letter for each program. If you extend your participation in UCEAP, you will need to submit a new letter during the extension process.

### Additional Resources

Mobility International: [www.miusa.org](http://www.miusa.org)

*UCEAP Guide to Study Abroad:* [Students with Disabilities](#)