



PHI BETA DELTA
Honor Society for International Scholars

**POLICIES AND RULES OF PROCEDURE
FOR CHARTERING CHAPTERS**

Last Updated 8/10/2020

Minimum Qualifications:

- A. The institution initiating a petition to be a chartered chapter must be one that:
1. offers at least an associate degree or a baccalaureate degree
 2. holds regional accreditation
 3. has faculty members who are formally engaged in juried or refereed scholarly creative activity of international scope (as evidenced in resumes or other documentation) and
 4. demonstrates a regard for and commitment to the provision of:
 - programs and services for international (visa) students, and scholars on campus
 - study abroad programs, and
 - international faculty exchanges
- B. A petition for the chartering of a chapter must be submitted to the Executive Office of Phi Beta Delta and must include: The forms can be sent by email or post office mail.
1. an official application form
 2. a letter of interest and intent indicating institutional adherence to the above four criteria for minimum qualifications
 3. full payment of non-refundable petitioning fee (U.S. \$100.00) electronically, by check or money order
 4. supporting documentation on the services for international students and study abroad programs offered by the institution; and
 5. a letter of support from the President/Chancellor (or designee) of the institution indicating support of the petition and the establishment of a chapter
- C. If the Board of Directors approves the petition, the institution will be notified, and the payment of Chartering (U.S.\$200.00) and Authorization Fees (U.S.\$50.00) will become due. The Chartering and Authorization Fees (U.S.\$250.00) must be paid in order for chapter designation to be granted. The Board of Directors may ask an institution to submit additional information after reviewing and before a final decision is made. Upon denial an institution may submit a new petition no sooner than twelve months after denial of the first petition. The decision of the Board of Directors is final.



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PETITION FORM FOR THE CHARTERING OF CHAPTERS

Please Type

Date: ___/___/___

Institution: _____

**Person Completing
Form:**

Title: _____

Address: _____

Phone: () _____

E-mail: _____

Degrees Offered: A.S. B.S. B.A. M.S. M.A. Ph.D.

Other _____

Institution is Accredited By: _____

Director of International Programs:

Name: _____
Honorific First Last

Title: _____

Phone: () _____

E-mail: _____

Director/Coordinator of International Student Office:

Name: _____
Honorific First Last

Title: _____

Phone: () _____

E-mail: _____

Director/Coordinator for Study Abroad Office:

Name: _____
Honorific First Last

Title: _____

Phone: () _____

E-mail: _____

Director/Coordinator of Training Office (short /long term):

Name: _____
Honorific First Last

Title: _____

Phone: () _____

E-mail: _____

Number of students studying abroad: _____

Number of international (visa) students: _____

Number of international scholars: _____

Number of international faculty on campus: _____

Total institution enrollment: _____

List names of at least two (2) faculty members at your institution who have demonstrated achievement in international areas (research, study, teaching, writing, and/or leadership) and who support this petition:

	Name:	Title:	Department:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

President/Chancellor/ Rector of Institution:

Name: _____

Address: _____

Please enclose any supporting documentation concerning your institution’s services for foreign students, study abroad programs, or other international endeavors.

- Enclosed is our Letter of Interest
- Enclosed is supporting documentation of our involvement in international education
- Enclosed is a letter of support from our President (or designee)
- Enclosed is our petition fee of U.S. \$100.00

