Unaffiliated Program by Petition (UPP) Supplement

This Supplement is required for any student listing an Unaffiliated Program by Petition (UPP) as one of their program choices. This Supplement is designed to encompass all relevant information regarding the student’s intended program for review. Only complete petitions will be passed on to the Internationalization Council for review. The Council meets once a quarter and it is up to the student to confirm with the Office of International Education when the complete petition should be received in order to be eligible for consideration.

Please note that the UPP Supplement is due **two weeks prior to the application deadline (UPPs are due January 8 for Fall 2016 applicants)**. This Supplement consists of the following components, which must be uploaded as one document to DU Passport by the stated deadline:

- **DU Study Abroad Application Essay Responses for the UPP program choice (included below)**
- **Unaffiliated Program Information and Academic Plan (included below; required approval from the student’s Academic Advisor)**
- **Study Abroad Cost Planning Worksheet (included below)**
- **Unaffiliated Programs by Petition Additional Information (included below)**

Please note that the student is responsible for the accuracy of the information contained in this Supplement, upon the basis of which this Supplement will either be accepted or declined by the Internationalization Council. The process of petitioning for a UPP is a time consuming process and involves the student doing substantial research regarding their program choice and reaching out to the program directly for information. Students should allow sufficient time to complete this process by the deadline stated above.
DU Study Abroad Application Essay Responses for a UPP Choice

Please answer each of the follow questions as they pertain to your UPP Program Choice. The essay responses should fully describe how this program fits in with the students overall academic, professional, and personal goals and provide a clear and strong justification as to how this program meets those goals better than a DUPP or similar AUPs.

1a.) Discuss your academic goals and highlight the ways in which you feel your academics will be enriched through international study. How will this particular study abroad program contribute to your goals, build upon your education to date and connect to your studies when you return to campus? Please describe the classes you plan to take abroad and how the academic focus of this program relates to your major, minor, and/or demonstrated academic interests.

1b.) In addition to the academic goals you’ve discussed, please describe what you hope to gain from an international experience both personally and professionally. Outline how this program choice specifically fits with or would help you to achieve these goals. In answering this question, consider program elements- location, housing options, level of cultural immersion, engaged learning opportunities, program support, etc. - that you have found particularly attractive or well suited to meeting your needs.

In answering 1a and 1b, you must demonstrate that you have thoroughly researched this program, as well as DUPP options, and provide justification as to why this program better suits your academic needs, personal, and professional goals than the DUPPs that you have researched. Failure to provide strong and clear academic justification for this program in place of a DUPP will result in your application being denied.

2.) In your own words, briefly define culture and what you believe its importance to be. Discuss how aspects of your own culture and identity might influence and shape your study abroad experience; provide specific examples that consider the host culture(s) where you hope to study. Aspects of your identity may include your nationality, socioeconomic status, race and ethnicity, family background, sexual orientation, abilities, gender, religion, and/or political beliefs, among others.

3.) What challenges might you face in study abroad that you have not already addressed in your previous essays? Consider your program selection(s) and aspects such as cultural differences, language barriers, level of program support, learning differences, finances, being away from home, etc. What skills and resources might you utilize to address these challenges? In answering this question, consider your comfort level in navigating issues independently and self-advocating while abroad. Your answer must also address how you are prepared to navigate an unaffiliated program with which DU has no formal affiliation, meaning that you will need to serve as the main conduit for researching and figuring out all program details, visa and immigration requirements, housing, class registration, etc.
Unaffiliated Program Information and Academic Plan

This form is required for students including an Unaffiliated Program by Petition (UPP) as a program choice in their DU Study Abroad Nomination Application. This form must be uploaded into DU Passport as part of the student’s UPP Petition by the specified deadline. Students submitting an AUP will complete this form as a separate requirement in DU Passport.

Student Information
Student Name:_________________________ DU ID:____________________

Desired Term Abroad: ____________ Class Standing While Abroad: Fr So Jr Sr

Student Major(s) and Minor(s):______________________________
Are you a transfer student? ________ If so, number of Previous Transfer Credits: ________

Program Information
Are you applying to an Approved Unaffiliated Program (AUP) OR an Unaffiliated Program by Petition (UPP)?
**Explanations of AUP and UPP programs can be found on DU Passport**

Select one:
AUP  UPP

Study Abroad Program/Institution:_________________________ (if an AUP, this should match a name from the AUP list)

Are you attending this institution directly or through a program provider (e.g. ISA, CIEE)?
Select one:
Direct  Provider (include name):______________________________

Program URL (please link to specific program for term abroad):
_________________________________________________________

Transcript Institution:_________________ (if an AUP, this should match the transcript institution listed on the AUP list for your selected program)

Program Dates:____________________ City and Country:______________________

Program Contact (name, email, & phone):____________________________

Program Application Deadline:______________ Have you already applied? Y  N

Program Eligibility Requirements (e.g. GPA, language level, class standing, course prerequisites):
_________________________________________________________________

Do you meet all of these requirements? Y  N
If no, explain:_____________________________________________________________________

Language of Instruction:_______________ Housing Abroad:_____________________

Any program add-ons/unique opportunities you plan to pursue:
___________________________________________________________________________
Student’s Academic Plan

This Academic Plan should match and will be reviewed in tandem with the student’s DU Nomination Application essay responses and other components of this Supplement.

Below, please list out the courses you hope to take abroad and include the following information:

- Course Name
- Detailed Course Description (or syllabi if available)
- Required Pre-requisites
- How have you/will you meet those pre-requisites?
- Other coursework you’ve already taken that this course would build upon
- Future planned coursework that would continue to build upon this course when you return to DU
- Have you submitted the course for major/minor approval through the DU electronic course approval system? If so, please include information as to whether the course has been approved.

Course 1:

Course 2:

Course 3:

Course 4:

Course 5:

Unless your program has a set curriculum, please list at minimum two alternative courses:

- Alternate Courses: ____________________________________________________________
**Academic/Faculty Advisor Approval:**

**Students:** As part of the DU Nomination to apply to an unaffiliated program, students are required to meet with and discuss unaffiliated program intended courses with their academic/faculty advisor. Please discuss this academic plan, especially in regards the academic fit of this program, with your advisor. Students are responsible for the validity of the content of this Unaffiliated Program Information and Academic Plan, and are strongly encouraged to contact the program directly with any questions about course availability or other information regarding this program choice. Note that this plan does NOT take the place of the official DU Study Abroad Course Approval Process, nor does the Academic/Faculty Advisor’s signature constitute an approval of courses towards specific degree requirements. Students will still be responsible for submitting any courses for official course approval through the Registrar’s online process found [here](#) upon their nomination to a program.

**Academic/Faculty Advisors:** Your signature below indicates that the student has discussed plans and program choice(s) with you and, from the information provided, this program appears to be a strong fit for the student’s academic goals. Advisors are not held responsible for the accuracy of the information provided by the student, nor does your signature take the place of the course approval process that students must complete. This is not an approval of specific coursework, and there is no expectation that you the advisor have researched this program yourself. You are not evaluating the quality of these courses, but rather indicating that the student has discussed study abroad plans with you and that classes the student has presented are in line with the student’s academic plans (based on course titles/descriptions provided).

**Completed by Student:**
Student Name:________________________________
Unaffiliated Program Name:___________________________________
Intended Term Abroad:________________________  Class Standing While Abroad:  Fr  So  Jr  Sr

**Completed by Advisor:**
Academic/Faculty Advisor Name: __________________________________________
Department:_______________________________________

Do you approve of this student’s intended academic plan as it relates to the student’s academic goals and objectives?

Yes   No     Yes with reservations (please detail below)

Please provide any comments you have regarding the academic suitability of this program for the student.

__________________________________________  ______________________
Signature:___________________________________  Date:___________________

Note that this plan does NOT take the place of the official DU Study Abroad Course Approval Process, nor does the Academic/Faculty Advisor’s signature constitute an approval of courses towards specific degree requirements. This plan is intended to demonstrate that the student has appropriately researched the program; the program aligns with the student’s academic goals; and the student has met and discussed this plan with an academic/faculty advisor. All courses taken abroad are subject to DU study abroad course approval requirements (see DU Passport) and should be submitted via the electronic course approval system if credit towards a specific degree requirement is desired. The student is responsible for the accuracy of the information provided in the Unaffiliated Program Information and Academic Plan.
Study Abroad Cost Planning Worksheet
UNAFFILIATED PROGRAMS

This worksheet is designed to help students understand the total cost for study abroad on an unaffiliated program (AUP or UPP). For assistance with this sheet, please meet with an OIE advisor or watch the Financing Study Abroad presentation in DU Passport. Students are responsible for the accuracy of the information provided in this form. This form is intended as an estimate of costs for the student’s benefit and may differ from actual costs spent.

**STEP 1: Financial Aid** - How much financial aid will you receive?

Students on an AUP or UPP can use federal and state aid. **DU aid does not apply.** If you plan to use financial aid and/or scholarships you should contact Financial Aid and/or your scholarship provider directly to discuss if study abroad on an unaffiliated program will change your award. For more information on financial aid and what will apply, please see: http://www.du.edu/abroad/costs/financialaid.html

Box A: Total estimated amount of applicable financial aid can be applied toward your study abroad

**STEP 2: Estimate Your Cost Abroad** – How much will study abroad cost?

1. Determine how much DU will charge you per quarter for participation on an unaffiliated program (academic year students will pay for three quarters of fees).

<table>
<thead>
<tr>
<th>2014 fees for one quarter</th>
<th>Your Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Fee</td>
<td>$48</td>
</tr>
<tr>
<td>Administrative fee</td>
<td>$150</td>
</tr>
<tr>
<td>Study Abroad Course</td>
<td>$1199 (2015 tuition rate; subject to change)</td>
</tr>
<tr>
<td>Tuition</td>
<td>Only charged for the first quarter abroad for enrollment in required study abroad course. Only applicable for students studying abroad in Fall Quarter.</td>
</tr>
</tbody>
</table>

Box B: Total

2. Determine what your unaffiliated program will charge you directly. Unaffiliated programs usually post their fees on their website. Make sure to understand what this fee includes (i.e. does it include housing, meals, on-site support, tuition, etc.). If unsure, contact your unaffiliated program.

Box C: Unaffiliated Program Fee(s)

3. Determine the difference between what your applicable financial aid will cover and what your unaffiliated program will bill you. Note that financial aid dispersal will follow the DU calendar.

Box D: Difference between applicable financial aid and Unaffiliated Program fee (Box C subtracted from Box A)

(This is the amount you will be billed for through the DU Bursar’s Office on the University’s tuition due date.)
4. Determine how much will need to spend on the following additional expenses. Make sure to budget for the entire length of your program. For advice on budgeting in your host country, contact returnees, research travel books, reference your program-specific materials, and review cost of living estimators such as: http://www.numbeo.com/cost-of-living/comparison.jsp and http://www.expatistan.com/cost-of-living.

<table>
<thead>
<tr>
<th>Additional Expenses Associated with Study Abroad</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare to host city (round-trip)</td>
<td>$</td>
</tr>
<tr>
<td>Local transportation</td>
<td>$</td>
</tr>
<tr>
<td>Refundable housing deposit</td>
<td>$</td>
</tr>
<tr>
<td>Housing and meals if not charged by the program</td>
<td>$</td>
</tr>
<tr>
<td>Books and other school supplies</td>
<td>$</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>$</td>
</tr>
<tr>
<td>Start-up costs (bedding, towels, bathroom items, room decorations, surge protectors, etc.)</td>
<td></td>
</tr>
<tr>
<td>Passport</td>
<td>$</td>
</tr>
<tr>
<td>Visa application fee</td>
<td>$</td>
</tr>
<tr>
<td>Other visa costs or immigration documents (this may include a medical visit, travel to a consulate, photographs, FBI background check, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Souvenirs and gifts</td>
<td>$</td>
</tr>
<tr>
<td>Emergency cash</td>
<td>$</td>
</tr>
<tr>
<td>Laundry</td>
<td>$</td>
</tr>
<tr>
<td>Medical expenses (prescriptions, doctor visits, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Travel or Personal/Health insurance</td>
<td>$</td>
</tr>
<tr>
<td>Internet</td>
<td>$</td>
</tr>
<tr>
<td>Mobile Phone</td>
<td>$</td>
</tr>
<tr>
<td>Gym membership</td>
<td>$</td>
</tr>
<tr>
<td>Additional Food / Meals</td>
<td>$</td>
</tr>
<tr>
<td>Optional program add-ons</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
</tbody>
</table>

| Box E: Total                                                                       | $ |

**STEP 3: Total Estimated Cost for Study Abroad** - What is the total estimated out-of-pocket expense for your term abroad?

Your total estimated expense for study abroad (Box B plus Box D plus Box E) $ |

**STEP 4: Scholarships** - Are you interested in applying for study abroad scholarships?

There are plenty of scholarships available for study abroad students, however you may need to apply for them before their deadline. Many have deadlines in February and March for the Fall term abroad, and September and October for Winter/Spring terms abroad. For more information on scholarships available for study abroad, please see: http://www.du.edu/abroad/costs/scholarships.html
Unaffiliated Program by Petition (UPP) Additional Information

This Additional Information section is the student’s opportunity to demonstrate in-depth research and understanding of the selected program. This is a necessary component of the UPP Petition to present to the Internationalization Council.

Petitions are granted in limited cases for students who are able to successfully demonstrate the following:

The Student:

- Has laid out a clear academic plan for his/her time at DU of which study abroad and the intended program play an integral role in enhancing the student’s overall education.
- Has thoroughly researched and understands the program he/she wishes to pursue, as well as options provided through DUPPs and AUPs.
- Fully plans to take advantage of the program’s unique offerings and opportunities for both academic and cultural learning.
- Is capable and prepared to navigate the petition process as well as the study abroad experience independently and with minimal support.

The Program:

- Offers a unique offering that corresponds with the student’s academic goals and personal needs in a manner not possible through any of the DUPPS or AUPs.
- Provides high academic integrity and rigor and provides a transcript from an accredited institution.
- Meets reasonable standards for health and safety (including the location) and offers a high quality learning environment.
- Provides the student with adequate support.
- Has the backing of the student’s academic department, which must sign off on the student’s academic plan and program choice.

You must address all questions in the UPP Supplement Additional Information below as they pertain to the program for which you are submitting the petition. For some questions, complete answers will require that you be in touch with program representatives directly. As such, you are encouraged to allow sufficient time to research this information, in order to provide complete answers to each question.
Unaffiliated Program by Petition (UPP) Additional Information

Student Name: ___________________________________________ ID: __________________

Program Name: ___________________________________________

Program URL (should match Academic Plan) _______________________

Desired Term Abroad: _______________________________________

1. How did you learn about this program?
2. On average, how many students are admitted to this program? What is the average number of students per class? Will you be taking classes with local students or with other US or international students?
3. Who teaches the courses you propose to take? (Local university faculty? Faculty hired by the program?) Indicate the highest degree attained by the faculty members teaching the courses you intend to take.
4. How are students assessed? Describe the grading and credit system used by this program.
5. Will you be participating in any engaged learning opportunities- (research, independent study, service-learning, internship, etc)- while on this program. If so, please provide a thorough description of the opportunity you plan to engage in.
6. Is language study a formal part of the academic program? What opportunities exist outside of the classroom for students to develop foreign language skills? Will you be able to continue language study upon your return to DU?
7. How do students on this program engage with the intellectual, political, cultural and social institutions of the host country? Does this program include field trips or meetings with local experts and speakers? What kinds of cultural events are available in the city/area?
8. What kind of student support is provided as part of the program? Do they provide assistance for immigration needs (visas etc)? What type of orientation is provided? If you are participating in a program with a low level of student support, please describe in detail how you plan to independently navigate the program, as well as life in your host city/country.
9. What are the main health and safety concerns for this country, and how does the program address these concerns? Is there currently a travel warning from the US State Department for this country/location? What are the recommendations of International SOS? (You can find links to the State Department and International SOS here and here)
10. Please describe in depth how you plan to engage in the local culture and fully take advantage of opportunities provided by your host location, as well as through all curricular and co-curricular opportunities provided through your program and institution of study.

Please feel free to include any additional information you would like the review committee to know.