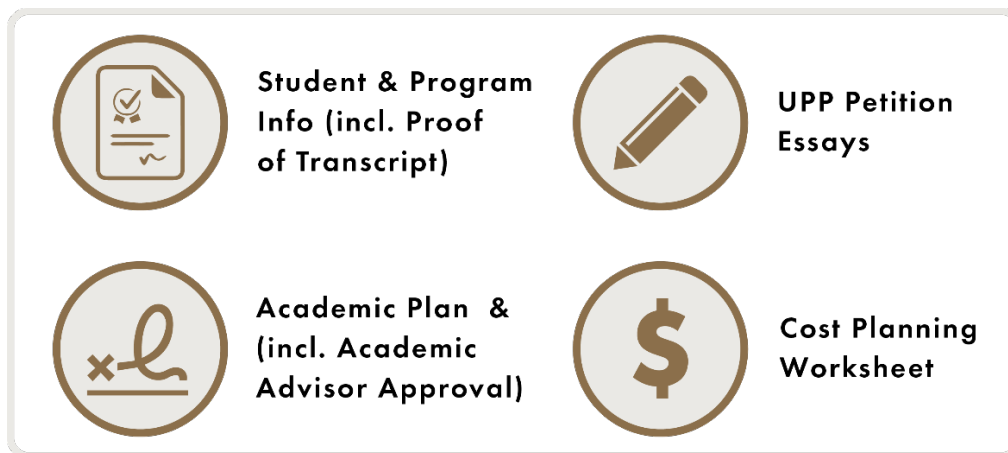


# Unaffiliated Program by Petition (UPP)

This form is mandatory for students who list an Unaffiliated Program by Petition (UPP) as a program choice in their DU Study Abroad Nomination Application. You must upload a completed petition into DU Passport by the specified deadline for each UPP on your program list.

Only *complete* petitions will be passed on to the INTZ Council for review.



A complete UPP Petition is ONE document with the following four parts (all included in this document).

## **Part 1 Student & Program Information**

- Incl. proof of transcript

## **Part 2 Student Academic Plan**

## **Part 3 Academic/Faculty Advisor Approval**

- Needs academic/faculty advisor signature

## **Part 4 Study Abroad Cost Planning Worksheet**

## **Part 5 UPP Petition Essay Responses for the UPP Program choice**

### **Upload Instructions**

Petitions must be **correctly** uploaded to the Study Abroad Nomination Application per the following guidelines:

1. Complete the form digitally & save all pages into ONE document. Save the document as:  
Last Name – UPP Petition (Ex: Smith – UPP Petition)
2. Login to your Study Abroad Nomination Application in DU Passport.
3. Find the *Attached Documents* panel on the left side of your checklist.
4. Click *Choose File* and choose your saved file.
5. From the *Select Document* drop-down menu, choose **UPP Petition**.
6. Click *Upload*.
7. You should see your attached file in the panel above.

If you incorrectly upload a file, contact the OIE to have the incorrect version removed.

**Petitions are granted in limited cases for students who are able to successfully demonstrate all of the following.**

**Please ensure that your petition meets the following requirements:**

- Presents a clear academic plan for how this program will play an integral role in enhancing your overall academic goals at DU.
- Includes a comparative side-by-side study of DUPPs and AUPs in relation to this program. You must demonstrate a unique academic need not currently available in the DPPP or AUP portfolio. (location is not a unique academic need)
- Demonstrates your program...
  - provides high academic integrity and provides a transcript from an accredited institution.
  - meets reasonable standards for health and safety (including the location)
  - provides you with adequate support before and on site.
  - has the backing of the student's academic department, which must sign off on the student's academic plan and program choice.

# Unaffiliated Program by Petition (UPP)



## Part 1: Student & Program Information

### Student Information

Name	<input type="text"/>	DU ID	<input type="text" value="87"/>
Desired Term Abroad	<input type="text"/>	Class Standing While Abroad	<input type="text" value="Fr"/> <input type="text" value="So"/> <input type="text" value="Jr"/> <input type="text" value="Sr"/>
Major(s) & Minor(s)	<input type="text"/>		
Are you a transfer student?	<input type="text"/>	No. of Transfer Cr.	<input type="text"/>

### Program Information

UPP Program/Institution	<input type="text"/>		
Are you attending this institution directly or through a program provider (e.g. ISA, CIEE)?			
Choose one:	<input type="text" value="Direct"/> <input type="text" value="Provider"/>	Provider Name (if applicable)	<input type="text"/>
Program URL (specific link for your term abroad)	<input type="text"/>		
Program Dates	<input type="text"/> — <input type="text"/>	City & Country	<input type="text"/>
Program Contact (name, email & phone)	<input type="text"/>		
Program Application Deadline	<input type="text"/>	Have you already applied?	<input type="text" value="Yes"/> <input type="text" value="No"/>
Eligibility Requirements (GPA, language level, class standing...)	<input type="text"/>		
Do you meet all these requirements?	<input type="text" value="Yes"/> <input type="text" value="No"/>	If no, explain.	<input type="text"/>
Language of Instruction	<input type="text"/>	Housing Abroad	<input type="text"/>
Any program add-ons or unique opportunities you plan to pursue			
<input type="text"/>			

Transcript Institution\*  
(institution issuing the transcript)

--

Type of Transcript Proof \*\*  
(choose one)

Email from Program	Program Website Screenshot	Other (specify)
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**\*\*Should the UPP Petition be granted, the transcript from this listed transcript institution is the only transcript DU will accept. Any other transcript received will NOT be accepted & credit will not transfer. It is the student's responsibility to ensure that the transcript is issued from the approved transcript institution.**

**\*\* You MUST attach proof of the transcript institution to this plan. The most common types of proof are an email from program confirming institution issuing the transcript or a screenshot of the program website confirming which institution issues the transcript.**

**Attach Transcript Proof Here:**

--

# Part 2: Student Academic Plan

This Academic Plan should match and will be reviewed by the OIE in tandem with the student's DU Nomination Application essay responses. The essay responses should fully describe how this academic plan fits in with the students overall academic, professional, and personal goals and provide a clear and strong justification as to how these intended courses meet those goals better than those available on a DUPP.



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

## Part 3: Academic/Faculty Advisor Approval



### Student Portion

**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 these intended courses, with your advisor. Students are responsible for the validity of the content of this UPP Petition 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.

Student Name						
UPP Program Name						
Intended Term Abroad		Class Standing While Abroad	Fr	So	Jr	Sr

### Academic/Faculty Advisor Portion

Your signature below indicates that the student has discussed plans and academic choice(s) with you and, from the information provided, these intended courses appear 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).

Academic Advisor/ Faculty Name			
Department			
Do you approve of this student's intended academic plan?	Yes	No	Yes with Reservations (please detail below)

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

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Advisor Signature		Date	
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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 potential courses; these align 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 UPP Petition.**

# Unaffiliated Program by Petition (UPP)

## Part 4: Study Abroad Cost Planning Worksheet



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 planning benefit and may differ from actual costs spent; the OIE is not responsible for verifying the costs indicated by the student below.

### Step 1: Financial Aid - How much financial aid you'll 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/financial\\_aid.html](http://www.du.edu/abroad/costs/financial_aid.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 study abroad will 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).

Item	2021 Fees For One Quarter (2021-2022 fees not yet available, subject to change)	Your Term
Technology Fee	\$48	\$
Administrative fee	\$150	\$
INTZ 2502 Course Tuition	\$1,461 (2020 tuition rate; subject to change) <i>Only charged for the first quarter abroad for enrollment in required study abroad course. DU Institutional Aid <b>DOES NOT</b> apply towards this credit Not applicable for Summer study abroad</i>	
<b>Box B: Total</b>		\$

*(This is the amount you will be billed for through the DU Bursar's Office on the University's tuition due date.)*

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 A – Box C)**

\$

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>.

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

**Step 3: Total Estimated Study Abroad Cost – Estimated out-of-pocket expense for your term abroad**

**Your total estimated expense for study abroad  
(Box B + Box D + Box E)**

\$

**Step 4: Scholarships – Info about 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,* see: <http://www.du.edu/abroad/costs/scholarships.html>

## Part 5: UPP Petition Essay Responses for the UPP Program choice



1. 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.

2. *Please contrast your choice with each relevant DUPP and AUP option and explain why this program is a better fit for your academic goals than any of these options. (You are encouraged to discuss this question with your OIE Advisor if you are struggling to identify which relevant programs you should be contrasting here.) You must present a unique academic need. Location is not a valid criterion.*

3. Will you be taking classes with local students or with other US or international students?

4. Who teaches the classes you propose to take? (Local university faculty? Faculty hired by a program provider?) Indicate the highest degree attained by the faculty members teaching the courses you hope to take.

5. How are students assessed? Describe the grading and credit system used by this program. Will you receive a transcript based upon a U.S. system of credits/grading or will it be a foreign system?

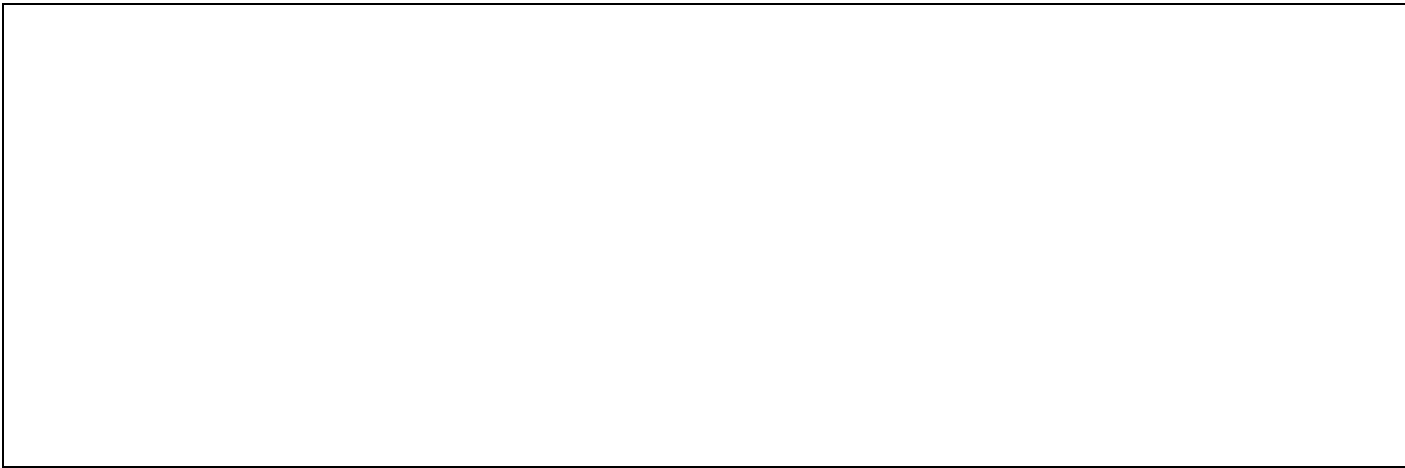
6. Will you be participating in any engaged learning opportunities (research, independent study, internship, service-learning etc) while on this program? If so, please provide a thorough description of the opportunity.

7. Is language study a formal part of the academic program? What opportunities exist outside the classroom for students to develop foreign language skills?

- 
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 ISOS [here](#) and [here](#))

- 
10. 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.



**11.** Please use this space to present any other information you would like to share with the INTZ Council.

## Unaffiliated Program by Petition (UPP)