Approved Unaffiliated Program (AUP) Student Plan

Instructions

This form is required for students including an Approved Unaffiliated Program (AUP) 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 application by the specified deadline.

IMPORTANT REMINDERS

OIE Advisor Meeting: You must meet with an OIE advisor before submitting this plan. Make an appointment at go.du.edu/studyabroadappointment

Academic Advisor Signature: This form requires a signature from your academic/faculty advisor.

One Plan Per Program: A separate AUP Student Plan is required for each AUP program included in your nomination application.

Completing Your AUP Student Plan

Your AUP Student Plan must include all of the following to be considered complete:

- AUP Program Information
- Proof of AUP Transcript
- Student’s Academic Plan
- Academic/Faculty Advisor Approval (requires academic/faculty advisor’s signature)
- Study Abroad Cost Planning Worksheet

Incomplete plans will not be reviewed.

Uploading Your AUP Student Plan

Upload ALL parts of this form as ONE document:

1. Combine all pages into one document. Save document as a single file on your computer.
2. Go to the Attached Documents panel on the bottom left of your DU Passport Checklist.
3. Click Choose File and find the file you wish to upload.
4. Click the Select Document Type drop-down menu and choose AUP Student Plan.
5. Click Upload. You will see the newly uploaded file.

Note that you cannot remove files after you upload them. If you upload a file by mistake and need it removed, contact the OIE to have it deleted.

Applying to an AUP

Select Unaffiliated Program – AUP or UPP from the drop-down program list in DU Passport when applying.
AUP Program Information

STUDENT INFORMATION

Student Name: ___________________________________________ DU ID: 87__________

Desired Year & Term Abroad: ___________________________________________

Class Standing While Abroad: □ Freshman □ Sophomore □ Junior □ Senior

Major(s) and Minor(s): ___________________________________________

□ I am a transfer student with _______ previous transfer credits.

PROGRAM INFORMATION

AUP Program/Institution: ___________________________________________

See AUP list.

I plan to attend this institution:

□ Directly

□ Through a program provider (ISA, CIEE, etc.). Provider Name: ____________________________

Program URL: ___________________________________________

Link to your specific program for your term abroad.

Program Dates: ____________________________

City and Country: ____________________________

Program Contact: ___________________________________________

Include name, email, & phone number.

Program Application Deadline: ____________________________ □ I have already applied

Program Eligibility Requirements: ___________________________________________

Ex: GPA, language level, class standing, course prerequisites.

□ I meet all requirements □ I don’t meet all requirements. Explain: ____________________________

Language of Instruction: ____________________________

Housing Abroad: ____________________________

Program Add-ons/Unique Opportunities I Plan to Pursue:

__________________________________________
Proof of AUP Transcript

Transcript Institution: ____________________________________________
The name of the institution that will issue the transcript for your time abroad.

Your transcript institution MUST match the transcript institution listed on the AUP list for your selected program. The transcript from the transcript institution listed on the AUP list is the only transcript DU will accept from this study abroad program. Any other transcript received will NOT be accepted and credit will not transfer. It is the student’s responsibility to ensure that the transcript is issued from the approved transcript institution.

Type of Proof:

☐ Email from program confirming institution issuing the transcript
☐ Screenshot of program website confirming institution issuing the transcript
☐ Other: ________________________________

Attach Your Proof Here:
Student’s 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:

Alternate Courses: Unless your program has a set curriculum, list at least two alternative 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 to the academic fit of these intended courses, with your advisor. Students are responsible for the validity of the content of this AUP Student 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 upon their nomination to a program. More details on the OIE’s Earning Credit page.

Academic/Faculty Advisors: 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).

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, that these align with the student’s academic goals, and that 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 AUP Student Plan.

COMPLETED BY STUDENT

Student Name: ________________________________

Unaffiliated Program Name: ________________________________

Desired Year & 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.
**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 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/financial_aid.html](http://www.du.edu/abroad/costs/financial_aid.html)

<table>
<thead>
<tr>
<th>Box A: Total estimated amount of applicable financial aid can be applied toward your study abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

**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>2018 fees for one quarter (2019-2020 fees not yet available, subject to change)</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>INTZ 2502 Course Tuition</td>
<td>$1,372 (2018 tuition rate; subject to change) Only charged for the first quarter abroad for enrollment in required study abroad course. DU Institutional Aid DOES NOT apply towards this credit Not applicable for Summer study abroad</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box B: Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Box C: Unaffiliated Program Fee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Box D: Difference between applicable financial aid and Unaffiliated Program fee (Box C subtracted from Box A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

(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](http://www.numbeo.com/cost-of-living/comparison.jsp) and [http://www.expatistan.com/cost-of-living](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>$</td>
</tr>
<tr>
<td><strong>Box E: Total</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**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, see: [http://www.du.edu/abroad/costs/scholarships.html](http://www.du.edu/abroad/costs/scholarships.html)