Application Instructions for Unaffiliated Programs (AUP/UPP) in Academic Year 2019-2020 & Summer 2019

This reference is intended as a step-by-step guide for students planning to submit applications for Approved Unaffiliated Programs (AUP) or Unaffiliated Programs by Petition (UPP) anytime in the 2019-2020 academic year. While the steps have some similarities, these are different processes. Review this information carefully and discuss any questions with an OIE Advisor.

Required Initial Steps for both AUP & UPP students:

Step 1: Attend a Study Abroad First Step Session. See First Step schedule.
Step 2: Meet with an OIE Advisor (required). Make an appointment.
Step 3: Research programs and review unaffiliated info in DU Passport, the DU Study Abroad Handbook, & the unaffiliated program brochure.
Step 4: Open and complete a Study Abroad Nomination Application in DU Passport. See Getting Started for links. The application includes meeting with an Academic/Faculty Advisor. Details below.

Details on Step 4: Completing the Study Abroad Nomination Application

Unaffiliated Programs by Petition (UPP)

Students considering a UPP have an earlier deadline of January 9 by which the UPP Petition must be uploaded to DU Passport in its entirety. The Petition is one document which includes:

- Student and Program Information (including proof of transcript and additional questions)
- Study Abroad Application Essay Responses for the UPP Program choice
- Student Academic Plan and Academic/Faculty Advisor Approval (signature required from student’s academic/faculty advisor)
- Study Abroad Cost Planning Worksheet

This Petition must be uploaded to DU Passport as one document. See upload instructions below. You should also review any other requirements for DUPP programs you are including among your choices.

UPP DEADLINES

Students must have a complete UPP Petition submitted by January 9 for every UPP option being petitioned in order to be considered by the Internationalization Council. The remainder of application steps are due by the regular application deadline of January 17, including listing any UPP option(s) among program choices. See the AUP notes below for more details.

UPP PETITION UPLOAD INSTRUCTIONS

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

1. Complete the petition and scan 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 petition in the panel above.

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

Summer 2019 Programs

Students applying to summer 2019 programs should see the very bottom of this document for clarification on steps that are slightly different for summer applications.
Approved Unaffiliated Programs (AUP)

After completing Steps 1 – 3 above, Step 4 is to open and complete your Study Abroad Nomination Application in DU Passport. Open an application here or click Get Started at the bottom of any program brochure. Before you submit...

COMPLETE ALL CHECKLIST ITEMS

Complete all checklist items in DU Passport, and read over all information and policies carefully. Pay particular attention to unaffiliated information in the DU Study Abroad Policies and the DU Study Abroad Handbook (incl. Program Types: DUPS, AUP & UPP; 11 Questions You Need to Ask; Additional Application Requirements; Unaffiliated Program Costs; and Financial Aid on AUP/UPPs).

LIST YOUR PROGRAM CHOICES

You can list up to 5 program choices in the Program Choices Essay checklist item, and should list these in your order of preference. Students will receive one nomination, which will be to either a DUPS or an unaffiliated program. You will be considered for your choices in the order in which you have listed them. (UPP options should also be listed here among your other program choices in the order in which you’d like each to be considered. Remember that the UPP Petitions for UPP choices are due January 9—See UPP section above for more detail.)

- You are required to have at least one DUPS with a Very Good chance of placement listed among your choices.
- You should select Unaffiliated Program—AUP or UPP from the drop down menu as the program name for an AUP or UPP option.
- If you may select Unaffiliated Program—AUP or UPP multiple times if you wish to be considered for more than one unaffiliated option. You must complete all relevant unaffiliated steps outlined in this document for each unaffiliated choice.

COMPLETE ESSAYS FOR ALL STUDY ABROAD CHOICES

- DU Passport Program Choice Essays must be completed in detail for each of your program choices. Essays for unaffiliated program should demonstrate thorough research about the program and justification for why this program is a better fit than a DUPS. The more thorough the response, the better chance your AUP application will be accepted.
- (UPP students have answered these questions as part of the UPP Petition, but you should still include those answers here; you are welcome to copy and paste from your UPP Petition).

COMPLETE THE AUP STUDENT PLAN

Complete the AUP Student Plan for each AUP option you have listed as a program choice.

- This must be signed by your academic/faculty advisor!
- See UPP PETITION UPLOAD INSTRUCTIONS on page 1 – replace UPP Petition with AUP Student Plan
- (UPP students: Rather than an AUP Student Plan, you’ll complete a UPP Petition, which captures some of the same info.)

AUP DEADLINES

All application components must be completed and uploaded by the January 17 Nomination Application deadline.

Summer 2019 Application Clarification

As there are no DUPS programs in the summer, all summer applications are unaffiliated (either AUP or UPP). The steps above still apply to summer students, though you will not have a list of programs to choose from (the summer application does not include any DUPS so they will not be listed).

See the Summer Unaffiliated Brochure for more information.

SUMMER AUP & UPP DEADLINES

- UPP applications (including UPP Petitions) due: March 30, 2019
- AUP applications (including AUP Student Plans) due: March 30, 2019