

Graduate Study Abroad Petition Process & Form

This petition form is required for any graduate student who would like study abroad on program that is NOT a DU faculty-led trip or an approved graduate DU exchange program at the graduate program level.

STEP 1: Read over the requirements of this form and complete the entire form.

STEP 2: Meet with your Graduate Academic Advisor and review the form. Your academic advisor must sign off on your academic plan (Part 2 of the form) and coursework for this study abroad program before any further steps can occur.

STEP 3: Submit for approval the completed form to [Dr. Luc Beaudoin](#), the Associate Provost for Internationalization at a minimum five weeks before the departure on the program. Retro-active forms are not accepted.

STEP 4: If approval is granted, the student is responsible for completing all required portions in DU Passport before departure.

STEP 5: The student completes all requirements for their particular approved study abroad graduate program.

STEP 6: The student submits formal course approvals through DU's course approval system, if the graduate program prefers.

Please note that the student is responsible for the accuracy of the information contained in this form, upon the basis of which this petition will either be accepted or declined by the Associate Provost of Internationalization. The student is responsible for researching 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.

Graduate Study Abroad Petition Form

Part 1: Research and answer *all* of the following questions. 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.

Student Name: _____ ID: _____

Student's Academic Program: _____

Program Location(s): _____

Desired Term Abroad: _____

Program Information

Study Abroad Program/Institution: _____

Are you attending this institution abroad directly or through a program provider or U.S. university?

Select one:

Direct Provider/U.S. University (include name): _____

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

Transcript Institution: _____ (Which university will provide your final transcript for this program?)

Program Dates: _____ City and Country: _____

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

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

Language of Instruction: _____ Housing Abroad: _____

1. Discuss your academic goals and highlight the ways in which you feel your academics will be enriched through international study on this program.

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

3. 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?

4. 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 description of the opportunity.

5. Is language study a formal part of the academic program? Have you checked with your academic department regarding bringing language credits back? (There are various restrictions.)

6. What kind of student support is provided as part of the program? Do they provide assistance for immigration, registration and health/safety needs?

7. 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](#)).

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Part 2: Academic transcript information, course list and Academic Advisor signature. Please complete all sections.

Student Information

Student Name: _____ DU ID: _____

Desired Term Abroad: _____ Student's Academic Unit: _____

Student's Academic Plan

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

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 Graduate Study Abroad Petition approval process, all graduate students are required to meet with and discuss this graduate study abroad program intended course list with their academic/faculty advisor. Please discuss this academic plan with your advisor, especially the course work and if it can be accepted by your program. 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. If the student's academic unit prefers, the student will still be responsible for submitting any courses for official course approval through the Registrar's online process found [here](#) upon approval of this petition.

Academic/Faculty Advisors: Your signature below indicates that the student has discussed academic plans and coursework with you for this study abroad program and, from the information provided, this program appears to be a strong fit for the student's academic goals and program degree requirements. Your signature also indicates that your academic unit is comfortable receiving this course credit towards the student's degree program. (Final program approval still rests with the Associate Provost for Internationalization.) Advisors are not held responsible for the accuracy of the information provided by the student.

Completed by Student:

Student Name: _____
Unaffiliated Program Name: _____
Intended Term Abroad: _____

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.

Advisor Signature: _____ Date: _____

****NOTE: The student is responsible for the accuracy of the information provided on this petition form.***

