

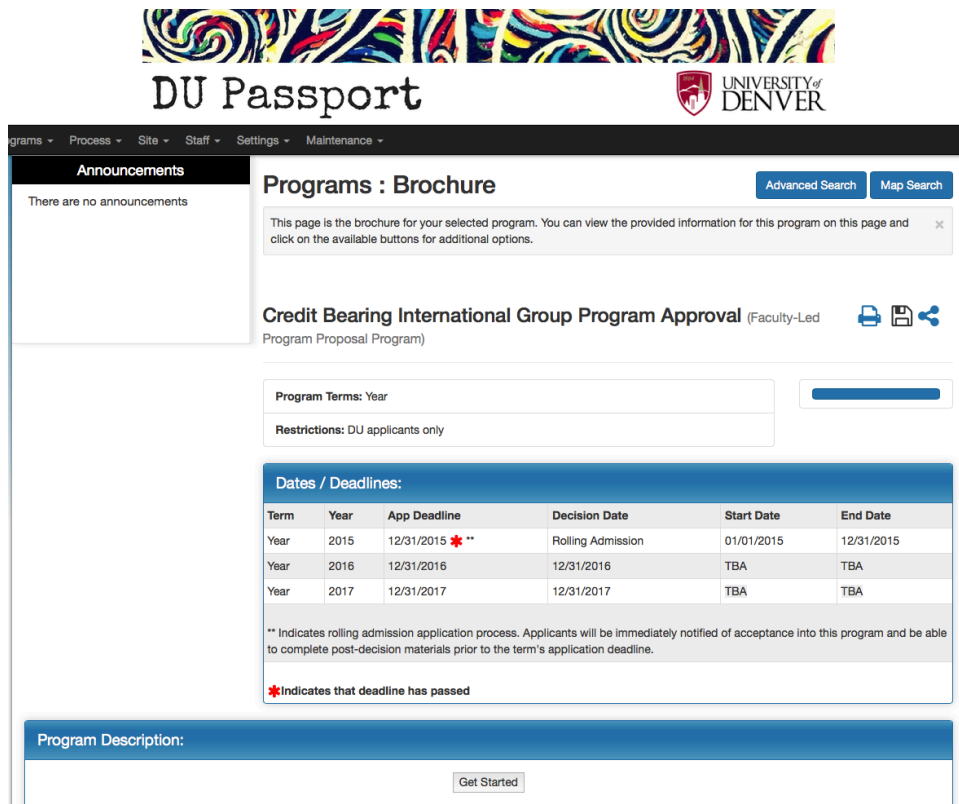
DU Passport User Guide — Credit Bearing Group Program Approval Process

Per the University of Denver International Travel Policy, all faculty and staff trip leaders seeking approval to lead a credit bearing group program abroad must submit an application in DU Passport for review by the Office of Internationalization and Enterprise Risk Management at least six months prior to departure. The application comprises three parts: a conditional approval portion due a minimum of six months prior to departure, a final approval portion due one month prior to departure, and a post-trip portion due within a month of return. This guide provides information to faculty and staff trip leaders seeking approval for international group programs.

- 1) Program leaders must use this link to apply for credit bearing program approval:
http://abroad.du.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10193

****Once you have initiated the process, you will need to log in with the general DU Passport link to make changes or to review your registration: <https://abroad.du.edu/>***

- 2) The link will take you to the DU Passport page for “Credit Bearing International Group Program Approval.” Click on the “Get Started” button found in the center of the page.



The screenshot shows the DU Passport website interface. At the top, there is a navigation bar with links for 'Programs', 'Process', 'Site', 'Staff', 'Settings', and 'Maintenance'. Below this is a header with 'DU Passport' and the University of Denver logo. The main content area is titled 'Programs : Brochure' and includes an 'Advanced Search' and 'Map Search' button. A message states: 'This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.' The program title is 'Credit Bearing International Group Program Approval (Faculty-Led Program Proposal Program)'. Below the title, there are fields for 'Program Terms: Year' and 'Restrictions: DU applicants only'. A 'Dates / Deadlines:' table is displayed, showing application deadlines and decision dates for the years 2015, 2016, and 2017. A 'Get Started' button is located at the bottom of the page.

Term	Year	App Deadline	Decision Date	Start Date	End Date
Year	2015	12/31/2015 *	Rolling Admission	01/01/2015	12/31/2015
Year	2016	12/31/2016	12/31/2016	TBA	TBA
Year	2017	12/31/2017	12/31/2017	TBA	TBA

** Indicates rolling admission application process. Applicants will be immediately notified of acceptance into this program and be able to complete post-decision materials prior to the term's application deadline.
* Indicates that deadline has passed

- 3) Log in with your PioneerWeb Credentials.

- 4) Select the year during which your program will take place. Click “Update.”

Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page. x

Available Terms

Terms Year, 2016
 Year, 2017

- 5) Click on the questionnaire “Credit Bearing Group Program Trip Information – Conditional Approval.” You must answer all questions before you submit the application. You can click “Save” and return to the questionnaire if needed.

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review. You may UPDATE YOUR ANSWERS by clicking the "pencil" icon to the right of the check box.	
Title	Received
Credit Bearing Group Program Trip Information - Conditional Approval	<input type="checkbox"/>
Credit Bearing Group Program Trip Information - Final Approval	<input type="checkbox"/>
Post-Trip Questionnaire - International Group Programs	<input type="checkbox"/>

- 6) Once you have submitted the questionnaire, the Office of Internationalization and the Office of Enterprise Risk Management will review your application. You will receive communication regarding the status of your application.
- 7) No later than one month prior to your travel dates, log back into DU Passport using this link: <https://abroad.du.edu>. You will see your application in the left column on the webpage. Click on your application and then click on the questionnaire “Credit Bearing Group Program Trip Information – Final Approval.”
- 8) Once you have submitted the questionnaire, the Office of Internationalization and the Office of Enterprise Risk Management will review your application. You will receive communication regarding the status of your application.
- 9) Upon completion of the program, log back into DU Passport using this link: <https://abroad.du.edu>. You will see your application in the left column on the webpage. Click on your application and then click on the questionnaire “Post-Trip Questionnaire – International Group Programs.”
- 10) Once you have submitted the questionnaire, the Office of Internationalization and the Office of Enterprise Risk Management will review your application and follow up as appropriate.
- 11) Contact risk@du.edu with any questions or problems.