

UNAFFILIATED FOREIGN STUDY OPPORTUNITIES (UFO) PACKET

CREDIT AND ENROLLMENT OPTIONS

Unaffiliated Foreign Study Opportunities (UFO)

University of Washington students who do not find the right fit among the 200+ foreign study opportunities sponsored by the UW are welcome to affiliate with another foreign study program or university for their studies abroad.

More information about these unaffiliated programs and universities can be found in the "Unaffiliated Foreign Study Opportunities" (UFO) section of the IPE Reference Library, at www.studyabroad.com or at www.goabroad.com.

UFO Credit and Enrollment Opportunities

Students who choose to participate in a UFO (that is, in a program that is not ordinarily sponsored by the UW) have two options for receiving UW credit:

- 1) Participate in the program and submit an official transcript to UW Admissions for *transfer credit* upon return from study abroad. Obtain a "Returning Student Application" from the Registrar's Office, 225 Schmitz Hall, before you leave.

OR

- 2) Complete the following steps to remain enrolled in the UW (through a process known as concurrent enrollment) while participating in the unaffiliated foreign study opportunity.

Concurrent enrollment allows students to retain their full-time UW student status, their eligibility to receive UW financial aid and scholarships and their eligibility to purchase the UW Accident and Sickness Insurance plan. In addition, concurrently enrolled students receive UW *resident credit* for academic work completed abroad.

UFO Procedure for Concurrent Enrollment

Students who wish to concurrently enroll in the University of Washington while participating in a UFO should complete the UFO Concurrent Enrollment Checklist, located on the right-hand side of this page.

All forms mentioned in the checklist can be downloaded from IPE website, <http://ipe.washington.edu>, or can be picked up from the International Programs & Exchanges Office in 459 Schmitz Hall.

UFO CONCURRENT ENROLLMENT CHECKLIST

- Apply and obtain acceptance to the UFO program.**

Submit the Intent to Participate form (attached) to the IPE by the suggested deadline.

<u>Study Abroad in:</u>	<u>Suggested Deadline:</u>
Summer/Fall	April 15
Winter	October 15
Spring	January 15

- Complete the Mandatory Pre-Departure Orientation online at:**
<http://ipe.washington.edu>

- Prepare your complete UFO Concurrent Enrollment Packet. This consists of the following.**

- Photocopy of UFO Acceptance Letter**
- UFO Credit Verification form (attached)**
- Concurrent Enrollment form + Health Screening form (distributed at pre-departure orientation)**

- Submit your complete UFO Concurrent Enrollment (CE) Packet to IPE by the CE deadline.**

<u>Study Abroad in:</u>	<u>CE Deadline:</u>
Fall	September 1
Winter	December 1
Spring	March 1
Summer	May 1

- Pay the IPE Fee (\$250/quarter, \$375/semester or \$750/academic year) to UW Student Fiscal Services by the deadline listed on your student account.**

Unaffiliated Foreign Study Opportunity (UFO)

Intent to Participate Form

Please submit this form to the IPE by the below-listed deadline if you are planning to participate in an Unaffiliated Foreign Study Opportunity and maintain your affiliation with the UW.

Suggested Deadlines: Autumn: April 15 Winter: October 15 Spring: January 15 Summer: April 15

Note: This form is designed to inform the IPE office of your *intent* to participate in an Unaffiliated Foreign-Study Option; however, in order to maintain your affiliation with the UW (that is to concurrently enroll in the UW) while you are abroad, you **must** complete the rest of the UFO Packet.

Name:

Last

First

Middle

Student Number:

Email:

Address:

Program:

Country:

Program Dates:

Corresponding UW Quarters:

Signature

Date

FOREIGN STUDY MAXIMUM/MINIMUM NUMBER OF CREDITS FOR UNDERGRADUATES

In order to concurrently enroll in the UW while participating in an unaffiliated foreign study opportunity (UFO), you must show evidence to the IPE that you will be a full-time student while you are abroad. To do so, you must have UW academic advisor(s) pre-approve the courses that you will be taking during your UFO for UW credit. The following chart outlines the minimum, maximum and average number of credits that full-time students will earn when concurrently enrolled for a quarter, a semester or an academic year of study abroad. In order to concurrently enroll during your quarter(s) of participation in a UFO, you will need to gain departmental pre-approval for (at least) the below-listed minimum using the UFO Credit Verification form.

	Minimum:	Average:	Maximum:
• Quarter Long Program:	12	15	18
• Semester Long Program:	24	24	25
• Academic Year Long Program:	36	45	50

UNAFFILIATED FOREIGN STUDY OPPORTUNITIES (UFO) CREDIT VERIFICATION FORM

Student Name	UW#	Study Abroad in:	CE Packet Due:
		Fall	September 1
Major	Email	Winter	December 1
		Spring	March 1
Project name and country of proposed study		Summer	May 1

STUDENT INSTRUCTIONS: To maintain your UW affiliation while studying on an unaffiliated foreign study opportunity, you must concurrently enroll through IPE. Credit pre-approval via one or more UW academic departments is compulsory for concurrent enrollment. A minimum of *12 credits per quarter* is required for undergraduate students and *10 credits per quarter* for graduate students. Please ask the appropriate departmental faculty member/adviser to **pre-approve credit** in the spaces below. Once complete, please submit *together* to IPE: 1) this credit verification form; 2) a photocopy of your official program acceptance letter; 3) your concurrent enrollment forms and fee. Please reference the UFO

FACULTY/ADVISER INSTRUCTIONS: The above named student seeks concurrent enrollment and regular UW credit for study on an unaffiliated foreign study opportunity. To do so, credit pre-approval is required. IPE requests that you evaluate the unaffiliated foreign study opportunity for its credit worthiness. If you deem the project/program worthy of regular UW credit, please assign UW course code(s), number(s), and credit amount(s) for the foreign courses listed in the spaces provided below. To concurrently enroll, a minimum of *12 credits per quarter* are required for undergraduate students and *10 credits per quarter* for graduate students. **Please note that "X" credits and partial credits (e.g. -4.5) are not valid for concurrently enrolled students. If you wish to assign credit on a CR/NC basis only please specify this in the credit column.** The above named program has not necessarily been evaluated by IPE. IPE neither endorses nor questions its academic content and credit worthiness. Please see the reverse side of this form for general guidelines on the UW's policy for granting academic credit for study abroad.

TO BE COMPLETED BY UW FACULTY/ADVISOR: *Please read instructions above before completing this form.*

I approve the following UW credits for the proposed course of study. Please concurrently enroll this student accordingly.

FOREIGN COURSE TITLE	UW COURSE EQUIV.	CREDIT	QTR./YR.	PRINT NAME/DEPT.	SIGNATURE/DATE
Global Capitalism	SIS 330	5	W 05/06	Janet Doe - Anthropology	<i>Janet Doe</i> 6/17/05

IP&E OFFICE USE ONLY:
 Verification of program acceptance received: _____ (copy of acceptance letter must accompany this form)
 Credit verification approved by: _____ Date: _____
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CREDIT GUIDELINES FOR STUDY OR RESEARCH ABROAD

The chart below provides an overview of the University of Washington's policy with regard to maintaining UW affiliation while studying or conducting research abroad.

Program of Study	UW affiliation possible	See IP&E Counselor	Supporting documents
UW Programs & Exchanges	Yes	Yes	Official transcript or other official course record upon program completion
Independent research via UW department	Yes	Yes	Credit pre-approval by UW faculty prior to departure*
Other U.S. university study abroad programs	Possible	Yes	Credit pre-approval by UW faculty prior to departure* Official transcript from an accredited U.S. university upon program completion
Foreign university programs unaffiliated with UW	Possible	Yes	Credit pre-approval by UW faculty prior to departure* Official transcript from foreign university upon program completion
Non-university programs or independent language schools	No	No	N/A

*Please use the credit verification form on the opposite side of this page to pre-approve credit.