

# UCEAP ACADEMIC PLANNING FORM (APF) INSTRUCTIONS

## Instructions to the Applicant:

All applicants are required to complete an Academic Planning Form (APF). Please schedule an appointment to meet with your departmental/college counselor well in advance of the deadline in order to allow yourself enough time to properly plan.

Please follow these steps to complete the Academic Planning form:

1. Research courses you would like to take while abroad using the course information located on the [UCEAP website](#) (host university course catalogs and the MyEAP Course Catalog). You should plan on bringing copies of course descriptions with you to your visit or at least knowing where to find them online.
2. List courses you are interested in taking on this form. Keep in mind that these are *tentative* course selections and you will not formally register for courses until you have arrived at your host institution. It's helpful to think of the APF as just a first step in the course planning process.
3. Meet with your departmental/college advisor. **You must take copies of course descriptions with you to this meeting or know where to find them online.** During your meeting you should discuss your tentative course plan as well as the general rules for petitioning to receive major/minor/GE credit for UCEAP coursework. The goal of this meeting is to give you an idea of how the courses you are planning to take on UCEAP are likely to count toward your degree requirements as well as how to make course selections and revisions once abroad. If you are not yet declared, you should have the form signed by the major you plan on being while abroad.
4. If you are planning to apply UCEAP coursework to a **minor** or **second major as well**, you must complete a second APF and meet with the appropriate counselor(s) for review.
5. If you are planning to apply UCEAP coursework to fulfill GE requirements, you should have your college (L&S, Engineering, TFT, etc.) counselor sign your APF. Please refer to your college advisor for details about the GE petitioning process.
6. Sign your Academic Planning Form!

**IMPORTANT:** It is your responsibility to inform yourself of both general college as well as departmental or major-specific requirements for graduation. You cannot be certified for graduation if you have not fulfilled general requirements or have not satisfied college residence requirements and residency in your major.

**Note:** Students in the [School of Arts and Architecture](#) must complete a Clearance for Education Abroad form from the SAA Office of Students Services (appointment required). This form can be downloaded from the EAP online application Instructions for UCLA.

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## Instructions to the Departmental Advisor:

Please advise the student on how these courses are likely to count toward his/her major or minor requirements, as well as the general rules for applying UCEAP coursework towards their major and what is required to complete the petitioning process. Rather than a formal approval, this form should be looked at as the first step in a student's UCEAP course plan and the first of several conversations they will have with you throughout their study abroad experience.

**Feel free to contact our office at (310) 825-4995 should you have any questions or need clarification.**

## UCEAP ACADEMIC PLANNING FORM (APF)

*See attached instructions. This form should be considered a first step in a student's course plan and not formal course approval or registration*

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Major/Intended Major \_\_\_\_\_

Second Major (if applicable) \_\_\_\_\_ Minor (if applicable) \_\_\_\_\_

Intended Field(s) of Study While Abroad \_\_\_\_\_

EAP Country and Program \_\_\_\_\_

**Instructions to student:** Prior to meeting with your departmental counselor, please list the titles of courses you wish to take while on UCEAP. It's best to overestimate at this stage as course offerings may change during your actual UCEAP term.

Course Title	Listed by UCEAP as:		I would like to count this course toward the following requirement:				Counselor Assessment/Notes (to be completed by your counselor)	
	Upper or Lower Division	# of Units	Major	Minor	GE*	N/A	Likely to Be Applied	Conditions/Notes (Feel free to use the back of this form if necessary.)

\* Students should consult their College/School counselors regarding the likelihood of UCEAP courses being counted toward GE requirements.

I have read the attached instructions for this form and am aware that course offerings at host institutions fluctuate and it may therefore be necessary to adjust my course plan at a later date. I also understand that my department has final authority over how coursework articulates to major/minor/GE requirements and that final approval will be granted upon my return from UCEAP.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Name of Counselor \_\_\_\_\_

Department \_\_\_\_\_ College/School \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone # \_\_\_\_\_

I have advised the student on how the above courses are likely to count as well as the general rules for applying UCEAP credit towards major/minor/GE requirements.

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date