UC SANTA BARBARA
Education Abroad Program

ACADEMIC PLANNING FORM (APF) PAGE 1

South Hall 2431
805-893-3763
eapucsb@eap.ucsb.edu

REQUIRED WITH YOUR APPLICATION

HOW-TO VIDEO AND TIPS: EAP.UCSB.EDU/ACADEMICS/PLANNING

If you cannot get your academic advisor's assessment and signature(s) by the time of application, you must:
1) Submit the completed form, without the assessment and signature(s), with your application, **AND**
2) Upload the assessed/signed form to your application no later than: **March 1** for summer/fall/year programs or **June 1** for winter/spring (if applying after June 1 a signed APF is due with your application)

Name: _____ **Perm #:** _____ **Country/Program:** _____

EAP Year: _____ **EAP Term:** ☐ Summer ☐ Fall Qtr ☐ Fall Sem ☐ Winter Qtr ☐ Spring Qtr ☐ Spring Sem ☐ Yr

EAP Program Starts: _____ **EAP Program Ends:** _____
　　　　　　　　　　　　　month/yr　　　　　　　　　　　　　　　　　　　　　　　month/yr

College ☐ Letters & Science ☐ Creative Studies ☐ Engineering

Major 1: _____ **Major 2:** _____ **Minor:** _____

EAP is my final college term (ie. graduating abroad): ☐ No ☐ Yes: my college advisor must sign this form

Expected graduation: _____
　　　　　　　　　　　　　month/yr

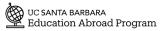## Step 1: Determine your remaining degree requirements

Conduct a progress check on GOLD, select Progress, Major & GE Progress Checks. **Double and pre-majors** should see their major advisors. Add additional pages if needed.

General Education Remaining Requirements	Complete before EAP? (Y/N)	Major 1 Remaining Requirements	Complete before EAP? (Y/N)	Major 2 / Minor Remaining Requirements	Complete before EAP? (Y/N)
# of courses remaining before EAP:		# of courses remaining before EAP:		# of courses remaining before EAP:	

Step 2: Research UCEAP course options & gather course descriptions

Use the resources below to fill out page 2 of this form and provide syllabi/course descriptions to your academic advisors

- **Your UCEAP Program's Academics Tab:** uceap.universityofcalifornia.edu/programs
  View current course requirements, host university course catalogues, and find course descriptions or syllabi

- **UCEAP Course Catalog:**
  If no courses are listed yet, find past courses that UC students have taken. This is also on the Academics Tab, above

- **Gaucho Credit Abroad:** eap.ucsb.edu/academics/gaucho-credit
  See the types of credit (major, GE) that previous UCSB students received for UCEAP courses

- **UCSB EAP Major Advising Pages:** eap.ucsb.edu/academics/major
  Review tips from your major advisor. Some UCSB departments have listed previously approved UCEAP courses:
  - Biology
  - Chemistry
  - Communication
  - East Asian Studies
  - Economics
  - French
  - Math
  - Physics
  - Psychology
  - Religious Studies

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Step 3: List proposed UCEAP classes

BEFORE meeting with your advisors, list courses you are interested in taking abroad and collect course descriptions/syllabi. See the Academics Tab on your UCEAP program page for required number of units/classes and details. List more options than needed. Add pages if needed. Leave the right side blank until you meet with your advisor in Step 4.

I understand that this is a planning form, not an enrollment form. I will register for classes at a later date and understand the courses below are not guaranteed to be offered. I also recognize that I must petition my department and/or college after I return (save syllabi) and have received my grades should I desire any UCEAP courses to fulfill major, minor or GE requirements.

Student Name _____ Date _____

Students fill in this side - **due with UCEAP application**				Advisor Assessment - **due by date listed above**				
Course Title	Course number	Units	If this course is listed in the UCEAP Course Catalog, is it a lower or upper division course?	Likely to be applied?				Advisor Comments:
				M1	M2	Minor	GE	

Step 4: Meet with your academic advisors - due by date listed above

Discuss your plans, learn about the approval/petition process, **have them assess the classes above and sign below.**

Who needs to sign?	Single or Double Major?	Undeclared?	Minor?	Fulfilling GEs?	Graduating Abroad?	Engineering/CCS?
Major advisor	√ both majors		√	√	√	√
Advisor of intended major		√				
Minor advisor			√ Req'd if taking minor classes abroad			
College advisor				√ Recommended, not req'd	√	√

I have advised the student on how the proposed academic plan is likely to impact his/her progress to their degree.		
Major 1:	Major 2/ Minor:	College:
Advisor Name:	Advisor Name:	Advisor Name:
Advisor Signature:	Advisor Signature:	Advisor Signature:
Date:	Date:	Date:

Step 5: Upload to Submit with your UCEAP application

Applications submitted without a completed APF will be denied. Upload all pages of this form to the Document Uploads section of your UCEAP application. If you cannot get your academic advisor's assessment and signature(s) by the time of application, you must: 1) submit the completed form, without the assessment and signature(s), with your application, AND 2) upload the assessed/signed version of the form to your application by the dates above.