

## Graduate Student: Program Inquiry Form (GPIF)

**INSTRUCTIONS:** The purpose of this form is for graduate students to ascertain whether their interests and needs can be accommodated at the UCEAP Study Center or host university. If the proposed course of study appears feasible, you will then need to complete the UCEAP Graduate Application by the deadline. It is your responsibility to make arrangements for a mentor or graduate advisor to be available at the host university, although the Study Center may assist.

After reviewing the [Information for Graduate Students](#) on the UCEAP website, submit this form and any attachments to your Campus Study Abroad Office as early as possible. Your Campus Study Abroad Advisor must review and initial this form.

A response will then be solicited from the Study Center through the UCEAP Systemwide Office. Please note that a reply might take several weeks to obtain. It will be forwarded to your Campus Study Abroad Office as soon as it becomes available.

**ATTACHMENTS (item #7):** You must submit a separate document that covers the following:

- Reason for selecting the program
- Intended coursework: this can be tentative
- Level of coursework: undergraduate, graduate, or both, you must check with your graduate advisor to see what level of coursework they will accept for your degree
- Plans for research/dissertation work, if applicable
- Any additional questions that you have for the Study Center

This form is not required for most Language & Culture programs or other programs that have predetermined course work. Programs that do not require this form are listed below:

China	Beijing Normal Univ.; International Summer School, Fudan University; Language & Culture, Peking Univ.
Costa Rica	Tropical Biology & Conservation
Dominican Republic	Community Public Health
France	Language & Culture, Univ. of Bordeaux, Language & Culture, UC Center Paris (both tracks)
Germany	International Summer School, Free Univ. Berlin
Italy	Language & Culture, UC Center Florence (Quarter and Semester)
Japan	Beginning Japanese, Osaka Univ.; Global & International Studies, Meiji Gakuin Univ.; Language & Culture, Doshisha Univ.; Language & Culture, International Christian University; Language & Culture, Tsuru Univ.
Jordan	Advanced Arabic Language, Amman Arabic Language & Culture, Amman Diplomacy & Policy Studies, Amman
Korea	International Summer School, Yonsei Univ.
Morocco	Arabic Language & Culture, Rabat
Russia	Russian Language
Singapore	Biodiversity, National Univ. of Singapore; Science & Engineering Internship, Agency for Science, Technology & Research
Sweden	Language & Culture, Folkuniversitetet
Taiwan	Language & Culture, National Taiwan Normal Univ.; Language & Culture Summer Sessions, National Taiwan Normal Univ.
Thailand	Interdisciplinary Thai Studies, Thammasat Univ.
UK	Sotheby's Institute of Art, London

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Name \_\_\_\_\_ Date \_\_\_\_\_

UC Student ID \_\_\_\_\_ E-mail \_\_\_\_\_

UC Campus \_\_\_\_\_ Department \_\_\_\_\_

Graduate Advisor \_\_\_\_\_ E-mail \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ E-mail \_\_\_\_\_

Country and host university(ies) of interest: \_\_\_\_\_

Specific program (if known) and duration: \_\_\_\_\_

Current UC Status (check one):  First-year graduate  MA  PhD  Advanced to Candidacy for PhD

**Part I – Graduate student must complete questions 1 – 8**

1. Past Academic Record

Degrees Received	Major	Minor	Institution	Date Awarded

2. Are there specific faculty members at the host university whom you or your UC advisor will arrange to serve as your advisor, instructor, and/or mentor? If so, please list their names:

\_\_\_\_\_

\_\_\_\_\_

3. Will you accompany a UC faculty member abroad?  YES  NO

If the answer is yes, list his/her name and UC e-mail address:

\_\_\_\_\_

\_\_\_\_\_

4. What is your level of language proficiency in the language of instruction at the host university in which you are interested? (i.e. beginning, intermediate, advanced, heritage-language learner, native speaker, etc.)

READING \_\_\_\_\_

WRITING \_\_\_\_\_

SPEAKING \_\_\_\_\_

Have you completed the beginning two years of university-level (i.e. 6 quarters/ 4 semesters) study in the language?

YES  NO

If the answer is no, how much language study have you completed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Briefly outline how you plan to finance your time abroad with UCEAP, including considerations such as financial aid, loss of income from TAsip or other current employment, etc.

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6. Will you receive a fellowship or stipend? Check one:  YES  NO

If the answer is yes, inform your Graduate Department and/or Professional School of your intention to participate in UCEAP, and request that they contact UCEAP Student Finance ([studentfinance@eap.ucop.edu](mailto:studentfinance@eap.ucop.edu)) regarding your fellowship or stipend. *Please note: all course registration and grades must come through UCEAP.*

7. Attach a sheet summarizing your study plan and detailing the specific academic activities, including location, to be pursued while enrolled in UCEAP; also list any pertinent non-academic activities. **The attachment must be typed.**

8. List any anticipated courses (use only the host university information, not the MyEAP Catalog information):

	Host Department	Host Course Number	Host Department Course Title
1			
2			
3			
4			
5			
6			

**Part II – The UC Graduate Advisor must complete questions 9 – 10 below.**

9. Indicate which study options are approved for this student by the home department:

- a.  Student may enroll in undergraduate courses, including lower-division course work (e.g. language courses)
- b.  Student must enroll in graduate courses
- c.  Student must enroll in in thesis or dissertation research alone (regular course work is not required)

10. What are the minimum number of units required for the student to maintain full-time status and comply with departmental, graduate school, and/or financial aid requirements?

\_\_\_\_\_ minimum units per  quarter  semester  year

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Advisor

\_\_\_\_\_  
Date

**Action by Campus EAP Office:**  Reviewed by advisor (initials/date) \_\_\_\_\_

<p><b>Action by UCEAP:</b></p> <p><input type="checkbox"/> Reviewed by Program Specialist</p> <p><input type="checkbox"/> Reviewed by Academic Specialist</p> <p><input type="checkbox"/> Stop application process</p> <p style="text-align: center;">(initials/date)</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**To the Study Center:** Indicate whether the proposed study appears to be feasible and provide answers to any questions posed by the student. Please return this form with your signature and overall recommendation to the Program Specialist at the UCEAP Systemwide Office by \_\_\_\_\_ (date)

- Program of study is possible.
- Program of study may be difficult, but not impossible. (Please indicate nature of difficulty.)

\_\_\_\_\_

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\_\_\_\_\_

- Program of study is not possible. (Please indicate reason.)

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**Signature of Study Center Representative**

*(File signed copy in UCEAP student file; give copy to Academic Specialist and UCEAP Finance Analyst; send copy to Campus EAP Office.)*