

## Study Abroad Information Quick Guide

Welcome! The Office of International Law & Policy is so excited that you are interested in studying abroad. Many J.D. students often have questions regarding travel, the study abroad process, health insurance, etc. This quick guide intends to provide answers to some of those questions. That being said, the information in this guide does not encompass all of the details you may want to know about a particular program. It is important that you take some time to read through the specifics about your program available on our website and the partner institution's website.

I. So how does this whole Study Abroad process work?

- 1) **Website.** Visit the Study Abroad page on the Chicago-Kent website. Choose a destination and program.
- 2) **Dean Sowle Approval (fall/spring semesters only).** If you are planning on attending a program during a fall or spring semester, you must meet with Dean Sowle to ensure you will meet academic/graduation requirements. If you are attending a summer semester program, you can skip this step.
- 3) **Contact OILP.** Once you have met with Dean Sowle (if attending a fall or spring semester program), send an email to Dean Harris and Sara Rusnak and copy Dean Sowle. Your email should include any details from your meeting (graduation requirements that must be met, independent research courses, etc.).
- 4) **Application Form.** We will share the Chicago-Kent study abroad application form with you via Google Docs.
- 5) **OILP Nomination.** Dean Harris will submit a nomination upon your behalf to the partner institution. This nomination will ask for semester start/end dates, Maximum Cost of Attendance Budgets (for Financial Aid purposes), and any required courses or credit amounts by the partner institution.
- 6) **Course Scheduling.** Once the partner contacts you, you should inquire about the courses available for your semester of attendance. Choose your desired course schedule and include: (1) course titles, (2) amount of credits per course in the local credit system and (3) whether you will take all courses for pass/fail. (Note that the standard Chicago-Kent limitations regarding pass/fail in lieu of grades as in the Student Handbook apply when studying abroad at a Chicago-Kent partner school. The default rule for students approved to study abroad at a non-partner school is all courses transfer to Chicago-Kent as pass/fail). You must email Dean Harris with your proposed schedule (Dean Harris will convert the foreign credits to ABA credits and send you a reply with the approved courses and credit conversions).
- 7) **Finalized course schedule.** Once Dean Harris replies to your proposed course schedule, complete the study abroad application (which will be sent to you via google doc by the Office of International Law & Policy) and enter the appropriate course titles with ABA credits. Afterwards, Dean Harris will approve your course schedules.
- 8) **Add/drop & Semester Start/End Dates.** OILP will ask for the semester start/end dates from the partner for registration purposes. Your add/drop date will be two weeks from the semester start date as it is during a traditional academic semester at Chicago-Kent unless the partner institution has specified otherwise.

9) **Financial Aid.** OILP will ask for a “Maximum Budget of Attendance” from the partner institution. This information will include itemized expenses and your financial aid allowance for your time abroad. This will all be visible on your study abroad application. If you have any questions or concerns, visit the Financial Aid office prior to your departure.

10) **Turn in Study Abroad waiver & Scan of your Passport.** Sign and email the study abroad waiver (available on the website or OILP) and a scan of your passport photo to OILP.

11) **Transcript Request.** Don’t forget to request that the partner institution send your transcript to the Registrar’s office! Enjoy your trip!

More in-depth notifications:

II. Pre-Departure 1) Each student is responsible for their own travel arrangements (including visas!). 2) Understanding local transportation is the student’s responsibility so please take some time to research reliable means of transportation. Chicago-Kent has a large international student population – a peer may have information to assist you! The International Law & Policy office would be happy to see if a student is from your particular program or region.

III. Money Recommendations 1) Have more than one source of funds available. 2) Inform your bank that you will be abroad. 3) Make copies of all your credit/debit cards and your passport and leave them with your family.

IV. Immigration & Visa Matters 1) It is your responsibility to understand the laws and immigration regulations of your host country in regards to your citizenship, and to abide by all such laws and regulations. Additionally, it is your responsibility to secure your visa for your trip. 2) Every Chicago-Kent participant must have a signed passport that is valid for at least six months after the scheduled return date from the overseas program.

V. Health Insurance Coverage Asking about your health insurance coverage abroad is your responsibility. Contact your insurer prior to departure!

VI. Special Accommodations You are encouraged to disclose any medical conditions and/or accommodation requires to the Chicago-Kent staff at the time of acceptance and no later than when an official nomination is made on your behalf. The information you provide is confidential and will be shared only with those individuals who will need to know.

VII. Prescriptions & Vaccinations Fill all of your prescriptions before you leave and make sure you bring a sufficient supply to last during your time overseas, along with a doctor’s note or the original prescription to avoid problems with customs. Ensure all vaccinations and health concerns are addressed with your primary physician before your departure. See the embassy website for your program location for common prescriptions that are banned from your program location.

VIII. Cultural Issues & Perceptions Don’t assume you know and understand the local culture. Try to learn about your host culture’s values and customs. Most people will experience some difficulties adjusting to their new country and culture. This is entirely normal, and should be expected!