

## Study Abroad Procedures for UI Law Students

### Research and choose a program.

- Visit the College of Law study abroad web page, [www.law.uidaho.edu/lawstudyabroad](http://www.law.uidaho.edu/lawstudyabroad) to see all study abroad programs offered by ABA-approved law schools. Programs are listed by country and by host law school.
- Look at the study abroad binder at the Law Library Circulation Desk.
- Get more detailed information on programs of interest. If your search is still broad, visit [www.nationaljurist.com/content/study-abroad](http://www.nationaljurist.com/content/study-abroad). Narrow choices down by visiting each law school's web site and contacting the schools personally.
- Seek the advice of professors and of upper-division students who have done study abroad.
- Consider the option of international externships or internships, whether by themselves or in conjunction with a law study abroad program.
- Research all direct and indirect costs associated with the program.

### Get oriented.

- Attend a one-hour First-Time Advising Session given by the UI Study Abroad Office. These sessions, offered several times a week, provide a brief overview of all facets of the study abroad experience. Contact the Study Abroad Office, Living Learning Center Building #3; 885-4075; [abroad@uidaho.edu](mailto:abroad@uidaho.edu).
- Meet with the Academic Support Director for academic advising.

### Meet with the Associate Dean for Students.

- Bring with you
  - The purple *Transfer Credit Form*, available on the forms carousel outside the Deans' Office (fill it out first!)
  - Information on the program you wish to attend
  - Course descriptions for the study abroad courses you wish to take
- If the Associate Dean for Students approves your plan, your *Transfer Credit Form* will be signed.
- Return the signed *Transfer Credit Form* to the Deans' Office.

### Apply directly to your chosen program.

- Apply early, as soon before the deadline as possible.

### Satisfy preliminary Study Abroad Office requirements.

- Research the direct and indirect costs associated with your program:
  - tuition & fees
  - housing
  - meals
  - airfare to & from the program site
  - in-country transportation
  - books & supplies
  - health & accident insurance
  - personal expenses
- The course website will usually show many of the above costs. Ask the program director for a written estimate of costs which are not included in the program fee.
- Create a cost breakdown of the above fees, attaching documentation from web sites, e-mails, etc.

- Fill out a *UI Law Study Abroad Application*, available in the forms carousel.
- Take the *UI Law Study Abroad Application*, your cost breakdown, and 1 passport sized photograph, to the Study Abroad Office. A \$150, non-refundable study abroad application fee will be charged to your student account when you apply.

#### Satisfy legal requirements.

- Get a new passport, or verify your current passport will be valid through the end of the time you plan to be abroad.
- Verify whether you need a visa for any country you will visit, either during the study abroad program itself or for associated foreign travel. Apply for any necessary visa.

#### Complete a consortium agreement.

- Once you have been accepted to a study abroad program, fill out Section I of the pink *Consortium Agreement*, found in the forms carousel.
- Mail or fax the *Consortium Agreement* to the host law school; request they fill out Section II and return to you. If Section II is complete, return the form to the Deans' Office.
- The Consortium Agreement allows you to be registered and to receive appropriate financial aid if applicable.

#### Research financial aid and scholarship opportunities.

- Talk with your financial aid counselor at the Financial Aid Office to arrange financial aid..
- Search [www.webs.uidaho.edu/ipo/abroad/resources/financial\\_resources.htm](http://www.webs.uidaho.edu/ipo/abroad/resources/financial_resources.htm), including the recommended links at the bottom of the page, for possible scholarships. Also check out But recognize that most study abroad scholarships are targeted for undergraduates.
- Law students are eligible for the International Experience Grant (a UI scholarship) if you complete your UI application in the IPO office by the campus deadline (**April 1<sup>st</sup>** for Summer or Fall programs or **October 15<sup>th</sup>** for Spring programs).

#### Satisfy final Study Abroad Office requirements

- Download and read all assigned material from the Study Abroad Office.
- Fill out all mandatory Study Abroad Office forms.
- Attend the mandatory Outgoing Student Orientation.
- The Study Abroad Office assesses significant fines on students failing to meet these requirements.

#### Attend the study abroad and have fun!

#### Follow up with your transcript

- Arrange for the host law school to send an official transcript to  
University of Idaho College of Law  
Attn: Sande Schlueter  
P.O. Box 442321  
Moscow, Idaho 83844-2321
- Ensure the Deans' Office has received the transcript.
- You will receive a *P* on the UI Law transcript for every study abroad course you passed with a *C* or better.

#### Share your experiences with others!