

Study Abroad Requirements from the UI Law School

You must meet with the Associate Dean for Students & Administration (ADSA) for approval of the program, the courses you plan to take.

1. You must bring the following items to the meeting:
 - 1) **The purple transfer credit form** found in the forms carousel outside the main office door
This form is used to request a letter of standing, copy of LSDAS report, etc. to be sent to visiting school. It is also used to approve the courses you are taking in the program and will be returned to Sande Schlueter, the Assistant to the Deans, upon approval of the ADSA in order to process your LOS, LSDAS report, etc.
 - 2) **The information on the program** you want to participate in
 - 3) **Course information/descriptions** on the course/courses you plan to take during the study abroad
2. You will also need to meet with the University's International Programs Study Abroad Office which is located in the Living Learning Center (LLC) #3 Building. The office has forms for you to fill out, fees to be paid, etc.

**Please note, Law students do NOT need to complete the Disciplinary Clearance Form found on the Procedures for All Law Programs Abroad page.*

3. In addition to the purple transfer credit form, and the study abroad application from the Study Abroad Office, you will also **complete a Consortium Agreement** (also found in the forms carousel outside the main office). This form has three parts: one part for students to fill out, the second part is for the school your program is through to fill out, the third part is for the law school to complete. The school your program is run through should return the consortium agreement to my office (address below or you can pick up a business card from my desk) for processing. This form serves a couple of functions, but the basic one is that it keeps you "on the books" as a law student here during your program. Without you do not "exist" in the system as a law student for the term of your program. It also gives notice to Financial Aid of your status; and, regardless of financial aid status, it lets the Registrar's office know to register you for LAW 999—which in turn notifies Student Accounts of how to bill you—VERY IMPORTANT! This form is required REGARDLESS of financial aid status. Without it, the UI Law School doesn't know to get you registered for LAW 999—this is for study abroad or visiting another law school.