

OFFICE OF STUDENT AFFAIRS STEPS TO FOLLOW IF YOU WANT TO STUDY ABROAD

Each year, DePaul law students participate in study abroad programs offered by American law schools other than DePaul that are approved by the American Bar Association. The best time to study abroad is after your first year if you are full-time or after your second year if you are part-time. Students in their final year are not allowed to study abroad because the delay inherent in transferring credits will postpone their graduations and disqualify them for sitting for the Bar. Our students enjoy their study abroad experiences.

This flyer **only** applies if you plan to attend a study abroad program sponsored by another American law school. The College of Law also offers four study abroad programs, which are described on our web site. This information does not apply to our DePaul programs.

NOTES ON FINANCIAL AID

If you wish to apply for financial aid to cover your summer abroad expenses, see the attached Financial Aid forms and follow the directions. Dean White must approve your program before Financial Aid will process your application.

NOTES ON CERTIFICATES

Summer abroad courses taken through another law school **do not** count toward any DePaul College of Law Certificate programs because the credits are treated as pass/fail and are not calculated into a DePaul grade point average.

INSTRUCTIONS

1. Look on the American Bar Association (ABA) web site for a list of approved programs. Go to www.abanet.org/legaled. The program must be ABA approved, or DePaul will not grant transfer credit for the program.
2. Send for the other law school's application.
3. Make sure that all courses will be graded. For example, an internship that is graded pass/fail will not give you transfer credit for DePaul. No credit will be given for a class graded pass/fail.
4. You must earn at least a "C" in a class to earn credit.
5. Review the course descriptions carefully to make sure that you have the background to succeed in the course and that you have taken any prerequisites.
6. The DePaul University Academic Resource Center (Registrar) will post the credits to your record but note that the credits will be treated as pass/fail. Your DePaul grade point average and class rank will not change if you take courses elsewhere.

7. Put together a packet of materials for Dean White. The packet should include:
 - A cover letter with your name, address, DePaul student ID number, phone number, and email address in which you request permission to take courses in an ABA accredited American law school elsewhere. In the letter, list the courses you propose to take and the number of credits they are worth. Also list the total number of credits.
 - A request for a letter of good standing to authorize Dean White to send a letter of good standing to the other law school. The form is on the law school web site under "Students." If you apply to more than one school, **fill out one form per school**. On the second page, give the name and address of the person who should receive the letter
 - To qualify, you must be "in good standing" now. You must have a minimum cumulative GPA of 2.00.
 - Photocopies of the course descriptions (not just course names); highlight the ones you want to take.
 - Give the packet Dean White or her assistant, Natasha Hatchett. Dean White will review your proposal. After she reviews the materials, the letter of good standing will be sent to the other law school, not to you.
8. Get your passport, shots and plane tickets. Have a wonderful time. Travel. Enjoy yourself.
9. Once you return you must order an official transcript from the other American law school (not the foreign school). Send it directly to Diana White, Assistant Dean for Student Affairs, DePaul University College of Law, 25 East Jackson Boulevard, Chicago, IL 60604-2219. Do not send it to the University Registrar's Office (ARC) because the law school must approve the credits first. You must order the transcript from the other school. Do not assume that the other law school will send a transcript just because you receive your grades.
10. Once you order the transcript, you may check to Dean White's assistant, Natasha Hatchett, to verify that the transcript arrived. She can be reached at nhatchett@depaul.edu or 312/362-6838.
11. Again, transfer credits are posted as pass/fail. Even if you receive an "A," it will not change your DePaul GPA. No credit will be given for a C-, D or an F. Your class rank will not change either because ranks are based only on DePaul courses. Certificate requirements are based only on DePaul credits. Summer abroad credits cannot be used to fulfill Certificate requirements.



Law Study Abroad Financial Aid Request

Name: _____

SS#: _____

Phone: _____

Email: _____

Summer Abroad Program: _____

Approximate date of departure: _____

Tuition Due Date: _____

In order for you to receive loans for study abroad programs, our office must complete a Consortium Agreement with the school that is hosting your program. Because it is necessary for us to send paperwork to the Host school, which they must complete and return to us before we can calculate your eligibility, it is strongly recommended that you provide all of the necessary information at least 30 days prior to your anticipated departure date.

The amount that you will be able to borrow for your program is dependent on the program costs as certified by the host school. The maximum Subsidized Stafford amount, which can be processed for Summer Study, is \$4250; the maximum Unsubsidized Stafford amount is \$5000. **Please note: Not all students will be eligible for the maximum; each student's eligibility will be determined using 2005-2006 FAFSA info and program costs as certified by the Host School.**

Please complete the following steps and return this form to Financial Aid:

1. Ask Dean White to send a memo confirming her approval of your participation in the program and stating that your foreign study credits will be accepted for your degree at DePaul.
2. Contact the school, which is hosting your program, and find out the name of the financial aid counselor who will be responsible for consortium agreements for your program. Ask for that person's direct phone number, fax number (if available), and/or address. List that information below:

Counselor Name: _____

Phone #: _____ Fax #: _____

Address: _____

3. Complete the attached Advance Refund Request Form and return it to Financial Aid. (We'll forward it to Financial Accounts once your Consortium Agreement is complete.)

Once we have received the completed Consortium Agreement from the Host School, we will notify you by phone or email that your eligibility has been calculated.

After all paperwork has been completed, a study abroad refund request will be sent to Financial Accounts. You will be responsible for paying the Host School for your Study Abroad Program once you've received your refund.

Questions? Contact:

Keith MacDonald kmmacdon1@depaul.edu or (312) 362 8525.