

**Georgetown Law**  
**STUDY ABROAD POLICIES AND PROCEDURES**  
**(Programs other than CTLS)**

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## **INTRODUCTION**

Our study abroad programs are designed to offer students a variety of opportunities in which they will immerse themselves in a foreign culture, studying transnational, international, and/or foreign law. This allows students to develop international and transnational legal perspectives, and to prepare themselves for careers that will take them beyond the borders of the United States.

While the administrative structure varies from program to program, students who study abroad should be aware that they do so within the context of the host institution's educational culture and infrastructure. In particular, the level of administrative support on offer to local law students in an overseas jurisdiction may be very different from what would be typical at the Law Center or another US school. To some degree this difference can be confusing or even frustrating, but it has to be anticipated as an integral part of the Study Abroad experience.

## **SELECTION CRITERIA**

Selection will be based on the following:

- There is a presumptive requirement, unless otherwise stated, that all applicants hold a GPA of 3.0 or higher
- Preference will be given to students entering their third year
- Demonstrated interest in international and transnational issues (i.e. previous coursework, work experience, internships, volunteer activities)
- Demonstrated potential for success in a semester abroad program
- Defined educational objectives
- Proficiency in language of instruction (when applicable)

## **APPLICATION PROCESS**

Interested students must submit an application to the Office of Transnational Programs (OTP). All applications must be completed via OTP's [online application system](#). To begin, students must first select a program, and then create an account. Once you have created an account you can complete the required application materials.

Students may apply to more than one program, but a separate application must be submitted for each program and you must also rank your applications in order of preference. For application purposes, fall and spring enrollment at the same host school should be treated as separate programs.

The application process can be competitive and we often receive more applications than we have slots available. If we are not able to approve a student for his or her first choice, we look at the student's alternate choices in order of preference. Students will only be offered a place in one program, regardless of the number of applications submitted.

Alternates may be chosen from the applicants who were not admitted to any program. It is possible to be selected as an alternate to more than one program. Alternates will be asked to complete the follow-up application materials that approved students complete according to the same timeline. If an approved student withdraws from the program, his/her seat will be offered to the first alternate. If the first alternate declines the offer, the seat is offered to the second alternate and so on.

Most programs have an additional application process that must be completed after a student is approved by the Office of Transnational Programs. Detailed information about this process will be provided to approved students via their online account as appropriate. Students are not guaranteed acceptance until they are approved by the host institution; however, as of January 2020, no nominated student has been denied by a partner institution. Students should **not** apply to the individual host schools unless they have received approval to do so from OTP.

Students who are approved for a program and accept the offer are precluded from applying to study abroad independently at another school or through another ABA approved law school's program.

## **FALL AND SPRING ENROLLMENT**

Georgetown's overseas partner schools have historically offered study abroad programs geared toward enrolling U.S. students during the fall semester. As an accommodation, some of these schools have agreed to enroll our students – under limited circumstances -- during the spring semester as well.

- ✦ **Students interested in spring enrollment Melbourne Law School, and National University of Singapore** may apply through the regular application process.
- ✦ **Students interested in spring enrollment at other Georgetown partner law schools** must contact Cara Morris, Executive Director of Transnational Programs ([cara.morris@georgetown.edu](mailto:cara.morris@georgetown.edu)) at least two weeks prior to the Semester Abroad application deadline to discuss their plans and any special limitations specific to their preferred programs.
- ✦ **All students considering spring enrollment** should review the "Special Considerations Regarding Spring and Final Semester Enrollment" section below.

### **Special Considerations Regarding Spring and Final Semester Enrollment**

Students should be aware that spring semester study abroad at any Georgetown partner school may entail significant administrative issues that are not applicable to fall semester study abroad. In addition, students who wish to study abroad during their final semester (fall or spring) should take particular notice of item #2 below. Please consult the Office of Transnational Programs with questions.

1. **Academic Calendar.** In contrast to their fall semester academic calendars, often developed with well-established study abroad programs in mind, spring semester calendars at overseas host schools may not conform to Georgetown's own academic calendar. Students are responsible for referring to the host school's website and reviewing the applicable academic calendar carefully before applying for spring term study abroad.
2. **Special Considerations for Graduating Students.** Students who apply to study abroad in their last semester at Georgetown Law must assume the risk that scheduling conflicts due to non-conforming academic calendars and/or administrative delays at the host school may prevent them from participating in Commencement, graduating on time, and/or being able to meet bar registration deadlines.
3. **Course Offerings and Credit.** The range of courses offered to Georgetown students by host schools during the spring semester will quite often differ from those offered in the fall. It is often impossible, moreover, to confirm which specific courses will be offered in the spring until just before the start of that term. Students should be aware that, until specific spring semester course offerings are known, the Office of Transnational Programs is unable to confirm how many credits may be transferred back from any participating spring semester study abroad program.

4. **Housing.** The availability of housing for Georgetown students studying at overseas locations may be different in the spring and fall terms. Students applying to study abroad during the spring semester should be prepared to secure housing on their own.

## **ADVISING AND COURSE SELECTION**

Each program's schedule of classes showing the actual course offerings, as well as the day and times that courses meet for the current semester are often not available until right before the Fall semester begins. Therefore, students are not always able to know exactly which courses will be available to them.

Students should contact the Office of Transnational Programs for general advice regarding courses. In the event that a participating student wishes to take a course not listed as approved on the Georgetown website, or otherwise specifically approved by Georgetown, the student should email the course title and course syllabus or description to Cara Morris at [cara.morris@georgetown.edu](mailto:cara.morris@georgetown.edu). Students are required to provide the name of each course taken with the number of credits assigned to each course by the host institution and the total number of minutes each course meets to the Office of Transnational Programs in advance of the deadline to finalize their schedule.

In addition, students may be asked to verify the number of minutes each previously approved course meets in order to confirm the number of credits that the student will receive for that course. In some cases, the foreign institution may increase or decrease the course meeting time from year to year without providing an update to Georgetown directly.

In addition, each host school will also have an on-site advisor for international students.

Students generally may not earn credit for Supervised Elective Research while studying abroad. Students who study abroad may, of course, wish to take advantage of the availability of local resources to conduct independent research. With the requisite approval of the Associate Dean for the JD program, students may register for Supervised Elective Research during the semester following their semester abroad using research gathered while abroad as the basis for their paper. The usual rules and deadlines for Supervised Elective Research apply.

Students who are accepted and participate in these programs will be expected upon their return to submit a report of five pages or more that includes, among other items: a discussion of whether the student's goals for participating were achieved; a description and evaluation of each course taken; a description and evaluation of other important academic, cultural, and social experiences; experiences in obtaining housing; and a discussion of any other matters that the student thinks important. OTP will review the report. The Office of Transnational Programs posts reports online for other interested students to read.

The student reports from Fall 2018 are available on their respective program pages. Reports from 2019 will be made available as they are received. These reports are intended to be useful and informative tools. They are not official documents and do not necessarily convey the current official policies and procedures of Georgetown Law or host institutions.

## **IMPORTANT RULES and GUIDELINES**

Students who are considering applying for any of the programs mentioned above should remember that they must successfully complete the following academic requirements in order to receive their JD degree:

- 85 credits, including:
  - The required first-year program
  - The upperclass legal writing requirement
  - A course in Professional Responsibility
  - For students who matriculated in Fall 2016 or later, a minimum of 6 credits must be earned in experiential courses
  - A minimum of 54 of these credits must be earned at the Law Center
- The minimum program length
- A minimum cumulative grade point average of at least a C (2.00/4.00) in Law Center courses

For questions regarding academic requirements, check the Georgetown Law *Student Handbook* or consult with the Office of Academic Affairs.

### **Eligibility**

Semester abroad programs are open to Georgetown JD students who have completed the first-year JD curriculum. Preference will be given to JD students completing their final year of courses.

#### Part-time JD Students

Part-time students who have completed the full first-year curriculum (including Criminal Justice and Property) are eligible for Georgetown-approved semester abroad programs. It is expected that part-time students will take a minimum of 12 credits while abroad. They will continue their part-time status at Georgetown and will be charged on a per credit basis.

#### Transfer Students

Transfer JD students must complete 54 credits at the Law Center. Because semester abroad credits are not earned at the Law Center,\* in order to study abroad, transfer students must complete the 54 Law Center credits in three full-time semesters and one summer session (or five part-time semesters and one summer session.) The summer session may be taken at the Law Center or at the Law Center's summer program in London. This involves taking a substantial credit load each full-time semester that the student is at the Law Center. Transfer students considering pursuing this avenue should talk to an academic advisor in the Office of JD Academic Services.

\*Credits earned at the London Center for Transnational Legal Studies (CTLS) program and the London Summer Program **do count** toward the 54 credits that must be completed at the Law Center. Thus, transfer students are eligible for these programs without taking additional credits at the Law Center as outlined above.

#### LL.M. Students

All currently enrolled LL.M.s, regardless of division or country of first law degree, may apply to enroll in **CTLS** for a semester prior to their graduation from Georgetown. Applications will be evaluated on a routine basis and, in all cases, after giving priority to JD candidates. If admitted, the current full time Georgetown tuition rate applies.

CTLS credits may only be applied towards the current Georgetown degree on an exceptional basis, with prior approval required with respect to individual courses and number of credits.

US trained LLM students may also apply to other (non-CTLS) Georgetown semester abroad programs. (Foreign trained LLMs are not eligible for these programs.) Applications will be evaluated on a routine basis and, in all cases, after giving priority to JD candidates. If admitted, the current full time Georgetown tuition rate applies.

Credits may be applied towards the current Georgetown degree on an exceptional basis, with prior approval required with respect to individual courses; and number of credits.

### **Grading, Transfer of Credit, Pass/Fail**

Students participating in overseas programs arranged by Georgetown Law will receive credit for each Georgetown approved course for which they receive a passing grade. A passing grade is defined as a grade that would be considered passing at the foreign institution. Courses must be approved by the Office of Transnational Programs in order for students to receive credit.

In order to receive Georgetown Law credit for courses taken abroad, students may not be graded at the foreign institution on a pass/fail basis if another grading option is available.

Individual courses taken and the grades received at the foreign school will not appear on the Georgetown transcript and the grades will not be factored into the Georgetown GPA. The Georgetown transcript will reflect the number of credits earned and the name of the host institution. Students can obtain transcripts with courses and grades from the host institution.

Acceptance of any credit or grade for any course taken is subject to determination by Georgetown Law. Credits earned at a foreign institution are calculated with reference to the ABA's standard class formula (12.5 hours of class time including exam time, plus 30 hours of out of class preparation and studying, per one credit hour.)

Participation in an overseas program will not affect a student's ability to take courses offered at the Law Center on a pass/fail basis.

In order to receive credit for time abroad, students are required to submit all course syllabi and papers, as well as write a report of five or more pages. (For a description of the report requirement see Advising and Course Selection.)

With the exception of the program at Sciences Po in Paris (see below), students can earn no more than a total of 14 credits from study abroad. Students may do a non-Georgetown summer study abroad program and a Georgetown-sponsored study abroad program, but may only earn a total of 14 credits. For example, if a student has already taken 4 credits at a non-Georgetown summer study abroad program, the student could only transfer in 10 credits from a Georgetown-sponsored semester abroad program. NOTE: Credits from the Georgetown London Summer Study Abroad Program **do not** count against this 14 credit limit.

Students who are selected to participate in the Master's of Economic Law program at Sciences Po in Paris may earn a maximum of 28 credits for their two semesters of study. Participants are expected to complete their JD degree during the same semester that they complete the program at Sciences Po.

The ABA limits study abroad credit to one third of the credits required to graduate with a JD degree. At Georgetown Law, this limit is 28 credits. As the Sciences Po program is the only program that allows students to exceed the institutional maximum of 14 credits and reach the ABA maximum of 28 credits, students contemplating participation in this program should take special note of this limit. In practical terms, it means that credits earned in any summer study abroad program, including the Georgetown Law London Summer Program, will reduce the number of credits that a student can earn from Sciences Po. For instance, if a student participates in the Georgetown Law London Summer Program and earns 6 credits toward his/her JD, that student may count no more than 22 credits earned at Sciences Po toward his/her JD degree.

### **ONLINE PROGRAM REVIEWS**

Student Reviews from Student reviews from 2018 are available at the end of their respective program pages. Reports from 2019 will be made available as they are received. These reports are intended to be useful and informative resources. They are not official documents and do not necessarily convey the current official policies and procedures of Georgetown Law or host institutions.

### **REQUIRED PREDEPARTURE INFORMATION SESSION**

All students approved to study abroad will be required to attend a pre-departure information session, date and time to be determined.

### **TUITION AND FINANCIAL AID**

#### **Tuition**

Full-time students participating in Georgetown's semester abroad program will pay full-time Georgetown Law Center tuition for the semester that they visit abroad.

Part-time students participating in these programs will pay Law Center tuition and will be charged by the credit hour.

All students enrolled in the full-year Master's in Economic Law Program in Paris will be charged full-time Law Center tuition for both the fall and spring semester that they are studying in Paris.

#### **Financial Aid Application**

Students enrolled in Georgetown study abroad programs who wish to apply for financial aid should follow the regular financial aid application deadlines and requirements. With the exception of Federal Work-Study ("FWS"), participants are eligible to apply for financial aid through all the programs offered to students enrolled at the Law Center. (Federal regulations do not allow use of FWS funds abroad.)

Each abroad program has its own student living expense budget, which will vary from the on-campus living expense budget to reflect local costs and program-specific expenses. In most instances, the

abroad-program budgets are lower than that for on-campus students. Please note that budgets are provided by local institutions and reflect the estimated expenses of a typical graduate student in that location, which may be of a different standard than that of a graduate student in the US. An estimated budget for the prior year is posted on each program's website. Estimated budgets for the 2020-2021 year will be posted in the Spring of 2020. Students should budget and plan accordingly in advance of their programs.

### **Financial Aid Disbursement**

As with on-campus programs federal loans may not be disbursed more than 10 calendar days prior to the actual start date of program classes and are disbursed manually to your account. Students should monitor their account on MyAccess and should see the funds post by the close of the first possible business day within the 10 day window.

Please note that the 10 day window opens based on the start of classes, not orientation programs or other pre-class activities, even if required by the host institution. Students must plan their finances accordingly.

If a student enrolls in a short course at the Law Center that concludes before his or her study-abroad program begins, the start date of Law Center classes may apply for aid purposes. Students interested in short courses should register for the short course through the normal registration process, but should also notify Cara Morris ([cara.morris@georgetown.edu](mailto:cara.morris@georgetown.edu)) and the Office of Financial Aid.

### **WITHDRAWING AFTER ADMISSION**

A \$350 fee will be assessed to students who withdraw after June 15, 2020. Exceptions can be made for extenuating circumstances. Students who withdraw for a medical condition or other emergency will be excused from paying this fee if they can provide adequate documentation of the medical condition or other emergency that makes attendance impossible.

### **PAID AND UNPAID EMPLOYMENT WHILE OVERSEAS**

It is our hope that students, when not in class or studying, will spend their time pursuing the cultural and social offerings of the host city. Students who are considering pursuing employment opportunities while studying abroad are encouraged to do so only when such opportunities will provide significant educational or professional benefits. Students are responsible for determining if their visa status will allow them to work. No host institution will be expected to sponsor a visa other than that which is required for short-term study at that institution, nor will the host institution be expected to provide guidance or advice as to how a different visa status can be obtained.

### **IMPLICATIONS FOR SUMMER OR POST-GRADUATE JOB SEARCH**

Spending a semester abroad can be beneficial to your overall career goals. However, it may also have implications for the timing of your job search. For example, the application and interview process for many judicial clerkships, government honor programs, and public interest fellowships occur during the fall of the final year of law school. In addition, students who wish to re-interview with large law firms during their last year should also be aware that interviews typically occur during the fall.

If you have questions or concerns about this, please [make an appointment](#) with the Office of Career Strategies, or Office of Public Interest and Community Service. We also encourage you to meet with an OCS or OPICS advisor to discuss how going abroad fits within your overall career plans.

## **VISAS**

Each student is responsible for applying for and obtaining his or her own visa. Upon admission to a program, students should review the Entry/Exit Requirements of the Country Specific Information on the [U.S. State Department's travel website](#). Students should pay particular attention to the estimated processing time for visas and plan accordingly.

ATTENTION INTERNATIONAL STUDENTS: Study abroad may have an impact on the U.S. status of students who do not hold a U.S. passport. Before proceeding with an application, please consult with [Colleen Burke](#) (or 202-662-9319), the Georgetown Law Center Visa Coordinator.

## **EDUCATION ABROAD ACCIDENT AND SICKNESS INSURANCE AND TEAM ASSIST PLAN**

All students participating in study abroad or other overseas opportunities arranged by Georgetown University are required to have overseas medical coverage and travel emergency assistance benefits. The University provides this coverage through the Georgetown University World Class Coverage Plan underwritten by ACE American Insurance Company. Students should follow the links provided below for specific information. The cost of the insurance will be billed to each student's account.

The 2020-2021 fee for the plan is TBD. In 2019-2020 the fee was \$60 for any one of the following trimesters:

May, June, July, August  
September, October, November, December  
January, February, March, April

Information regarding the 2020-2021 plan and fees will be posted as soon as it becomes available. Coverage and the cost is expected to be similar to that of the 2019-2020 plan. The following links pertain to the 2019-2020 plan.

[Enrollment, Benefit, Cost Information](#)  
[Claims Information](#)  
[Description of Coverage and Team Assist Plan \(TAP\) Information](#)  
[Frequently Asked Questions](#)

The plan also includes emergency medical assistance benefits through its Team Assist Plan (TAP.) Services available through TAP include:

Provider Referral  
Emergency Medical Evacuation  
Travel and Technical Assistance

For a complete list of services provided by TAP see Claims and Team Assist Plan Information linked above.

### International SOS Travel Assistance

As mentioned above, Students enrolled in the study abroad insurance plan must rely on TAP for medical evacuation and other medical emergency services. Other travel services are provided by International SOS at no additional cost. Before students depart they should register on the [ISOS website](#) and read all the information provided there.

Services include:

- Security Evacuation Services
- Online tracking of personal travel itineraries
- Online travel health reports
- Automated security email alerts
- Referrals to clinics practicing western medicine

Contact information for ISOS can be downloaded from the website.

### **CANCELLATION**

Programs are subject to cancellation in case of unforeseen international events that could substantially inhibit operations at the host institution or that could seriously compromise student safety.

### **CONTACT**

Questions regarding the Semester Abroad Program can be directed to Cara Morris, Executive Director of Transnational Programs, at 202-662-9860 or [cara.morris@georgetown.edu](mailto:cara.morris@georgetown.edu) or Mariah Strauch-Nelson, Assistant Director, at 202-662-4057 or [mariah.strauchnelson@georgetown.edu](mailto:mariah.strauchnelson@georgetown.edu).