

Applicant Information

Full Name: _____ ID : _____
Last First M.I.

Phone: _____ Email: _____

Exchange Program: _____

Term (circle one): Fall/Spring Year: _____

Checklist

Please check off the appropriate steps and gather any necessary signatures before you go abroad. No credit will be recorded for study abroad if this form is not returned to the Student Services Center prior to your departure.

- Confirm your participation by submitting the attached disclaimer form.
- Fill out the application to the academic institution abroad. Kathleen Hrdinka will assist you in preparing the application and answer any questions you might have about the process.
- Schedule a meeting with Prof. Chris Martin, Assistant Dean for Academic Affairs: Curriculum, regarding graduation requirements.
- Fill out the Individual Academic Plan and submit to Adi Altshuler, Director of International Programs
- Schedule a meeting with Adi Altshuler, Director of International Programs, to review your course and determine the number of Northwestern credits to be earned. Please note that according to the ABA rules, we usually grant 1 NU Credit for every 700 minutes of class contact.
- Schedule an appointment with the Financial Aid Office to discuss your financial aid and any arrangements necessary by that office before your departure.
- Verify that you have health insurance that meets the standards of the host school. Insurance fees are not included in tuition or administrative charges. In some cases, your major medical insurance will continued to apply while you are abroad, but the University health service for outpatient care is not transferable to the foreign school. You are strongly encouraged to discuss your health insurance coverage with your insurance provider in the United States.
- Enroll in the GeoBlue Study Abroad Health Insurance Plan, as required by the Office of Global Safety and Security (<http://www.northwestern.edu/global-safety-security/health-safety/travel-health/geoblue-global-health-insurance>).
- Email Kathleen Hrdinka (kathleen.hrdinka@law.northwestern.edu) your proof of GeoBlue insurance enrollment.
- All Northwestern University students are required to register with a new security and travel assistance program, "International SOS," prior to their period of study abroad. Please register at: <http://www.northwestern.edu/studyabroad/outbound-students/pre-departure-requirements/international-sos.html>
- Check the [U.S. State Department Travel](#) Warnings before your departure to familiarize yourself with any special conditions in the host country that might affect your safety or require special safety measures. Please be aware that in case of terror threats or other conditions in the area that might affect your safety, NU reserves the right to cancel your participation under certain circumstances. You are strongly advised to purchase cancellation insurance when you buy an airline ticket.

- If your host country has a Travel Warning listed, it is your responsibility to sign a release form, which can be found on the Global Safety and Security [Travel Policies](#) page. Please bring two copies of it to the Office of Student Services.
- You should work with the host school on obtaining a student visa if necessary.
- Please let the Office of Student Services know if you are willing to release information regarding your Chicago apartment to incoming exchange students and vice versa.

Required Signatures

Christopher Martin
Assistant Dean for Academic Affairs: Curriculum

Adi Altshuler
Director of International Programs

Zachary Weber
Assistant Director of Financial Aid

Disclaimer

I, _____, am requesting to study abroad for one academic semester. I hereby acknowledge that I am fully responsible for ensuring that I fulfill all requirements of my degree program as set forth in the Northwestern University Pritzker School of Law and all other applicable rules and regulations of the law school and university, including but not limited to, not taking courses that are substantially similar to courses already taken. Further, I understand that it is my responsibility to disclose any information or special circumstances that might disqualify me from studying abroad or impede or prevent me from fulfilling the requirements of my degree program and acknowledge that Adi Altshuler, Nell Novara, and Kathleen Hrdinka have not made any representations to me beyond the fact that I meet the criteria to study abroad (section 3.01(d)2(iii) and/or section 3.02(c) of the Northwestern University Pritzker School of Law Rules & Regulations) and the number of credits Northwestern will approve and accept for work completed abroad. I understand that I am responsible for tuition billed by and through Northwestern University, as well as, for all other expenses or costs of participation associated with study abroad payable to the service providers.

Student Signature

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____