

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 Office prior to your departure.

- Confirm your participation by submitting the following Disclaimer Form.
- Fill out the application to the academic institution abroad. Margaret Hackbarth will assist you in preparing the application and answer any questions you might have about the process.
- Schedule a meeting with Professor 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 to review your course and determine an estimated number of Northwestern credits to be earned.
- Schedule an appointment with Lesley Koroma, in the Financial Aid Office, to discuss your financial aid and any arrangements necessary by that office before your departure.
- Enroll in Northwestern's [GeoBlue health insurance](#). Refer to the [FAQs](#) if you are a citizen of the country to which you are traveling.
- Email your proof of GeoBlue insurance enrollment to international.programs@law.northwestern.edu.
- Complete the [graduate student travel disclosure](#) form at least two weeks before traveling abroad.
- Check the [U.S. Department of State Travel Advisory](#) for your destination 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. As part of the graduate travel disclosure form above, students going to a country with an overall U.S. Department of State (DOS) [Travel Advisory Level 3 or Level 4](#), or a Centers for Disease Control and Prevention (CDC) [Warning Level 3, Avoid Non-Essential Travel](#) will be asked to sign a special release (unless the destination is your country of citizenship).
- Register your travel at no cost with the U.S. Department of State's [Smart Traveler Enrollment Program](#) (STEP) so you can receive security alerts from a nearby embassy or consulate during your time abroad. Non-U.S. citizens can sign up for the U.S. DOS [Travel Advisory email subscription service](#) to receive travel safety information about your destination.
- 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.

Disclaimer

I, _____, am requesting to study abroad for one academic year. 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, Gina Song, and Margaret Hackbarth 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.

Required Signatures

Christopher Martin
Assistant Dean for Academic Affairs: Curriculum

Adi Altshuler
Director of International Programs

Lesley Koroma
Assistant Director of Financial Aid

Student Signature

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

Signature: _____

Date: _____