



## CENTER FOR INTERNATIONAL AND COMPARATIVE LAW

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### HOW TO OBTAIN PERMISSION TO STUDY ABROAD WITH AN ABA-APPROVED SUMMER PROGRAM NOT ASSOCIATED WITH SAINT LOUIS UNIVERSITY SCHOOL OF LAW

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## SUMMER 2010 PROCESS

*All forms noted are available on the School of Law Web site or in the Student Services Suite*

### STEP 1: FIND A PROGRAM

Identify a program you would like to attend. It must be an ABA-approved program and can only be during the summer. You are not eligible to enroll in a program held during the academic year, *unless you apply for an official leave of absence from the School of Law*. Courses cannot replicate classes that you have already taken, or plan to take, at the School of Law.

### STEP 2: COMPLETE STUDY ABROAD PROPOSAL & PROVIDE NECESSARY DOCUMENTS SO CREDITS WILL TRANSFER

1. Complete the Study Abroad Proposal, providing all required attachments
2. Meet with Jackie Koerner, Financial Aid Coordinator, to map out your financial aid needs. Have her sign your Study Abroad Proposal. This must be done before you submit your Proposal to Student Services. You may reach her via telephone (977-3369) or e-mail ([jkoerne3@slu.edu](mailto:jkoerne3@slu.edu)).
3. After you have met with Jackie Koerner and your Proposal is complete except for obtaining signatures from the Dean of Students and the Assistant Director of the Center for International and Comparative Law, submit the proposal and all its attachments to Beth Anderson Jennings, Assistant Director of CICL, in the Student Services Office. You may reach Beth via telephone (977-2792) or email ([bander29@slu.edu](mailto:bander29@slu.edu)).
4. Providing your Study Abroad Proposal is complete and contains all required attachments, it will be reviewed.
5. Upon receipt of all of the above, the program and courses will be reviewed to see if they are acceptable as transfer credits. If accepted, the Dean of Students and Beth Anderson Jennings will sign your Proposal and it will be placed in your student file.

### STEP 3: RECEIVE E-MAIL REGARDING DECISION ON YOUR STUDY ABROAD PROPOSAL & NOTIFICATION OF COST FOR MANDATORY INTERNATIONAL HEALTH INSURANCE & INTERNATIONAL STUDENT ID CARD

6. You will receive an e-mail with the decision regarding your Study Abroad Proposal. If it is accepted, you will be informed of the cost for Saint Louis University's mandatory International health insurance and International Student ID Card.

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**STEP 4: APPLY FOR PROGRAM; IF ACCEPTED SEE STEP 5**

**STEP 5: INFORM BETH ANDERSON JENNINGS OF YOUR ACCEPTANCE AND PAY FOR INTERNATIONAL STUDENT HEALTH INSURANCE AND INTERNATIONAL STUDENT ID CARD**

Upon receipt of the notice that you are accepted to a program, submit a copy of that admittance to Beth Anderson Jennings, as well as the following payments. Failure to do so will result in a hold placed on your account:

- a. Payment for mandatory International student health insurance and International Student ID Card via cash or check made out to Saint Louis University (the cost was listed in the e-mail you received notifying you of the acceptance of your Study Abroad Proposal—see Step 3 above).

**STEP 6: ENJOY THE PROGRAM!**

**STEP 7: PROVIDE OFFICIAL TRANSCRIPT SO YOU MAY RECEIVE CREDIT**

Upon completion of your study abroad program, provide an official transcript from the host school to Beth Anderson Jennings. Your grades from the study abroad program will be recorded on your official SLU School of Law transcript but will not apply to your grade point average.