



## CENTER FOR INTERNATIONAL AND COMPARATIVE LAW

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### HOW TO APPLY FOR A SEMESTER ABROAD PROGRAM ASSOCIATED WITH SAINT LOUIS UNIVERSITY SCHOOL OF LAW

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#### **FALL 2010 PROCESS**

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

#### **STEP 1: COMPLETE SPECIFIC PROGRAM'S APPLICATION**

1. Follow the requirements and deadlines of each application, including providing all required attachments.
2. Meet with Jackie Koerner, Financial Aid Coordinator, to map out your financial aid needs. Have her sign your Application. This must be done before you submit it to Student Services. You may reach her via telephone (977-3369) or e-mail her at [jkoerne3@slu.edu](mailto:jkoerne3@slu.edu).
3. After you meet with Jackie and your entire application 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 application 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 e-mail her at [bander29@slu.edu](mailto:bander29@slu.edu).
4. Providing your application is complete and contains all required attachments, your application will be reviewed. If accepted, the Dean of Students and the Assistant Director of the Center for International and Comparative Law will sign it and it will be placed in your student file.

#### **STEP 2: RECEIVE E-MAIL REGARDING DECISION ON YOUR SEMESTER ABROAD APPLICATION & NOTIFICATION OF COST FOR MANDATORY INTERNATIONAL HEALTH INSURANCE**

5. You will receive an e-mail with the decision regarding your Semester Abroad Application. If you are accepted into a program, you will be informed of the cost for Saint Louis University's mandatory International health insurance and International Student ID Card.

#### **STEP 3: INFORM BETH ANDERSON JENNINGS OF YOUR ACCEPTANCE AND PAY FOR INTERNATIONAL STUDENT HEALTH INSURANCE & INTERNATIONAL STUDENT ID CARD**

Upon receipt of the e-mail that you are accepted to a program, inform Beth Anderson Jennings in writing (e-mail is fine) that you will do the program and make the following payments to her in Student Services. Failure to do so will result in a hold placed on your account:

- a. Payment for mandatory International student health insurance and International student I.D. card via cash or check made out to Saint Louis University (the cost was listed in the e-mail you received about the acceptance of your Study Abroad Application—see Step 2 above).

#### **STEP 4: 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.