

# Study Abroad Handbook for UW Law Students

Prepared by  
Global Legal Studies Center  
UW Law School

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## **Welcome to the Study Abroad Programs of the UW Law School!**

Welcome to the Study Abroad Programs of the Law School coordinated by the Global Legal Studies Center (GLS). Since Fall 2006, GLS has been the focal point for all Study Abroad Programs of the Law School. GLS is a joint initiative of the University of Wisconsin Law School and the International Division. If you would like to learn more about GLS, please visit <http://www.law.wisc.edu/ils/glsi/index.htm>

This Handbook is not intended to replace “Read This First” Law Students Handbook which you would have received during the summer prior to admission to the Law School or the American Bar Association (ABA) rules governing study abroad. The Handbook should be read in conjunction with “Read This First” student handbook as well as relevant ABA rules. This is an attempt to collate all the information on study abroad found in various documents and websites - it seeks to provide a step-by-step process to students which, we hope, would facilitate the process for you.

There are many people involved in the study abroad programs at the Law School as well as at the University. While the Director of Research Centers will coordinate these programs, you will still have to contact others in order to finalize the study abroad program that you are interested in. Moreover, you will have to familiarize yourself with the Law School rules, University rules and ABA rules governing study abroad programs.

The UW (IAP) Handbook on Study Abroad available at [http://www.studyabroad.wisc.edu/handbooks/General\\_Handbook\\_Fall\\_Year.pdf](http://www.studyabroad.wisc.edu/handbooks/General_Handbook_Fall_Year.pdf) contains a wealth of information for students traveling abroad. Please read it carefully and keep it with you at all times. Reference is made to this document throughout the Handbook.

We welcome your feedback on this Handbook. Please send your feedback to Director of Research Centers, Sumudu Atapattu ([sumudu.atapattu@wisc.edu](mailto:sumudu.atapattu@wisc.edu)).

## UW Law School Contact Information

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## **Audit of transcripts**

### **Amy Arntsen**

Law School Registrar  
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## **Transfer of credits and Diploma Privilege**

### **Kevin Kelly**

Associate Dean for Student and Academic Affairs  
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## **Re-entry forms**

### **Jane Ford Bennett**

Senior Grade Reporter  
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## **Information Sessions**

During the Fall semester, the program directors will host an Information Session on Study Abroad programs and internships offered by the Law School. You are strongly encouraged to attend this session if you are interested in our Study Abroad Programs. It will be a great opportunity for you to learn more about the study abroad programs, ask any questions you may have and also meet with other students who have similar interests. You may also get the opportunity to meet with students who have participated in these programs or visiting faculty who are part of exchange programs.

A follow up session will be held in early spring by the Program Directors to explain the application and selection process. Please feel free to contact the Program Director if you have any specific questions about the program/s you are interested in.

For general questions about study abroad programs and for details about the Information Sessions, please contact Director of Research Centers, Sumudu Atapattu.

## **UW-Madison Resources**

In addition to the Law School, the University has a wealth of information and resources that you can tap into. Some of these resources/events are highlighted here.

### **(a) Study Abroad Resource Room**

Do not forget to visit the Study Abroad Resource Room (<http://www.studyabroad.wisc.edu>) located at 106 Red Gym open from 8:00 AM – 4:30 PM, Monday to Friday. It contains a wealth of information and you can talk with students who have returned from study abroad programs and look through travel books etc. It also has information about financial aid.

### **(b) Study Abroad Resource Fair**

Every year the International Academic Programs Office organizes a Study Abroad Resource Fair on campus. Check their website ([www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)) for details. While this event mainly showcases undergraduate programs, you may find some relevant information or literature.

### **(c) IAP Study Abroad Handbook**

[https://www.studyabroad.wisc.edu/pdf/2016\\_Study\\_Abroad\\_Handbook.pdf](https://www.studyabroad.wisc.edu/pdf/2016_Study_Abroad_Handbook.pdf)

### **(d) International travel and safety information**

<http://internationaltravel.wisc.edu/>

## Section 1: Academic Information

### General requirements

The following Law School rules apply to all study abroad programs of the Law School (these are in conformity with the ABA Rules on Study Abroad available at <http://www.abanet.org/legaled/studyabroad/abroad.html>):

- (1) You must have completed at least one year of full-time or part-time study and are in good standing at the UW Law School to participate in foreign study.
- (2) The maximum credits applicable toward the J.D. degree for all study as a visiting student shall not exceed one-third of the credits required for the J.D. degree at the UW Law School (30 credits). Credits from foreign study count against this maximum.
- (3) The maximum number of study abroad credits that you can bring back in a semester is 18.
- (4) You must be fluent in the language of instruction in all courses for which you expect credit to be applied to your UW Law J.D. degree.

In addition, please note the following:

- If you are a member of a journal at the Law School and wish to study abroad during a semester while continuing to work on the journal, the Law School Registrar, Amy Arntsen, would need an email from the journal editor that:
  - (a) the appropriate number of credits were satisfactorily completed by you, and
  - (b) that the associated work was performed by you during the term in which you were abroad.

The appropriate number of credits will be added to the transfer credit paperwork when your study abroad credits are transferred.

**Exception:** Notwithstanding the above, students who are on another school's study abroad program (see **Option 2** below) or on an independent study abroad program (see **Option 3** below) can register for their UW journal work and then go abroad.

- **Directed research/reading** – you may also be able to register for directed research/reading during the semester you study abroad. However, you need to inform the Director of Research Centers so that she can register you correctly with the Registrar's Office.
- We strongly discourage you from studying abroad in the final semester of Law School as this could lead to delays and possibly missing graduation and deadlines.

## Study abroad options available to law students

As noted in “Read This First” Student Handbook (the current version is available at <http://www.law.wisc.edu/current/>) and the Law School website (<http://www.law.wisc.edu/international/foreignex.htm>), there are three study abroad options available to students:

1. Participate in one of the international exchange programs offered by the Law School (**Option 1**)
2. Participate in a foreign study program offered by other US law schools (**Option 2**)
3. Create an independent study abroad program (**Option 3**)

### **Option 1 - Participate in the Law School’s International Exchange Programs (“Option 1 students”)**

At present the Law School participates in eleven exchange programs with foreign universities. In an exchange program, UW students pay the same tuition and fees to UW that they would pay for a semester at UW but attend a foreign law school or program. In exchange, the foreign schools send their students to the UW Law School.

These programs should not be confused with the study abroad programs administered by the University’s International Academic Programs (IAP). The IAP programs are typically undergraduate programs and the IAP office administers them for the whole university irrespective of the subject area. By contrast, the exchange programs of the Law School are administered by the Law School and have no formal relationship with the IAP, although we participate in the International Exchange Coordinators’ Meetings (which is a campus-wide network) convened by the IAP. Moreover, we have to comply with the ABA rules on Study Abroad.

### **Current Law School Exchange programs**

#### **(a) JLU-Giessen, Germany (<http://www.recht.uni-giessen.de>)**

**Program Director** - Professor Steven Barkan

Language proficiency – classes are taught mainly in German, a few courses are available in English.

#### **(b) University of Groningen, The Netherlands**

(<http://www.rug.nl/rechten/Index>)

**Program Director** - Professor Jason Yackee

Language proficiency – classes taught in English

#### **(c) European University Institute, Florence, Italy (<http://www.iue.it>)**

**Program Director** - Professor Heinz Klug

Language proficiency – Classes taught in English

Up to two law students accommodated per semester

- (d) **University of the Witwatersrand, Johannesburg, South Africa**  
(<http://www.law.wits.ac.za>)  
**Program Director** - Professor Heinz Klug  
Language proficiency – Classes taught in English  
Limit of two students per semester
- (e) **Diego Portales University, Santiago, Chile** (<http://derecho.udp.cl>)  
**Program Director** - Professor Alexandra Huneus  
Language proficiency – Classes taught in Spanish  
Up to four students per year
- (f) **Catholic University, Lima, Peru** (<http://www.pucp.edu.pe/unid/facul/derecho>)  
**Program Director** - Professor Alexandra Huneus  
Language proficiency – Classes taught in Spanish  
Up to four students per year
- (g) **University of Sheffield, Sheffield, United Kingdom** (<http://www.shef.ac.uk/law>)  
**Program Director** - Professor Jason Yackee  
Language proficiency – Classes taught in English  
Limit of two students per semester
- (h) **University of Paris X, Nanterre, France** (<http://www.u-paris10.fr/>)  
**Program Director** - Professor Jason Yackee  
Language proficiency – fluency in French at least at the intermediate level is required  
Limit of two students per semester
- (i) **Pontifical Catholic University, Rio de Janeiro, Brazil** (<http://www.puc-rio.br>)  
**Program Director** - Professor Alexandra Huneus  
Language proficiency – Classes taught in Portuguese  
Limit of four students per year
- (j) **National Law School of India University, Bangalore, India**  
(<http://www.nls.ac.in/>)  
**Program director** – Professor Shubha Ghosh  
Language proficiency – Classes taught in English  
Limit of four students per year
- (k) **FGV Law School, Sao Paulo, Brazil** (<http://direitogv.fgv.br/>)  
**Program director** – Professor Alexandra Huneus  
Language proficiency – Many classes taught in English  
Limit of four students per year

**The role of the program director:** The Program Directors are primarily responsible for advising you on all **academic matters** related to the program. Thus, any questions relating to the courses you should take, how credits would transfer, etc., should be referred to the program director. Once you have decided which program you would like to attend, please make an appointment with the relevant Program Director.

**Administration of the programs:** The Director of Research Centers, Sumudu Atapattu, is in charge of administering the programs. She coordinates the application process, liaises with the foreign coordinators, and issues letters for visa purposes and health insurance cards. She also works with other entities on campus such as the Registrar's Office on study abroad issues. She should be your first point of contact.

**Assigning credits:**

If you participate in a formal exchange program, you will receive UW credit for the courses you take abroad. Before you go, you will be registered for 12 credits with the Registrar's Office. These are placeholder credits and once we receive your transcript from the exchange partner, we will change this to the actual number of credits you took abroad converted according to the guidelines below. ABA rules stipulate that you cannot take more than 20% of your required credits in a single semester, so may not receive more than 18 credits abroad in one semester. The 18 credits include any law review or directed reading/research credits taken in the same semester. While the transfer of credits is done by the Program Director who will match the classes you have taken abroad with the UW classes, the following rule of thumb will be helpful:

- **European credits** are equal to ½ UW credits ( if you take 30 credits at an European university, you will receive 15 UW credits)
- **Sheffield credits** are equal to ¼ UW credits (they are ½ European credits – so if you take 32 credits at Sheffield, you will receive 8 UW credits)
- **National Law School of India credits** are roughly equal to UW credit.
- **Latin American credits** are roughly equal to UW credit
- **University of the Witwatersrand credits** – determined by the program director

**Important:** Please note that this is a rough guide only. It is your responsibility to contact your Program Director once you have chosen your classes abroad and find out how many credits will transfer back.

While the credits for your study abroad work will transfer with a satisfactory (“S”) grade, the letter grades will not transfer.

**Option 2 – Foreign Study Abroad Programs Offered by Other US Law Schools (“Option 2 students”)**

You may also participate in study abroad programs offered by other law schools which are approved by the ABA. While most of these programs are summer study abroad programs, there are a few semester abroad programs offered by other law schools. More information about ABA-approved programs can be found at

<http://www.abanet.org/legaled/studyabroad/abroad.html>.

Once you have identified the program that you wish to attend as part of the application process, you must request the Law School Registrar to send a letter to that school to the effect that you are in good standing and that the Law School will accept credits for courses if the grade received is a “C” or higher. In addition, you have to provide course descriptions

to Associate Dean Kevin Kelly. Dean Kelly and the Law School Registrar will work with you to determine whether credit will be applied to the 60 credit rule for diploma privilege.

### **Option 3 – Independent Study abroad programs (“Option 3 students”)**

You can also earn credit through independent study abroad programs created by you at one or more foreign law schools. Although this option is available, it can cause delays as there is no formal structure in place similar to exchange programs. It is, therefore, very important to know the law school rules, the ABA rules and the university rules governing these programs. It is also important to bear in mind that you will be doing most of the groundwork by yourself, although we will help you along the way. With regard to the ABA rules, see ABA Foreign Study section at:

[http://www.americanbar.org/groups/legal\\_education/resources/foreign\\_study.html](http://www.americanbar.org/groups/legal_education/resources/foreign_study.html)

#### **You must fulfill the following requirements in order to comply with ABA rules on independent study abroad:**

1. The foreign institution must be accredited. That is, government-sanctioned (if educational institutions are state regulated within the country) or approved by an evaluation body (if such an agency exists within the country) or chartered to award law degrees by the appropriate authority within the country. **Discuss this matter with your UW Law independent study-abroad advisor [see (6) below].**
2. The foreign institution shall have faculty members who possess academic credentials and experience in the legal profession similar to those of faculty at the UW Law School. **Discuss this matter with your UW Law independent study-abroad advisor [see (6) below].**
3. The foreign institution should be one that awards a “first degree in law” - that is, it is a law school or is an institution (typically at a college or university with a distinct law faculty) that trains lawyers and gives law degrees. If the institution does not award a “first degree in law,” it shall provide assurances to the UW Law School that the quality of the educational experience that it can offer to a visiting UW Law student is at least equal to the experience that would be available to a student studying for a law degree in a regular law school/university law department in that same country. (Such an institution may be one that provides law training to individuals who are already graduates of institutions that award a first degree in law). **Discuss this matter with your UW Law independent study-abroad advisor [see (6) below].**
4. The foreign institution shall appoint an advisor for each student who shall effectively supervise and monitor the student’s study at the institution. That advisor may be a faculty member at the foreign institution or a law school administrator at the foreign institution who has the training or experience to discharge this responsibility. **Give Associate Dean Kelly, as well as your UW Law independent study-abroad advisor, the name and contact information of your foreign-institution advisor as soon as he/she is identified.**

5. The UW Law School must approve, **in advance**, any courses which you intend to apply toward your JD degree. Per ABA guidelines, the program or course of study, in order to qualify for credit toward the UW Law degree, must be related to (1) the socio-legal environment of the country in which the foreign institution is located or (2) have an international focus or (3) have a comparative focus. Note: if there is some doubt about whether a particular course meets this requirement or whether the course is of sufficient rigor, a useful test is whether the course in question is open to the regular students studying law at the foreign institution (as opposed to visiting students) and that these regular students get degree credit for the course. Courses set up only for visiting students and for which regular students at the institution cannot get law degree credit do not typically qualify for inclusion into an approved study program.
6. Your study-abroad academic program must be approved in advance by Associate Dean Kelly and your UW Law School advisor. The UW Law advisor shall be a faculty member or a law school administrator of your choosing who has the training or experience to permit effective approval and monitoring your foreign study and who agrees to assist you in this fashion. **You may ask a member of the UW Law faculty or academic staff to be your UW study abroad advisor; or the Director of Research Centers will serve as the advisor.**
7. You and your UW Law School advisor shall develop a **written plan** to define the educational objectives you seek to achieve during your period of study abroad. That plan shall specify the methods to be used in evaluating your attainment of those objectives.
8. Keep your UW Law School advisor fully informed regarding what course materials you will use/are using in your program and be prepared to send your UW Law School advisor a copy of any written work you produce. Be prepared to meet the request of your UW Law School advisor to review your course materials and your written work; this is to ensure that the program meets standards equivalent to those of the UW Law School.
9. Note that no credit shall be awarded for: (1) Activities such as visits to legal and government institutions except in instances in which the content of such activities is academic in nature and is related to the course in which the credit is awarded; (2) Externship placements (e.g., in a law firm, government office, or corporation); (3) or Distance Education courses.
10. If the foreign institution cancels a course in which a student had been approved to enroll, your UW Law advisor and Director of Research Centers must be informed immediately, in order to reexamine the student's study in light of the original plan for foreign study and the student's stated educational objectives for study abroad. They will determine whether the approved foreign study continues to satisfy those objectives.
11. UW Law School requires that an appropriate official at the foreign institution will provide, prior to your departure, a written assurance that both the UW Law School's

and your proposed educational objectives [see paragraphs (1) and (10)] can be achieved at that institution.

12. Pursuant to ABA rules, any fee imposed by the foreign institution shall be rationally related to the cost of administering the service for which the fee is charged.

The following hints may be helpful when selecting a place for independent study:

- What is the language of instruction? If the language of instruction is not English, are you fluent in the language of instruction?
- What is the program you wish to pursue?
- Would the students in that country follow this program if desiring to become a lawyer?
- Can the credits be transferred?
- If you are planning to pursue study abroad in the last semester of your law degree at UW and hoping to graduate, check the dates when the final exams are held in the country you wish to go (*see* Read This First Student Handbook).
- How long will it take to issue transcripts in that country?
- Do the transcripts need to be translated into English?

### **Re-entry forms – Options 2 and 3 students**

**Important:** It is necessary to fill re-entry forms and give them to Jane Ford Bennett ([jane.fordbennett@wisc.edu](mailto:jane.fordbennett@wisc.edu), phone: 262 8564, room 5110A) before you leave if you would like to pre-register for courses for the following semester. If you have not done this prior to your departure, you have to fill them when you return but you must remember that courses that you wish to take may already be filled when you return. Filing re-entry forms before you leave is also important to being kept on the law school email list serves – otherwise, you may miss some important emails. **Exception** – If you have registered for journal credits and go abroad under Options 2 or 3 in the semester that you are registered for journal credits, you do not have to fill in re-entry forms.

### **Option 3 students – Independent Study Notification Form**

Option 3 students must complete the Independent Study Notification Form in Appendix III and submit to Director of Research Centers, Sumudu Atapattu, **at least 2 weeks** before departure.

**Consortium Process** (see [http://www.admissions.wisc.edu/images/sa\\_FinancialAid.pdf](http://www.admissions.wisc.edu/images/sa_FinancialAid.pdf) for details)

When you are looking for a law school for independent study abroad or plan to participate in a study abroad program at another US institution, make sure that the school or program you wish to attend is a Title IV school/program. It is very important to remember that if the host school is not a Title IV school (identified under Federal guidelines) you are **not** eligible to receive financial aid.

If the host school is a Title IV school, then you need to attend to the “Consortium Process:”

- Have the host institution complete the Consortium Agreement (can be downloaded from the above website)
- Have the law school sign the credit transfer form (available at the above website). You need to take this form to Amy Arntsen, Law School Registrar
- Send the completed Consortium Agreement and the Credit Transfer Form to Heidi Johnson at the University Financial Aid Office.
- Once both these forms are received by Financial Aid, the Consortium Process can be finalized.

When you meet with the Law School Admissions and Financial Aid Office about financial aid questions, please check whether the consortium process is applicable to you. The failure to attend to the consortium process before you go will result in considerable delay in getting your financial aid.

### **Other study abroad opportunities**

#### **(a) Summer abroad program in Giessen, Germany**

In partnership with Marquette University Law School and the University of Giessen Law School, UW Law School established a summer program in International and Comparative Law in Giessen, Germany in 2009.

Students will take two courses from a curriculum of four courses and will earn a total of four credits. Courses are taught in English by faculty members from Giessen, Marquette, and Wisconsin. The courses that will be offered each year will vary depending on the availability of instructors. The program is open to all law students who have completed at least one year of studies and are in good standing. Applications and more details can be found at: <http://law.marquette.edu/programs-degrees/international-comparative-law-germany>. For more information, please contact Professor Steven M. Barkan ([steven.barkan@wisc.edu](mailto:steven.barkan@wisc.edu)). Unlike exchange programs, the letter grades for these courses will be recorded on your transcript and factored into your Law School GPA.

#### **(b) Internships in East Asia**

Short programs are available through the East Asian Legal Studies Center (EALSC) in East Asian and Southeast Asian countries, although no formal exchange programs exist. These are mainly in the form of field visits, short courses or summer internships. A more structured program is now available at KoGuan Law School at Jiao Tong University, Shanghai. Stipends may be available for some programs. For details visit: [http://www.law.wisc.edu/ealsc/jd\\_students/](http://www.law.wisc.edu/ealsc/jd_students/)

If you have questions, please contact Interim Director of EALSC, Professor Sida Liu ([sidaliu@ssc.wisc.edu](mailto:sidaliu@ssc.wisc.edu)) or Director of Research Centers, Sumudu Atapattu ([Sumudu.atapattu@wisc.edu](mailto:Sumudu.atapattu@wisc.edu))

### (c) Summer internships in South Asia

The Global Legal Studies Center together with the South Asia Legal Studies Working Group has set up an internship program in South Asia with the following institutions:

- Human Rights Law Network, Delhi, India (<http://www.hrln.org/hrln/>)
- Consumer Unity & Trust Society, Jaipur, India (<http://www.cuts-international.org/>)
- *Majlis*, Mumbai, India (<http://majlislaw.com/en/top/about-us/about/>)
- Alternative Law Forum, Bangalore, India (<http://altlawforum.org/>)
- Law & Society Trust, Colombo, Sri Lanka (<http://www.lawandsocietytrust.org/>)
- Center for Environmental Justice, Colombo, Sri Lanka (<http://www.ejustice.lk/>)

**Important:** Please note that these internships are not for credit. Limited funding may be available through the Law School Office of Career and Professional Development (OCPD).

## Section 2: Preparing to go abroad

### Pre-departure check-list

#### Things to attend to before you leave (Law School requirements)

Whatever option you choose from the above options, you have to attend to the following **before** you leave:

1. Submit your application – In the case of Option 1, fill the application form available on the Study Abroad website and submit this with the necessary documentation on or before the deadline.  
([http://law.wisc.edu/academics/international/exchange\\_program\\_application.html](http://law.wisc.edu/academics/international/exchange_program_application.html))
2. Arrange for an audit of academic transcripts by Amy Arntsen, Law School Registrar (email: [registrar@law.wisc.edu](mailto:registrar@law.wisc.edu), phone: (608) 262 0050 and room 5107)
3. **Option 2 and 3 students only** - To demonstrate that courses taken abroad meet UW law school requirements, submit course descriptions of the proposed courses to Associate Dean Kevin Kelly. If such course descriptions are not available, speak to Dean Kelly as to what other information would be acceptable.
4. **Option 2 and 3 students only** - Regarding re-entry after study abroad, see Jane Ford Bennett (**Important:** this cannot be done online – you have to attend to this **before** you leave if you want to pre-register for courses for the following semester). **Exception** – this is not necessary if you are registered for journal credits. Option 1 students are not required to fill in re-entry forms.
5. Regarding transfer of credits and Diploma Privilege, contact the Registrar, Amy Arntsen ([registrar@law.wisc.edu](mailto:registrar@law.wisc.edu)).
6. If you are planning on studying abroad in your final semester at Law School, check with Registrar, Amy Arntsen, about when you have to submit a Diploma Privilege application.
7. **Option 1 students only** - Pay regular, full tuition. **In the case of the Witwatersrand exchange program, this will be to an account in Law School,** and in the case of other exchange programs, you will be paying fees to UW-Madison (as you normally would). Option 2 students will pay tuition to the other ABA approved law school that sponsors the study abroad program and option 3 students will pay tuition directly to the foreign university where the student will be pursuing independent study.
8. Do not register for classes at UW, particularly if you are an option 1 student. If you are an option 2 or 3 student, you can be registered for journal credits during the semester that you will be studying abroad. **See also No 12 below.**

9. Regarding financial aid questions, see Assistant Dean Rebecca Scheller (email: [rebecca.scheller@wisc.edu](mailto:rebecca.scheller@wisc.edu), phone: (608) 262 1815, room 4314C) or Danielle Wampole, Law School Office of Admissions and Financial Aid ([danielle.wampole@wisc.edu](mailto:danielle.wampole@wisc.edu), 608 262 5958, room 4314B)
10. **Option 2 and 3 students** - Check with Assistant Dean Rebecca Scheller and Heidi Johnson at Financial Aid whether the Consortium Process is applicable to you. If it is applicable, you need to attend to this before you leave – otherwise, there will be a considerable delay in getting your financial aid.
11. **Option 1 students only** – All UW students participating in a UW-sponsored activity abroad are required to obtain **CISI insurance** prior to departure. This is a mandatory requirement. For details see the next section.

International students who currently have SHIP insurance have to file a waiver before you go – otherwise, you may get a hold on your account and will not be able to register for classes for the following semester.

12. **Option 1 students only** - You cannot be registered in both an exchange program and in law courses at UW in the same semester. Thus, if you have pre-registered, you must drop them before the Registrar's Office can register you for study abroad credit. You may, however, register for directed research/reading but you need to inform the Director of Research Centers so that you can be registered correctly.
13. **Options 2 and 3 students only** – You can be registered for journal credits here and go abroad in the same semester that you are registered for journal credits.

It is a good idea to check with the foreign law school how long it takes to send a transcript to the Law School and whether it will be issued in English. The time delay will be crucial if you are in your final semester and hope to graduate *on time*. (See the relevant section on “Read This First” Student Handbook). Check also how to register for courses, when final exams are held, etc.

## Travel Documents

As you know, you need to have a valid passport for international travel. If you already have a passport, check to see when it expires. Usually, your passport should be valid for at least six months beyond your study abroad period. If you do not have a passport, you can download the application form, complete it and take to the nearest Post Office together with your photos. If you are not a US citizen, check with the Embassy/Consulate of your home country if you need to renew your passport.

You must also check to see whether you require a visa to enter the country you are traveling to. If you are not a US citizen, different rules will apply to you and you may also need to obtain transit visas depending on your itinerary. The Director of Research Centers, Sumudu Atapattu, will give you a letter certifying that you are participating in an exchange program. Take this letter with you when you go to the Consulate or enclose it with your

documentation when you apply for the visa. Your host institution will also issue an admission letter for visa purposes.

The UW Handbook on Study Abroad ([https://www.studyabroad.wisc.edu/pdf/2016\\_Study\\_Abroad\\_Handbook.pdf](https://www.studyabroad.wisc.edu/pdf/2016_Study_Abroad_Handbook.pdf)) has important information on making travel arrangements, air travel rules and obtaining an international student identity card. Read these sections carefully.

### **Immigration Information for International Students**

If you are not a US citizen, you must consult with the International Student Services (ISS) for the latest information and rules and regulations applicable to international students. ISS is located in Room 217 in the Red Gym (716 Langdon Street). See also the UW Study Abroad Handbook for useful information.

### **Cancelling your participation**

If at any time you have to withdraw from the study abroad program, it is important to inform us about it so that we may offer that place to the next person on the waiting list. Please inform your program director or faculty advisor and the Director of Research Centers as soon as possible of your withdrawal.

### **Application process of the host institution**

Please note that the host institution has its own application process - these details will be sent to you once the host institution has been informed of the visiting students' names. You need to comply with their requirements even if we have offered you a place in a particular exchange program. While this is usually a formality, they cannot issue a letter of acceptance (which is often needed to obtain the visa where necessary) until you attend to this. Please bring all your application materials to GLS office (room 6218 Law) and we will mail them for you.

The host institution usually informs you of available housing – please pay attention to their deadlines. If you are interested in applying to the Witwatersrand program, you may want to apply for housing as soon as you have been selected to participate in the exchange program as the deadline for housing is quite early in the process.

### **Things to do when you arrive at the host institution**

- Meet with the faculty advisor there. Advise him/her of the deadlines here at the Law School and of the Board of Bar Examiners.
- Inform the Director of Research Centers immediately if you do not continue to receive emails from the Law School. While this can be rectified, it is important for you to inform us if you don't receive emails – there is no way for us to know this – and you may miss important deadlines as a result.

- Ensure that transcripts are sent to the Director, Research Centers in a timely manner. The program director will convert your credits and forward this information to the Law School Registrar.
- Arrange for a translation of transcripts if necessary.

### **Things to do once you return to UW Law School**

- Check with the Director of Research Centers whether the transcript from the foreign law school has been received
- Report back to your Program Director/faculty advisor and to the Director of Research Centers (it is important to get your feedback as to how to improve the process and to simplify the paperwork, if possible)
- Fill out the Feedback questionnaire (found at the end of the Handbook – Appendix II) and give it to the Director of Research Centers.

## Section 3: Health, Insurance and Personal Safety

### Mandatory health insurance (CISI)

Regardless of whether you have obtained personal travel insurance, the university requires anybody traveling abroad under a UW sponsored program to obtain health insurance through a plan offered by Cultural Insurance Services International (CISI). This is administered by Debbie Beich, ([dbeich@bussvc.wisc.edu](mailto:dbeich@bussvc.wisc.edu), phone 262 8926) Risk Management Specialist at Risk Management (Room 5344a, 21 N. Park Street). CISI brochure and claim form are available online. For more details see [http://www.bussvc.wisc.edu/risk\\_mgt/study\\_abroad.html](http://www.bussvc.wisc.edu/risk_mgt/study_abroad.html). The IAP webpage also has useful information: <https://www.studyabroad.wisc.edu/insurance.html>

### How to apply for health insurance

Please fill the application form (available with Director of Research Centers and reproduced in Appendix III), and return it to her with a check or money order for the entire duration of the program. The current premium is \$34.00 per month and full payment is due at the time of the application (amount due = \$ 34.00 x number of months). Please note that partial months are counted as full months. Checks should be made payable to UW Systems Board of Regents.

Once the completed application form and the check are given to the Director of Research Centers, an insurance card will be issued to you. **Please ensure that this card is with you at all times.** It contains important information on the back of the card.

For Frequently Asked Questions, read the relevant section in the UW Handbook on Study Abroad.

### UHS Travel Clinic

Check with UW Health Services as to what kind of immunization you need or whether your immunization is current and what special precautions you need to take in the country that you are visiting. More details about its travel clinic can be found at <http://www.uhs.wisc.edu/services/medical/travel-clinic/>

The Travel Clinic website advises students to plan ahead and call (608) 265 5600 to schedule a travel consultation. You can also check the Center for Disease Control website at [www.cdc.gov](http://www.cdc.gov).

Please read the UW Handbook on Study Abroad for information about AIDS and sexually transmitted diseases, dietary needs, eating disorders and prescription medicines (pages 26-30)

### Personal Safety

Read the relevant section of the UW Handbook on Study Abroad (pages 31-36). The UW International Travel webpage has useful information: <http://internationaltravel.wisc.edu/>

## **How to handle emergencies**

No matter what precautions you take or how careful you are, sometimes emergencies arise which are beyond your control. These could be related to your personal safety or health and welfare and could result from a variety of reasons: civil unrest or terrorism, natural disasters, the spread of infectious diseases, theft, accident, serious illness, bodily harm, rape, sexual assault, arrest etc. Here are some guidelines as to how to deal with an emergency but remember, ultimately, you must use your best judgment in deciding how to deal with the situation.

Keep important telephone numbers with you at all times. These include the CISI insurance number, your faculty advisor at the host institution, if you have registered with a physician there, his/her number or the nearest hospital, and the US Embassy. Also keep the phone numbers (including home numbers) of your UW law school program director and the Director of Research Centers. Discuss a strategy on how to deal with an emergency with your advisor beforehand, where the nearest hospital is and how best to get there. They would be able to advise you as to the best course of action in the event of an emergency.

Read the insurance information and familiarize yourself with the procedure you are required to follow in the event of a health emergency. Your advisor would be a good source of information as to how things are done in that country. With regard to personal safety issues, check with your advisor how to deal with the local police if ever you have an encounter with them. It may be better to be accompanied by a local person if you have to go to a hospital or the police station, not only to interpret if necessary, but also to navigate the system.

### **In the event of an emergency, please contact:**

#### **Mike Hall, Director of Student Life**

Telephone: (608) 890 0115 (office), (608) 215 7134 (cell)

Fax: (608) 262 5485

#### **Law School main office number:**

M-F 7:45am-4:30pm CST

(608) 262 2240

#### **CISI Insurance:**

Policy plan #: STB009987902

Emergency Telephone outside the US – +1 (609) 986 1234 (collect calls accepted)

Non-emergency telephone: 203-399-5130

Fax: 203-399-5596

Website: [www.culturalinsurance.com](http://www.culturalinsurance.com)

## Section 4: Cultural Adjustment

### **Research the culture and history of the country you are visiting**

It is always a good idea to learn a little bit about the culture and the history of the country you are visiting, particularly if this is your first visit overseas. People appreciate it if you appear knowledgeable about their customs and you don't want to offend anybody by being completely ignorant. The culture in the country you are visiting may be quite different from what you are used to and it is very easy to offend people by being ignorant.

Fortunately, the information is easily available online and you do not have to conduct extensive research. It is a good idea to learn the basic facts of the country you are visiting, such as climate, currency, public transportation, language commonly used, general safety, places of interest, places to avoid, food safety, and health care. If you are a female student, you may want to check the dress code, and how women are expected to behave in public, particularly if you are traveling to a very conservative part of the world. You may also want to speak to students who have gone on similar programs in the past – this would be useful both academically and socially. We are in the process of building a database with students' feedback which can be useful to you.

Find out where the US Embassy or Consulate is and keep that phone number handy. It may be a good idea to register with the US Embassy when you arrive in the foreign country and some programs may require you to do so.

The UW Handbook on Study Abroad has a section on cultural adjustment and "culture shock". Read the relevant sections (pages 22-25) in order to get a better understanding of how to respond to culture shock and to integrate into the new society.

Finally, remember to enjoy yourself – you have got an opportunity of a lifetime and we hope that you will make most of it academically, culturally and socially!

## Appendix I

### Checklist for students wishing to pursue Study Abroad

	Yes	No
1. Have you read the relevant sections in “ <i>Read This First</i> ” Student Handbook?	<input type="checkbox"/>	<input type="checkbox"/>
2. Of the 3 options for study abroad, which option do you wish to pursue? a, b, or c?		
<b>a. International exchange program offered by law school</b>		
Giessen, Germany	<input type="checkbox"/>	
Groningen, Netherlands	<input type="checkbox"/>	
EUI, Italy	<input type="checkbox"/>	
Witwatersrand, South Africa	<input type="checkbox"/>	
Diego Portales University, Chile	<input type="checkbox"/>	
Catholic University, Lima	<input type="checkbox"/>	
Sheffield, United Kingdom	<input type="checkbox"/>	
Paris X, France	<input type="checkbox"/>	
Catholic University, Rio, Brazil	<input type="checkbox"/>	
National Law School, Bangalore, India	<input type="checkbox"/>	
FGV Law School, Sao Paulo, Brazil	<input type="checkbox"/>	
<b>b. Attend other law school programs</b>		
Did you check the ABA website for a list of ABA approved schools?	<input type="checkbox"/>	
<b>c. Create an independent study abroad</b>		
See Sumudu Atapattu and Kevin Kelly	<input type="checkbox"/>	
3. Did you attend the information sessions in fall and spring?	<input type="checkbox"/>	<input type="checkbox"/>

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 4. Did you meet with the Program Director/faculty advisor?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did you check with the Law School Registrar regarding transfer of credits, Diploma Privilege, and important deadlines?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Did you contact the Law School Office of Admissions and Financial Aid regarding financial aid questions   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Did you send application materials to the host institution?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you arranged for an audit of academic transcripts by the Law School Registrar?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. <b><u>Option 1 students</u></b> - have you paid your tuition?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. <b><u>Option 1 students</u></b> - Have you obtained CISI health insurance?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. <b><u>Option 2 (and may be 3) students</u></b> - Have you requested a letter of good standing from the Law School Registrar to be sent to the Law School of your choice? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. <b><u>Option 3 students</u></b> - Have you obtained pre-approval for your independent study plan by faculty advisor/ Associate Dean Kelly?                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. <b><u>Option 3 students</u></b> - Have you submitted course descriptions to Law School Registrar/Associate Dean Kelly?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. <b><u>Option 3 students</u></b> – Have you submitted the Independent Study Abroad Notification Form to Director of Research Centers?                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. <b><u>Options 2 and 3 students</u></b> – Have you contacted Jane Ford Bennett regarding re-entry after study abroad?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. <b><u>Options 2 and 3 students</u></b> – Have you checked with Rebecca Scheller/Heidi Johnson whether the Consortium Process is applicable to you?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. <b><u>Options 2 and 3 students</u></b> – Did you give the completed re-entry forms to Jane Ford Bennett <b>before you left?</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Have you visited the UW Health Services Travel Clinic?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Have you read the UW Handbook on Study Abroad?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. For non-US citizens, have you contacted ISS?   | <input type="checkbox"/> | <input type="checkbox"/> |

**Other**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Do you have a passport? Is your passport current?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you need any visas?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have your CISI insurance card?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you done basic research about the culture and history of the country you are visiting? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did you check the US State Department website for Travel Advisories?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Did you check the Law School website for other useful information?                          | <input type="checkbox"/> | <input type="checkbox"/> |





**Appendix III**  
**University of Wisconsin Law School**  
**Independent Study Abroad Notification Form**

**1. Personal Information**

Name:

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Last	First	Middle initial
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Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email address: \_\_\_\_\_ (please list your wisc.edu address only)

Citizenship: \_\_\_\_\_ Student ID # : \_\_\_\_\_

Year in Law School \_\_\_\_\_

Tuition status: Wisconsin \_\_\_\_ Expected graduation: \_\_\_\_\_  
Minnesota \_\_\_\_  
Non-resident \_\_\_\_

Semester you plan to go \_\_\_\_ fall \_\_\_\_ spring Year \_\_\_\_\_

May the Law School release your name and contact information to other students, such as other participants in your program and future participants? \_\_\_\_ Yes \_\_\_\_ No

Emergency contact information (name and relationship to you)

---

Address:

---

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First phone: \_\_\_\_\_ Second phone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Program Information**

Host University

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Name

City

Country

**Important:** When you choose a host university, please pay attention to the ABA rules on independent study abroad. These are summarized in the Study Abroad Handbook available at: <http://law.wisc.edu/academics/international/foreignex.htm>

Advisor at Host Institution \_\_\_\_\_

Name

Email address

Advisor at UW Law School \_\_\_\_\_

Name

Email address

Have you submitted course descriptions to Associate Dean Kevin Kelly? \_\_\_Yes \_\_\_No

Have you obtained pre-approval for your independent study plan from faculty advisor or Associate Dean Kevin Kelly? \_\_\_Yes \_\_\_ No

**Important:** If you fail to obtain approval BEFORE you go, you run the risk of being unable to transfer the credits upon return.

### 3. Administrative/Financial Aid issues

Have you completed re-entry forms and submitted them to Jane Ford Bennett? \_\_\_Yes \_\_\_No

**Important:** Failure to do so could result in being unable to pre-register for courses for the following semester

Have you attended to the Consortium Process? \_\_\_\_Yes \_\_\_\_ No

**Important:** If the host school is a title IV institution, you need to attend to the consortium process in order to get financial aid. Details:  
<http://www.admissions.wisc.edu/studyabroad>

Please submit this form **at least 2 weeks** before you leave to:

Sumudu Atapattu  
Director, Research Centers  
UW Law School, Room 6218  
Email: [sumudu.atapattu@wisc.edu](mailto:sumudu.atapattu@wisc.edu)



## Appendix V

### People involved in study abroad programs at the Law School

Name	Department	Function	Contact details
1. Professor Heinz Klug	GLS, Law School	Program Director	<a href="mailto:Heinz.klug@wisc.edu">Heinz.klug@wisc.edu</a>
2. Professor Steve Barkan	Law school	Program Director	<a href="mailto:Steven.barkan@wisc.edu">Steven.barkan@wisc.edu</a>
3. Professor Jason Yackee	Law School	Program Director	<a href="mailto:Jason.yackee@wisc.edu">Jason.yackee@wisc.edu</a>
4. Professor Shubha Ghosh	Law School	Program Director	<a href="mailto:Ghosh7@wisc.edu">Ghosh7@wisc.edu</a>
5. Professor Alexandra Huneus	Law School	Program Director	Alexandra.huneus@wisc.edu
6. Rebecca Scheller	Office of Admissions and Financial Aid	Financial aid issues	<a href="mailto:Rebecca.scheller@wisc.edu">Rebecca.scheller@wisc.edu</a>
7. Amy Arntsen	Law School Registrar	Audit and transfer of credits, consortium agreement forms, diploma privilege, transcripts	<a href="mailto:Registrar@law.wisc.edu">Registrar@law.wisc.edu</a>
8. Kevin Kelly	Student and academic affairs, Law School	Approval of courses for independent study	<a href="mailto:Kevinkelly@wisc.edu">Kevinkelly@wisc.edu</a>
9. Michael Hall	Director of Student Life	Student services	<a href="mailto:Mike.hall@wisc.edu">Mike.hall@wisc.edu</a>
10. Danielle Wampole	Office of Admissions and Financial Aid	Financial Aid	<a href="mailto:Danielle.wampole@wisc.edu">Danielle.wampole@wisc.edu</a>
10. Jane Ford Bennett	Law School	Re-entry forms	<a href="mailto:Jane.fordbennett@wisc.edu">Jane.fordbennett@wisc.edu</a>
11. Sumudu Atapattu	Research Centers, Law School	Coordinator, study abroad programs and internships	<a href="mailto:Sumudu.atapattu@wisc.edu">Sumudu.atapattu@wisc.edu</a>

(Updated 2/8/2016)