

SUMMER 2018 FAQ

I want to study abroad but I have a few questions....



More questions? Contact us:

Via Email: cglp@scu.edu

Via Phone: (408) 551-1955

Fax: (408) 554-5047

Center for Global Law & Policy

Santa Clara University

Bannan 301L

500 El Camino Real

Santa Clara, CA 95053

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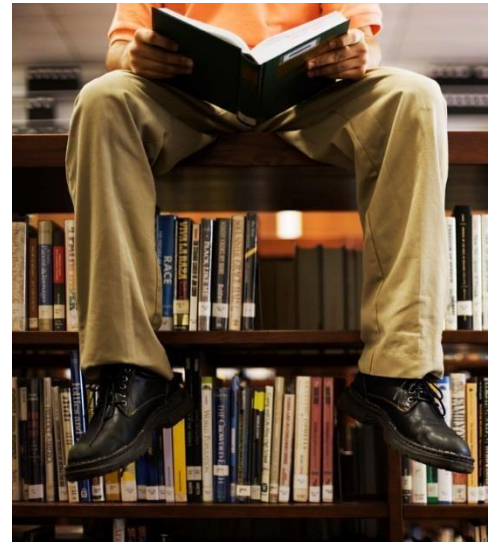
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Eligibility & Application Information

Q: Who is eligible to participate in the program?

A: Santa Clara University School of Law (“Santa Clara Law”) summer abroad programs are available to: 1) students at ABA approved law schools who will have completed at least one year of law studies (full time or part time) by the end of the spring term; 2) students at California accredited law schools who have completed 24 units of study by the end of the spring term with a B average or higher; 3) students in good standing from non-U.S. law schools accredited by appropriate authorities in the country where the law school is located; or 4) graduates of accredited law schools.



Q: Can evening/part time students apply?

A: Yes, as long as the student has completed at least one year of law studies by the end of the spring term. LLM students and law graduates are eligible for enrollment in our classes.

Q: Are Santa Clara’s classes and externship programs ABA approved?

A: Yes, all of the Santa Clara Law summer abroad classes and externships are ABA approved.

Q: What are the steps to apply?

1. [Fill out an online application.](#)
2. Pay your deposit (you’ll receive an email about how to do this after you are accepted).
3. Log back into the online portal to complete additional questionnaires.

Q: Do I have to take a class to do an externship?

A: Generally, yes. Your class work will help you with your externship.

Q: Can I apply to more than one program?

A: Absolutely! As long as there is no overlap of the program dates. Please [apply](#) to each program individually. Questionnaire answers can copy over from one application to another so not all information will need to be typed in again but you do need to initiate the copy feature.

Acceptance Into Our Programs

Q: Are applications accepted until the program is full, or is it selective?

A: As long as you meet the eligibility requirements, admission for both our classes and externships is based on a first come basis, established on the date we receive both (1) your online application and (2) deposit.

For classes: Applications for the classes are accepted until class capacity is reached. As long as you meet our basic eligibility criteria, there is no selection process. For most programs, this is not a problem since we maintain some flexibility in class size, but our programs at The Hague and Oxford cannot accommodate additional students and are therefore more likely to fill up.

For externships: Applications for the externship portion of the programs are accepted until we have received as many applications + deposits as there are externship spots available. Students interested in an externship should submit an application early because space is limited and some programs require visas for externships.

Although externships are available on a first-come basis, where you get placed depends on several factors such as employer preference and your stated interest. So, while getting accepted into our externship program is not selective, where you get placed may entail a selection process.

While LLM students and law graduates may enroll in our classes, generally you are not eligible for an externship through our programs.

Q: How will I know if I got into the program? How long is the wait from when I apply to when I hear if I am accepted?

A: Once an initial set of documents has been received and eligibility requirements have been noted, you will be accepted into the program. Acceptances are done on a rolling basis, typically weekly. However, your spot in a program is not guaranteed until a deposit is received. Please note that additional documents still need to be submitted and signed after acceptance.

Q: How do I switch courses from the ones I originally selected on my application?

A: Please submit another [online application](#) and send an email to cglp@scu.edu to request withdrawal from the original program. We will usually be able to switch you, and transfer your deposit to the new program, as long as there is space available. However, if you have applied for an externship and already been placed, you may not switch programs.

Externship Placements

Q: When will I find out where my externship placement is?

A: The timeline for externship placements varies by program. You may hear back as early as mid-March, but as late as mid-May. The externship placement process varies from place to place essentially due to local culture and tradition. Regardless of the time it may take to confirm your placement, be assured that you are not forgotten. If we have accepted your externship deposit, it means we have a spot available for you and are working to finalize your placement. We have an excellent record for placing students, and we will generally be able to place all students who apply before the externships are filled (and the program website indicates that externships are waitlisted).

Q: Why does it take, at times, so long to be confirmed in an externship?

A: We spend a lot of time reviewing your externship preference, resume, and other externship documents. We then work with our international contacts to place you with the best match. Some locations have very quick turnaround. At other times, local preferences may prolong the process. For instance, some placement locations require that all applicants be presented, with a complete file for each applicant. Even if one student has not submitted a singular document, perhaps a photograph, s/he holds up the process for the entire class. We appreciate your patience!

Q: Is my externship placement guaranteed if I apply online and submit a deposit on time?

A: While we cannot guarantee an externship placement, we work hard to find an externship placement that is a good fit for both you and the firm or organization. The best thing you can do to increase your chances of an externship placement is to apply early and submit your deposit as soon as you are able.

Q: How do you decide where to place me?

A: You provide us with an Externship Preference Statement and Letter of Recommendation which is the starting point for the placement. We send your documents to appropriate externship placements that fit your interests, and the match is made accordingly. Some externships are more selective than others, requiring a certain GPA or class standing cut offs, or other initial criteria be met.

Q: Can you provide me with a list of placements and let me select where I want to be placed?

A: Unfortunately, this is not an option. For various reasons, including due to employer requests, we do not disclose names of externship placements until you have been accepted in a placement. The best you can do is prepare a thoughtful and realistic Statement of Interest, which we will rely on in making the placement.

Housing, Travel, & Other Program Information

Q: Is housing provided for my program?

A: The housing options for each program are unique to that location. For all of our programs, we've provided information about housing options on each of the program websites, however students are responsible for making their own housing arrangements for both the class and externship periods. AirBnB has been a popular resource for housing recently. Santa Clara University does not endorse any housing provider or have any relationship with any housing provider and students should thoroughly research their housing options.

Q: Do I need to get a visa?

A: Generally, you should not need a student visa to study abroad on our programs because you are enrolled in a U.S. university. However, the visa situation at each location varies, and is dependent on the regulations in place in the country of study. Please check the [US State Department website](#) to determine whether you will need a travel visa for the countries you are visiting.

Q: Where can I find out more information about the programs?

A: Please visit the individual [program websites](#) for more information.

Q: How can I meet other program students prior to the program?

A: As the summer approaches, an invitation to join a Facebook group will be sent out to all program participants.





Financial Aid & Payments

Q: How do I get financial aid?

A: If you are a Santa Clara Law student, you will apply for financial aid just like you normally would during the regular school year. If you are a non-Santa Clara Law student, you will apply for financial aid at your home school and then set up a consortium agreement with Santa Clara Law. More information about [Summer Abroad Financial Aid](#) is available on our website.

Q: Where do I send my consortium agreement?

A: Non-SCU students must submit their consortium agreement to Santa Clara University Law Financial Aid Office. Their email address is lawfinancialaid@scu.edu and contact phone is (408) 551-1719. The Law Financial Aid Office will begin completing and sending consortium agreements near the time your registered units are posted, which will occur at the end of March. For optimal processing, please have your home school send the consortium agreement no later than April 1.

Q: How do I pay my tuition if I am not applying for financial aid?

A: Students will use their student ID numbers to log into Santa Clara's eCampus system to pay online using an e-check. Payments by credit card are not accepted. If you are a non-Santa Clara Law student, your student ID and e-campus login information was sent to you when you went to pay your deposit. Tuition is due in mid-April for students not applying for financial aid. Use this link for other payment options: <https://scu.edu/bursar/paymentoptions/>.

Q: How do I get my financial aid money?

A: If all of your financial aid is sent to Santa Clara Law, you should set up a direct deposit account through your eCampus account. Refunds will not be available until the financial aid has been disbursed (usually in May). Follow the link to learn how to set this up: <http://www.scu.edu/bursar/refunds/>.

Changes & Withdrawals

Q: What do I do if I need to change the number of units I am enrolled in or if I want to withdraw?

A: To modify the number of units or withdraw from a program, please submit a written request to CGLP (an email is sufficient – cglp@scu.edu). To enroll in another program, please submit a [new application](#) for this program.



Externship Forms, Evaluations & Transcripts

Q: What am I supposed to do with my externship certification form? A: It is the responsibility of each student who completes an externship to have his/her externship supervisor fill out and return an externship certification form. You will not receive a grade until this is received by Santa Clara Law. You can mail, fax, or email a copy of the form directly to the Center for Global Law & Policy at the contact information noted on the form. The form is accessible via Camino (where you submit your weekly reports).

Q: Where can I provide feedback about the summer abroad programs?

A: We love getting helpful feedback! Please take a few minutes to fill out an evaluation form to let us know what worked for you and what areas we can improve on. At the end of your classes, your Program Director will provide you with hard copies of the evaluation or an electronic one will be sent to you directly.

Q: If I am a non-SCU student, will my home school receive an official transcript of my grades? Who should I contact for a transcript?

A: Transcripts are not automatically sent to your home school. You must request a transcript through Santa Clara's eCampus system. Please check that your grades are posted on your eCampus account before you request your transcript to ensure that the transcript is complete. Follow the directions [posted online](#) for information on how to request a transcript from Santa Clara Law.

Online Portals

Q: I'm done with my application, now what?

A: Applications are accepted on a rolling basis. Once you have been accepted to the program, the online portal will be home to lots of useful information and tips. It will also collect information that is needed before departure, including passport information and signed waivers. For Non-SCU students, in order to electronically sign a waiver, you will need to submit a signature verification form (available in the online portal) and a form of ID to cglp@scu.edu. While abroad, the online portal will be used by the program director to post relevant class materials and will collect your local contact information for both the class and externship portions. To summarize, don't forget your password! The online portal will be an important part of your summer and is accessible via international.scu.edu.

Q: What's the difference between the online portal and eCampus?

A: The online portal provides information about the summer program and will be used to both collect and disseminate information. [eCampus](#) is used by the University as a whole and will be used to make payments, request transcripts, and view grades. The information you use to create your account in the online portal will be used to create your eCampus account.

Q: How do I access eCampus?

A: For Non-SCU Students: Your information was sent shortly after you submitted your application. You used this information to pay your deposit.

Other Contact Information

eCampus

ecampus@scu.edu

(408) 554-5700

Financial Aid:

lawfinancialaid@scu.edu

(408) 554-5048

(408) 554-7897 FAX

OneStop

onestop@scu.edu

(408) 551-1000

For general enrollment/
payment questions