



Columbia  
Law School

# Study Abroad Participation Agreements

Students must read the applicable participation agreement before applying to any particular study abroad program. They are then required to sign the agreement, after being selected, in order to hold their place in that program.

Columbia Law School  
Office of International  
Programs  
May 2026 Update

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## **International Study Participation Agreement: Institute for Law and Finance (ILF) Frankfurt Dual Degree Program – J.D./LL.M.**

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### **PUBLIC INTEREST CAREERS**

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### **NUMBER OF CREDITS**

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to

sign up for additional credits from CLS during the semester that they are studying internationally. Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded) supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important: All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.**

- 1. A list of courses for which they intend to register**
- 2. The number of foreign credits awarded by the partner school for each course**
- 3. The number of classroom minutes per class session for each course**
- 4. The number of class sessions during the term for each course**
- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.**

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note: Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.**

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

#### **FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to *the Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

#### **RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

#### **VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

#### **CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and

registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

#### **ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible.**

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## PROGRAM SPECIFIC INFORMATION

### *Institute for Law and Finance (ILF) Frankfurt Dual Degree Program – J.D. /LL.M.*

#### NUMBER OF CLS CREDITS

Students in this program will earn 20 CLS credits toward the J.D. for their LL.M. academic work at ILF. The LL.M. Finance Degree is conferred by the Faculty of Law of Goethe University Frankfurt

#### CLS DEGREE REQUIREMENTS: PARTICIPANTS MUST TAKE ADDITIONAL CREDITS

Participants are required to complete a minimum of 63 academic credits during their two years of study at CLS; a minimum of 83 credits is eventually required to earn the J.D. degree. This generally means that participants will need to register for 32 credits in their 2L year. Please keep in mind that J-term credits are always counted toward the 16-credit maximum for the spring semester.

Students who have received advance 3L preference in the CLS course lottery in their 2L year and subsequently withdraw from the program will receive 2L preference for one or two semesters in their 3L year. Students may elect to maintain their 2L status in one or both semesters of their 2L year to avoid this possibility.

#### PARTNER APPLICATIONS

Participants will be asked to complete ILF's LL.M. application during the spring semester prior to their year abroad. We request and expect, however, that students notify us *immediately* if plans or circumstances change such that they no longer intend to participate in the program. Such notification is essential for numerous reasons related to communication with our partners, the CLS Registrar's office and other students who may be waitlisted.

OIP will continue to review participants' academic transcripts following the first semester of the 1L year in order to confirm that the students have maintained satisfactory grades for nomination.

#### COLUMBIA HOUSING: MUST MOVE OUT BY MAY 31 TO AVOID \$1000 TERMINATION FEE

Students in Columbia housing who will be spending their entire 3L year abroad MUST leave Columbia housing by May 31, when the lease ends. If they renew the lease for another year to stay for the summer, they will incur a termination fee (approx. \$1000) that will not be waived despite participation in an international study program. Students who plan to stay in NY for the summer should find another sublet if they wish to avoid this fee.

#### ORIENTATION

A mandatory orientation program will be held at ILF during the first week of October (Note: October 3 is a national holiday in Germany). During Orientation Week, students must take *Basics of EU Law* and *Basics of Financial Mathematics*.

#### ILF COURSE SELECTION, CLASSROOM WEEKS AND HOURS

Students register for courses via an online E-Learning platform. As students register for more than the necessary courses per semester, they can drop courses as desired **but they will not be allowed to add any more new courses**. The standard course load at ILF is 7 to 8 courses per semester. ILF's academic semester generally lasts 12 weeks, and students will receive 5 ECTS for each 90 minute weekly course. Students must take at least 60 ECTS per academic year.

#### EVALUATION AND GRADING

Depending on the course, evaluation may be by written exams, papers, assignments, presentations, and/or class participation. Grades are valued from 1 to 5 and students need a grade of 4.0 to pass a course.

### **INTERNSHIP BETWEEN WINTER AND SUMMER SEMESTERS**

LLM students participate in an internship during the 7-8 week period between the winter and summer semesters (Feb-April). The winter semester runs from early October to mid-February and the summer semester runs from mid-April to mid to late-July.

### **MASTER'S THESIS**

Students must submit a thesis of approximately 50 text pages on a subject agreed in consultation with the student's thesis adviser. The final thesis will be reviewed by the student's thesis adviser and by one additional examiner, according to the rules of the program.

### **LANGUAGE OF INSTRUCTION AND DEGREE**

The ILF LLM program is conducted in English and leads to a Master of Laws in Finance. (An optional German language course is offered during the semesters)

### **ATTENDANCE POLICY**

ILF has a strict attendance policy. If a student misses more than two classes without compelling reasons (e.g., handing in doctor's certificate), he/she will not be allowed to take the final exams for the particular course.

### **HOUSING IN FRANKFURT**

The ILF offers a limited number of dormitory rooms owned by the university's student services. Since the demand for these rooms is greater than the number of rooms available, they are reserved for students from abroad and allocated by lottery. Students interested in one of these rooms should let ILF know that they wish to enter the allocation lottery.

Other options include student housing facilities offered by various church organizations and other non-profit housing facilities. The ILF is able to provide a list of these organizations and further information to help students find private accommodation in Frankfurt. They recommend strongly that students start their housing search early.

### **ADDITIONAL SERVICES**

ILF students receive a student card from Goethe University, which entitles them to use the University's facilities, including cafeterias where they can eat at reduced prices. The student card includes a free pass to public transportation in the greater Frankfurt area and certain regional trains. All students do pay a student activity fee (approximately 380 Euros, subject to change) for the semester which covers this and other services.

### **ILF HEALTH INSURANCE REQUIREMENTS**

All students are required to prove that they have adequate health insurance under German law before they can be matriculated as students of Goethe University in Frankfurt am Main (the ILF's parent institution). Students who are not nationals of EU member states and the contracting states to the European Economic Area (EEA) are required to take out German health insurance for the duration of their studies. This applies regardless of any private health insurance policy the student may hold in his or her home country. The cost for students under 30 years of age is currently about 130 Euros per month (subject to change).

Students waived from CLS insurance during the year at ILF may need to buy insurance to cover September, as their student coverage generally begins in October, when orientation is held and classes begin.

### **LATE DEGREE CONFERRAL**

Participants in this program will not graduate in May of the year in which their other CLS classmates graduate, as the LL.M. thesis required by ILF is not due until September or October of that same year. Students may be able to walk with their class at the May commencement ceremony if their exam schedules abroad permit. Their names

may not appear in the graduation program until the following year after conferral, however. Whether this will be possible may not be clear until ILF exam schedules are posted late in the spring semester, or at some other time.

**IMPORTANT:** Participants' J.D. degrees are expected to be conferred in February of the following year, after all grades are submitted and all other J.D. and LL.M. requirements are completed.

**BAR EXAM SCHEDULING**

Participants will NOT be eligible to take a state bar exam in July of the year in which they were originally scheduled to graduate. They may take the bar exam the following February instead. Whether or not this is a significant factor depends completely on each participant's personal situation (e.g., some firms and judges are willing to have their new employees begin work without having taken the bar exam, while others are not.)

**IMPLICATIONS FOR PUBLIC INTEREST FELLOWSHIPS**

While many students have gone on to public interest careers after having studied abroad, alternative graduation schedules, later bar examination dates, and other aspects of dual degree programs may have important implications for eligibility for Skadden and other fellowships, government Honors Programs and other significant public interest staff attorney entry level positions. In addition, spending the entire third year abroad limits opportunities to participate in clinics, externships, other classes, and summer jobs that can be important to public interest employers. We strongly advise that students consult with PI/PS before finalizing plans.

**VISA REQUIREMENTS**

Non-EU students should apply for visas once they have accepted a place in the program. Upon such acceptance, and official letter of admission will be sent out. This letter is necessary to apply for a student visa at a German consulate or embassy in the student's home country.

**NON-U.S. PASSPORT HOLDERS**

J.D.s who are in the U.S. on F1 student visas must assume that, if they participate in a full-year-abroad dual degree program, particularly with off-cycle degree conferral, they may not be eligible for Optional Practical Training (OPT) upon their return to the U.S. It is the student's responsibility to contact the International Scholars and Students Office (ISSO) for further information well before departing from the U.S.

\_\_\_\_\_

**By signing this form you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not submit just the signature page.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## International Study Participation Agreement: *London J.D./LL.M. Dual Degree Programs*

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### **IMPORTANT SUMMER INFORMATION**

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Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

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Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded)

supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

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**Students may not receive JD credit for a course taken overseas that is substantially similar to another course**

**for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

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**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations

should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

#### **FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to *the Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

#### **RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

#### **VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

#### **CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and

registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

#### **ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible.**

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION**

### ***London J.D. /LL.M. Dual Degree programs with LSE or UCL***

**NUMBER OF CLS CREDITS** - Students in this program will earn **18** CLS credits toward the J.D. for their academic work in London. (The classroom hours in London are quite abbreviated relative to those at Columbia.)

**SUPERVISED RESEARCH PAPER (WITH CLS PROFESSOR) REQUIREMENT** - In order to earn the requisite 21 total points during 3L year in London, **participants will be required to complete**, in addition to their London academic work, **a separate 3-credit research paper** (approximately 10-12,000 words) **supervised by a Columbia professor** during one of the semesters in which they are enrolled abroad. This supervised research paper may satisfy the Major Writing Requirement if pre-approved by the professor for the fall semester and registered for at CLS in the FALL semester of the London year, and may be for a grade or Pass/Fail. Students are responsible for submitting the CLS SR form.

Students may not use their LLM thesis to satisfy the supervised research paper requirement at Columbia. They should **be two completely separate papers**, though they may be on related topics. Similarly, they may not use an academic paper submitted to Columbia to satisfy their LLM requirement in London.

**DEGREE REQUIREMENTS: PARTICIPANTS MUST TAKE ADDITIONAL CREDITS AT CLS IN 2L YEAR** - OIP will continue to review participants' academic transcripts following the first semester of the 1L year to confirm that the students have maintained satisfactory grades for nomination. Please note that our London partners have a presumptive GPA requirement. In most cases, nominees are expected to maintain a B+ or higher grade point average.

Participants in London Dual Degree programs are required to complete a minimum of 62 academic credits during their two years of study at Columbia, as a minimum of 83 credits is eventually required to earn the J.D. degree. This means that most **participants will need to register for at least 31 CLS credits in their 2L year**. Please keep in mind that any J-term credits will count toward the 16-credit maximum for the **spring** semester only.

Any student who has received advance 3L preference in the CLS course lottery in their 2L year and subsequently withdraws from the program will receive 2L preference for one or two semesters in their 3L year. Students may elect to maintain their 2L status in their 2L year or for the 2L fall semester to avoid this possibility.

**PARTNER APPLICATIONS** - London partner applications vary; some require recommendations and/or personal statements, others do not. Students will likely be asked to submit undergraduate and law school transcripts, as well as a current CV (without the London LLM listed yet.) Participants will be asked to complete the London LL.M. application during the spring semester prior to their year abroad. We request and expect, however, that students notify us *immediately* if plans or circumstances change such that they no longer intend to participate in the program. Such notification is essential for numerous reasons related to communication with our partners, with the CLS Registrar's office and with other students who may be waitlisted.

OIP will continue to review participants' academic transcripts following the first semester of the 1L year to confirm that the students have maintained satisfactory grades for nomination.

#### **COLUMBIA HOUSING: MUST MOVE OUT BY MAY 31 TO AVOID \$1000 TERMINATION FEE**

Students in Columbia housing who will be spending their entire 3L year abroad **MUST** leave Columbia housing by May 31, when the lease ends. If they renew the lease for another year to stay for the summer, they will incur a termination fee (approx. \$1000) that will not be waived despite participation in an international study program. Students who plan to stay in NY for the summer should find another sublet if they wish to avoid this fee.

**GRADING** - The London LLM programs grade on a scale from 0-100 points. The lowest grade for which CLS credit will be granted is a 50. **Important note: The penalties for late submission of papers at London partner schools can be quite severe, including loss of a significant number of points that could result in a failing grade for the entire course. Penalties may be added for each day after the due date and prior to submission.**

**\*LATE DEGREE CONFERRAL** - Participants in these London JD/LLM programs will not graduate in May of the year in which their other CLS classmates graduate, as the LL.M. thesis required by the London schools is not submitted and graded prior to the May graduation date. Students may be able to walk with their class at the May commencement ceremony if their exam schedules abroad permit. Whether this will be possible may not be clear until London exam schedules are posted late in the spring semester, or at some other time. Participating students' names may not appear in the Law School Class Day graduation program until the following year.

**IMPORTANT: LSE LLM program** participants' J.D. degrees are expected to be conferred in **February** of the following year, after all grades are submitted and all other J.D. and LL.M. requirements are completed. Participants in **UCL's LLM program** may have their degrees conferred in **October** as they have an earlier submission date and grading schedule for the LLM thesis.

**BAR EXAM SCHEDULING** - **ALL London dual degree participants will NOT be eligible to take a state bar exam in July of the year in which they were originally scheduled to graduate. They may take it the following February instead, contingent upon successful completion of all JD and LLM requirements.** Employment implications of this depend completely on each participant's personal situation. Some firms, judges and other employers are willing to have new employees begin work without having taken the bar exam, while others are not.

**IMPLICATIONS FOR PUBLIC INTEREST FELLOWSHIPS** - While many students have gone on to public interest careers after having studied abroad, alternative graduation schedules, later bar examination dates, and other aspects of dual degree programs may have important implications for eligibility for Skadden and other fellowships, government Honors Programs and other significant public interest staff attorney entry level positions. In addition, spending the entire third year abroad limits opportunities to participate in clinics, externships, other classes, and summer jobs that can be important to public interest employers. We strongly advise that students consult with PI/PS before finalizing plans.

**IMPORTANT: NATIONAL HEALTH INSURANCE REQUIREMENTS:** \*\*\*\*\* ADDITIONAL INSURANCE EXPENSE  
Students participating in an international dual degree program in the UK must enroll in the UK's National Health Insurance (NHS). **Students are responsible for this new charge (at this time from about \$1000 to 1100)** but may want to see if this would qualify them to opt out of the outside insurance.

**VISA REQUIREMENTS:** Students cannot apply for a UK visa more than 3 months before the program begins, if applying from inside of the UK, and must have received an unconditional acceptance from the London school first (generally upon receipt of final transcript.) If applying for a visa outside the UK, students cannot apply more than 6 months before the program begins. Students will receive a "CAS" number and should liaise with the partner school's visa team.

**NON-U.S. PASSPORT HOLDERS** - J.D.s who are in the U.S. on F1 student visas must assume that, if they participate in a full-year-abroad dual degree program that requires that they graduate off-cycle, they may not be eligible for Optional Practical Training (OPT) upon their return to the U.S. It is the student's responsibility to contact the International Scholars and Students Office (ISSO) for further information well before departing from the U.S.

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**By signing this form you are confirming that you will participate in the program, and that you have read and**

**understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not submit only the signature page.**

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Print Name

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Signature

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Date



## International Study Participation Agreement: *Paris 1 Panthéon-Sorbonne - JD/M2*

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### **PUBLIC INTEREST CAREERS**

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### **NUMBER OF CREDITS**

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded)

supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important:** All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.

1. A list of courses for which they intend to register
2. The number of foreign credits awarded by the partner school for each course
3. The number of classroom minutes per class session for each course
4. The number of class sessions during the term for each course
5. **\*Calculations**, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.

This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree. The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course**

**for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note: Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.**

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations

should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

#### **FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to *the Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

#### **RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

#### **VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

#### **CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and

registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

#### **ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible.**

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION**

### ***Paris I Panthéon Sorbonne- J.D./M2***

#### **NUMBER OF CLS CREDITS**

Students participating in this program will earn **20 CLS credits** toward their J.D. for their two years of academic work at Paris 1/ Pantheon Sorbonne. (See financial sheet for breakdown: half tuition each year plus fees.) The default program will be the M1 in year one and completion of the M2 in year two, unless otherwise arranged with Paris 1.

#### **ADDITIONAL CREDITS REQUIRED AT CLS IN 2L YEAR**

Participants are required to complete a minimum of 63 academic credits during their two years of study at CLS; a minimum of 83 credits is eventually required to earn the J.D. degree. This generally means that participants will need to register for 32 credits in their 2L year. Please keep in mind that J-term credits always count toward the 16-credit maximum for the **spring** semester.

#### **PARTNER APPLICATIONS**

Participants will complete and submit the Paris 1 partner application during the spring semester prior to their year abroad. We request and expect, however, that students notify us *immediately* if plans or circumstances change such that they no longer intend to participate in the program. Such notification is essential for numerous reasons related to communication with our partners, the CLS Registrar's office, and other students who may be waitlisted.

Students who, in their 2L year have received advance 3L preference in the CLS course lottery and subsequently withdraw from the program, will receive 2L preference for one or two semesters in their 3L year. Students may elect to maintain their 2L status in one or both semesters of their 2L year to avoid this possibility.

OIP will continue to review participants' academic transcripts following the first semester of the 1L year to confirm that the students have maintained satisfactory grades for nomination.

#### **COLUMBIA HOUSING: MUST MOVE OUT BY MAY 31 TO AVOID \$1000 TERMINATION FEE**

Students in Columbia housing who will be spending their entire 3L year abroad **MUST** leave Columbia housing by May 31, when the lease ends. If they renew the lease for another year to stay for the summer, they will incur a termination fee (approx. \$1000) that will not be waived despite participation in an international study program. Students who plan to stay in NY for the summer should find another sublet if they wish to avoid this fee.

#### **GRADING**

Paris 1 Law School grades on a scale of 1-20 points. The lowest grade for which CLS credit will be granted at Paris 1 is a 10.

#### **LANGUAGE OF INSTRUCTION**

All classes are taught in French. Students who wish to participate in this program must have a very advanced level of French proficiency and meet with an advisor at Paris 1 to determine if their level will enable them to do so.

#### **IMPLICATIONS FOR PUBLIC INTEREST FELLOWSHIPS**

While many students have gone on to public interest careers after having studied abroad, alternative graduation schedules, later bar examination dates, and other aspects of dual degree programs may have important implications for eligibility for Skadden and other fellowships, government Honors Programs and other significant public interest staff attorney entry level positions. In addition, spending the entire third year abroad limits opportunities to participate in clinics, externships, other classes and summer jobs that can be important to public

interest employers. We strongly advise that students consult with PI/PS before finalizing plans.

**NON-U.S. PASSPORT HOLDERS**

J.D.s who are in the U.S. on F1 student visas must assume that, if they participate in a full-year-abroad dual degree program, they may not be eligible for Optional Practical Training (OPT) upon their return to the U.S. It is the student's responsibility to contact the International Scholars and Students Office (ISSO) for further information well before departing from the U.S. Students in the JD/Master program will generally complete the program prior to CLS graduation and will be eligible for OPT if they successfully complete all courses.

\_\_\_\_\_

**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not submit only the signature page.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **International Study Participation Agreement: *Sciences Po - JD/Master in Economic Law with a Global Studies Specialization***

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### **PUBLIC INTEREST CAREERS**

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### **NUMBER OF CREDITS**

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to

sign up for additional credits from CLS during the semester that they are studying internationally. Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded) supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important: All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.**

- 1. A list of courses for which they intend to register**
- 2. The number of foreign credits awarded by the partner school for each course**
- 3. The number of classroom minutes per class session for each course**
- 4. The number of class sessions during the term for each course**
- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.**

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note: Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.**

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-

year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

#### **FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to the *Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

#### **RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

#### **VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

## **CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

### **ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible.**

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION**

### ***Sciences Po Dual Degree- J.D./Master in Economic Law with a Global Studies Specialization***

#### **NUMBER OF CLS CREDITS**

Students participating in this program will earn 21 CLS credits toward their J.D. for their academic work at Sciences Po.

#### **DEGREE REQUIREMENTS: PARTICIPANTS MUST TAKE ADDITIONAL CREDITS AT CLS IN 2L YEAR**

Participants are required to complete a minimum of 62 academic credits during their two years of study at CLS; a minimum of 83 credits is eventually required to earn the J.D. degree. This generally means that **participants will need to register for at least 31 credits in their 2L year**. Please keep in mind that J-term credits are always counted toward the 16-credit maximum for the spring semester.

Students who, in their 2L year have received advance 3L preference in the CLS course lottery and subsequently withdraw from the program, will receive 2L preference for one or two semesters in their 3L year. Students may elect to maintain their 2L status in one or both semesters of their 2L year to avoid this possibility.

#### **PARTNER APPLICATIONS**

Participants will be asked to complete the Sciences Po Master application during the spring semester prior to their year abroad. We request and expect, however, that students notify us *immediately* if plans or circumstances change such that they no longer intend to participate in the program. Such notification is essential for numerous reasons related to communication with our partners, the CLS Registrar's office, and other students who may be waitlisted.

OIP will continue to review participants' academic transcripts following the first semester of the 1L year in order to confirm that the students have maintained satisfactory grades for nomination.

Sciences Po's application includes a personal statement that should include the reasons you wish to study there as well as the academic goals that you hope to fulfill there, as well as transcripts and your CV.

#### **COLUMBIA HOUSING: MUST MOVE OUT BY MAY 31 TO AVOID \$1000 TERMINATION FEE**

Students in Columbia housing who will be spending their entire 3L year abroad **MUST** leave Columbia housing by May 31, when the lease ends. If they renew the lease for another year to stay for the summer, they will incur a termination fee (approx. \$1000) that will not be waived despite participation in an international study program. Students who plan to stay in NY for the summer should find another sublet if they wish to avoid this fee.

#### **GRADING**

Sciences Po Law School grades on a scale of 1-20 points. The lowest grade for which CLS credit will be granted at Sciences Po is a 10.

#### **SCIENCES PO JD/MASTER COURSE SELECTION**

Participants will register for between 6-9 courses per semester, depending on the number of electives they take and if they have elected to take law courses in French. Sciences Po will send information about registering online and class selection. This will include mandatory and elective classes to choose from.

Important Note: There is no official add-drop policy at Sciences Po Law School, so selected classes are final. Once the semester begins, students will not be allowed to drop a course from their registered semester course load, except under exceptional circumstances.

### **\*ATTENDANCE POLICY**

**Class attendance at Sciences Po is mandatory.** Any absence must be justified to the professor and to the school's administration. Whatever the reason, **more than two absences per semester will result in an automatic default ("fail") of the course.** Persistent lateness may be considered as absences. When a class needs to be cancelled, it will be rescheduled later. Attendance at this make-up session is mandatory, except in the event of a schedule conflict with another required class.

### **LANGUAGE OF INSTRUCTION**

Students may select from course offerings that are taught in English or French. Students who wish to take classes in French must have an advanced level of French proficiency and meet with an advisor at Sciences Po to determine if their level will enable them to do so. It is advantageous and strongly recommended for these students to obtain French language certification well prior to departure. Acceptable proof of French language proficiency has included TFC results (minimum score of 500), DALF C1 level, or a recommendation letter from a French language teacher. Students should arrange with Sciences Po early to make sure they are eligible.

While an advanced level (or any level) of French is not *required* to participate in the academic aspects of the program, the Office of International Programs does not recommend this program for students who lack even an elementary command of spoken French.

### **DISABILITY ACCOMODATIONS AT SCIENCES PO**

For information about disability accommodations at Sciences Po, please consult the Sciences Po website and contact the relevant office to ascertain requirements. **In general, even if a student is approved for accommodations, Sciences Po does not allow students more than 1/3 extra time on exams.**

### **IMPLICATIONS FOR PUBLIC INTEREST FELLOWSHIPS**

While many students have gone on to public interest careers after having studied abroad, alternative graduation schedules, later bar examination dates, and other aspects of dual degree programs may have important implications for eligibility for Skadden and other fellowships, government Honors Programs and other significant public interest staff attorney entry level positions. In addition, spending the entire third year abroad limits opportunities to participate in clinics, externships, other classes and summer jobs that can be important to public interest employers. We strongly advise that students consult with PI/PS before finalizing plans.

### **VISA INFORMATION**

Admitted students will need to apply for a French student visa. They must first register with Campus France. This can take some time and students should get started as soon as possible once they have their acceptance letters.

### **NON-U.S. PASSPORT HOLDERS**

J.D.s who are in the U.S. on F1 student visas must assume that, if they participate in a full-year-abroad dual degree program, they may not be eligible for Optional Practical Training (OPT) upon their return to the U.S. It is the student's responsibility to contact the International Scholars and Students Office (ISSO) for further information well before departing from the U.S. Students in the JD/Master program will generally complete the program prior to CLS graduation and will be eligible for OPT if they successfully complete all courses.

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**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not**

**confirmed until we receive this entire signed document. Please do not submit only the signature page.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Study Abroad Participation Agreement: *Sciences Po - J.D. /LL.M. in Transnational Arbitration and Dispute Settlement***

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

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#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

# **PROGRAM SPECIFIC INFORMATION**

## ***Sciences Po Law School - J.D./LL.M.***

### ***in Transnational Arbitration and Dispute Settlement***

#### **NUMBER OF CLS CREDITS**

Students participating in this program will earn 21 CLS credits toward their J.D. for their LL.M. academic work in Paris.

#### **ADDITIONAL CREDITS REQUIRED AT CLS IN 2L YEAR**

Participants are required to complete a minimum of 62 academic credits during their two years of study at CLS; a minimum of 83 credits is eventually required to earn the J.D. degree. This generally means that participants will need to register for 31 credits in their 2L year. Please keep in mind that any potential J-term credits may only be counted toward the 16-credit (by petition) maximum for the **spring** semester.

#### **PARTNER APPLICATIONS**

Participants will complete and submit the Sciences Po LL.M. partner application during the spring semester prior to their year abroad. We request and expect, however, that students notify us *immediately* if plans or circumstances change such that they no longer intend to participate in the program. Such notification is essential for numerous reasons related to communication with our partners, the CLS Registrar's office, and other students who may be waitlisted.

Students who, in their 2L year have received advance 3L preference in the CLS course lottery and subsequently withdraw from the program, will receive 2L preference for one or two semesters in their 3L year. Students may elect to maintain their 2L status in their 2L year to avoid this possibility.

OIP will continue to review participants' academic transcripts following the first semester of the 2L year in order to confirm that the students have maintained satisfactory grades for nomination.

#### **COLUMBIA HOUSING: MUST MOVE OUT BY MAY 31 TO AVOID \$1000 TERMINATION FEE**

Students in Columbia housing who will be spending their entire 3L year abroad **MUST** leave Columbia housing by May 31, when the lease ends. If they renew the lease for another year to stay for the summer, they will incur a termination fee (approx. \$1000) that will not be waived despite participation in an international study program. Students who plan to stay in NY for the summer should find another sublet if they wish to avoid this fee.

#### **LANGUAGE OF STUDY**

All classes in this LLM program at Sciences Po's Law School are taught in English.

#### **ATTENDANCE POLICY**

Class attendance at Sciences Po is mandatory and all absences must be justified to the academic office. After more than two absences, including justified absences, a student will be considered to be in "default" and will not receive credit for the course.

#### **GRADING**

Sciences Po grades on a scale of 1-20 points. The lowest grade for which CLS credit will be granted is a 10.

#### **IMPLICATIONS FOR PUBLIC INTEREST FELLOWSHIPS**

While many students have gone on to public interest careers after having studied abroad, alternative graduation schedules, later bar examination dates, and other aspects of dual degree programs may have important implications for eligibility for Skadden and other fellowships, government Honors Programs and other significant public interest staff attorney entry level positions. In addition, spending the entire third year abroad limits opportunities to participate in clinics, externships, other classes and summer jobs that can be important to public interest employers. We strongly advise that students consult with PI/PS before finalizing plans.

**NON-U.S. PASSPORT HOLDERS**

J.D.s who are in the U.S. on F1 student visas must assume that, if they participate in a full-year-abroad dual degree program, they may not be eligible for Optional Practical Training (OPT) upon their return to U.S. It is the student's responsibility to contact the International Scholars and Students Office (ISSO) for further information well before departing from the U.S.

**LATE DEGREE CONFERRAL**

Please note that the terms of the J.D/LL.M. in Transnational Arbitration and Dispute Settlement program have been changing. The latest available information indicates that the program will include a summer internship or thesis component. While this may change, participants should assume they may not graduate in May of the year that their other CLS classmates graduate and that their J.D. degrees may not be conferred until October. Please check with the OIP to confirm this when you apply. Students may be able to walk with their class at the May commencement ceremony if their LL.M. schedule abroad permits.

**BAR EXAM SCHEDULING**

Participants **may** not be eligible to take a bar exam in July of the year in which they were originally scheduled to graduate. In this case, they may take the bar exam the following February instead. Whether or not this is a significant factor depends completely on each participant's personal situation (e.g., some firms and judges are willing to have their new employees begin work without having taken the bar exam while others are not.)

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**By signing this form you are confirming that you will participate in the program, and that you have read and understood the study abroad requirements described above. Your participation in this program is not confirmed until we receive this signed document.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## International Study Participation Agreement: *Amsterdam Global Alliance*

Please read carefully the following requirements and conditions regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)

### IMPORTANT SUMMER INFORMATION

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### FULFILLMENT OF J.D. REQUIREMENTS

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### PUBLIC INTEREST CAREERS

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### NUMBER OF CREDITS

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded) supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important:** All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.

- 1. A list of courses for which they intend to register**
- 2. The number of foreign credits awarded by the partner school for each course**
- 3. The number of classroom minutes per class session for each course**
- 4. The number of class sessions during the term for each course**
- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.**

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note: Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.**

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations

should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

#### **FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to *the Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

#### **RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

#### **VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

#### **CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and

registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

**ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible.**

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

**DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## PROGRAM SPECIFIC INFORMATION

### *Amsterdam Global Alliance*

#### NUMBER OF CLS CREDITS

Students participating in this program will earn 12 CLS credits toward their J.D. for academic work at the Amsterdam Law School (ALS). This includes a detailed **thesis outline** to be completed at Amsterdam in the fall. (The thesis itself is completed at CLS in the spring, for 3 credits.)

#### LANGUAGE OF INSTRUCTION

This program is conducted in English.

#### GRADING

ALS grades on a scale of 1-10 points. The lowest grade for which CLS credit will be granted is a 6.0.

#### PRE- OR CO-REQUISITES, SELECTION

*L6269: International Law* (also satisfied by 1L elective *L6183: The United States and the International Legal System*) is a prerequisite for the program and must be taken prior to the Amsterdam semester. Applicants with a demonstrated interest – via recommendations, classwork or otherwise - in international criminal law, international public law, and/or international human rights will be given priority in the selection process.

#### AMSTERDAM GLOBAL ALLIANCE COURSE SELECTION

*Fall semester in Amsterdam* – The curriculum is fixed for the first semester; the 2025-2026 course list was as follows:

- **Jurisdiction and Cooperation in Criminal Matters (6 EC)**
- **Comparative Criminal Law and Procedure (6 EC)**
- **International Criminal Law Practice (6 EC)**
- **International Criminal Tribunals: Substantive Law (6 EC)**
- **International Criminal Tribunals: Procedural Aspects (6 EC)**

**\*\*Please note that you will also be responsible for submitting, at a minimum, an extremely detailed outline of your thesis topic by the end of your time in Amsterdam. This will be for 0 Amsterdam credits but the thesis itself will count as 3 SPRING semester credits, for a letter grade, at Columbia Law School.** Columbia participants have an earlier deadline for their thesis than their Amsterdam-originating counterparts, so that they can receive their grades in time to graduate in May. **We strongly advise beginning your thesis during the fall semester in Amsterdam when you have more time available.**

*Spring semester in New York* - Students must take 12 credits from the Amsterdam Global Alliance program “menu” during their time at CLS in NY to be eligible for Amsterdam Law School’s LLM in International Criminal Law. The menus are confirmed with Amsterdam Law School each year after CLS course schedules are released. These 12 credits must include:

- Prerequisite credits for *L6269: International Law* (also satisfied by *L6183: The United States and the International Legal System*) (3 credits - *Mandatory*).

- *L8941 Colloquium in International Criminal Law*: Taken in the spring following return from the Amsterdam semester. This class has generally been held **Fridays around lunch time**. (2 **P/F** CLS credits - *Mandatory*)

- Supervised research paper/thesis (approximately 30pp – based on outline to be developed in Amsterdam in the fall) – (3 graded CLS credits). (Note: In some cases, if absolutely necessary, the 3 credits can be divided between the fall and spring semesters. This must be pre-approved and the student must submit the necessary forms to the Registrar and Prof Damrosch. Speak with the Office of International Programs about this.)

-Additional elective courses from the Amsterdam GA program menu (at least 4 more credits, taken in 1L, 2L or

3L years). At least one elective course from the menu must be taken during the spring of the participation year.

### THESIS REQUIREMENT

The 3-credit graded research paper at CLS in the spring will also serve as the LLM thesis and must be supervised by both a CLS professor (Prof. Lori Damrosch) and an Amsterdam Law School adviser. Students will submit the supervised research form on LawNet with Professor Damrosch as supervisor, for 3 graded, non-course-related CLS credits. Columbia grades will be submitted by the Columbia supervisor (Professor Damrosch).

#### Important:

1. If students wish to use their thesis paper to fulfill their CLS **Major Writing requirement**, they must **request and receive Professor Damrosch's approval** for supervision before the end of the CLS **fall** semester add/drop period. If she approves, students must submit the CLS major writing forms found on LawNet for her written approval, even if they are arranging this from Amsterdam.
2. **The 3 spring thesis paper credits fall under [JD rule 1.5: Supervised Research or Experiential Study](#).** *You are not permitted more than 3 points of credit for Supervised Research or Experiential Study in a semester, or more than 4 in a year.*

To be eligible for **academic honors** in a particular year, students need to have at least 15 *graded* credits during that academic year. Keep in mind, however that under rule 1.5, **Amsterdam Global Alliance participants need to leave 3 such credits (graded) for the spring and therefore may not sign up for more than 1 additional credit of supervised research with a CLS professor if so desired while in Amsterdam.** Even with that one credit, a student would need a 16-credit spring semester to be eligible for honors that year, since the mandatory 2-credit spring ICL colloquium is graded on a pass/fail basis. Please reach out to the Office of International Programs with any questions if this is not clear.

### LIABILITY INSURANCE

Unless they are EU citizens, students may be required to take out appropriate general third-party (liability) insurance. This is available from ALS and should be for a small amount.

### HEALTH INSURANCE

Amsterdam Law School requires students to have health insurance that fulfills certain international conditions, including mandatory coverage for repatriation and evacuation. We know that these conditions are met for students on the Columbia plan, but students on other plans must confirm this with their own insurance providers. Students who are not on the Columbia insurance plan must upload evidence of coverage to OIP at [Passport.law.Columbia.edu](http://Passport.law.Columbia.edu) after acceptance into the program, as part of their post-decision documentation.

Students are required to show that they have this requisite health insurance – whether based in the US or elsewhere – through the end of January, when the Amsterdam Law School semester officially ends. All participants must either submit a letter from their insurance provider saying that these conditions are met through the insurance that they provide or purchase supplementary insurance.

Amsterdam Law School has estimated that supplemental health (if needed) and liability insurance, together, should cost about 54 Euros per month (subject to change). (See, e.g., the coverage offered via this link: <https://www.aonstudentinsurance.com/students/en/>).

### RESIDENCE PERMIT

United States citizens do not need a visa, but do need to obtain a residence permit. The Amsterdam Law School estimates the costs associated with the residence permit to be approximately 254 euros (subject to change). (See <http://www.uva.nl/en/education/master-s/practical-matters/visas-and-permits/visas-and-permits.html>). Non- U.S. citizens are responsible for ascertaining the visa or residence permit requirements applicable to holders of their countries passports and should submit documents as early as possible as the visa process will take longer than that of the residence permit.

## FINANCIAL DOCUMENTATION

In order to obtain a residence permit/visa, Amsterdam Global Alliance participants must be able to show that they have the funds to pay the cost of living expenses during the program.

Because the Amsterdam semester officially runs through January, students are required to show that they have funds through the end of January, despite the fact that they may be returning to the U.S. by late December. Students may prove this with a bank statement (this can be a parent's statement as long as whatever additional documentation that is required is also submitted).

Students relying on Financial Aid to prove sufficient funds may not have the money in their account in time for the Amsterdam Law School deadline, as these funds are generally not disbursed until late August. In these cases, upon receipt of a timely request, **OIP will work with the Financial Aid office to provide a letter that will fulfill Amsterdam's requirements on the student's behalf.**

## AMSTERDAM HOUSING

Please note that for student housing and student hotels, **the academic term in Amsterdam is from September through the end of January, and participants may be expected to pay for this entire period. The housing market is very tight in Amsterdam**, and we suggest starting early and looking at the program evaluations online to see what other students have done in the past. Amsterdam will send information about student accommodation managed by various outside corporations. (These generally include a non-refundable deposit that will **not** be returned if they make a housing offer that the student decides not to take. Prices tend to be better but students cannot choose location.) Interested students should apply **as soon as possible** after the application period opens for this housing.

Students should make sure to schedule end-of-term apartment inspections for deposit return well in advance, so that they are not scheduled in January after the students have already left the country.

## COLUMBIA HOUSING

Students are permitted to sublet their Columbia housing during the CLS-sponsored fall semester international study. They must inform the Law School's housing liaison ([housing@law.columbia.edu](mailto:housing@law.columbia.edu)) and fill out the required sublet paperwork, along with the subletter. The Office of International Programs is happy to share participants' listings with the international exchange students who will be spending the fall studying at Columbia Law School; many are very eager to live nearby. Outgoing and incoming students can work out the details between themselves after the contact is made.

## EXAMS AND RETAKES

Amsterdam Law School allows retakes for failed exams. However, courses in the second block may have their retakes scheduled in January, often after CLS classes begin so take exams seriously! **Students may need to fly back to Amsterdam for retakes or are responsible for alternative arrangements, when possible.**

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**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this signed document.**

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Print Name

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Signature

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Date



## **International Study Participation Agreement: Oxford Global Alliance *(On hiatus Spring 2027&2028 for construction)***

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### **PUBLIC INTEREST CAREERS**

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### **NUMBER OF CREDITS**

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to

sign up for additional credits from CLS during the semester that they are studying internationally. Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded) supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important: All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.**

- 1. A list of courses for which they intend to register**
- 2. The number of foreign credits awarded by the partner school for each course**
- 3. The number of classroom minutes per class session for each course**
- 4. The number of class sessions during the term for each course**
- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.**

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note: Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.**

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

#### **FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to *the Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

#### **RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

#### **VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

#### **CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and

registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

**ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible.**

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

**DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION** ***Oxford Global Alliance***

### **NUMBER OF CLS CREDITS**

Students participating in this program will earn 9 CLS credits toward their J.D. for their academic work at the University of Oxford Law School (Oxford). **Participants must also register** by the end of the CLS spring add/drop period **for a 2-3 credit research paper, supervised by a Columbia professor**, to be completed during the spring semester. **(Credits earned for work as a research assistant generally do not count for this purpose unless there is a significant writing component, in which case students may petition for these credits to count.)**

While at Oxford, students participate in the “Hillary term” of the Master of Science (MSc) program in International Law and Finance taught jointly by Oxford’s Law School and its Saïd Business School. This term generally runs from January to March, with some assessments due in April. Students do not receive a degree or certificate from Oxford but study alongside other students who are enrolled in this graduate degree program.

### **GRADING**

The University of Oxford’s law school grades on a scale of 1-75 points. The lowest grade for which CLS credit will be granted at Oxford is 50 points. The Oxford transcript will reflect marks converted by the Oxford tutors to the CLS format of letter grades.

### **PRE- or CO-REQUISITES**

*Corporations (L6231); Advanced Corporate Law: M&A (L6202); Securities Regulation (L6423); Corporate Finance (L6232)* are pre-requisites for the program. All four courses must have been taken before the 3L spring semester at Oxford. There is no guarantee that any particular prerequisite will be offered in any semester.

**\*\*PLEASE NOTE: and all four prerequisite courses must be taken for a letter grade.\*\***

### **OXFORD GLOBAL ALLIANCE COURSES (at Oxford’s Law School and its Saïd Business School)**

In recent years, the mandatory curriculum at Oxford has included: *Finance, Law & Economics of Corporate Transactions, Comparative Corporate Law, Principles of Financial Regulation, and Corporate Valuation*. An exact course list will be confirmed to students in the November prior to their exchange visit to Oxford.

### **HOUSING INFORMATION**

There is no formal procedure for applying for housing accommodation at Oxford. Unless students inform Oxford that they plan to find their own accommodations, the Master of Law and Finance (MLF) Office will reach out to Oxford’s Colleges to ask about available accommodation for the duration of a Columbia student’s stay. Students may not request a particular College, they will be informed by the MLF Office which colleges have availability and what prices. Oxford is unable to guarantee this housing and students may be required to find their own accommodations. If Oxford is unable to secure housing by the December 1 prior to their arrival, notification will be sent to incoming students. All accommodations costs are paid by the students themselves.

### **RELINQUISHING OR RETAINING COLUMBIA HOUSING**

Please note that students participating in the Oxford Global Alliance may either give up their Columbia housing at the end of the Fall semester (on or before December 31<sup>st</sup>) or choose to retain this housing if they intend to return to the Columbia apartment for at least one month after they return to the United States. Graduating students may only sublet their Columbia apartments while they are away if they will be returning to and occupying their apartments for at least 30 days during their final semester at CLS (at least the entire month of May. This does not include possible post-graduation Bar study housing.)

As students in an approved international study program, Oxford Global Alliance participants who wish to give up their Columbia housing before the program may apply for and receive a **waiver of the cancellation fee that is charged to students who end their Columbia housing leases early**. This waiver will generally be granted as long as the correct procedures are followed, including adequate notice to the Columbia housing office. In all such cases, leases will end no later than **December 31**.

#### **ELECTRONIC TRAVEL AUTHORIZATION (ETA)**

The United Kingdom now requires most visitors coming for 6 months or less to obtain Electronic Travel Authorization (ETA) before traveling to the country. Since participants are considered to be participating in "short term study" as Visiting Students in this program and will likely not have student visas (this is true for American citizens; check visa requirements for non-U.S. nationals), students may need to apply for this ETA prior to traveling to the U.K. Whether you can get an ETA [depends on your nationality and other factors linked to here](#). **American citizens do need to apply for an ETA**. It costs 16 pounds (subject to change) to apply through the UK ETA app or the [GOV.UK](#) website, and is good for two years or until the passport expires. Make sure to apply for the ETA at least 3 days before travel. Non-U.S. citizens should check Visa and ETA requirements well in advance of travel.

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**By signing this form you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this signed document.**

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Print Name

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Signature

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Date



## **International Study Participation Agreement: *Paris Global Alliance***

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### **PUBLIC INTEREST CAREERS**

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### **NUMBER OF CREDITS**

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in

that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded) supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

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All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important: All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.**

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- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes**

for each course and the semester.

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

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Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

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#### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded**

**credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

#### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

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#### **RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000.

**Please consult with the OIP before departure if you have any questions about this.**

#### **VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

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### **CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

#### **ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible.**

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#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## PROGRAM SPECIFIC INFORMATION

### *Paris Global Alliance*

#### NUMBER OF CLS CREDITS

Students participating in this program will earn 12 CLS credits toward their J.D. for their academic work at Paris1/Sorbonne and Sciences Po Law Schools.

#### GRADING

Paris 1/Sorbonne and Sciences Po Law Schools grade on a scale of 1-20 points. The lowest grade for which CLS credit will be granted at either Paris law school is a 10.

#### PRE- OR CO-REQUISITES

*Corporations (L6231)* and *International Law (L6269)* (or the 1L Elective: *The United States and the International Legal System (L6183)*) are pre- or co-requisites for the program. Both courses must have been taken before the spring semester in Paris.

#### PARIS GLOBAL ALLIANCE COURSE SELECTION

##### ***Fall semester in New York***

Participants must take 12 credits from the Paris Global Alliance program menu during their time at CLS. The menu of electives offered is confirmed each year by the Office of International Programs after CLS course schedules are released. These 12 credits must include the two pre-/ co-requisites (equaling 7 credits) and an additional 5 elective credits from the menu. At least one course from the menu must be taken during the fall semester of the academic year of participation in the program. CLS students may receive programmatic credit for other menu courses taken in prior years.

##### ***Spring semester in Paris***

There is currently one mandatory course on French law, which takes place during the first week of the program in January. Preregistration is usually in late November or early December. Participants will select **eight (8)** additional classes from among the offerings at Paris 1 and Sciences Po. There is no minimum or maximum number of courses students may take from one Paris school or the other. **If the same course is offered at both schools, students may NOT sign up for both. Consult with OIP if there is any doubt.**

Important Note: There is no official add-drop policy for the spring semester in Paris, so the classes you select are considered final. Once the semester begins, students will generally not be allowed to change or drop a course from their registered semester course load, though there may be some flexibility based on availability of classes.

#### \*\*\*\*ATTENDANCE POLICY

**Class attendance at Sciences Po and Paris I/Sorbonne is mandatory.** Any absence must be justified to the professor and to the school's administration. **Please be aware that more than two absences, including justified absences, per semester may result in an automatic default ("fail") of the course, which can threaten graduation plans.** Persistent lateness may be considered as absences. When a class is cancelled, it will be rescheduled at a later date. Attendance at this make-up session is mandatory, even if it conflicts with personal travel or other plans, except in the event of a schedule conflict with another required class or prior permission from the instructor.

#### LANGUAGE OF INSTRUCTION

This program is conducted in English.

All courses within the Paris Global Alliance Program are taught in English. However, Columbia Law School students may request to audit or take courses taught in French during their time in Paris. (To receive credit for classes in

French, students need to be pre-approved by the Paris program director after showing the requisite French level. Language classes for those wishing to develop or improve their French skills are sometimes offered by partner schools in Paris. Columbia Law School, however, only awards credit for law courses.

### DISABILITY ACCOMODATIONS

For information about disability accommodations at Sciences Po, please consult the [Sciences Po website](#) or [Paris I/Pantheon-Sorbonne website](#) and contact the relevant office to ascertain requirements. In general, even if a student is approved for accommodations, Sciences Po does not allow more than 1/3 extra time on exams. Students seeking disability accommodations should also contact the relevant office at Paris 1, as policies may differ.

### RELINQUISHING COLUMBIA STUDENT HOUSING

Please note that 3L Paris Global Alliance students are not permitted to sublet unless they are planning to return to and occupy their Columbia apartments for at least 30 days after their return from international study (i.e. May 1-31). They may, however, give up their Columbia housing prior to departure for Paris for the spring semester with no financial penalty.

As students in approved international study programs, **Paris Global Alliance participants may apply for and receive a waiver of the cancellation fee that is charged to students who end their Columbia housing leases early.** This waiver will generally be granted as long as the correct procedures are followed, including adequate notice to the Columbia housing office. **In all such cases, leases will end no later than on December 31.**

Paris Global Alliance students in their 2L year are permitted to sublet their Columbia housing, following the housing office's sublet protocols.

### PARIS HOUSING

CLS students are responsible for finding their own housing in Paris and should start the process as early as possible, even in terms of familiarizing themselves with the market. Some Paris GA participants have rented from local agencies or Air B and B; look at past Program Evaluations online to see what past students have done.

### LOCATION OF CLASSES

Most Paris 1 classes will be held at the Campus Port-Royal at the Lourcine Center in the 13<sup>th</sup> arrondissement. Most Sciences Po classes will be held on or near the main Paris campus in the 7<sup>th</sup> arrondissement.

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**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not send just the signature page.**

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Print Name

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Signature

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Date



## Study Abroad Participation Agreement: *Amsterdam Law School (Semester Exchange)*

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### IMPORTANT SUMMER INFORMATION

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### FULFILLMENT OF J.D. REQUIREMENTS

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### PUBLIC INTEREST CAREERS

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### NUMBER OF CREDITS

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded) supervised

by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important: All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.**

- 1. A list of courses for which they intend to register**
- 2. The number of foreign credits awarded by the partner school for each course**
- 3. The number of classroom minutes per class session for each course**
- 4. The number of class sessions during the term for each course**
- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.**

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar titles

fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note:** Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once**

**we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

**FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to the *Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

**RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

**VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

**CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

**ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources

to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible**.

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION** ***Amsterdam Law School (Semester Exchange)***

### **NUMBER OF CLS CREDITS**

Students participating in this program will earn 12 CLS credits toward their J.D. for 30 ECTS of academic work at Amsterdam Law School (ALS).

### **GRADING**

Amsterdam Law School grades on a scale of 1-10 points. The lowest grade for which CLS credit will be granted is a 6.0.

### **PRE- OR CO-REQUISITES**

*L6269: International Law* or 1L Elective *L6183: The United States and the International Legal System*) is a pre- or co-requisite for the program. Students who have not yet taken this course at CLS must take International Law during the fall semester at Amsterdam Law School. A course in European Union Law is a pre-or co-requisite for courses related to European Union Law at Amsterdam Law School. Students who have not yet taken this course at CLS may take it during the fall semester in Amsterdam.

### **AMSTERDAM LAW SCHOOL COURSE SELECTION**

The first round of ALS course selection generally occurs in July. Students should monitor their email for Amsterdam communications. The second round takes place in late August/early September. Students should strive to make the first deadline, as it may be more difficult to get into desired classes later.

Amsterdam Law School uses the ECTS credit system and the semester is divided into 3 “blocks.” Courses are mainly 6 ECTS (one block, 8 weeks) or 12 ECTS (two blocks, 16 weeks). A Columbia student generally takes 4-6 classes. Students may take courses offered in the first or second 8-week “block” of the fall semester. The third block occurs in January and is not available to Columbia students.

Graduating students wishing to study at Amsterdam Law School in the **spring semester** of their 3L year would have to take all courses during blocks 1 and 2 of the second semester in order to graduate on time. Classes begin in February. The second block ends after CLS graduation, so 3Ls must take a heavier load in the first block and arrange with professors for early exams/papers for any courses in the second block. (There is no guarantee that a particular professor will permit this in the second block, so this should be determined early in the process.) **Fall participation is strongly preferred for 3L students.**

### **EXAMS AND RETAKES**

Amsterdam Law School allows retakes for failed tests. However, courses in the second block may have retakes scheduled in January, often after CLS classes begin, so take exams seriously! ***Students may need to fly back to Amsterdam for retakes or are responsible for alternative arrangements, when possible.***

### **LANGUAGE OF INSTRUCTION**

This program is conducted in English.

### **LIABILITY INSURANCE**

Unless they are EU citizens, students requesting a residence permit through UvA may be required to take out appropriate general third-party insurance (liability insurance). This is available at <https://www.aonstudentinsurance.com/students/en/insurances/icsstart>.

### **HEALTH INSURANCE**

Amsterdam Law School requires students to have health insurance that fulfills certain international conditions,

including mandatory coverage for repatriation and evacuation. We know that these conditions are met for students on the Columbia plan, but students on other plans must confirm this with their own insurance providers. Students who are not on the Columbia insurance plan must upload evidence of coverage to OIP at [Passport.law.Columbia.edu](http://Passport.law.Columbia.edu) after acceptance into the program, as part of their post-decision documentation.

Students are required to show that they have this requisite health insurance – whether based in the US or elsewhere – through the end of January, when the Amsterdam Law School semester officially ends. All participants must either submit a letter from their insurance provider saying that these conditions are met through the insurance that they provide or purchase supplementary insurance.

Amsterdam Law School has estimated that supplemental health (if needed) and liability insurance, together, should cost about 54 Euros (subject to change). (See, e.g., the coverage offered via this link: <https://www.aonstudentinsurance.com/students/en/>).

### RESIDENCE PERMIT

United States citizens do not need a visa but do need to obtain a residence permit (VVR). The Amsterdam Law School estimates the costs associated with the residence permit to be approximately 254 euros (subject to change). (See <http://www.uva.nl/en/education/master-s/practical-matters/visas-and-permits/visas-and-permits.html>). Non- U.S. citizens are responsible for ascertaining the visa or residence permit requirements applicable to holders of their countries' passports and should submit documents as early as possible as the visa process will take longer than that of the residence permit.

### FINANCIAL DOCUMENTATION

To obtain a residence permit/visa, Amsterdam Semester Exchange participants must be able to show that they have the funds to pay the cost-of-living expenses during the program.

Because the Amsterdam semester officially runs through January, students are required to show that they have funds through the end of January, even though they may be returning to the U.S by late December. Students may prove this with a bank statement (this can be a parent's statement if whatever additional documentation is required is also submitted).

Students relying on Financial Aid to prove this may not have the money in their account in time for the Amsterdam Law School deadline, as these funds are generally not disbursed until late August. In these cases, upon receipt of a timely request, **OIP will work with the Financial Aid office to provide a letter that will fulfill Amsterdam's requirements on the student's behalf.**

### AMSTERDAM HOUSING

Please note that for student housing and student hotels, the academic term in Amsterdam is from September to January, and participants may be expected to pay for this entire period. **The housing market is very tight in Amsterdam, and we suggest starting early** and looking at the program evaluations online to see what other students have done in the past. Amsterdam will send information about student accommodation managed by various outside corporations. (These generally include a non-refundable deposit that will not be returned if they make a housing offer that the student decides not to take.) Interested students should apply as soon as possible after the application period for this housing opens.

Students should make sure to schedule end-of-term apartment inspections for deposit return well in advance, so that they are not scheduled in January after the students have already left the country.

### COLUMBIA HOUSING

Students are permitted to sublet their Columbia housing during the fall semester abroad. They must obtain a

signature of approval from the Law School's housing liaison ([housing@law.columbia.edu](mailto:housing@law.columbia.edu)) and fill out the required sublet paperwork, along with the subletter. The Office of International Programs appreciates the opportunity to post your apartment listing for the international exchange students spending the fall at Columbia Law School; many are very eager to live nearby. Outgoing and incoming students can work out the details between themselves after contact is made in response to the posting.

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**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the study abroad requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not submit only the signature page.**

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Print Name

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Signature

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Date

**Study Abroad Participation  
Agreement:  
*Semester Exchange –  
Bucerius Law School***

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

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Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

#### **FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to *the Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

#### **RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000.

**Please consult with the OIP before departure if you have any questions about this.**

#### **VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

### **CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

### **ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible.**

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION**

### ***Bucerius Law School***

#### **NUMBER OF CLS CREDITS**

Students participating in this program will register for and receive 11-13 CLS credits toward their J.D. for approved academic work at Bucerius Law School. Bucerius publishes the equivalent number of “ABA credits” for each course, generally 2 ECTS at Bucerius is equal to 1 CLS credit.

#### **PARTNER APPLICATION**

After their selection, students nominated to Bucerius will receive login credentials for an online application portal. Participants must submit the following items:

1. Online partner application form with questions re motivation for studying at Bucerius etc.
2. One passport-style photo
3. Law school transcripts

#### **GRADING AND ATTENDANCE**

Bucerius Law School uses a letter grading system with grades A+ to F. The lowest grade for which CLS credit will be granted is a C. Attendance to classes is mandatory.

#### **BUCERIUS LAW SCHOOL COURSE SELECTION/REGISTRATION**

Counselists and catalogues are generally available online starting in Jan-March prior to the exchange. Participants pre-register for courses online at the beginning of August. There is one mandatory course in the exchange program, “Introduction to German Law.” The exchange semester, including a mandatory orientation, starts at the beginning of September and is divided into two sessions with a 1-week break between them. Each session is comprised of a 6-week lecture period followed by a 1-week exam period. Regular attendance and active participation is required in all courses. Students should NOT take courses they have already taken at CLS, **including professional responsibility.**

#### **LANGUAGE OF INSTRUCTION**

This program is conducted in English. Students whose knowledge of German allows may request to take a limited number of courses in German.

#### **LANGUAGE COURSES**

German language courses at various levels are available at an additional cost. Credits received will not be counted toward the minimum course load or your JD degree.

#### **\*\*CERTIFICATE IN LEADERSHIP AND MANAGEMENT FOR LAWYERS**

Exchange program participants can opt to enroll in a module of specialized courses intertwining law, economics and management to earn a Certificate in Management and Leadership for Lawyers from the Bucerius Center on the Legal Profession. To earn the Certificate, students must successfully participate in courses such as Business Mediation & Conflict Resolution, Negotiation, Transactional Drafting, Law Firms of Tomorrow or Business Skills: Accounting & Finance. Students will arrange this directly with our Bucerius partners.

#### **HOUSING**

Bucerius Law School does not have on-campus housing but it works to secure rooms in various (privately-run) residence halls in Hamburg. The international office provides a list of housing resources/platforms to accepted students. Sometimes Bucerius students who will be studying abroad sublet their apartment or room to international students.

**FURTHER SERVICES**

Bucerius provides a public transportation ticket for the greater area of Hamburg to all exchange students free of charge. The International Office also organizes a “buddy system” between exchange and German students, and a free extracurricular program including guided tours in Hamburg and surrounding German cities. Exchange students may also participate in the many student activity groups on campus.

**VISA/RESIDENCE PERMIT**

All non-EU citizens must obtain a student visa or residence permit for their stay in Germany. Some students will have to apply for a visa before arrival, others can enter Germany without a visa and apply for a residence permit after arrival. (This generally applies to U.S. citizens) Students should refer to the website of the German embassy/consulate in their country of residence.

**COLUMBIA HOUSING**

Students are permitted to sublet their Columbia housing during the fall semester abroad. They must obtain a signature of approval from the Law School’s housing liaison ([housing@law.columbia.edu](mailto:housing@law.columbia.edu)) and fill out the required sublet paperwork, along with the subletter. The Office of International Programs appreciates the opportunity to post your apartment listing for the international exchange students spending the fall at Columbia Law School; many are very eager to live nearby. Outgoing and incoming students can work out the details between themselves after the contact is made.

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**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the study abroad requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not submit only the signature page.**

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 Print Name

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 Signature

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 Date

## **International Study Participation Agreement: Semester Exchange – Buenos Aires Law School**

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### **PUBLIC INTEREST CAREERS**

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### **NUMBER OF CREDITS**

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded) supervised

by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important: All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.**

- 1. A list of courses for which they intend to register**
- 2. The number of foreign credits awarded by the partner school for each course**
- 3. The number of classroom minutes per class session for each course**
- 4. The number of class sessions during the term for each course**
- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.**

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar titles

fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note:** Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once**

**we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

**FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to the *Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

**RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

**VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

**CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

**ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources

to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible**.

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION** *Buenos Aires Law School*

### **NUMBER OF CLS CREDITS**

Students participating in this program will earn 11-13 CLS credits toward their J.D. for 11-13 credits of approved academic work at University of Buenos Aires Law School. The credits are generally converted 1:1.

### **GRADING**

University of Buenos Aires Law School grades on a scale of 0-10 points. The lowest grade for which CLS credit will be granted is a 6.

### **BUENOS AIRES COURSE SELECTION**

Students register for courses on-site in Buenos Aires **after early-August arrival for the mandatory orientation meeting**. Students may make changes to their course schedules until the end of the second week of classes. The academic semester lasts for 16 weeks.

### **LANGUAGE OF INSTRUCTION**

All law courses at the University of Buenos Aires are conducted in Spanish. Students will be pre-screened for fluency ("B2" level) before acceptance into the program.

### **VISA**

Buenos Aires Law School will send visa information once participation is confirmed. Students should start the process **as soon as possible** at that point. **Very Important:** UBA records/transcripts will not be released to CLS if visa process is not completed, either in the U.S. or Buenos Aires.

### **COLUMBIA HOUSING**

Students are permitted to sublet their Columbia housing during the fall semester abroad. They must obtain a signature of approval from the Law School's housing liaison ([housing@law.columbia.edu](mailto:housing@law.columbia.edu)) and fill out the required sublet paperwork, along with the subletter. The Office of International Programs appreciates the opportunity to post your apartment listing for the international exchange students spending the fall at Columbia Law School; many are very eager to live nearby. Outgoing and incoming students can work out the details between themselves after the contact is made.

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**By signing this form you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not submit only the signature page.**

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Print Name

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Signature

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Date



## International Study Participation Agreement: *Semester Exchange – ESADE Law School*

Please read carefully the following requirements and conditions regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)

### IMPORTANT SUMMER INFORMATION

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### FULFILLMENT OF J.D. REQUIREMENTS

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### PUBLIC INTEREST CAREERS

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### NUMBER OF CREDITS

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded)

supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important:** All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.

1. A list of courses for which they intend to register
2. The number of foreign credits awarded by the partner school for each course
3. The number of classroom minutes per class session for each course
4. The number of class sessions during the term for each course
5. **\*Calculations**, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.

This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree. The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

Students may not receive JD credit for a course taken overseas that is substantially similar to another course for which they have already received credit at CLS. There is a rebuttable presumption that courses with similar

titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note: Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.**

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these**

**assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

#### **FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to *the Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

#### **RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

#### **VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

#### **CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

#### **ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible**.

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## PROGRAM SPECIFIC INFORMATION

### *ESADE Law School*

#### NUMBER OF CLS CREDITS

ESADE Law School uses ECTS credits. Students participating in the program generally take 23-30 ECTS at ESADE Law School to earn 11-13 CLS credits (6-8 classes). In most cases, ECTS will transfer to CLS 2:1. All credit transfer determinations, however, are made on a case-by-case basis and must be pre-approved by OIP as described in "Course Selection" above.

#### GRADING

ESADE Law School grades on a scale of 1-10 points. The lowest grade for which CLS credit will be granted at ESADE Law School is a 5.0.

***Important:** ESADE requires exchange students to stay until the end of the scheduled exams. NO special dates for exams may be arranged. Students are responsible for determining when their specific exams are scheduled prior to booking flights home.*

#### ESADE LAW SCHOOL COURSE SELECTION

Course lists and syllabi will be available on the ESADE Exchange Moodle by June/July. Registration for courses opens online in July and re-opens in early September. Students who complete the registration in the first window may be more successful in getting desired courses. **Important note:** CLS students must select all classes from the law school's offerings, e.g. not from the business school. Law school courses are listed as "Derecho." Please check with the OIP to approve all courses.

#### LANGUAGE OF INSTRUCTION

Fall term courses at ESADE are offered in English or Spanish. Students must demonstrate proficiency in the language to take courses in Spanish (B2 CEFR Spanish certificate or equivalent). During the spring term, most courses are offered in Spanish only.

ESADE offers an **optional Spanish language instruction course beginning at the end of August**; Columbia will only award credit, however, for law courses taken abroad.

#### ATTENDANCE

Attendance is required in all courses. Participation may be taken account in grades for many of the courses.

#### HOUSING LETTERS FOR VISA APPLICATIONS (non-EU students)

Those students who need a visa for Spain will be required to submit the letter of admission from ESADE and proof of accommodation. The Invitation to Housing letter from ESADE is generally accepted by Spanish consulates as complying with the proof of housing requirement.

**REQUEST A MULTIPLE ENTRY VISA!** **Important Note:** If you plan to travel outside of Spain during the period shown on your student visa, **be sure to ask for a multiple-entry visa.** There is no guarantee that you will get it. Keep your plane ticket stub or receipt in case you need to prove date of entry and your passport is not stamped on entering Spain or the Schengen Area.

#### ADDITIONAL HEALTH INSURANCE REQUIREMENT FOR SPANISH STUDENT VISA

When you apply for a student visa for Spain, **students need to show they have purchased insurance additional to their US plan, from a company with an office in Spain and that offers unlimited coverage for medical, hospital and out-of-hospital expenses without out-of-pocket fees.** Some possible companies to obtain this

insurance from are Asisa, CISI, Adeslas and SANITAS (Note Sanitas costs a little less than 50 Euros per month – *subject to change.*) Standard travel insurance are explicitly NOT accepted.

**HOUSING IN BARCELONA:**

Students are responsible for finding their own housing in Barcelona. There is a lot of available housing in Barcelona but it can be expensive and difficult to find. Some students have rented Air B and B apartments. Students can also check housing suggestions on the ESADE website and their international student handbook.

**COLUMBIA HOUSING**

Students are permitted to sublet their Columbia housing during the fall semester abroad. They must obtain a signature of approval from the Law School’s housing liaison ([housing@law.columbia.edu](mailto:housing@law.columbia.edu)) and fill out the required sublet paperwork, along with the subletter. The Office of International Programs appreciates the opportunity to post your apartment listing for the international exchange students spending the fall at Columbia Law School; many are very eager to live nearby. Outgoing and incoming students can work out the details between themselves after the contact is made.

**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not submit only the signature page.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## International Study Participation Agreement: *Semester Exchange – Fudan Law School*

Please read carefully the following requirements and conditions regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)

### IMPORTANT SUMMER INFORMATION

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### FULFILLMENT OF J.D. REQUIREMENTS

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### PUBLIC INTEREST CAREERS

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### NUMBER OF CREDITS

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded)

supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important: All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.**

- 1. A list of courses for which they intend to register**
- 2. The number of foreign credits awarded by the partner school for each course**
- 3. The number of classroom minutes per class session for each course**
- 4. The number of class sessions during the term for each course**
- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.**

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar

titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note: Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.**

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once**

**we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

**FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to the *Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

**RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

**VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

**CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

**ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible**.

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION** *Fudan Law School*

### **NUMBER OF CLS CREDITS**

Students participating in this program will generally earn 10-13 CLS credits toward their J.D. for their academic work at Fudan Law School. All credit transfer determinations, however, are made on a case-by-case basis and must be pre-approved by OIP as described in "Course Selection" above.

Although the fall semester at Fudan goes through January, CLS students may arrange to have exams and papers completed before the end of December.

### **GRADING**

Fudan Law School grades on a scale of A-F, or 1-100. The lowest grade for which CLS credit will be granted is a C.

### **COURSE SELECTION**

Fall semester courses lists are generally available in June. Students register on-site and may make changes to their course schedules during the first two weeks of the semester.

### **LANGUAGE OF INSTRUCTION**

The principal language of study at Fudan Law School is Chinese. There is a growing number of English-language courses available each semester. Students fluent in Chinese may take courses in either or both languages.

### **INSURANCE REQUIREMENTS**

Exchange students are required to purchase *Foreign Students Overall Insurance*. Fudan Law School will send information to nominated students.

### **VISA**

All non-Chinese citizens must obtain a student visa/residence permit for their international study period.

### **COLUMBIA HOUSING**

Students are permitted to sublet their Columbia housing during the fall semester abroad. They must obtain a signature of approval from the Law School's housing liaison ([housing@law.columbia.edu](mailto:housing@law.columbia.edu)) and fill out the required sublet paperwork, along with the subletter. The Office of International Programs appreciates the opportunity to post your apartment listing for the international exchange students spending the fall at Columbia Law School; many are very eager to live nearby. Outgoing and incoming students can work out the details between themselves after the contact is made.

\_\_\_\_\_

**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not send just the signature page.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **International Study Participation Agreement: *Semester Exchange – FGV Direito – Rio de Janeiro or São Paulo***

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### **PUBLIC INTEREST CAREERS**

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### **NUMBER OF CREDITS**

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded) supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important:** All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.

- 1. A list of courses for which they intend to register**
- 2. The number of foreign credits awarded by the partner school for each course**
- 3. The number of classroom minutes per class session for each course**
- 4. The number of class sessions during the term for each course**
- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.**

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course**

**for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note: Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.**

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to

also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**  
**FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to *the Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

#### **RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

#### **VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

#### **CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

#### **ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible**.

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION**

### ***FGV Direito – Rio de Janeiro or São Paulo***

#### **NUMBER OF CLS CREDITS**

Students participating in this program will generally earn 10-13 CLS credits toward their J.D. for their approved academic work at FGV Direito Law School in Rio de Janeiro or São Paulo, Brazil. All credit transfer determinations, however, are made on a case-by-case basis and must be pre-approved by OIP as described in “Course Selection” above.

#### **GRADING**

FGV Direito Law School grades on a scale of 0-10 points. The lowest grade for which CLS credit will be granted at FGV Direito Law School is a 7.0.

#### **LANGUAGE OF INSTRUCTION**

This program is offered in English and/or Portuguese. Students with at least an intermediate level of Portuguese may take one or more courses in Portuguese. It is possible to take some classes in Portuguese with the exam offered in English.

#### **ATTENDANCE**

Attendance is mandatory and students with less than 75% attendance will not receive credit for that class.

#### **FEES**

Students are responsible for fees that include approximately \$300 for a visa and \$92 for Federal Police Registration (subject to change).

#### **VISA APPLICATION AND CPF DOCUMENT**

Once students receive their acceptance letter from FGV Direito, they should promptly initiate the visa application process as there are various requirements. Along with the student visa, **students must request the issuance of the CPF document** at the Brazilian consular office where they visit. The CPF (“Cadastro de Pessoas Físicas”) is the Brazilian Taxpayer Registry and is essential for various purposes, including opening a bank account or renting an apartment. Participants should check for any additional requirements that may be added.

#### **ACADEMIC CALENDAR:**

Important: Please note that classes generally begin at the end of July or beginning of August. Participants are expected to arrive for the orientation and prior to the first day of classes. Once finalized, FGV will send a detailed calendar.

#### **GV DIREITO RIO COURSE SELECTION**

GV Direito Rio de Janeiro or São Paulo will send a list of fall course offerings as soon as they have been finalized. This may not be before late spring.

Please note that at the **Rio de Janeiro** campus of GV Direito there is a limited (but growing) number of courses available in English each year, so students may need to take most of the offerings and in some cases sign up for additional supervised research credit at CLS to reach the minimum of 11 credits needed to be a full-time CLS student. A list of English-language offerings is usually not fully available until a month before the start of the semester. A tentative list might be emailed beforehand, upon consultation by email. Any doubts regarding selection can be clarified by email and/or Zoom sessions.

### HOUSING IN RIO DE JANEIRO

FGV Direito does not offer on-campus accommodations but the Office of International Affairs and Global Cooperation can support students looking for housing.

### FGV DIREITO SÃO PAULO COURSE SELECTION

FGV Direito **São Paulo** course lists are usually released in the late spring. Students must take *Introduction to the Brazilian Legal System* as one of the courses at this campus.

### COLUMBIA HOUSING

Students are permitted to sublet their Columbia housing during the fall semester abroad. They must obtain a signature of approval from the Law School's housing liaison ([housing@law.columbia.edu](mailto:housing@law.columbia.edu)) and fill out the required sublet paperwork, along with the subletter. The Office of International Programs is happy to share participants' apartment listings with the international exchange students who will be spending the fall studying at Columbia Law School; many are very eager to live nearby. Outgoing and incoming students can work out the details between themselves after the contact is made.

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**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not submit only the signature page.**

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Print Name

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Signature

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Date

## **International Study Participation Agreement: *Hebrew University Law School***

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### **PUBLIC INTEREST CAREERS**

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### **NUMBER OF CREDITS**

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded)

supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important: All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.**

- 1. A list of courses for which they intend to register**
- 2. The number of foreign credits awarded by the partner school for each course**
- 3. The number of classroom minutes per class session for each course**
- 4. The number of class sessions during the term for each course**
- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.**

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar

titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note: Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.**

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these**

**assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

#### **FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to *the Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

#### **RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

#### **VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

#### **CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

#### **ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible**.

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION** ***Hebrew University Law School***

**NUMBER OF CLS CREDITS:** Students will generally earn 9-12 CLS credits toward their J.D. for their approved academic work at Hebrew University. Students are expected to take from 4-10 classes. All credit transfer determinations are made on a case-by-case basis and must be pre-approved as described in "Course Selection" above. Students must send list and their own calculations as soon as possible.

**SEMESTER DATES:** The semester begins with a mandatory orientation in October and ends in January. However, students from CLS may leave in December to return to their home university. Since the semester is shortened, to meet the minimum number of 11 credits per semester, participants may additionally need to register at CLS for a 1-3 credit research paper supervised by a CLS professor. Work and/or paper submission may continue into January.

### **GRADING**

Hebrew University grades on a scale of 0-100 points. The lowest grade for which CLS credit will be granted is a 60.

### **HEBREW UNIVERSITY PARTNER APPLICATION**

After they are nominated to Hebrew U, CLS exchange students are currently required to submit the following document required by Hebrew University's school for international students, the Rothberg International School:

- Transcript
- CV
- Passport copy/photo
- Statement of purpose
- Two letters of recommendation.

In addition, a medical form is completed after the application is submitted.

### **HEBREW UNIVERSITY COURSE SELECTION**

The course list for the following academic year is generally available in May.

### **LANGUAGE OF INSTRUCTION**

This program is conducted in English. The English-language program was developed in conjunction with the Rothberg International School at Hebrew University

### **HOUSING**

Exchange students are guaranteed on-campus housing in the Student Village Dorm Complex if they complete the housing application by the deadline. Students are responsible for securing any off-campus housing themselves.

### **COLUMBIA HOUSING**

Students are permitted to sublet their Columbia housing during the fall semester abroad. They must obtain a signature of approval from the Law School's housing liaison ([housing@law.columbia.edu](mailto:housing@law.columbia.edu)) and fill out the required sublet paperwork, along with the subletter. The OIP appreciates the opportunity to post your apartment listing for the international exchange students spending the fall at CLS; many are eager to live nearby. Outgoing and incoming students can work out the details between themselves after contact is made.

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**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not send just the signature page.**

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Print Name

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Signature

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Date

## **International Study Participation Agreement: Semester Exchange – Peking University**

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### **PUBLIC INTEREST CAREERS**

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### **NUMBER OF CREDITS**

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded)

supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important:** All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.

1. A list of courses for which they intend to register
2. The number of foreign credits awarded by the partner school for each course
3. The number of classroom minutes per class session for each course
4. The number of class sessions during the term for each course
5. **\*Calculations**, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.

This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree. The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

Students may not receive JD credit for a course taken overseas that is substantially similar to another course for which they have already received credit at CLS. There is a rebuttable presumption that courses with similar

titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note: Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.**

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these**

**assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

**FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to *the Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

**RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

**VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

**CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

## **ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible**.

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

## **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION**

### ***Peking University (Beida)***

#### **NUMBER OF CLS CREDITS**

Students participating in this program will earn 11-13 CLS credits toward their J.D. for 11-13 credits of approved academic work at Peking University Law School (generally 4-5 classes). Credits are generally transferred 1:1.

#### **GRADING**

Peking Law School grades on a scale of 0-100 points. The lowest grade for which CLS credit will be granted is a 70.

#### **PARTNER APPLICATION**

After their selection, students nominated to Peking U must submit a partner application form and additional documents, including a motivation letter, two professor recommendations, official transcripts, passport copy and photo. Check requirements carefully and make sure to meet partner application deadlines. Note that original statements of interest to Columbia can be re-used as can the same faculty recommenders. Consult with OIP with any questions.

#### **PEKING UNIVERSITY COURSE SELECTION**

A list of courses that are taught in English is published at the beginning of each semester. Students who pass the Chinese language proficiency exam are encouraged to choose one or more courses instructed in Chinese.

#### **LANGUAGE OF INSTRUCTION**

This program is conducted in English and/or Chinese. Students may take a full semester of law courses in English. Non-native speaking students who wish to take classes in Chinese for credit must pass a Chinese placement test. Peking University recommends that exchange students who are Chinese citizens select courses taught in Chinese. Please note that in the fall, English language law courses will be completed in time for the December holidays, but that Chinese language law courses may finish in January. Students should make sure all classes can be completed prior to the spring semester at CLS. Please contact OIP with any questions. While Chinese fluency is not required to participate in the English-language program with Peking University, it is recommended that incoming students have a basic level of Chinese ability.

#### **HEALTH INSURANCE REQUIREMENTS**

Students are required to have a health insurance policy that will provide coverage in China. All incoming exchange students must purchase the insurance provided by Ping An Insurance Company. The acceptance letter from Peking University will provide more information. Columbia Law School students may still be required to pay Columbia health insurance if appropriate alternative coverage is not obtained for the entire academic year.

#### **HOUSING INFORMATION**

Peking University cannot provide dormitory housing for short-term international students. International students may apply (as early as possible) for housing in the Zhongguanyuan Global Village, which is next to campus, or can rent an apartment in the nearby area (e.g., Wudaokou area).

#### **COLUMBIA HOUSING**

Students are permitted to sublet their Columbia housing during the fall semester abroad. They must obtain a signature of approval from the Law School's housing liaison ([housing@law.columbia.edu](mailto:housing@law.columbia.edu)) and fill out the required sublet paperwork, along with the subletter. The Office of International Programs appreciates the opportunity to post your apartment listing for the international exchange students spending the fall at Columbia Law School; many are very eager to live nearby. Outgoing and incoming students can work out the details between themselves after the contact is made.

**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not submit only the signature page.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **International Study Participation Agreement: Semester Exchange – Sapienza Law School**

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### **PUBLIC INTEREST CAREERS**

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### **NUMBER OF CREDITS**

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded) supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

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Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

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Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important:** All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.

- 1. A list of courses for which they intend to register**
- 2. The number of foreign credits awarded by the partner school for each course**
- 3. The number of classroom minutes per class session for each course**
- 4. The number of class sessions during the term for each course**
- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.**

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note: Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.**

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations

should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

#### **FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to *the Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

#### **RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

#### **VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

#### **CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and

registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

#### **ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible.**

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION** ***Sapienza Law School***

**NUMBER OF CLS CREDITS:** Students participating in this program will generally earn 11-13 CLS credits toward their J.D. for their approved academic work at Sapienza Law School. Sapienza credits will generally transfer 2:1 to CLS credits. All credit transfer determinations, however, are made on a case-by-case basis and must be pre-approved by OIP as described in “Course Selection” above.

**ACADEMIC CALENDAR:** Classes at Sapienza Law School start in late September and end in late December.

**LANGUAGE OF INSTRUCTION:** The principal language of instruction at Sapienza Law School is Italian. However, there is a growing number of English-language courses there, and it is now possible to take a full semester of classes in English. Students will work with La Sapienza Law School administration to find out which classes are available in English and for how many classroom hours.

**GRADING AND EXAMINATIONS:** La Sapienza uses a scale of 0-30 for its grading system. The lowest grade for which CLS credit will be granted is an 18. Students should expect to have oral exams for all or most of their classes.

**Note:** Officially, students sign up for EXAMS, not for the classes themselves at La Sapienza; students should make sure confirm this procedure with the administration as early as possible in the semester so as not to miss the sign-up dates. CLS students are expected to attend classes at La Sapienza as they would at CLS.

**HOUSING IN ROME:** No housing is available from Sapienza law school. Participants should start looking for housing as early as possible as the market can be tight in Rome.

**LATE DEGREE CONFERRAL FOR SPRING PARTICIPANTS:** Spring semester participants should assume spring exams at La Sapienza will not be completed in time to graduate in May of the year that their other CLS classmates graduate, but they may still be eligible to take a July bar examination in many states, including New York. Sapienza Law School will work with students to complete exams and submit grades by the June date required by the CLS registrar’s office and the state bar association to certify completion of studies. If this proves possible, CLS degrees will be conferred in October. In this case, spring semester students may be able to fly back to New York to walk with their CLS class at the May commencement ceremony if their exam schedule abroad permits.

**COLUMBIA HOUSING:** Students are permitted to sublet their Columbia housing during the fall semester abroad. They must obtain a signature of approval from the Law School’s housing liaison ([housing@law.columbia.edu](mailto:housing@law.columbia.edu)) and fill out required sublet paperwork, along with the subletter. The OIP appreciates the opportunity to post your apartment listing for international exchange students spending the fall at Columbia Law School; many are very eager to live nearby. Outgoing and incoming students can work out the details between themselves after contact is made.

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**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not submit only the signature page.**

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Print Name

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Signature

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Date

## **International Study Participation Agreement: Semester Exchange – Waseda Law School**

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### **PUBLIC INTEREST CAREERS**

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### **NUMBER OF CREDITS**

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded) supervised

by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

The Law School awards J.D. credit for overseas study in a manner that is consistent with the ABA's Standard 310 ("Determination of Credit Hours for Coursework"). Given the variation in credit-related policies among different national educational systems, the OIP must make credit transfer determinations on a case-by-case basis. As a general matter, we usually require about 14-15 hours of classroom time, each supported by approximately two hours of out-of-classroom work, for each one credit that is applied towards the J.D.

Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important: All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.**

- 1. A list of courses for which they intend to register**
- 2. The number of foreign credits awarded by the partner school for each course**
- 3. The number of classroom minutes per class session for each course**
- 4. The number of class sessions during the term for each course**
- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.**

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course for which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar titles

fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student's proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school's faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School's requirements. CLS will only transfer credit for courses in which a grade equivalent to a "C" or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a "CR". Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note:** Foreign partner schools' practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. **Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.**

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these**

**assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

**FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to the *Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

**RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

**VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

**CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

### **ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible**.

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION**

### ***Waseda Law School***

#### **NUMBER OF CLS CREDITS**

Students will generally earn 11-12 CLS credits toward their J.D. for their approved academic work at Waseda Law School. All credit transfer determinations are made on a case-by-case basis and must be pre-approved by OIP as described in "Course Selection" above. It may be necessary to register for 1-2 points of supervised research or research assistance with a CLS professor during the semester at Waseda to reach the required number of credits for the semester, particularly when the semester starts significantly later than the CLS semester.

CLS students at Waseda Law School must take at least 6-7 law courses (10 hours per week) during the semester. Six courses will generally be converted as 11 CLS credits.

#### **LANGUAGE OF INSTRUCTION**

Waseda Law School offers a limited but growing number of English-language law classes, primarily in the fall. The principal language of instruction at Waseda Law School is Japanese. Non-native students who wish to take classes in Japanese must be interviewed by Waseda first to confirm fluency.

Waseda Law School does not recommend that students who are not fluent in Japanese participate in the program in the spring semester, as most of the English-language courses are offered in the fall semester.

#### **ENGLISH LANGUAGE LAW COURSES**

Waseda currently offers about 12 English-language courses. The courses are based on a 12-week model. *Introduction to Japanese Law* is a mandatory course for the program.

#### **JAPANESE LANGUAGE LAW COURSES**

Most Japanese-language law courses at Waseda Law School are 2-credit courses taught once a week for 90 minutes over the course of fifteen weeks, with the regular semester beginning in mid to late September and ending in January. CLS students who take Japanese language courses during the fall semester at Waseda may be permitted to finish their studies in December, if appropriate alternative evaluation measures can be arranged at the time of course selection.

#### **GRADING**

Waseda Law grades on a scale of A+ to F (0-100). The lowest grade for which CLS credit will be granted is a 60 (C).

#### **PARTNER APPLICATION**

Applicants must submit a partner application that includes a 1-page personal statement of **academic** interest and background in Japanese law and must provide proof of their source of funds. The CLS Dean of International Programs will provide a Dean's letter of nomination for the application. Once students are approved, Waseda will submit your application for Certificate of Eligibility (COE). After you receive your COE, you can prepare the necessary forms to apply for a visa at a Japanese embassy or consulate.

#### **HEALTH INSURANCE REQUIREMENTS**

All international students must register for the National Health Insurance or *Kokumin Kenkou Hoken* at the municipal office in Tokyo.

#### **COLUMBIA HOUSING**

Students are permitted to sublet their Columbia housing during the fall semester abroad. They must obtain a signature of approval from the Law School's housing liaison ([housing@law.columbia.edu](mailto:housing@law.columbia.edu)) and fill out the

required sublet paperwork, along with the subletter. The Office of International Programs appreciates the opportunity to post your apartment listing for the international exchange students spending the fall at Columbia Law School; many are very eager to live nearby. Outgoing and incoming students can work out the details between themselves after the contact is made.

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**By signing this form, you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not submit only the signature page.**

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Print Name

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Signature

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Date

## **International Study Participation Agreement: Semester Exchange – Independent Program**

**Please read carefully the following requirements and conditions** regarding participation in Columbia Law School's International Study Programs. The information is considered accurate as of the drafting date, but program terms are subject to change and updates will be provided as they are received.

**This form must be signed and uploaded to the Post-Decision Questionnaires page of your international study application on [passport.law.columbia.edu](https://passport.law.columbia.edu)**

### **IMPORTANT SUMMER INFORMATION**

The Office of International Programs (OIP) may need to send you critical information related to your international study program over the summer prior to the start of the program. **If you do not respond to the OIP's summer emails, we may have to cancel your participation.** You will then be responsible for making alternative arrangements to continue your studies at CLS.

### **FULFILLMENT OF J.D. REQUIREMENTS**

Please note that participation in an international study program **does not exempt students from any of the requirements for the J.D. degree** (e.g., major and minor writing requirements, 40 hours of pro bono service, Professional Responsibility and Legislation and Regulation classes, six-credit experiential requirement, 83-point credit requirement). Participation is also contingent upon satisfactory academic progress prior to departure for international study, per J.D. Rule 3.3.

Students are responsible for planning in advance to ensure that they meet these requirements on schedule. For example, the CLS **pro bono requirement fulfillment deadline is March 1 of the 3L year** and should ideally be completed or accounted for prior to international study. For complete information on degree requirements, please see [Rules for the J.D. Degree](#) on the law school website.

### **PUBLIC INTEREST CAREERS**

Studying abroad has been very beneficial for many students who are considering a public interest career. It may, however, particularly in year-long dual degree programs, conflict with taking clinics, externships, or other courses, or doing pro bono work that may be valued by public interest employers. The timing of overseas study may also present scheduling conflicts with public interest hiring calendars or certain fellowships. Please consult with the Office of Public Interest/Public Service (PI/PS) to learn more.

### **NUMBER OF CREDITS**

CLS students, including those studying abroad, must generally take a minimum of 11-12 CLS credits each semester. (Students are permitted one single 11-credit semester during their J.D. studies.)

Note: Some foreign programs, because of the length of their semester or the number of classroom hours in that semester, may end up permitting a student to earn/transfer only 9-10 credits, in which case students will need to sign up for additional credits from CLS during the semester that they are studying internationally.

Students may earn CLS credit by writing and submitting a 1-3 credit research paper (graded or ungraded) supervised by a CLS faculty member, or by serving as a Research Assistant for a Columbia professor during their period of international study.

It is the student's responsibility to make these arrangements for earning additional CLS credit while abroad. Forms, which can be found on LawNet and sent to supervising professors for approval, are due at the end of the semester's add-drop period.

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Students studying abroad as part of a semester exchange program may transfer a **maximum of 13 credits** for all approved courses taken at the foreign institution. The maximum number of credits that may be transferred for approved courses taken abroad as part of a full-year dual degree program will vary depending on the program but will not in any case exceed **21**.

**\*\*See the "Program Specific Information" section, below, for details related to your particular program.**

#### **REMOTE CLASSES MAY NOT BE APPROVED FOR CREDIT**

Receiving credit for remote classes abroad may be problematic under ABA regulations. Please talk to the Office of International Programs prior to registering for any class that is not fully in-person. You should assume that remote classes are NOT approved unless you are told differently.

#### **NOMINATIONS/APPLICATIONS**

All CLS nominations are subject to standard review by the receiving school, but our program partners generally confirm their approval on an expedited basis. Students will be expected to maintain satisfactory grades at CLS to participate and are responsible for submitting all the necessary documentation and fulfilling all the registration requirements of the foreign law school.

#### **COURSE SELECTION**

**\*Important: All courses taken for credit abroad must be law classes and must be pre-approved by the OIP. Students are responsible for sending to the Director of the Office of International Programs the following information as soon as the partner school's course registration or add/drop permits.**

- 1. A list of courses for which they intend to register**
- 2. The number of foreign credits awarded by the partner school for each course**
- 3. The number of classroom minutes per class session for each course**
- 4. The number of class sessions during the term for each course**
- 5. \*Calculations, for each course, equal to a) the number of classroom hours multiplied by the number of class sessions per course; and b) the overall total number of classroom minutes for each course and the semester.**

**This information should be sent as soon as possible to permit the OIP to determine how many credits may be applied to the J.D. degree.** The OIP may ask for course descriptions, syllabi, or readings to make this determination. Students must immediately report all proposed course changes to the OIP for pre-approval.

**Students may not receive JD credit for a course taken overseas that is substantially similar to another course for**

**which they have already received credit at CLS.** There is a rebuttable presumption that courses with similar titles fall into this category. In case of any uncertainty, students should consult with the OIP as promptly as possible, as it may be necessary to register for an alternative course at the overseas school or risk receiving no credit for the course from CLS.

**Important:** It is possible that a student’s proposed course selection may not be approved by the OIP. Students are responsible for allowing sufficient time to make any necessary changes. No credit will be given for courses that are not eligible for approval (e.g., language study), or that are offered outside the partner school’s faculty of law (e.g., in their business school). No credit will be given for clinics, field placements, or simulations unless otherwise stated.

### **GRADING AND WRITTEN REQUIREMENTS**

Acceptance of credit from a course taken at a foreign school is subject to a determination that it meets Columbia Law School’s requirements. CLS will only transfer credit for courses in which a grade equivalent to a “C” or better is received. The CLS transcript will not show specific grades for courses taken abroad but will instead simply show the number of credits awarded for foreign study with a “CR”. Students will also receive a separate transcript with actual grades from the foreign law school. (Note that prospective employers may ask to see both transcripts.) During the period of international study, **students may not take an ungraded (pass/fail) course for credit in most circumstances, particularly when there is an option to take the course for a grade. (Consult with the OIP if you have any questions about possible pass/fail classes).**

Students should produce work that is consistent with CLS standards, and be prepared to submit for review, if requested by the OIP, all exams and written work produced at the partner school. Failure to do so will result in no or only partial credit given by CLS. For complete rules on written work, see [Rules for the J.D. Degree](#), located on the CLS website.

**\*\*Important Note:** Foreign partner schools’ practices regarding deadlines, extensions and classroom attendance may be different – and perhaps more unforgiving – than those at CLS. CLS students enrolled at a foreign partner school are bound by the same rules as the other students enrolled at that same school. Be aware that failing a class for violation of these rules can jeopardize your graduation if that leaves you with fewer than the required 83 credits for your JD degree.

### **ELIGIBILITY FOR ACADEMIC HONORS**

To be eligible for CLS academic honors, students must have registered for at least **15 graded credits from CLS** during that academic year. Courses taken abroad will appear as credit/fail on the CLS transcript, so may not be counted toward CLS academic honors. For this reason, students abroad for the full 3L year are not eligible for academic honors for that academic year.

**Students who are abroad for a semester are eligible for honors only if they have completed 15 graded credits outside of their international study that year.** These may include credits for classes taken in the on-campus semester, as well as supervised research or other graded credits taken during the international study period. Please pay attention to the maximum number of 4 credits permitted per year (and 3 in any semester) for any combination of supervised research or supervised experiential credits (J.D. rule 1.5).

### **PROGRAM EVALUATIONS AND COURSE REPORTS**

Students are required to submit to the OIP a final program evaluation about their overall international study program as well as individual course report forms following the conclusion of each course. In addition to the final program and course evaluations, participants in dual degree programs may be required to submit a mid-year report as soon as the fall semester is complete.

Answers to the Program Evaluation questions should include as much detail as possible. Course evaluations should describe the subject matter, reading materials, written assignments, etc. Students are encouraged to also describe teaching styles, classroom atmosphere, and other personal impressions. **Please note that these**

**assessments are not only extremely useful to other students and the OIP but are mandated by the ABA. Once we have your foreign transcripts AND you have submitted your program and course evaluations, we can transfer your international study credits to LawNet so that they will appear on your transcript.**

**FINANCIAL CONSIDERATIONS (Financial Aid, Tuition, Loans/Repayment, LRAP)**

Please refer to the *Finances and Financial Aid for Columbia Law School J.D. Students Participating in International Study Programs* document that must also be signed and uploaded with the post-decision documentation.

Students in international study programs are subject to the same Columbia University payment deadlines as those on campus. They should make sure to clear all financial holds in a timely manner, and as early as possible, to avoid losing their registration status at CLS. Failure to do so may put at risk their registration at the overseas school, the transfer of credit to CLS, and their graduation from CLS. Please note that **all Columbia students must continue to pay Columbia's Health and Related Services fee each semester, whether they are on the Columbia insurance plan or not, and whether or not they are outside of the United States.**

**RESPONSIBILITY FOR LOGISTICS AND COSTS**

Students are responsible for the logistics (e.g., finding housing) and costs of living while abroad, as well for other costs that may be associated with studying at the specific institution or jurisdiction where they have enrolled. These latter costs may include printing, as well as others such as travel to and from the foreign country; visa fees and related processing charges; local taxes and, where applicable, residence fees; additional health or liability insurance where applicable; weekend travel, expenses, housing expenses such as rent and, where applicable, related administrative fees. Students spending their full 3L year studying in London, in particular, should anticipate a national health related visa charge of approximately \$1000. **Please consult with the OIP before departure if you have any questions about this.**

**VISAS/RESIDENCY PERMITS**

Students are responsible for determining the need for, and for obtaining, any necessary travel documents and/or visas. They should hold a passport that is valid for at least 6 months after initial travel; this is a formal requirement to be issued a visa in some countries. If passports do not fulfill this condition, affected students should start the renewal process as soon as possible after acceptance and before their program begins. Non-U.S. citizens should allow for extra time to check current requirements and begin the visa process, as in some cases the visa process applicable to them may take longer than for U.S. citizens.

**Important: Promptly** after confirming their intent to participate in an international study program, all students should independently determine 1) what travel documents they need, 2) how they need to apply for them, and 3) when they need to initiate the application process, pay any fees, or set up visa interviews when required.

It is very important that participating students start their visa application process as soon as possible once they receive their official acceptance letters, as in-person visa appointments may be required in New York or elsewhere and slots may fill up quickly. Putting off the task of scheduling an appointment could prevent a student from receiving a visa in time to enroll in classes abroad. If they cannot do so and have not made timely arrangements to enroll at CLS, they may have no choice but to take a leave of absence.

**CLS INTERNATIONAL TRAVEL PRE-DEPARTURE REQUIREMENTS**

All students who participate in international study programs must comply with the Law School's International Travel Pre-departure Requirements. These include, at a minimum, submitting a Pre-Departure Attestation and registering their itinerary with International SOS (ISOS). [Details are posted here on the International Programs website.](#)

**Students must comply with these requirements to be assured of receiving credit for international study.**

**ADMINISTRATIVE SUPPORT**

Please be aware that at most universities outside of the United States, the administrative support and resources to which students have access may not be the same as those at CLS. If any issues arise while a CLS student is abroad, or if a student finds it difficult to get answers to important questions, they should contact the OIP to request assistance **as soon as possible**.

Please note, however, that the OIP may be limited in the assistance it can provide. CLS must abide by the rules of our partner schools, just as we expect their students to abide by ours. The OIP will do its best to help students navigate those rules when needed.

#### **DISABILITY SERVICES/ACCOMODATIONS**

Columbia Law School does not offer its own courses of study overseas, but rather facilitates the temporary enrollment of students within the standing academic programs of its partner schools. Standards for what qualifies as a disability, what documentation is required to access accommodations, and what accommodations are available may vary widely among CLS partner schools and the jurisdictions in which they are located. As a result, some programs may lack many of the standard disability accommodations that are found at Columbia and throughout the United States.

Policies for guaranteeing **physical accessibility, extended time on exams, or notetaking assistance** are among those areas that may differ. Students are urged to consult directly with the OIP or the partner school before departure about the specific rules and processes that may be applicable to their circumstances.

***NOTE RE DISABILITY ACCOMODATIONS: It is important that students who require such accommodations contact the foreign institution as soon as possible after acceptance to the program and well prior to traveling abroad to determine the school's policies and allow time for providing adequate documentation.***

## **PROGRAM SPECIFIC INFORMATION**

### ***Independent Program***

#### **NUMBER OF CLS CREDITS**

Students participating in an Independent program will generally earn 9-13 CLS credits toward their J.D. for their approved academic work abroad. All credit transfer determinations are made on a case-by-case basis and must be pre-approved by OIP as described in “Course Selection” section above. Students in Independent programs should take **particular** care to submit these course selections to OIP, as well as to submit the associated calculations of classroom minutes to the OIP **as early as possible**. The OIP will need this information to determine whether and how many credits may be transferred towards the JD, and any changes must be approved

Students who will be receiving fewer than 11 credits from a foreign university during a semester abroad program must register for additional credit from CLS so that the 11 credit per semester minimum is met. (CLS students are permitted one 11-credit semester during their JD program, as long as they will have at least 83 credits by graduation time.) These credits may include credit for a supervised research paper or research assistance with a CLS professor, and in some cases (with preapproval) independent experiential work.

#### **GRADING**

The lowest grades for which CLS credit will be granted are equivalent to a C or better at the foreign law school. This equivalence will have to be determined by the OIP for the individual school.

#### **OIP APPROVAL OF INDEPENDENT PROGRAM**

Approval of an “Independent” program is contingent on, among other things, an assessment of the foreign school’s academic standing and administrative capacity; the availability of places in comparable programs already offered by CLS; and a compelling argument for the value of the experience within a student’s overall academic trajectory.

#### **INDEPENDENT PROGRAM ADDENDUM – DUE DECEMBER 31**

Studying abroad on an independent basis requires significant additional administrative work on the part of the student, who must meet various criteria. Importantly, in addition to the regular study abroad application that is due in February, they must submit an “Independent Program Addendum” by **December 31**, and be approved by the Office of International Programs.

#### **PRE-APPROVED INDEPENDENT PROGRAMS**

Some independent semester exchange options are pre-approved: currently those at SOAS Law school in London, ITAM in Mexico City and at Cape Town Law School in South Africa. Applicants for these pre-approved programs must submit an abbreviated Independent Program Addendum form listing potential course selections prior to 12/31. The number of participants per year in each of these programs may be limited.

Please note that some of the non-partner schools, such as Cape Town Law School, will require a full separate application and will make their own admission decisions. CLS preapproves your participation in these cases subject to the overseas school’s approval, which is not guaranteed. Applicants should complete partner applications as quickly as possible once they are made available.

#### **PRE-APPROVED SOAS LONDON INDEPENDENT PROGRAM**

Students in a pre-approved London program at SOAS Law will generally take 4 classes for 9 credits (and in some cases 5 classes for 11 credits.) If a student is receiving 9 credits from international study they will have to also

sign up for a two or three credit research paper, supervised by a CLS professor. Students must submit the proper forms to the CLS registrar's office prior to the end of the CLS add/drop period. **IMPORTANT:** SOAS has strict penalties for late submissions that increase with time. Make sure to meet deadlines so that credit for coursework can be transferred!

### **FACULTY ADVISER**

Participants in Independent programs that have not been pre-approved must obtain the agreement of a CLS faculty adviser to read and approve their statement of educational objectives. Once participants have preliminarily selected their courses, they must promptly inform both OIP and their faculty adviser for approval and to weigh in with any comments or concerns as applicable.

### **ADDITIONAL INFORMATION**

In addition to determining student visa rules and logistics for their program/country, students who participate in independent programs are responsible for ascertaining all of relevant information about the program, including the following:

- When is a student supposed to arrive at the overseas school?
- Where is the student supposed to go upon arrival at the overseas school?
- Is there a student orientation at the overseas school; who is its primary audience; is it mandatory, and dates?
- How does a student find housing at the overseas school?
- Is there an Add-Drop or "Shopping" period for classes and what is the final date to make changes to the program (make sure OIP gets a chance to approve classes before that date!)
- When are exams, and do special arrangements need to be made to set those up outside of the normal schedule, which may run into January in some schools?

### **COLUMBIA HOUSING**

Students are permitted to sublet their Columbia housing during the fall semester abroad. They must obtain a signature of approval from the Law School's housing liaison ([housing@law.columbia.edu](mailto:housing@law.columbia.edu)) and fill out the required sublet paperwork, along with the subletter. The Office of International Programs appreciates the opportunity to post your apartment listing for the international exchange students spending the fall at Columbia Law School; many are very eager to live nearby. Outgoing and incoming students can work out the details between themselves after the contact is made.

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**By signing this form you are confirming that you will participate in the program, and that you have read and understood the international study requirements described above. Your participation in this program is not confirmed until we receive this entire signed document. Please do not submit only the signature page.**

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Print Name

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Signature

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Date