# Semester Abroad Application: Independent Program

Please complete this form if you are applying to study abroad **at a school *other than* the schools with which HLS has an exchange program**.

**Application Instructions and Deadlines**

Students considering a semester abroad are encouraged to meet with a member of the International Legal Studies staff to discuss their options and plans well before submitting an application.

In addition to completing this form, please note that you will need to attach **additional documents**, or arrange to have them sent to the International Legal Studies office.

**Detailed application instructions** can be found on our [Semester Abroad: Planning and Application](https://hls.harvard.edu/dept/ils/semester-abroad/planning-and-application/) web page.

**Applications for a semester abroad are due by:**

* **September 15, 2023** at 5 p.m. for study abroad in spring 2024
* **February 15, 2024** at 5 p.m. for study abroad in fall 2024

The completed Semester Abroad Application Form and the additional documentation noted below should be submitted to International Legal Studies, by email to [ils@law.harvard.edu](mailto:ils@law.harvard.edu).

A mandatory interview with a member of the International Legal Studies staff will be scheduled shortly after the submission of an application.

Please click on the shaded form fields to enter your responses.

**Student Information**

|  |  |
| --- | --- |
| Last Name: | First Name: |
| Email: | Phone: |
| Preferred Pronouns: | |
| Current year of study | |
| [   ] 1L [   ] 2L [   ] 3L | |
| Semester during which you plan to study abroad | |
| [   ] spring 2024 [   ] fall 2024 | |
| Foreign law school, city and country where you propose to study | |
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| Name of proposed Harvard Law School faculty supervisor  *(Please note that the role of advisor is limited to HLS professors; faculty members holding the title of Lecturer, Visiting Professor, or Affiliated Professor are not eligible.)* |
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| Name and title of a full-time faculty member at the foreign school who will act as your supervisor while you are studying abroad |
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**Independent Program Details**

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| Provide the address and contact number(s) of the foreign law school at which you propose to study. |
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| Indicate the period of time that you propose to spend abroad (i.e., the dates that the semester at the foreign school begins and ends). |
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| Indicate your official status at the foreign school during your time there (e.g., Exchange Student, Special Student, etc.). |
|  |
| Describe the average academic load at the foreign law school, per semester, for a *regular* student.  *(Please note if there is any minimum or maximum number of courses/credits that a regular student at the foreign school can take in a semester.)* |
|  |
| Describe the grading method that the foreign school uses (i.e., A, B, C, D; a scale of 1 to 20, with 20 high; etc.). |
|  |
| Describe the method by which the foreign school will evaluate your performance.  *(Please indicate whether this is the regular evaluation process or whether special arrangements must be made for this purpose.)* |
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| Provide evidence that the foreign school is accredited (e.g., a web page link, official language, or other documentation). According to ABA Criteria Section I.C.1., the school must be "government sanctioned or recognized, if educational institutions are state regulated within the country; recognized or approved by an evaluation body, if such an agency exists within the country; or chartered to award first degrees in law by the appropriate authority within the country." |
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**Educational Objectives and Proposed Course of Study**

*NOTE: In answering the following questions, please be as specific as possible, with answers in the range of 250-300 words.*

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| Why have you chosen this particular foreign school? | |
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| Describe your educational objectives and how a semester abroad at the foreign institution you have selected could help you achieve them. Please also explain how a semester abroad would tie in with your plans for the future (upon your return to HLS as well as after graduation), to the extent that you have determined them. | |
|  | |
| What academic, professional, or personal experiences have led you to propose this course of study abroad? | |
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| Provide specific examples of law courses you would like to take during your semester abroad; please include the school or department where the course is taught, the course number, a description of the course, and the number of minutes per week each course meets. The number of courses you note should be appropriate to constitute a semester’s program of study based on HLS’ system for credit conversions.  *(You should check course levels carefully to ensure that your selections are suitable for an American J.D. student and for your particular degree of familiarity with the subject matter. Although it is not necessary for every course taken during the semester abroad to relate directly to your main area of academic focus, it is desirable for the preponderance of courses to support your particular law-related goals and interests.)* | |
| Course name |  |
| School/department & course number |  |
| Description: |  |
| Class time per week: | minutes |
| Course name |  |
| School/department & course number |  |
| Description: |  |
| Class time per week: | minutes |
| Course name |  |
| School/department & course number |  |
| Description: |  |
| Class time per week: | minutes |
| Course name |  |
| School/department & course number |  |
| Description: |  |
| Class time per week: | minutes |
| Course name |  |
| School/department & course number |  |
| Description: |  |
| Class time per week: | minutes |
| Course name |  |
| School/department & course number |  |
| Description: |  |
| Class time per week: | minutes |

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| Please explain how the program of study described above would be consistent with the educational objectives you have articulated. |
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**Language Proficiency**

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| If courses at the foreign school are taught in a language other than English, explain the basis for your fluency in that language. |
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| If courses are taught in English, but the local language is not English, explain the basis of your proficiency in the local language. |
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*NOTE: Additional documentation or an interview to determine language proficiency may be required.*

**Additional Documentation**

Please attach:

1. A copy of your resume

And have sent:

1. A current official Harvard Law School transcript that includes your most recent reported grades as of the application deadline. Students can order official transcripts online by going to the [Office of the Registrar’s Transcript Requests page](https://hls.harvard.edu/registrar/transcript-requests/) and selecting “Placing a Transcript Order Online.” Official transcripts may be in electronic or paper form but must be sent directly from the Office of the Registrar or, if delivered by the student, arrive in the original signed and sealed envelope. *(Please note that requests for HLS transcripts may take 3-5 days to process, so applicants should plan accordingly.)* Transfer students must also provide an official transcript from the law school where they completed their first year.
2. A letter (or email) from your proposed Harvard faculty supervisor indicating that they are willing to act as your supervisor during the proposed time abroad and commenting, specifically, on the appropriateness of your proposed program of study. (This letter or email should be sent directly by the faculty member to International Legal Studies, at [ils@law.harvard.edu](mailto:ils@law.harvard.edu).)

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**By submitting an application for semester abroad, I confirm my understanding and acceptance by reviewing and initialing each of the following terms of this grant:**

[   ] I have carefully reviewed the information and requirements described on the [semester abroad webpage](http://hls.harvard.edu/dept/ils/study-abroad/semester-abroad/)s in relation to my proposed program of study.

[   ] I have a clear understanding of how a semester abroad will affect my overall credit count and ability to meet HLS degree and American Bar Association requirements.

[   ] I have assessed the course offerings at the foreign school and determined that I will be able to undertake an appropriate semester of study, subject to approval by the HLS Study Abroad Committee. Considerations include: ability to meet my academic goals given course enrollment options, credit equivalencies, academic calendar, and language of instruction, among others.

[   ] I have consulted with my HLS faculty advisor regarding my proposed program of study abroad and will do so again prior to finalizing my course selections abroad.

[   ] If taking classes and/or living abroad involves operating in a foreign language, I have accurately represented my proficiency in that language.

[   ] I will be responsible for paying regular HLS tuition and will be eligible for regular HLS financial aid and student loans for the period I am abroad.

[   ] I will be responsible for making my own visa, travel, and living arrangements (including health insurance) in the foreign country, and for all associated costs.

[   ] If my application is approved by the HLS Study Abroad Committee, I will commit to semester abroad by the deadline (November 15 for spring semester abroad, and April 15 for fall semester abroad). This commitment obligates me to apply to the foreign school noted in my semester abroad application and, subject to acceptance by that school, participate in the HLS semester abroad program. Since my commitment to take up a place in the semester abroad program has implications for other students, HLS, and the foreign school, I will carefully consider my decision prior to the deadline.

[   ] I understand the HLS [international travel policy and procedures](http://hls.harvard.edu/dept/ils/international-travel/) and, if I undertake semester abroad, will take the necessary steps to comply.

[   ] I understand that I will be responsible for having transcripts from the foreign institution sent to HLS upon completion of my semester abroad, as well as for submitting a four- to five-page evaluation report to ILS in the semester following my time abroad. In addition, I agree to having my email address included with the evaluation report on a password-protected webpage accessible to HLS students interested in learning more about study abroad.

**Please be sure to sign this application by typing your name and the date below:**

|  |  |  |
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| Name: |  | Date: |

8.23