



THE HAGUE A TO Z: WHAT YOU NEED TO KNOW

****Highlighted information indicates action items for you.****

PROGRAM WEBSITE

The majority of program information can be found on the [program website](#).

PROGRAM CALENDAR AND CLASS SCHEDULE

The program calendar and class schedule are published when the program opens for applications. Both are subject to change, and when changes occur, students who have applied to the program receive notifications via e-mail of those changes. **Please check periodically to ensure you know what is planned, where you need to be, and when you need to be there.** Many events, especially field trips, are mandatory components of the program, and you need to be prepared. You can also find the date of the final exams on both documents.

You MUST arrive in time for the mandatory Orientation on Sunday, July 5th at 6 pm. You may depart after class ends on Thursday, July 30th, but the actual check-out time is on Friday, July 31st.

THE HAGUE FACEBOOK GROUP

A private Facebook group is set up for each program. The link is sent to the group periodically as new applicants apply. The intention of the group is an effort to facilitate the participants getting to know each other prior to arrival in the The Hague. There is no pressure to join, but we have used these for our programs in the past and find that it is a great way for the students to get familiar with each other before they arrive to the program and meet in person. It is also a great way to find people to join you in activities on the Island. During the program, it is often used as a message board for gatherings, posting pictures, etc.

Staff from the International Programs Office as well as the faculty members and Resident Directors are often members of this group, so please keep it clean because we'll be watching! Only those participating in this study abroad program are admitted into this group - it is very much a closed group. **If you have a name on Facebook that is not similar to your real name, please our office know as we will not allow you into the group if we does not recognize your name.**

While items will be posted in this group, this will be a secondary mode of communication. Important information posted in the group will be repeated in an e-mail for those who choose not to join the Facebook group. No one will miss out on program information because he/she did not join the Facebook group.

THE HAGUE PRACTICAL GUIDE

A The Hague Practical Guide is available on the program website. Many of the practical questions about the location are answered in this document, so please be sure to take a look at it early in the process of applying. It is a quick read, but chock full of good information!

THE APPLICATION PROCESS

STETSON UNIVERSITY COLLEGE OF LAW STUDENTS:

To be eligible for the Hague program you need to have completed your 1L year, be in good standing, and have a minimum GPA of 2.25. If you meet these criteria, you may complete the online application. It is not necessary to pay your program deposit at the time you start your application; however, paying your program deposit will secure your spot in the program. You will not be accepted into the program until you have paid your program deposit.

NON-STETSON UNIVERSITY COLLEGE OF LAW STUDENTS:

We welcome your applications and participation in our program! Our programs are richer for having students from other law schools in them, and no admission preference is given to Stetson University College of Law students. Most schools will require you to submit paperwork to them in advance of committing to our program, so you may need to start with your home institution first.

The criteria for non-Stetson University College of Law students are 1) completion of your 1L year, 2) be in good standing with your home institution, and 3) currently attend an ABA-approved law school. Your home institution will likely have a minimum GPA requirement, so you will want to check with them to be sure you meet their criteria as well.

WHAT WE NEED FROM YOU

- 1) **Law School Questionnaire (LSQ)** – Within your application, you will find the Law School Questionnaire. You will print out this document, complete the top section and sign it, then give it to your school (usually the Dean of Academics). Your school will complete the rest of the document and scan or mail it directly to our office. Your application will reflect when we receive your LSQ.
- 2) **Official Transcripts** – Please send an official law school transcript to the following address:

International Programs Office
Stetson University College of Law
1401 61st St S
Gulfport FL 33707

Note: If you are an attorney or are a law student from another country, please contact us directly.

APPLICATION DEADLINE

March 15, 2020. If the program is not full, it may be possible that we can extend this deadline into mid-April. However, this program is extremely popular, and if you are truly interested, you should sign up for the program to receive notifications if the program begins to fill with deposits before the application deadline.

FINANCIAL RESPONSIBILITY/OBLIGATION

After April 1st, you are financially responsible for the program in its entirety. This includes the cost of tuition, housing, fees, and any other costs Stetson University College of Law has incurred on your behalf. **Should you withdraw after April 1st, you are still financially obligated for these costs.**

FINANCIAL AID

All of our programs are eligible for financial aid. The aid covers items listed in the Student Budget posted on the program website. **Please contact your financial aid office when you commit to the program so you can complete the additional required paperwork necessary to facilitate the processing of your financial aid package for this program (and there will be additional paperwork!).**

The e-mail address for the Stetson University College of Law Financial Aid Office is finaid@law.stetson.edu. Should you have further questions, or need to send a consortium agreement, please contact them directly.

STUDENT AGREEMENT FORM

Please read this agreement prior to digitally signing it. You will be held to the standards asserted in this document, and you should know what it is to which you are agreeing.

PASSPORTS

Yes, you will need one. **You are also required to provide your passport information in your application**, complete with a copy of the photo page of your passport. Please be sure that your passport is valid for at least 6 months past the return date of your travel – this follows U.S. State Department guidance as many countries require this. Better safe than sorry!

TRAVEL ITINERARY

We ask that you provide us with your flight into and out of The Hague. You can fly into the Schiphol International Airport in Amsterdam (it is the closest) or Rotterdam. The Hague is approximately 30 minutes from the Amsterdam airport by train.

NON-STETSON STUDENTS ONLY: TRANSCRIPT REQUEST FORM

Located in your study abroad application, please print out and complete the Transcript Request Form, then scan it to our office. We need this on file to send your Stetson University College of Law transcript to your home institution when the program is over. **Please send this form by July 15th.**

This first transcript is free if the form is received by July 15th. If it is *not* received, you will need to request the transcript from our website at a cost of \$7.25 per transcript:

https://secure.studentclearinghouse.org/tsorder/faces/TranscriptOrder?_afLoop=917950468677201&_afWindowMode=0&_adf.ctrl-state=vb6eu7fwr_4#firstload.

BEFORE YOU GO

STETSON E-MAIL ACCOUNTS FOR NON-STETSON STUDENTS

Non-Stetson students will receive Stetson e-mail credentials from our office around mid-November. **Please set this e-mail up and ensure that it is working prior to leaving for the program.** You will need these credentials for several reasons:

- 1) To pay your invoice online;
- 2) To access wifi in The Hague classroom;
- 3) To take your exams; and
- 4) To access your grades.

Do NOT wait until you arrive in The Hague to set up your account as IT help is not available there, and you will not be able to access the wifi at the ISS (classroom building)!

PAY YOUR ACCOUNT BALANCE

Your account balance must be paid prior to your arrival to the program. If you encounter issues with financial aid availability with your school, please let us know as soon as possible so we can work with you. Late payments incur late fees that start at \$200!

REGISTER FOR U.S. DEPARTMENT OF STATE'S SMART TRAVELER ENROLLMENT PROGRAM (STEP)

We strongly encourage everyone to enroll in the U.S. Department of State's STEP program. It takes about 2 minutes (tops), and puts you on their notification list while you are overseas. Their definition of the program: "The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate."

Please see the STEP Enrollment page (<https://step.state.gov/step/>) for more information, and please do take the time to register your trip with them.

Below is the address of the program you need to register in STEP:

Institute of Social Studies (ISS)
Kortenaerkade 12
2518 AX The Hague
Tel: 011+31 70 426 0460
<http://www.iss.nl>

NOTIFY YOUR BANK AND CREDIT CARD PROVIDERS

Let your financial institutions know that you will be traveling abroad as many of them will disable your card as soon as you start using it overseas if they are not aware of your travel plans.

CURRENCY

The Hague uses the Euro. If you use an ATM there, you will receive Euros. Getting local currency prior to departure for The Hague is encouraged. You can use credit cards there, which is also encouraged, as credit cards can be cancelled and replaced if lost or stolen, whereas cash cannot.

We suggest using a credit card that does not charge a foreign transaction fee. Depending on your budget, you should plan to have approximately \$200 USD total converted into local currency.

PACK YOUR EMERGENCY CONTACT CARD

In your program packet, you will receive your program t-shirt and emergency contact card. Please be sure to carry your emergency contact card on you at all times during the program. This card speaks for you should you not be able to speak for yourself.

COST

The Hague is expensive. That's it. It's expensive. Budget wisely, and expect that it will be expensive. Breakfast and lunch are included with the housing at the ISS, and communal kitchens are available. If you eat out for every meal, you will quickly spend a lot of money. However, being prepared before you go and managing your expectations will make your trip more enjoyable.

Some examples of the cost of living in The Hague are as follows:

Basic lunchtime menu (including a drink) in the business district – \$16 USD

Combo meal in a fast food restaurant (Big Mac Meal or similar) – \$9 USD

2 liters of Coca-Cola -- \$2.31 USD

Basic dinner for two in a neighborhood pub -- \$50 USD

Dinner for two at an Italian restaurant in the expat area including appetizers, main course, wine, and dessert -- \$82 USD

(www.expatisitan.com)

The exchange rate as of 1/18/19 is €1 EUR = \$1.14 USD, so €5 EUR = \$5.68 USD.

VALUABLES

Students are encouraged to leave important, meaningful/sentimental, and valuable items at home. Not every place you travel overseas will have a safe in which to keep your valuables (such as our housing arrangement), and items that are sentimental (family heirlooms, etc.) are irreplaceable.

We want you to have a memory of an amazing educational and travel experience, rather than a memory of when you lost something expensive or near and dear to your heart.

ADAPTERS V. CONVERTERS

Voltage in Europe is 220, much higher than the 110 voltage in the United States. **You should bring plug adapters or converters and batteries to operate your equipment.** While U.S.-purchased hair dryers will operate in the Netherlands, they frequently “burn-out” or “trip” electrical breakers. You are encouraged to purchase a 220-volt hair dryer when you arrive in the Netherlands. It may also be possible to find a dual-voltage hair dryer in the U.S.

Please note that there is a difference between an adapter and a converter. The adapter allows you to plug your US plug into a EU outlet - but it does NOT change the voltage. A converter will change the voltage. Converters tend to be more expensive, and honestly, it's cheaper to buy a dual voltage hairdryer most times.

Be sure that whatever you are using with the adapter, e.g. laptop, phone, hairdryer, etc. is DUAL VOLTAGE. If it is not dual voltage, you will fry the item you are plugging into the outlet.

Most electronics are dual-voltage (Macs, iPhones, etc.), but **please check to be sure before you plug in with an adapter.** If your appliance is dual-voltage, an adapter is all you need - something that allows your plug to fit into the wall.

ON THE GROUND

TRANSPORTATION FROM AIRPORT TO THE HAGUE AND TO THE ISS

Trains run every 30 minutes from Amsterdam to The Hague and cost approximately €10-12 per ticket. The train station in Schiphol airport is located under the airport main lobby. Tickets can be purchased at a kiosk (sometimes tricky if your card is not the appropriate CHIP and PIN they use) or at the ticket counter (also need a CHIP and PIN card or cash).

Taxis will cost approximately \$15 USD from the central train station in The Hague to the ISS. Try sharing to save money – split the cost! Closer to the start date, arrival times might be a good topic to post in the Facebook group to coordinate taxi options.

INTERNATIONAL INSTITUTE FOR SOCIAL STUDIES (ISS) – ACCOMMODATIONS

All students participating in the Hague program are required to stay in our program housing. NO EXCEPTIONS. Students may bring family members, should they wish to do so and will need to select a housing choice that accommodates their needs. Please advise our office if you intend to bring family members, as an application will need to be completed and approved by the Director of International and Graduate Programs.

It may be possible to get into the ISS on Saturday, but it is not guaranteed (it depends if the rooms are available). Following is the address and website for the ISS (also the location for the classroom).

Institute of Social Studies (ISS)

Kortenaerkade 12

2518 AX The Hague

Tel: 011+31 70 426 0460

Fax: 011+31 70 426 0799

<http://www.iss.nl>

All the rooms in The Hague are single rooms with private baths and have been recently renovated. The rooms are not air-conditioned, but all rooms have functional windows for temperature control. You will be provided bed linens upon arrival. Wireless access is available in the rooms. The building houses students from all over the world. Every 4-5 rooms share a common kitchen. Laundry facilities (4 washers, 4 dryers) are provided without charge at the housing, but you will need to provide your own detergent. The classroom building is across the street from the housing.

BREAKFAST AND LUNCH INCLUDED

As part of the housing arrangement at the ISS, breakfast and lunch is provided Monday through Friday.

OTHER MEALS

As every room has access to communal kitchens, we encourage students to buy groceries and “eat in” now and again to save money. Meals in The Hague can be expensive, and it all adds up quickly in a month. See “GROCERY STORES” below.

CLASSROOM

All classes are held at the ISS (see address above in Accommodations), The Hague. We have two classrooms to use for our program along with an office for the Resident Director.

ACCESSIBILITY

Not every building in the Netherlands is accessible, but most are, and the Netherlands makes great efforts to provide accessible transportation. Please see the [Accessible Travel website](#) for more information. We do our best to assist anyone who may need assistance, so if you have accessibility needs, please let us know as early as possible for planning purposes.

YOUR RESIDENT DIRECTOR

The Resident Director is responsible for ensuring that the plans for the program run smoothly. This ranges from coordinating with buses getting students to/from field trips to being on call in the event that someone is sick or injured. If you experience travel delays in arriving to the program, be sure to let your Resident Director know.

As the program start date gets closer, you will be e-introduced to your Resident Director.

ORIENTATION AND WELCOME RECEPTION

The mandatory orientation introduces students to the Resident Director and sets the parameters and expectations for the program. **Please be sure to arrive in time for the orientation on July 5, 2020 at 6 pm.** It takes approximately 45 minutes to get from the airport to the ISS once you are on the train from Amsterdam.

A mandatory welcome reception will be held on July 5th to allow students to mingle with other students, the Resident Director(s), and our faculty. The reception is held in the Butterfly Bar at the ISS.

EXTRA-CURRICULAR ACTIVITIES

Opportunities abound for fun excursions in The Hague, such as canal boat tours, museums, food tours, beach excursions, and much, much more. We encourage students to partake of these opportunities on their own during their free time, but we also try to facilitate some of these excursions to take advantage of group discounts and to keep us together. These extra excursions **are not** part of the programming but more like taking advantage of the opportunities to do things together and possibly get group discounts.

The extra-curricular activities are completely optional and at your own cost. Your Resident Director will be coordinating some of these and will be in touch with you about options and cost. Please understand that it is difficult to plan for large groups, so if you commit to an excursion, please remain committed.

ATTENDANCE AND FIELD TRIP POLICY

The official attendance policy will be provided to you closer to the start date, but students are required to be in class every minute of the first and last days of classes. Students can miss no more than one hour and twenty minutes of days 2 and 3. Students who miss time on the first or last day or exceed the maximum allowable time for absence on days 2 or 3 will not be eligible to sit for the final exam for the course that week.

Students are also required to attend all mandatory field trips. Those who miss required field trips will not be eligible to sit for the final exam for the course offered that week. Please refer to the [Class and Field-Trip Attendance in Study-Abroad Programs policy](#).

ATTIRE

Classroom attire should be similar to what you wear to class normally on campus. Field trips, such as our trip to the International Criminal Court and the International Court of Justice, will require that you wear court attire.

INSURANCE

All participants are required to have the Stetson-provided insurance. This insurance covers accidental illness or injury. Do NOT cancel your regular health insurance. This insurance is also not rental coverage should you rent a car or bike; you would be best to purchase the insurance offered through the rental company. Our strongest recommendation, however, is to use public transportation whenever possible.

Should you seek medical assistance during the trip, you will need to pay for the visit and any prescriptions upfront, and then submit a claim with those receipts. You will be reimbursed for 100% of the cost. Those who need to file insurance claims can contact us directly for the forms and instructions. Generally, your reimbursement check arrives within two weeks of your claim submission.

You do not need to sign up for this insurance as you will be covered as a participant in the program for the program dates.

The insurance provided is NOT travel insurance and does NOT cover lost or stolen items or cancelled airline tickets.

FITNESS CENTER

The ISS does not have a fitness facility, and local gyms are quite expensive for visitors. However, several parks are nearby for running, and, if you are willing to pay, Caesar Sports is located near the ISS. You can purchase monthly memberships (tickets) from them: <https://www.caesar-den Haag.nl/en/>.

LAUNDRY FACILITIES

Laundry facilities (4 washers, 4 dryers) are provided without charge at the housing, but you will need to provide your own detergent. Be aware the washers and dryers are often busy. It is possible to get to them, but you may have to be strategic. There is also a dry cleaner approximately 2 blocks down the street from the ISS.

GROCERY STORES

One of the main, chain grocery stores in The Hague is called Albert Heijn. But, there are plenty of other, smaller grocery stores around. Please check out the [Yelp list of the Best 10 Grocery Stores in The Hague](#).

ACADEMICS

COURSE MATERIALS

No books are required for this program. Students will be notified by e-mail when course materials are available on the program website under "Course Materials." You are strongly encouraged to download these course materials onto a USB drive to take with you to the Netherlands in the event you do not have access to internet. Internet connectivity is not always of the same caliber as expected in the United States.

COURSE REGISTRATION

Closer to the start date of the program, you will be enrolled into the courses in the Track to which you applied. Track-hopping is not allowed,

ADA ACCOMMODATIONS (ACADEMIC)

If you are requesting ADA Accommodation(s), ESL Testing Modification(s), or both, you must submit your request through Accommodate software. The [Accessibility Resources](#) webpage (www.stetson.edu/law/accessibility/register-request.php) has additional information you will need to review to register with the ADA Coordinator, create your Accommodate Student Portal Account, and submit your requests.

- If you are requesting an ADA Accommodation or ESL Testing Modification for the first time at Stetson Law, you must create your Accommodate student account by submitting a new student request through the Accommodate Public Registration Page (https://law-stetson-accommodate.symphlicity.com/public_accommodation/).
- If you are renewing an ADA Accommodation or ESL Testing Modification Request from a prior semester, you already have an Accommodate student account. Simply visit the Accommodate Student Portal (<https://law-stetson-accommodate.symphlicity.com/>) to access and manage your requests. Use your Stetson Credentials to login.
- If you have further questions, please contact the ADA Coordinator at ada@law.stetson.edu.

Please remember that time is of the essence; all ADA Accommodation and ESL Testing Modification requests must be renewed each semester prior to being implemented. No retroactive academic adjustments will be granted.

EXAMS

You will have four, one-hour, take-home exams sent to you via e-mail to your Stetson e-mail account. These exams will be sent to you on **Monday, August 3, 2020 at approximately 10 am EST**. You will have until **Monday, August 10, 2020 at 5 pm EST** to take and upload your four exams to our Registrar's Office. **If your exam is not uploaded by the deadline, you will receive a "zero."**

AFTER THE PROGRAM

COURSE AND PROGRAM EVALUATIONS

Students will be given course evaluations on the last day of class for each course taken during the program.

Program evaluations will be done electronically and anonymously, at the end of the program. We encourage your constructive feedback as we strive to continually improve our programs. If something works, tell us, and if it does not, please tell us that too. Suggestions are also welcome!

Please keep in mind, the extracurricular, "fun" activities are *not* part of the programming. They are just as they sound, "extra."

GRADES

Grades will be due for your classes around August 26, 2020. You will be able to view them through your my.stetson account. All students receive Stetson numerical grades; however, non-Stetson students' grades will be reflected as P/F on their home institution's transcript. Please check with your respective institution for clarification as some partner schools transfer the actual grades.

For non-Stetson students who submitted their Transcript Request Forms by July 15th, your transcripts will be mailed, free of charge, to your home institution shortly after all of the grades are in. If you did not submit your form on time, you will need to order your transcript directly from our Registrar's Office for \$7.25/transcript:

https://secure.studentclearinghouse.org/tsorder/faces/TranscriptOrder?_afLoop=917950468677201&_afWindowMode=0&_adf.ctrl-state=vb6eu7fwr_4#firstload.

FINAL NOTES

We strive to provide all of our students with not just an educational opportunity, but also with a cultural experience that will remain with them long after they finish our program and earn their credits. For this reason, we wish to offer a few final thoughts to help make this experience the best one possible for all participants.

- 1) Not all students are on the same journey; be respectful of each other's individual journeys. Some may be there to pick up extra credits in a short amount of time; some may be goal-driven to be in The Hague; some may just want to get away.
- 2) The Hague is much like the United States, but it is NOT the United States. Many amenities there will be just like what you can expect here in the U.S., but if something is not "just like here," take it for what it is – a cultural difference/experience; this is WHY you travel.
- 3) Keep an open mind. Speak with the locals and be a good ambassador for all Americans and for Stetson University College of Law as well.
- 4) Expect a lot of walking. That's what Europeans do!

01/22/20