



STETSON LAW

Cape Town Step-by-Step *Non-Stetson Students*

- 1) **Start your application online** – Terra Dotta is the application software used, and you will need to set up an account with them. We recommend that you use your home institution e-mail address as your username.
- 2) Within your application, you will have several questionnaires, signature documents, material items, to include your program deposit. Your application is complete when all of the boxes on your application are checked. Your application status is “pending” until you pay your program deposit.
- 3) **Cape Town Facebook group** – For every study abroad program, we create a Facebook group to allow students to get familiar with each other prior to the start of the program, to use as a message board during the program, and to stay in touch when the program has ended. The Facebook group is only open to participants of the program, to include students, faculty, and staff. While you are not required to join the Facebook group, lots of information during the program is conveyed through the Facebook group, and you may miss some of it if you are not a member.
- 4) Your **program deposit** is \$350. It breaks down as follows: \$200 – tuition; \$100 – housing; \$50 application fee. It is not possible to pay parts of the program deposit.

The program deposit secures your spot in the program. You are not required to pay it when you start your application, but if the program begins filling with deposits and is approaching being full, Kristen will e-mail you to let you know you will need to pay your deposit to hold your seat in the program.

Additionally, when you pay your program deposit, your application status is changed to “accepted.” This change triggers new questionnaires to be deployed to you, such as Passport, Travel Itinerary, and T-shirts.

- 5) **Official Transcripts** – You are required to send an official transcript from your home institution to Kristen Cohen. ***If you are a 1L, you will not have a transcript to send until the spring semester preceding the program – and that is fine.*** Just be sure to send your transcript prior to the application deadline of March 15. Not submitting your official transcript will not affect your acceptance into the program prior to the application deadline. Should we not have your official transcript after the deadline, then it is a problem, and your acceptance can be withdrawn.
- 6) **Law School Questionnaire** – The Law School Questionnaire needs to be completed by your home institution and can be sent to Kristen either by them or by you. ***Again, if you are a 1L, you will need to wait until the spring semester preceding the program to request this as you will need to have grades on record for your home institution to complete this form.*** As with the official transcripts, not submitting this form prior to the application deadline will not affect your acceptance into the program; however, should we not have this document by the application deadline, your acceptance can be withdrawn.

- 7) **Financial Aid** – All of our study abroad programs are eligible for financial aid. When you make your decision to study abroad, it is best to contact your institution’s Financial Aid Office so they can advise you regarding their process to request financial aid for the study abroad programs. Generally, you will complete paperwork with them, and they will send a consortium agreement to Stetson’s Financial Aid Office. ***Please contact your Financial Aid Office EARLY in the process to make sure you complete all of the necessary paperwork to request financial aid for the program.***
- 8) **Passports** – If you do not have a passport yet or need to renew your current passport, please be sure to apply sooner rather than later. You should allow 6-8 weeks for processing. Waiting until the last minute can cause unnecessary stress and anxiety, not to mention putting your entire trip in jeopardy.
- 9) **Travel Itinerary** – As we have students participating in the program from all over the country, you are responsible for purchasing your plane ticket to/from the program location. You are not expected to have your flight information when you first apply. However, your flight information needs to be provided no less than 30 days prior to the start of the program. See the IES section (11.a.) for additional information regarding the timing of providing your flight information, as they will want it much sooner.

Please note that one of the services IES Abroad provides to our program in Cape Town is transportation from the Cape Town airport on arrival day. We will be given a window for arrivals in which they will provide this transportation, and you will be notified what this window is to assist you with making your flight reservations. Of course, you are welcome to arrive on your own, but please know that this is an option.

- 10) **IES Abroad** – For the Cape Town program, we are fortunate to have a third-party provider to assist us with the logistics locally in Cape Town. IES Abroad is that provider. What this means to you is improved quality of program activities, housing, and 24/7 emergency support during the program period. It also means that in addition to your study abroad application with Stetson University College of Law, you will be required to register with IES Abroad on their system too. More information on this will be provided later in this document.
- 11) Between starting/completing your application and the application deadline, you will receive **updates** from Kristen Cohen regarding changes and updates to the Cape Town program, such as calendar additions, Facebook group access, and more.
- 12) **T-shirts** – For your participation in a Stetson Law study abroad program, you are given a t-shirt. The t-shirts change every year, so if you do more than one program in the course of your law school career, you will get a t-shirt for each program. If you participate in two programs back-to-back, contact Kristen Cohen about the possibility of getting a different t-shirt from another year. We can’t always promise it, but we will try to accommodate you if our inventory allows for it.
- 13) **After the application deadline passes**, we all begin to prepare for the program. The following items come next.
 - a. Kristen Cohen provides your contact information to IES Abroad. They contact you with IES Abroad registration information. This is where you will provide your passport (apologies for the duplication, but we both need it for our own purposes), and your flight itinerary information (again, apologies for the duplication).

- b. A Stetson e-mail address and student ID number will be created for you. This information will be sent to you prior to the start of the program. You are required to set this account up, complete the online Network Access Request form, and strongly encouraged to send a test e-mail to Kristen Cohen from this account. ***You will need this e-mail account to take your program exams, so this is a very important step.*** Please do not wait until you are in the program or about to take exams as encountering issues with your e-mail account set up can cause unnecessary stress and anxiety, and Stetson IT support staff may not be readily available to assist you in a last-minute situation.
 - c. Course materials will be assembled, and you will be notified that your materials and t-shirts are about to be mailed to you at the address you provided in your T-shirt & Course Materials questionnaire. If the address you provided is no longer the correct address at which you can receive your packet, please notify Kristen Cohen immediately.
- 14) **Program** – During the program, IES Abroad staff and your Resident Director will be your main points of contact. Kristen Cohen is always available to you should you need something, but usually IES Abroad and your Resident Director can handle your issue locally.
- 15) **Classes** – You will be taking four one-credit courses in this program. The class schedule is Monday through Thursday, 9 am – 12:15 pm. Activities are scheduled by or suggested by IES for the weekends. One weekend will be our overnight safari trip to Fairy Glen Game Reserve.
- 16) **Travel during the program** – While we discourage travel on your own on the weekends due to lack of time and safety issues inherent to Africa, should you choose to travel to other places on your free time, you are required to complete Stetson’s Travel Form. This form is found online and will be provided to you prior to the start of the program as well as throughout the program. We need to know your whereabouts during the program in the event that we must account for you in case of an emergency. Not completing the travel form and/or providing false information on the travel form is considered an honor code violation and may require a meeting with the Associate Dean of Academic Affairs.
- 17) **Exams** – You will take four one-hour exams for this program. They are taken with ExamSoft, and you are sent the exam information the Monday after the program ends. You will have one week to take your exams and upload them. You can be anywhere in the world when you take these exams, you need only a good internet connection.

Spacing out your exams and taking them sooner rather than later is strongly recommended, as waiting until the last minute and racing the clock can have serious consequences. Should the Registrar’s Office not receive your exam by the deadline, they will contact you. *If* they will accept a late exam, the consequence is that your grade will be cut in half, e.g. if you would have earned a 3.0 on your exam, the grade you actually receive will be a 1.5. For many of you, receiving a grade that is less than a 2.0 means that it will not transfer back to your home institution, and this can also have financial consequences if you are using financial aid. In short, take your exams *early* and well before the deadline.

More exam information will be provided to you prior to and during the program.

- 18) **Grades** – You will receive Stetson numerical grades; however, what your home institution does with them is entirely up to their specific policies. Some of our partner schools will transfer the actual

grades, so they will count toward your GPA, while other schools (including some partner schools) transfer the grades back as simply pass or fail, which will not count toward your GPA. Grades are usually available and posted approximately 12 days after your exam deadline.

- 19) **Transcripts** – As part of the program, Stetson provides you with one free transcript upon completion of the programs when grades have been posted. There is a Stetson Transcript Request form in your application. You will need to complete this form and scan it to Kristen Cohen prior to the end of the program. When grades are posted and transcripts are available, your transcript will be sent to your home institution. You do not need to do anything other than submit the Transcript Request form. Should you need additional copies of your Stetson transcript, you must request it through the Stetson Registrar's Office (this information can be found on the Stetson University College of Law website).
- 20) **Study Abroad Partner Diplomats** – Do you attend a co-sponsoring school? Did you have a transformative experience in Cape Town? Do you want to share your experience with other students at your school? If you answer “yes” to these questions, please let Kristen Cohen know that you are interested in being a Study Abroad Partner Diplomat. Diplomats assist her with recruiting students into the programs by sharing Study Abroad information at your respective schools, doing mini presentations when the Stetson International Programs staff come to your school for presentations, and e-mailing/speaking with prospective students individually about your experience.
- 21) Lastly, we hope that you enjoy your experience in Cape Town. We are always looking for ways to improve our programs, so if you have any constructive comments, suggestions, etc., please e-mail or call Kristen Cohen about your ideas.