



STETSON LAW

Cape Town Step-by-Step *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 Stetson e-mail address as your username.
- 2) Within your application, you will have several questionnaires, signature documents, and 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) **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 inform Jennifer Fraser in our Financial Aid Office so she can advise you regarding how to request financial aid for the study abroad programs. ***You will need to fill out paperwork specific to the study abroad programs.*** As a Stetson student, it is likely that you can get an advance on your airfare if you are using financial aid. Jennifer can advise you on the process to request the advance.
- 6) **Stetson Summer Study Abroad Scholarships** – We have tuition scholarships for *Stetson students only* for Stetson-administered summer study abroad programs. This application is also online, and once you sign up for the program, periodically, Kristen will send the link out to Stetson students in the program via the Docket. The application deadline is usually the same date as the application deadline for the study abroad programs (March 15). There is no advantage in submitting your scholarship application early (aside from just getting it done). The scholarship applications will not be viewed until March 16. Late submissions will NOT be accepted.

- 7) **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. Expediting your passport can also be expensive.
- 8) **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 your 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 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.
- 9) **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.
- 10) Between starting/completing your application and the application deadline, you will receive **updates** from Kristen Cohen regarding changes and updates to the Granada program, such as calendar additions, summer study abroad scholarship information, Facebook group access, and more.
- 11) **T-shirts** – For your participation in a Stetson Law study abroad program, you will receive 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.
- 12) **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 make your housing preference requests (single or shared), provide your passport (again, sorry), and your flight itinerary information (again, sorry).
 - b. Course materials will be assembled, and you will be notified that your materials and t-shirts are ready to be picked up in the International Programs Blue House. If you cannot pick the materials up yourself, you can designate someone else to pick them up for you. A signature, either yours or a designee's, will be required upon pick up.
- 13) **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.

- 14) **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.
- 15) **Travel during the program** – While we discourage travel on your own on the weekends due to lack of time and safety issues, 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.
- 16) **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. More exam information will be provided to you prior to and during the program.
- 17) **Grades** – You will receive Stetson numerical grades just as if you were taking classes on the main campus. Grades are usually available and posted approximately 12 days after your exam deadline.
- 18) **Study Abroad Diplomats** – Did you have a transformative experience in Cape Town? Do you want to share your experience with other students? If you answer “yes” to these questions, please let Kristen Cohen know that you are interested in being a Study Abroad Diplomat. Diplomats assist her with recruiting students into the programs by tabling, attending Study Abroad events (Study Abroad Fair, info sessions, etc.), and e-mailing/speaking with prospective students individually about your experience.
- 19) **Career Services** – Be sure to meet with Career Services when you return to campus so they can help you translate your study abroad experience into the appropriate narrative for employers.
- 20) 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 schedule an appointment with Kristen Cohen to discuss your ideas. Or, you can send her an e-mail.