



# TEXAS LAW EXCHANGE PROGRAM

2024-2025 Nominated Student Guide

WHAT STARTS HERE CHANGES THE  
WORLD

Email: [IncomingExchange@law.utexas.edu](mailto:IncomingExchange@law.utexas.edu)

## **2024-2025 Nominated Students Guide**

Texas Law students become rigorous analytical thinkers and world-changing professionals. They learn from scholars of national and international stature in the classroom and are trained by brilliant and dedicated lawyers in the finest set of clinical programs in the country.

### **Exchange Semester Timeline**

#### **Fall**

Call for nominations: Early February

Application: Early March

Orientation: Mid-August

Course registration: Mid-August (at orientation)

Fee bill: Created after course registration

Courses: Late August-early December

Final exams: Early-mid-December

Earliest departure date: Mid-Dec. (after finals)

Transcript release: Mid-January

#### **Spring**

Call for nominations: Mid-July

Application: Early September

Orientation: Early January

Course registration: Early January (at orientation)

Fee bill: Created after course registration

Courses: Early January-late April

Final Exams: Late April-early May

Earliest departure date: Early May (after finals)

Transcript release: Mid-June

### **Nomination & Application Procedure**

**Students must be nominated online by their home university:**

**Nomination link:** [https://utexas.qualtrics.com/jfe/form/SV\\_a8IAJkgIBOdhCPs](https://utexas.qualtrics.com/jfe/form/SV_a8IAJkgIBOdhCPs).

Exchange partners must upload the following documents through the nomination link for each nominated student:

- (1) 1-page statement of purpose,
- (2) most recent law school transcript (3.0/4.0 (B) minimum GPA), and
- (3) TOEFL IBT (98 minimum) or IELTS Academic (7 minimum) score report.

**Fall deadlines:** February 15 (*partner nomination*) and March 1 (*students complete steps 1-4 of the exchange program application process below*).

**Spring deadlines:** August 15 (*partner nomination*) and September 1 (*students complete steps 1-4 of the exchange program application process below*)

## **2024-2025 Fact Sheet**

**Academic advisors:** Advise exchange students on course content and guide them in building a course schedule. Students will meet with academic advisors via Zoom pre-arrival and then during orientation.

**Academic calendar:** <https://law.utexas.edu/student-affairs/academic-services/academic-calendars/>

**Application:** Incoming exchange students must be law students at one of our partner institutions. Non-law exchange students at UT Austin are not permitted to take classes at the Law School. Exchange students cannot complete the online application until they have been admitted to the Law School. <https://global.utexas.edu/iss/student-exchange/apply>

**Class attendance:** Regular and punctual attendance is required in all courses, and faculty members may adopt more specific attendance policies. Listening at a later time to a recorded class session is not a substitute for attendance. Because attendance is required, registration for courses that meet at the same time or at overlapping times is not permitted. <https://law.utexas.edu/student-affairs/academic-services/policies-and-procedures/attendance>

**Class schedule:** Exchange students will be sent a list of approved courses before orientation. They are not permitted to take 1L-only required courses or courses with prerequisites. Also, if your home university requires you to take certain courses while studying abroad, you may want to reconsider the Exchange Program at Texas Law because we cannot guarantee courses, except those developed specifically for foreign-trained lawyers. <https://law.utexas.edu/courses/>

**Clinics:** Exchange students are permitted to take the following clinics: Actual Innocence, Capital Punishment (prerequisite: Capital Punishment course must be taken concurrently or have been taken previously), Civil Rights, Disability Rights, Entrepreneurship & Community Development, Environmental, Human Rights, Immigration, Law & Religion, and Transnational Worker Rights. All clinics require an application. Clinic seats are competitive.

**Contact:** Natalie Shields, Senior Admissions Coordinator of the Graduate & International Program, The University of Texas School of Law, [IncomingExchange@law.utexas.edu](mailto:IncomingExchange@law.utexas.edu)

**Cost of attendance:** 1 semester: \$8,540. 1 academic year: \$17,080. <https://global.utexas.edu/iss/immigration/f-1/financial-information>

**Course load:** 10 credit hours (minimum). 16 credit hours (maximum).

**Covid-19:** On this site, you will find information on vaccines, getting tested, and healthy behaviors you can practice to keep yourself and others healthy. <https://protect.utexas.edu/>

**Disability accommodations:** Texas Law is committed to the full inclusion of students with disabilities in the Law School community. In partnership with The University of Texas at Austin Services for Students with Disabilities Office, the Student Affairs Office coordinates all disability accommodations at the law school. <https://law.utexas.edu/student-affairs/student-services/services-for-students-with-disabilities/>

**English requirements:** Exchange students whose first law degree is not being taught entirely in English must submit a TOEFL iBT or TOEFL iBT Home Edition (98 minimum) or IELTS Academic or IELTS Indicator (7 minimum) score report.

**Fee bill:** Created after course registration at orientation. Includes the following fees: (1) Mandatory UT Student Health Insurance Plan (<https://global.utexas.edu/isss/advising-services/insurance/costs>), (2) \$125 International Student and Scholar Services fee, and (3) \$1 OUT Student ID card fee. Must be paid by the 4th class day or classes will be dropped.

**Grading Scale:** The following letter grades are assigned in the School of Law: A+, A, A-; B+, B, B-; C+, C; D; and F. An explanation of the grading policy appears on the student's transcript. A student must receive a final grade of at least D in a course to receive credit for that course. All non-JD students (LLM, Exchange, non-Law) will be excluded from the mean grade calculation ("JD curve") for the purpose of these rules. <https://law.utexas.edu/student-affairs/academic-services/grading-policies>.

**Health Insurance:** The University of Texas Board of Regents requires that all international students enrolled at UT in a visa status of For J have health insurance (including those applying for For J status). For this reason, enrollment in the AcademicBlue UT Student Health Insurance Plan is automatic at the time of registration, and the cost of the policy is included in the student's fee bill. <https://global.utexas.edu/isss/advising-services/insurance>

**Housing:** Exchange students are responsible for making their own housing arrangements. Please view our website here: <https://law.utexas.edu/master-of-laws/housing/>. The UT International Office also provides suggestions to help you in your search. <https://global.utexas.edu/english-language-center/resources/pre-arrival/housing>

**Incoming Exchange Student website:** <https://law.utexas.edu/juris-doctor/international-study-abroad/incoming-exchange-students/>

**Language of instruction:** English

**Law School website:** <https://law.utexas.edu/>

**Orientation:** Orientation is mandatory. Exchange students must be here for orientation, or they will not be allowed to enroll. Orientation sessions will cover logistics and programming, classroom skills, curriculum and course selection, group advising, Intro to U.S. Law, Law School tour, Intro to Legal Research, Tarlton Library Tour, Pro Bono, Intro to U.S. Legal Writing, Intro to Common Law Principles, journals and student orgs presentations, etc. Log into the [Canvas portal](#) for pre-readings and schedule.

**Required course:** All exchange students are required to take a 3-credit course as an introduction to the U.S. common law system. More information available during orientation.

**Statement of purpose:** Tell us about yourself, including why you want to study abroad at Texas Law and how this connects to past achievements and future plans. This statement could discuss your interest in the American legal system, specific classes you want to take (link to Class Schedule above), and your motivation for wanting to live in the City of Austin. The statement of purpose should be limited to 1 double-spaced page.

**Transcript:** A PDF of the unofficial transcript is emailed to the partner school and to the student at the end of the exchange period. Final grades are released for the fall semester in the middle of January and for the spring semester in late May. Official transcripts can only be ordered by the student. <https://onestop.utexas.edu/student-records/transcripts-other-records/official-transcripts/>.

Virtual tour: <https://youtu.be/rzxnUytV4Xg>

## **2024-2025 Exchange Program Student Application Process**

**After your home university has nominated you, you must apply directly to The University of Texas through the following process.**

**Start Here:** <https://global.utexas.edu/iss/advising-services/student-exchange-program/exchange-program-application-process>

### **Notes on Completing the Steps in Application Process:**

1. Complete steps 1-4 of the exchange program application process (linked above) between February 15- March 1 (for Fall) and August 15 - September 1 (for Spring) (the sooner the better). Complete step 5 of the application process after receiving your admit letter from the School of Law.
  - a. When creating your EID (step 3 of the application process), indicate that you plan to apply as a student at The University of Texas at Austin. You don't have to wait. Apply now.
  - b. When applying online (step 4 of the application process), you will need a passcode to being the application. The passcode is Bevo13. You don't have to wait. Apply now.
  - c. When applying online (step 4), indicate "no degree earned" when asked about your degree history.
  - d. When applying online (step 4), enter your name exactly as it appears on your passport. Use only standard English characters when entering your information. *Do not use accent marks, or special characters.* This rule also applies to your mailing address.
  - e. When applying online (step 4), select your major from the drop-down menu. Your major is "School of Law - Law," which is toward the bottom of the list. You must select the correct major to be admitted as an exchange student at the School of Law.
  - f. Do not upload any documents in MyStatus or complete any forms in MyStatus. Everything you need to submit must be done through my myIO.
  - g. For questions about myIO or the form DS-2019, email the exchange advisor in International Student & Scholar Services at [exchangeadvisor@austin.utexas.edu](mailto:exchangeadvisor@austin.utexas.edu), and copy [IncomingExchange@law.utexas.edu](mailto:IncomingExchange@law.utexas.edu).
2. After you apply online (step 4), you will receive your official admit letter via email from the School of Law.
  - a. You do not need the printed original of your admit letter to apply for your visa.
  - b. Once you have been admitted, you will have access to myIO (step 5 of the application process) beginning on February 15 (Fall) and August 15 (Spring).
  - c. Along with your official admit letter, you will receive an Admitted Student Guide from the School of Law with pre-arrival and arrival information, answers to frequently asked questions, and housing resources.

3. Within 2-3 weeks of successfully completing and submitting all required forms and document uploads in myIO, your Form DS-2019 will be issued and mailed by International Student & Scholar Services. To facilitate the mailing of your immigration document, complete the Mailing Address e-form in myIO to indicate your mailing preference.
  - a. US Postal Service: This service is free and will take approximately 2-5 weeks to be received. No tracking information is provided.
  - b. Express Mailing: This service has an associated cost and will take 2-8 business days to be received, depending on the shipping location and the provider selected. Tracking information is provided.
  
4. Enrollment requirement
  - a. You must be here for New Exchange Student Orientation at the School of Law on August 19-23, 2024 (for Fall) and January 7, 2025 (for Spring), or you will not be allowed to enroll.
  
5. For general questions, except questions about myIO and the Form DS-2019, email Natalie Shields, Senior Admissions Coordinator of the Graduate & International Program, at [IncomingExchange@law.utexas.edu](mailto:IncomingExchange@law.utexas.edu).