



2019-2020 Incoming Student Exchange Program



“What starts here changes the world.”



The University of Texas at Austin
School of Law

Contents

Part I

Application Information for 2019-2020 Incoming Exchange Students 1

Part II

Pre-Arrival & Arrival Information for 2019-2020 Incoming Exchange Students 3

Part III

2019-2020 Fact Sheet 7



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[Watch a video about the City of Austin](#)



The University of Texas at Austin School of Law

PART I: APPLICATION INFORMATION FOR 2019-2020 INCOMING EXCHANGE STUDENTS

The University of Texas School of Law (Texas Law) welcomes nominated applicants from our exchange partner institutions. Students must complete the study abroad application process at their home institution and be nominated to study at Texas Law by their home institution.

Deadlines for nominations from partner schools:

Fall Exchange (August-December)	March 1
Spring Exchange (January-May)	October 1

Deadline for completion of online application:

Fall Exchange	March 31
Spring Exchange	October 31

The University of Texas at Austin (UT) International Office (IO) Incoming Exchange Program website: <https://world.utexas.edu/iss/students/exchange>

INSTRUCTIONS FOR UT’S INTERNATIONAL EXCHANGE PROGRAM APPLICATION

Read the instructions carefully. Missing, incomplete, or incorrect items will delay processing.

1. The application is online at <http://world.utexas.edu/iss/students/exchange/apply>.
2. You must obtain a UT EID (UT Electronic ID) to start the application. Follow the links and instructions. It is important when creating your EID to enter your name **exactly** as it appears on your passport. **Do not use accents or other marks as our system does not them, and this will delay your application.** For example, “Mauricio Pajón” should be entered as “Mauricio Pajon.” If you have more than one first or last name, be sure to enter all of them. If you run out of space, enter what you can.
3. The password for the application is **Bevo13**.
4. Select your major from the pull-down box, **School of Law – Law. This is near the bottom of the list.** It is important to select the correct major so that you are enrolled as a Law School exchange student.
5. When entering your date of birth, use the U.S. format of month/day/year.

6. Your correct email is important. This is how we will contact you.
7. **You must SAVE and then SUBMIT your application.** If you do not click on submit, the application will not be complete or available for review.
8. Once you have submitted the online application, **please wait 24 hours** before uploading the following documents through the [myIO portal](#). Access to myIO is available starting on February 1, 2019 and after you have been admitted to UT.
 - **Academic Information Form:** Not required for Law School and Business School exchange participants. However, please send a 1-page Statement of Purpose outlining your academic objectives as an exchange student at Texas Law to IncomingExchnage@law.utexas.edu.
 - **Current Academic Transcript:** Must be an official transcript on transcript paper or stamped and signed by a university official.
 - **English Proficiency Form:** Complete this form and attach test scores if applicable, or ask your home institution complete the form. Required for students who plan to attend UT with a J-1 student visa.
 - **Passport:** Identification page of your passport only. This information will be used to issue your immigration document from UT.
 - **Financial Documents:** Required for students who plan to attend UT with a student visa. You must demonstrate to UT and to the United States consulate that you meet the financial requirements as explained on this [webpage](#).
 - **Supplemental Documents:** Supplemental documents are required for certain restricted majors, such as a portfolio for architecture or art majors. Please contact the Exchange Advisor for more details.

As soon as you complete all of the above, we will be able to enter your information into the Law School's electronic system and formally admit you as an exchange law student at The University of Texas School of Law.

We look forward to welcoming you to the University, the Law School, and the City of Austin!

Please feel free to contact me should you have any questions.

Best,

Mauricio Pajón, Ph.D.

Director of Graduate & International Admissions

The University of Texas School of Law

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The University of Texas at Austin School of Law

Part II: Pre-Arrival and Arrival Information for 2019-2020 Incoming Exchange Students

BEFORE YOU ARRIVE IN AUSTIN

Student Visa

Immigration Documents

The University of Texas at Austin (UT) will issue your Form DS-2019 after you complete the online exchange student application and your [Certificate of Financial Responsibility \(CFR\)](#) is approved. You will need the Form DS-2019 to apply for a [J-1 student visa](#). Processing your documents takes at least a month due to the volume of applications the University's International Office (IO) receives. The IO must review each application carefully. The IO will also register you on the Student and Exchange Visitor Information System (SEVIS) as part of the process.

The IO will send your immigration documents (DS-2019) and your admission offer letter by airmail. The IO offers the use of an [express mail service](#) to ship your documents by DHL for an additional fee.

Visa Process

After you receive your Form DS-2019 from UT, pay the Department of Homeland Security [SEVIS I-901 fee](#) and schedule your interview appointment. Visit the [UT Visa Information page](#) to learn how to pay the SEVIS fee, complete the online visa application, schedule an appointment for an interview, pay the application processing fee, and review embassy specific instructions. For more information, visit the [U.S. Embassy or Consulate website](#).

Take your passport (**with a validity date at least six months beyond your intended period of stay in the U.S.**), your Form DS-2019, photo, visa fee receipt, and any other documents listed on the embassy website to your interview. [Visa wait times](#) vary from country, so we recommend you apply for your student visa as soon as possible.

For questions, visit the U.S. State Department's [Frequently Asked Questions](#), contact your local [U.S. embassy or consulate](#), or write to jvisas@state.gov.

Housing

Review the [International Office's website](#) for new students. It has most of the information you will need, including immigration information, check-in, housing, etc. [Off-Campus Housing](#) lists some available rentals but certainly not all. There are many options for housing. Most students live off campus as on-campus housing is reserved primarily for undergraduate first-year students.

YOUR ARRIVAL IN AUSTIN

Plan to arrive in Austin sometime during the first or second week of August. The Incoming Exchange Student Orientation at the Law School is **mandatory** and will start on **Monday, August 19th**. The first day of classes will be **Wednesday, August 28th**. The Spring 2019 Academic Calendar can be accessed [here](#).

Your arrival in early August will give you time to move into your new home and complete the mandatory [International Briefing and Check-In](#) (IBC) at the IO and the [medical clearance requirements for international students](#) at University Health Services (UHS) prior to the first day of orientation.

If you have cannot access your housing upon your arrival, set up a [short-term housing arrangement](#).

Contact the student-run [Planet Longhorn](#) for help with your arrival. They will usually help with transportation from the airport.

You can also arrange your own transportation from the airport.

- [SuperShuttle](#): The cost is \$17-\$92 depending on your choice of vehicle and if you rideshare. The Super Shuttle will take you directly to your destination.
- Private Taxi Cab: Taxis are available at the airport. The taxi will take you directly to your destination. The cost is \$35-\$45.
- Ridesharing Services
 - [Ride Austin](#)
 - [Lyft](#)
 - [Uber](#)

AFTER YOU ARRIVE IN AUSTIN

Mandatory Items to Complete

International Briefing and Check-In

Exchange students must schedule their IBC for the week before the Law School orientation (or earlier). **You cannot register for classes until you complete IBC.** Please schedule your IBC appointment as soon as the fall 2019 dates are posted on the [IBC website](#).

After you arrive in Austin, you will be able to obtain your UT student ID card at the [Flawn Academic Center](#). Do this at your earliest convenience as this formally verifies your identity and secures access to the majority of student portals in the UT online system.

If you do not pay your fees (i.e., \$10 student ID card fee, \$125 International Student & Scholar Services fee, and UT health insurance fee, etc.) by **5 pm on Tuesday, September 3rd**, your registration will be canceled and you will be dropped from your courses. Additionally, you may be required to pay a late registration fee.

University Health Services Check-In for International Students

- Review the medical information **required** for international students on the [University Health Services \(UHS\) website](#). **You cannot register for classes until you complete the medical clearance requirements for international students.**
- Complete and submit the [TB and Vaccination History for International Students Form](#). Your physician needs to sign the form. **Bring this form with you to your UHS appointment.**

Note that the PPD (Mantoux) tuberculin skin tests or chest x-rays must be performed in the U.S. within 12 months prior to your arrival at UT. Most of you will take the test at UHS when you arrive. The cost is approximately \$20.

UHS must see a negative result after 48 hours before it clears a student for registration. If you have not had the required immunizations, they are available at UHS for a nominal charge.

- UT also has a new requirement for the [Meningococcal \(Bacterial Meningitis\) Vaccine](#):

“All students entering a public, private, or independent institution of higher education in Texas must provide documentation that they have had a meningococcal (bacterial meningitis) vaccine or "booster" dose *during the five year period prior to but no later than ten days before the first day of the first semester they will enter that institution.*”

Students entering in January 2014 or thereafter and who will be age 22 or older on the first day of classes of the semester in which they are entering are exempt from the Meningococcal Vaccine requirement.
- **Important:** As soon as you arrive in Austin, go to UHS or call +1 (512) 475-8301 to schedule an appointment. Expect to be at UHS for 1.5 hours. Those who have not scheduled an arrival time and who just walk in to the clinic may have longer wait times. **Please schedule your UHS appointment during the week prior to the Incoming Exchange Student Orientation.** You must have the TB test prior to registering for classes, and there is a two-day wait for results.

Law School Orientation

The Law School holds a **mandatory** Incoming Law Exchange Student Orientation. Orientation starts on **Monday, August 19th**. It will be held in the School of Law. I will send you the room number as soon as it is available.

At Orientation, we will review the U.S. legal system, the University and Law School honor code, U.S. law school classroom etiquette, your curricular options, and the course selection process. You will also tour the Law School, the Law Library, and get your law school database login password and username.

Health Insurance for International Students

International students will be billed automatically for the [UT Student Health Insurance Plan](#). As of spring 2015, the IO **will not accept** exchange student insurance waiver applications. All exchange students are required to purchase the [UT Student Health Insurance Plan](#). All insurance-related questions should be sent to insuranceadvisor@austin.utexas.edu.

Course Registration

We will review the course catalogue and registration procedures at the mandatory **weeklong** Law School Orientation starting on **Monday, August 19th**. You will have a couple days to research the classes you want to take and meet with an academic advisor before we register you for classes on **Friday, August 23rd**.

New international students cannot formally register for classes before completing IBC and the medical clearance requirements for international students discussed on pages 3-4 of this guidebook. **Failure to complete these requirements will result in bars being placed on your student record, and we will be unable to register you for classes on Friday, August 23rd**. However, you can begin to plan for the spring semester by reviewing [Spring 2019 Course Schedule](#) at Texas Law starting on **April 1, 2019**. We advise you to identify 6-8 courses you would like to take in the spring semester to provide the flexibility needed to achieve the minimum number of credits (10) needed to comply with U.S. immigration law and policy.

After we register you for classes, you will be able to add/drop courses from your course schedule subject to availability through **September 13th**. After that day, schedule changes must be made through the Law School's Office of the Registrar.

Miscellaneous Information

International Office Orientation

Though optional, you are encouraged to attend the IO Orientation for New International Students. Please see the [IO Orientation website](#) for dates and a schedule of activities.

Study Abroad Support

[Simply International](#) is a free service designed to help international students and their parents prepare for living in Austin. Started by a UT student who studied abroad, Simply International offers international students information about how to transition into life in Austin. **Simply International is not affiliated with The University of Texas.**

Immunizations for U.S. Citizens and Permanent Residents

UT requires the [Menigococcal \(Bacterial Meningitis\) Vaccine](#) for all incoming students. University Health Services has a list of [suggested immunizations](#) for U.S. citizens and permanent residents.

Health Insurance for U.S. Citizens and Permanent Residents

U.S. citizens and permanent residents may purchase the [UT Student Health Insurance Plan](#) as an option.



The University of Texas at Austin School of Law

Part III: 2019-2020 Fact Sheet

Setting

Incoming exchange students are fully integrated into university life and have full access to all the services that The University of Texas at Austin offers. Exchange students take courses at the Law School, integrated with both J.D. and LL.M. students.

History

The University of Texas School of Law began as The University of Texas at Austin's Department of Law when the University was founded in 1883. The Law School started with two professors and 52 students in the basement of the University's old Main Building. The Law School has since grown to more than 1,200 students and offers a Doctor of Jurisprudence (J.D.) and a Master of Laws (LL.M.).

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Websites

University: www.utexas.edu

School of Law: www.law.utexas.edu

Visa Information: <https://world.utexas.edu/iss/students/new/immigration>

Exchange Program: <http://links.utexas.edu/xmfuxc>

Important Dates

Fall 2019	Spring 2020
<i>August 16 and 19¹</i> Exchange Student Orientations	<i>January 10 and 13</i> Exchange Student Orientations
<i>August 28</i> Classes begin	<i>January 21</i> Classes begin
<i>November 27-30</i> Thanksgiving Break	<i>March 16-21</i> Spring Break
<i>December 9</i> Last class day	<i>May 4</i> Last class day
<i>December 11-14, 16-20²</i> Fall semester final exams	<i>May 6-9, 11-16</i> Spring semester final exams

Other important dates: [Law School Academic Calendar](#)

Nomination Deadlines

Fall Semester & Full Academic Year (Fall and Spring Semesters): **March 1, 2019**

Spring Semester: **October 1, 2019**

Nomination Procedure

Home university exchange coordinators must email nominations to IncomingExchange@law.utexas.edu. Please include the exchange student's name, gender (Mr. or Ms.), and email address.

Application Deadline

Fall Semester: Opens on **March 1, 2019** and closes on **March 31, 2019**

Full Academic Year: Opens on **March 1, 2019** and closes on **March 31, 2019**

Spring Semester: Opens on **October 1, 2019** and closes on **October 31, 2019**

¹ For fall, the **weeklong** Exchange Student Orientation at the Law School starts on August 19th. It runs through August 27th and classes start on August 28th. It is mandatory. We recommend you arrive at least a week early to settle in and complete the mandatory IBC and medical clearance for international students. If you do not complete these before registration on August 23rd, we will not be able to register you for classes. **Do not schedule your IBC and UHS appointments during orientation.** Although not mandatory, we recommend you also attend the [New International Student Orientation](#) on August 16th. It is organized by the International Office.

² Exchange students are advised not to purchase their return tickets home until they know their final exam schedule.

Duration of Study

We accept students who wish to study 1 semester (fall or spring) or two consecutive semesters (fall and spring). However, the duration of study will depend on the exchange agreement between The University of Texas School of Law and the partner university.

Level of Study

Exchange students at The University of Texas School of Law are considered graduate-level students. They may take courses outside of the Law School; however, these courses must be graduate-level courses.

Application & Registration Procedures

We only accept nominations sent by the exchange coordinator at our partner universities. Nominations should include the student's first and last name, gender (Mr., Ms., Mx.), and email address. The incoming exchange coordinator at The University of Texas School of Law will then send the current Exchange Student Guidebook to the exchange coordinator and to the nominated student(s). After the application is complete, the International Office at The University of Texas at Austin will send the Form DS-2019 and the official admit letter to the exchange student by airmail.

For fall exchange, the Office of Graduate & International Programs will register exchange students for classes toward the end of orientation. For spring exchange, exchange students will register themselves for during orientation.

Language of Instruction

English is the medium of instruction at The University of Texas at Austin and at The University of Texas School of Law.

Language Requirement

The Law School curriculum is rigorous and demands a strong command of English. Although we do not require it, we suggest exchange students have a TOEFL score or equivalent of 100.

Accommodation for Non-Native English Speakers

Non-native English speaking exchange students receive extended time on exams.

Academic English Program

Although separate from the Law School, the International Office offers a summer academic English program to help fall and yearlong exchange students focus on graduate-level English speaking and writing. Additional information is available at <https://world.utexas.edu/esl/programs/academic-english>.

Immigration

Exchange students are issued a Form DS-2019 from UT that allows them to apply for a J-1 student visa at a U.S. consulate. The Form DS-2019 is issued for the duration of their academic study period, usually one or two semesters. Exchange students enroll in a non-degree academic program, according to the terms of exchange agreements between The University of Texas at Austin and their home universities. Additional information is available at <https://world.utexas.edu/isss/students/exchange/immigrations>.

Off-Campus Housing

Austin has housing opportunities to suit everyone's tastes. Whether you prefer dorm-style living, a co-op, or just an apartment, Austin has it all. Exchange students are responsible for making their own housing arrangements. Additional information is available at <https://world.utexas.edu/isss/life/housing>.

Other Requirements

Exchange students **will not be able to register for classes** until they have completed the International Briefing & Check-In (IBC) (<https://world.utexas.edu/isss/students/new/ibc>) and the medical clearance for international students (<https://world.utexas.edu/abroad/apply/after/health-clearance>).

Grading System

Law students receive alphabetical grades. They are based on a 4.3-point scale for most classes. A few classes are credit/no credit. Courses taken outside of Law School will receive a credit/no credit only on the Law School transcript. Some pass/fail courses exist, but letter grade courses cannot be changed to pass/fail.

Grading Scale

Letter Grade	Grade Points
A+	4.30
A	4.0
A-	3.70
B+	3.30
B	3.0
B-	2.70
C+	2.30
C	2.0
D	1.70
F	1.30

Credits

Required to be full-time student:

- 10 credit hours minimum (20 ECTS Equivalent)
- 16 credit hours maximum (32 ECTS Equivalent)

Transcripts

You can expect to receive your transcript for the fall semester in late January and your transcript for the spring semester in late June. Unofficial transcripts are sent to the student and to their exchange coordinator at their home university once they are finalized. They are sent securely through UTBox. Students may download an unofficial transcript at no cost [here](#). They may purchase an official transcript for \$20 [here](#).

Classes

Each class ranges from 1-6 credit hours. The interactive course schedule is available at <https://law.utexas.edu/courses/catalog/>.

Clinics

The following clinics accept exchange students:

- Capital Punishment Clinic (Prerequisite: Students are required to take concurrently the Capital Punishment course.)
- Civil Rights Clinic
- Entrepreneurship and Community Development Clinic
- Environmental Clinic
- Human Rights Clinic
- Immigration Clinic
- Legislative Lawyering Clinic
- Supreme Court Clinic
- Transnational Worker Rights Clinic

Clinic students must pay a \$100 fee. All clinics require [an application](#). The first round of applications for fall 2019 will be available on **March 25, 2019**. Applications are due by 5 pm on **April 5, 2019**. Exchange students may apply only after they have received their UT EID as the application requires a UT EID and password to log on. Additional information is available at <https://law.utexas.edu/clinics/>. For more information, email clinicalEd@law.utexas.edu.

Health Insurance

Exchange students must have health insurance that meets both U.S. Department of State and University of Texas requirements while studying at the University. All reciprocal exchange students in J-1 status are automatically enrolled in the UT Student Health Insurance Plan at registration. **It is not possible to waive this requirement.** The cost of the insurance plan is included in your tuition and fee bill. Additional information about the UT Student Health Insurance Plan is available at <https://world.utexas.edu/iss/insurance/students/exchange>.

Students will have access to the [UT University Health Services](#) and will be able to use their health insurance there. There are free mental health appointments available as well.

Fee Bill

Exchange students must pay fee bill by **5 pm on September 3, 2019** (i.e., \$10 student ID card fee, \$125 International Student and Scholar Services fee, UT health insurance fee, etc.).

Otherwise, they will be dropped from their classes. Additionally, at the end of the semester, all additional fees/fines must be paid so that the Student Affairs Office will release exchange student transcripts. These can include library late charges, the \$30 Extegrity Exam4 Software fee (you will be given an opportunity to opt out via email), visiting UT University Health Services, etc.

Scholarships

The University of Texas School of Law does not offer scholarships to exchange students.

Estimated Budget Per Semester

Books & Supplies	\$998
Room & Board	\$6,465
Transportation	\$745
Personal & Miscellaneous	\$1,975
Health Insurance	\$1,042
Total Estimated Costs	\$11,225

Transportation

- [UT Shuttle Bus](#): Schedule available on-line
- [Capital Metro](#): City buses and light rail free with UT ID. If you need a route, go to Capitol Metro for its Trip Planner
- [SURE Ride](#): Provides Lyft rides away from main campus to your home. 7 days a week from 11 pm to 4 am
- [SURE Walk](#): Provides safe walks and rides home. 7 days a week from 8:30 pm-2 am.
- [E-Bus](#): The E-bus provides a safe alternative to driving to and from Austin's entertainment district during weekend evenings (Thursday-Saturday, 8:30 pm-3:00 am)
- [Mega Bus](#): Bus from Austin to Dallas and from Dallas to Austin
- [Zipcar](#): Car sharing & hourly car rental in Austin
- [Car2Go](#): Carsharing Austin
- Ride-share companies: [Get Me](#), [InstaRyde](#), [Lyft](#), [RideAustin](#), [Uber](#)
- [BikeUT](#): Register your bike with UT Police Department. Be sure to get appropriate locks- there are bicycle thieves