

Chicago-Kent
College of Law



ILLINOIS INSTITUTE OF TECHNOLOGY

**Chicago-Kent College of Law
International LL.M. and
Exchange Student
Class of 2012 Enrollment Guide**

**Office of International Law and Policy
Development**

565 W. Adams, Suite 320

Chicago, IL 60661

Email: intllm@kentlaw.edu

Telephone: 312-906-5134

Dear Members of the LL.M. Class of 2012:

Welcome to Chicago-Kent College of Law! We are pleased that you have decided to join us this fall and we look forward to welcoming you to the law school in August.

In order to help you prepare for the start of classes and for life as a student in Chicago, this guide includes important information about tuition, orientation, health insurance, and other matters. There are important forms that must be filled out and returned to the appropriate office. Some of these topics require immediate action while others simply provide helpful information.

When should you plan to arrive in Chicago?

Mandatory orientation for all LL.M. students begins Monday, August 1, 2011. You will receive more definitive directions regarding arrival in the late summer. Legal English also begins on August 1, 2011. Please note: You must bring your passport, I-20, I-94 card and all other official documentation regarding your immigration status with you on Monday, August 1, 2011. Law classes start on Monday, August 22, 2011.

We look forward to meeting you in August. In the meantime, if you have any questions about anything in this mailing or any other issues, please be sure to call Hilary Waldron or Lauren Reinhalter at the Office of International Law and Policy (312) 906-5134. You can also reach our office via e-mail at intllm@kentlaw.edu, and the fax number is (312) 906 – 5355.

Sincerely,

Office of International Law and Policy Development
Chicago-Kent College of Law

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SHORT COURSE INVITATIONS

Legal English Course

The Summer Legal English Course familiarizes students with English language writing and terminology in the field of law. The content of this course is specifically designed to help students acquire the skills necessary to succeed in “American style law school,” and we strongly recommend that all incoming LL.M students take this course if possible.

The course will take place from Monday, August 1, 2011 to Friday, August 12, 2011. The cost for the course is **\$1950.00**, payable on or before August 1, 2011 to the OILP office staff.

If you are interested in joining the Summer Legal English Course, please contact Hilary Waldron at hwaldron@kentlaw.edu immediately.

ARRIVAL INFORMATION

When to Arrive

All LL.M. and exchange students must report to Chicago-Kent on Monday, August 1 for Orientation, IALS or Legal English. We recommend that students arrive in Chicago any time after July 20 to get adjusted to the city and start to get settled. You must bring your passport, visa documents (I-20 or DS2019) and all other official documentation regarding your immigration status with you on Monday, August 1.

Please note that according to the regulations set out by the U.S. government, you cannot enter the U.S. more than 30 days in advance of the program start date (August 1) printed on your I-20. There are NO EXCEPTIONS to this rule. Please do NOT purchase airline tickets until AFTER you have received your I-20 and applied for and successfully received your visa.

Arrival Guide

Please carefully look over our arrival guide, found [here](#). It contains information on how to navigate O'Hare and Midway Airports and how to get into the city from these airports via various modes of transportation.

ORIENTATION INFORMATION

Orientation is mandatory for all students. It is an essential introduction to the law school and provides you with important information regarding your immigration status, course selection and administrative policies for LL.M. and exchange students.

In 2011, the orientation program will begin on August 1 with an intensive Introduction to the American Legal System course that is 2 credits. The course is a graduation requirement and therefore, attendance is required by all students. This course will count towards the 24 credits needed for graduation.

Additionally, it is a great time to meet your fellow classmates from around the world and get situated in Chicago. There is also plenty of time to find housing, buy books and other tasks.

A tentative Orientation 2011 schedule will be sent out in late May.

PROGRAM REQUIREMENTS AND COURSE SELECTION

Program Requirements

There are very specific guidelines for each LL.M. program. Please look them over in anticipation of your meeting with your academic advisor.

International Intellectual Property Law requirements are [here](#).

Financial Services Law requirements are [here](#).

International and Comparative Law requirements are [here](#).

Course Descriptions

All the courses offered at Chicago-Kent have descriptions available [here](#). Not every course is offered each semester and not all courses are open to LL.M. students. LL.M. students cannot take certain substantive law courses

which are required for JD students, nor can they enroll in trial advocacy or clinical courses. However, looking at the course descriptions will begin to give you an idea of what is offered at Chicago-Kent and the kind of material covered in a typical American law course.

Course Selection

The tentative Fall 2011 course offerings will be sent out via email to all enrolled students in May 2011. All LL.M. and exchange students will select their courses during orientation. You will meet with your academic advisor, who can assist you in designing an academic program that suits your interests and meets the requirements of your program. You will not be able to select or register for courses prior to meeting with your academic advisor.

HOUSING

It is the responsibility of each student to locate and secure their own housing assignment. Although this may seem overwhelming, there are many options in Chicago. To assist you, the OILP has created a comprehensive housing guide, which you received in the same email as this Enrolled Student Resource Guide. You can also find the guide [here](#).

HEALTH INSURANCE AND IMMUNIZATIONS

Health Insurance

All F-1 and J-1 students are required to purchase IIT Student Health Insurance. Even if you have insurance in your home country, you must purchase IIT Health Insurance. There are **NO EXCEPTIONS**. In 2011-2012, the cost of IIT health insurance will be \$850.

For one semester students, the health insurance cost for the Fall 2011 semester will be \$425. You will pay this amount in at the beginning of the Fall semester (see the section on When to pay to tuition and fees). The remainder of the fee will be waived from your account.

Additionally, there is a student Health Center located at the IIT Main Campus, which can provide non-emergency medical care to Chicago-Kent

students for free or a small fee.

Immunizations

You **MUST** complete an immunization form prior to arrival. The immunization form is available [here](#).

This form must be completed in English by your doctor or health care provider. **You do not need to send the form to us in advance—bring it with you to Chicago in time for orientation.**

Please note that if you fail to return the appropriate immunization forms, you will receive a “hold” from the Student Health Services. This Health Services “hold” will prevent you from registering for classes, ordering transcripts, or conducting other university business.

TUITION INFORMATION

Figuring out how much you owe

Tuition for the entire one year academic program is outlined in your acceptance letter, which you have already received. Any scholarship awarded in your acceptance letter will be deducted from your tuition, half of the total in each semester. Additionally, in your acceptance email, you received a Financial Affidavit, which outlined the costs that are expected for your time at Chicago-Kent. Tuition is charged per semester at Chicago-Kent. In addition to your tuition, all full-time students will be charged **each semester:**

\$65 activity fee

\$125 U-Pass fee

\$850 Health insurance fee (covers the entire year, charged in the Fall only. One semester students will only pay \$425 and the remainder of the fee will be waived from your account)

Beyond tuition and fees, you are responsible for your books, living expenses and any other incidental expenses.

How to pay tuition and fees

Tuition can be paid directly to the Bursars Office or Online. Online payment instructions can be found [here](#). You can pay your tuition by electronic check, check, cash, credit card (**2.75% transaction fee applies**), or wire transfer.

Please note that after arriving in the United States, it can take several weeks to establish a bank account and receive your “debit” card and/or paper checks. Paying by electronic check allows you to use your bank information to make online tuition payments without waiting to receive paper checks.

Please note that credit card payments may only be made online, and that Visa is not accepted for tuition payments.

When to pay tuition and fees

Tuition for Fall 2011 is due no later than **Friday, August 26th, 2011**. If you will study at Chicago-Kent for one academic year (two semesters) your tuition will be divided into two payments. In addition, if you will study at Chicago-Kent for one academic year (two semesters) you can enroll in a payment plan that divides your total due tuition into 3 monthly payments each semester. You can enroll in this program online during orientation week.

If you fail to pay your tuition by the due date, your account will receive a “registration hold.” A “hold” means that you will not be able to register for any further classes, order transcripts, or conduct other university business.

In addition, you will be charged a late fee for every month your tuition remains past due. **You will not be permitted to sit for exams unless your tuition is paid in full.**

COMPUTER RECOMMENDATIONS

Chicago-Kent’s Center for Law and Computers (CLC), has outlined the recommended computer configuration for incoming students to be most compatible with the various technological resources available at Chicago-Kent. Please read these guidelines very carefully before purchasing a computer. The guidelines are found [here](#).

MEET YOUR NEW CLASSMATES!

As you anticipate your arrival to Chicago, I would like to invite you to join Facebook- a social networking site, with a group created by Chicago-Kent College of Law exclusively for the LL.M. Class of 2012. You can join Facebook here: www.facebook.com

Facebook allows you to connect with your future classmates by creating an online profile, posting comments on forums, and joining online groups. In the upcoming days, the Office of International Law and Policy will e-mail each of you invitations to join our social network. This e-mail will have a link to Facebook with instructions on how to register.

To register, you will be required to enter your e-mail address, birth date, and create a password. Once you register, Facebook will ask you to create your profile. Once you have created a profile, you can join the LL.M. Class of 2012 group and begin to get to know your new classmates!

NEW STUDENT INFO ONLINE

You can always find all the information from this guide as well as the guide itself posted to our new student website located [here](#).