

**GUIDELINES FOR CALIFORNIA WESTERN STUDENTS FOR VISITING  
VICTORIA UNIVERSITY OF WELLINGTON, NEW ZEALAND**

If you wish to participate in California Western School of Law's (CWSL) exchange program with Victoria University of Wellington (VUW), New Zealand, you must take all of the following actions. These procedures are required by CWSL and mandated by the American Bar Association (ABA). Neither the Associate Dean for Academic Affairs nor the Academic Affairs Committee has the authority to waive or modify any of the rules enumerated below.

- 1. You must have successfully completed your first year before participating in the student exchange program.**
- 2. You must submit an application to the Associate Dean for Academic Affairs.**

You must submit an application to the Associate Dean for Academic Affairs, which includes a letter describing your reasons for applying as well as a resume and transcript. You must indicate when you would like to attend VUW. Students must have strong academic credentials to be considered for the exchange program. In addition, CWSL is allowed to send only two students per trimester to VUW. Thus, participation is not guaranteed.

The academic calendar at VUW is different from the CWSL calendar. Each VUW academic term overlaps with two CWSL academic trimesters. Accordingly, a one semester visit to VUW will require a student to miss two CWSL academic trimesters.

- 3. The Associate Dean must approve your proposed course of study.**

Once you have been approved to participate in the exchange program, you must then prepare a written plan that defines the educational objectives you hope to achieve by attending VUW, how the courses you plan to take will help you achieve those objectives, and how your work in these courses will be evaluated. You must identify which courses you intend to take at VUW. CWSL students only receive academic credit for upper-division undergraduate and graduate courses taken at VUW.

You must secure advanced approval of your written plan and your proposed course of study from the Associate Dean. Failure to do so will result in your being denied credit toward your J.D. degree for the courses you take at VUW. No exception can be made to this requirement.

- 4. Before you leave for New Zealand, you must verify that VUW has authorized your visit.**

The Associate Dean must obtain the necessary written assurance from the Deputy Dean at VUW authorizing your visit. However, it is your responsibility to ensure this has occurred.

- 5. You may not do an internship for academic credit while you are attending VUW (i.e.**

**none of your classes may involve work in a law firm, government office, or corporation, whether supervised by a member of the Law Faculty or not).**

- 6. You will pay one trimester's tuition to California Western for the trimester you spend at VUW.**

You must speak with the Business Office and Financial Aid Office at CWSL regarding your proposed visit to VUW so that you have a thorough understanding of the financial requirements and implications of your visit.

- 7. You will need to make your own travel arrangements. You are also responsible for paying your own room and board while in New Zealand.**

- 8. You will need to obtain a passport and must comply with all necessary New Zealand immigration requirements.**

You are responsible for all immigration requirements, including acquiring the appropriate travel visa. You may also be asked to provide proof that you have arranged for accommodations in New Zealand and that you have sufficient funds to cover your living expenses while you are there.

- 9. When you return from VUW, you must submit all available course materials, including teaching materials, course work product, and syllabus, to the Associate Dean for review.**

The ABA requires this review to ensure that your program of study at VUW meets standards equivalent to those of CWSL and that the classes you took there meet the educational objectives set forth in your statement of educational objectives. If you fail to provide the Associate Dean with your course materials and written work, the Associate Dean may have to deny you CWSL credit for the classes you took at VUW.

If you have further questions about the academic exchange program, you should contact the Associate Dean for Academic Affairs.

**Revised: January 21, 2008**