



## Externship Application Packet

(upd. 01/2023)

**Only students who have offers for externships or who have applied to a placement or placements accepting externship applications and have submitted the Externship Application Packet to [externships@ggu.edu](mailto:externships@ggu.edu) by the deadline are eligible for externship credit. To get help with securing a placement before the deadline, please contact the Office of Career Services or talk with the Externship Director.**

To earn credit, students may apply for enrollment in one of the Externship Courses below:

- Law 896 A: Civil Field Placement
- Law 896 B: Advanced (for repeating externships)
- Law 896 C: Judicial Externship
- Law 896 F: Criminal Litigation
- Law 896 I: Immigration Clinic
- Law 896 M: Cannabis Law Clinic

**Eligibility:** For all courses, the minimum requirements are:

- Must have completed 28 units
- Must be in a good academic standing
- Must apply by the deadline with all supporting documents

There may be other pre-requisites in addition to these basic course requirements. Please check course descriptions.

### To apply:

- Apply for Off-Campus Externship Placements.

Find these opportunities on GradLeaders, via the weekly newsletter from Career Services, the OCS Facebook Career page, after meeting with a Career Counselor or networking. Once a student has applied with the off-campus office or agency, that student may submit the Externship Application Packet even if still waiting for an interview or offer.

- Complete the Externship Application Packet provided below.

**For the registration request form**, complete the top portion with your information. **You must indicate your academic program for the application to be considered complete.** Under credit course selections, check Add. The department is Law. Select the course number and name from the externship courses listed on this information sheet, above. Leave the section # blank. Give the number of credits that you would like to earn. Students earn 1 credit for every 45 hours externed within the instructional period. See the law school's academic calendar for the instructional period (the dates "instruction begins" and "instruction ends").



Count the hours planned to extern within this instructional period and divide by 45 to get the number of credits. No fraction of a credit may be earned.

Students are responsible for knowing their graduation requirements when choosing the number of credits for this externship and for confirming their schedule on the Student, Faculty and Placement Supervisor Agreement, which is due soon after the start of the semester. Students remain responsible for monitoring credit hours and enrollment status throughout the course of the externship. A request for credits does not guarantee award of those credits.

For **the application form**, complete the top box with your information. Fill in the course name on the line for Externship Class/Clinic. Fill in the next three blanks with your credit completion, expectation and GPA (if applying for a judicial extern). **Students must be in good academic standing at the start of the semester the externship begins.**

In the second box, specify your placement. If you have received an offer for an externship, then please provide accurate and complete information on your placement. **The externship cannot be approved without this information.** If you have applied to a placement but have not yet received an offer, then list where you have applied and check the box. Students must at least apply to a placement offering externships by the deadline to be considered for externship credit.

Complete the blanks asking for externship or clinic history.

Please sign and date acknowledging that the application is not a guarantee of enrollment and that class attendance is required.

- Email the application packet along with your updated resume to [externships@ggu.edu](mailto:externships@ggu.edu). Hard copies will not be accepted. [Applications without a resume are incomplete.](#)
- Students seeking externship credit who have not secured a placement must still apply by the deadline, per the instructions above.
- Deadlines are posted on the externship website: <http://law.ggu.edu/clinics-and-centers/externships/>.

**IMPORTANT NOTICE FOR INTERNATIONAL STUDENTS:** International students must obtain CPT authorization. To be authorized for CPT and receive your CPT I-20, international students must:

- Receive approval for your externship, and
- Send your offer letter to your DSO (Designated School Official) or to [lawinternational@ggu.edu](mailto:lawinternational@ggu.edu).
- Students cannot start work until they receive their CPT I-20.

**REGISTRATION REQUEST**

Term: 20\_\_\_\_  Fall     Spring     Summer

Name: \_\_\_\_\_ GGU ID# or SS#: \_\_\_\_\_

Street address : \_\_\_\_\_

City, State, Zip: \_\_\_\_\_  New address    E-mail: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_  Home  Cell  Business

Anticipated GGU degree:  JD     LL.M     SJD

Anticipated graduation month & year: \_\_\_\_\_ / \_\_\_\_\_

**JD students, please indicate academic program:**

Full-time     Part-time     HLP  
 JD/MBA     JD/PhD     Int'l Student  
 JD Flex

Non-matriculated:  Visitor  Auditor\*

| CREDIT COURSE SELECTIONS |                          |      |          |       |       |              |                    |
|--------------------------|--------------------------|------|----------|-------|-------|--------------|--------------------|
| Add                      | Drop                     | Dept | Course # | Sec # | Units | Course Title | Approval Signature |
| <input type="checkbox"/> | <input type="checkbox"/> |      |          |       |       |              |                    |
| <input type="checkbox"/> | <input type="checkbox"/> |      |          |       |       |              |                    |
| <input type="checkbox"/> | <input type="checkbox"/> |      |          |       |       |              |                    |
| <input type="checkbox"/> | <input type="checkbox"/> |      |          |       |       |              |                    |
| <input type="checkbox"/> | <input type="checkbox"/> |      |          |       |       |              |                    |
| <input type="checkbox"/> | <input type="checkbox"/> |      |          |       |       |              |                    |

**Reason for Schedule Change(s):** \_\_\_\_\_

Payment Method:  Cash/credit card     Financial Aid     TMS Installment     TMS Corporate Reimbursement     Corporate/Agency Direct Bill

**Tuition Credit:** This transaction may not result in a credit of tuition charges for dropped courses. Please refer to the policy on the back of this form for more information.

**AUDIT COURSE SELECTION\***

| Dept | Course # | Sec # | Units | Course Title | Approval Signature |
|------|----------|-------|-------|--------------|--------------------|
|      |          |       | 0     |              |                    |

\*Audited courses do not count towards degree completion. Audit status is not available to students enrolled in a degree program except for SJD students. Auditors may be required to participate in class discussions but they receive no grade or academic credit for the course. SJD and non-matriculated students may change to audit status until the last day of instruction for the term. Once the status of a course has been changed to audit, it may not be revoked.

**Wait Lists:** If you are wait listed for a course, you will be contacted to add the course if space becomes available. You will not be added automatically.

**AGREEMENT:** In consideration for the acceptance of this registration by GOLDEN GATE UNIVERSITY, I agree to observe the rules of the University and the School of Law; to notify the Law School Registrar promptly in writing if I withdraw from any course or if any action occurs which may affect the status of my enrollment; and to pay the total charges as indicated in the Statement of Charges. **It is understood and agreed that, if any grants, scholarships or loans which are to be directly applied to my account are for any reason denied, or my employer/sponsor refuses, for any reason whatsoever, to make payment for charges I have incurred, I am then liable for all charges incurred.** It is further understood and agreed that as a condition of my registration at Golden Gate University, **that I have carefully read and understood the terms of the Withdrawal Policy** set forth in the School of Law's *Student Handbook*. I have read and understood the policy regarding tuition, fees and academic regulations as published in the applicable School of Law *Student Handbook*. Any dispute between us arising out of or related to this agreement or my status as a student shall be settled by arbitration pursuant to the commercial arbitration rules of the American Arbitration Association. In connection therewith (i) all AAA filing fees in excess of the then filing fee of the San Francisco Superior Court shall be paid by GGU; (ii) all arbitrator fees shall be paid by GGU; (iii) the provisions of CCP 1283.05 are incorporated herein; and (iv) there is no limitation on the available remedies that I may seek. **THIS IS A LEGAL DOCUMENT.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Processed by

# Externship Application

Externship Class/Clinic: \_\_\_\_\_ Year/Term: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*Externships require that you work 45 hours/unit for a minimum of 12 weeks during fall or spring terms or 7 weeks during the summer term. Please refer to the Clinical Legal Education Student Handbook at <http://law.ggu.edu/clinics-and-centers/externships> for more information.*

How many law school units will you have earned by the start of the semester? \_\_\_\_\_

How many units do you wish to earn for this externship course? \_\_\_\_\_

If you are applying for the Immigration Clinic, have you completed one course in immigration law (Law 842A, Law 842D, or Law 706A), or do you have prior immigration experience? If so, please list here: \_\_\_\_\_

*Note: The application is subject to approval. Once enrolled, it is the student's responsibility to verify the numbers of credits to be earned.*

If you are applying for Judicial Externship, please state your current GPA Point Average (2.5 required for state trial court; 2.75 required for the appellate or federal court: \_\_\_\_\_

Check if you have been accepted to an externship placement. (If you have a placement, please complete the following information about the employer.)

Check if you are applying to the Cannabis Law Clinic  Check if you are applying to the Immigration Law Clinic

Supervising Attorney/Judge: \_\_\_\_\_ Title: \_\_\_\_\_

Organization/Court Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Supervising Attorney/Clerk Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Email Address: \_\_\_\_\_  Paid  Unpaid

Check if you have applied to an externship placement (List where you have applied)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Please indicate any other GGU Law Clinics or Externship Clinics you have taken (\*You may enroll in only one clinic per term.)

| Clinic/Externship | Semester/Year | #of Units |
|-------------------|---------------|-----------|
| _____             | _____         | _____     |
| _____             | _____         | _____     |

I understand that the Externship Director has the discretion to make final selection for each semester's enrollment and that space in each class is limited. I confirm that I will attend the class meetings (See Scheduling notes on Courses Schedule for exact dates.) I understand that I cannot earn externship credit and federal work study in the same semester.

Type or sign your name (Signature of Applicant)

Date (MM/DD/YYYY)

Please return this application and a current resume by emailing it to [externships@ggu.edu](mailto:externships@ggu.edu)  
Questions? Email us: [externships@ggu.edu](mailto:externships@ggu.edu)