

SUMMER 2025 EXTERNSHIP FLOW CHART

PRIORITY DEADLINE: APRIL 21, 2025

ROLLING DEADLINE: MAY 9, 2025

1 CHOOSE YOUR EXTERNSHIP PATH:

NEW EXTERN

- A 1-credit seminar is required.
- 5-6 credit externships require prior approval.

REPEAT EXTERN

- A 3rd externship at the same office requires an email from the supervisor.

2 CONFIRM EACH POINT BELOW BEFORE SUBMITTING YOUR PAPERWORK (to minimize registration delays):

A. Check that your **SUPERVISOR IS IN CORE**. If not, the supervisor must "apply to participate in our program" using code SupervisingAttorney.

B. Count your **EXTERNSHIP FIELD CREDITS**. If you have exceeded your allowed (15) externship field credits, then you need to submit a Petition to Request Additional Out-of-Class Credits. Email your approved petition to externships@law.du.edu.

C. Make sure you have **SEMESTER CREDITS AVAILABLE** in your schedule. If you do not, drop a course(s) or submit a Petition to Overload Form. Anything over 8 credits requires an approved petition.

D. Confirm that you do not have a **HOLD** on your account. If so, contact the Office of Student Billing.

E. Complete all fields on the **ACCEPTANCE FORM**, including field credits, paid/unpaid, signatures on both pages, etc. Field credits must be 2-6 max.

3 SUBMIT YOUR REGISTRATION PAPERWORK AND RECEIVE CONFIRMATION:

Log into CORE, click on "Externship Registration Paperwork"
"Add New Externship Registration"

- Choose summer semester 2025 and the appropriate placement type.
- Complete the required fields.
- Attach all pages of the acceptance form and click submit.

You will receive a confirmation email from CORE when your registration is complete. It's a manual process with many steps, so please be patient!