

# FALL 2025 EXTERNSHIP FLOW CHART

DEADLINE: AUGUST 8, 2025

DETAILED INSTRUCTIONS ARE AVAILABLE ON OUR [WEBSITE](#)

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## CHOOSE YOUR EXTERNSHIP PATH:

### NEW EXTERN

- A 1-credit seminar is required, in addition to your externship credits.
- Orientation is required.

### REPEAT EXTERN

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

### SIP EXTERN

- 3L students only
- Paperwork is due by July 1.

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## 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 law-externship@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 15 credits (for FT students) 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, except for SIP students.

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## SUBMIT YOUR REGISTRATION PAPERWORK AND RECEIVE CONFIRMATION:

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

- Choose fall 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!