



## CHECKLIST FOR INCOMING DUAL JD STUDENTS

### ✓ Respond to your Admission Offer.

- **OLSAS Applicants:** Students who applied through the Ontario Law School Admission Service (OLSAS) are required to respond to their offer of admission by the deadline listed in their offer of admission letter using the Secure Applicant Messaging Tool (SAM). To do this, please log on to your completed OLSAS application, using your IT number and password. Next, click on the appropriate link and follow the online instructions. You will receive a confirmation number via e-mail once you have submitted your response. After your response is processed, you will receive a second e-mail, which will contain another confirmation number. **Failure to accept, or provisionally accept, this offer of admission by the expiry date will lead to forfeiture and lapse of this offer.**
- **LSAC Applicants:** Students who applied through the Law School Admission Council (LSAC) must submit a completed Admissions Acceptance form to the Detroit Mercy Admissions Office by the deadline listed in your offer of admission letter. A copy of the Admissions Acceptance Form may be found at <http://law-school.udmercy.edu/first-year-admissions-acceptance/>. This will confirm your enrollment and register you for the upcoming school term. **Detroit Mercy Law will withdraw its admission offer if it does not receive this form, along with your non-refundable commitment deposit, by the stated deadline.**

### ✓ Submit your \$500 Commitment Deposit.

- **OLSAS Applicants:** Applicants who applied through OLSAS must submit a non-refundable commitment deposit in the amount of \$500 (Canadian funds) directly to the University of Windsor by the date listed in your offer of admission letter. This non-refundable deposit will be credited against the balance of tuition owing for the Fall 2017 semester. The University of Windsor accepts several forms of payment for your deposit. Further information on payment options may be located on the Cashiers' Office website at <http://www1.uwindsor.ca/cashiers/payment-options>.
- **LSAC Applicants:** Applicants who applied through LSAC must submit a non-refundable commitment deposit in the amount of \$500 (U.S. funds) to the Detroit Mercy Admissions Office by the deadline listed in your offer of admission. This non-refundable deposit will be credited against the balance of tuition owing for the Fall 2017 semester. Please include your LSAC Account number in all correspondence and on all payments. You may pay your

commitment deposit by submitting a check or money order payable to the University of Detroit Mercy to the following address:

Detroit Mercy Law  
Admissions Office  
651 E Jefferson Ave  
Detroit, MI 48226

✓ **Submit copies of your Official Transcripts.**

- Pursuant to American Bar Association requirements, entry into the Dual JD Program is limited to students who have completed a four-year university degree program. You are required to submit two (2) official transcripts from your undergraduate institution demonstrating the conferral of your bachelor's degree. One transcript should be mailed directly to the University of Detroit Mercy, and one should be mailed directly to the Law School Admissions Council (LSAC). Your transcript can be mailed to Detroit Mercy Law at the following address:

Detroit Mercy Law  
Attn: Admissions Office  
651 E Jefferson Ave  
Detroit, MI 48226

The second copy of your transcript can be mailed to LSAC at the following address:

Law School Admissions Council  
662 Penn St.  
Newtown, PA USA 18940  
P.O. Box 2000-M

✓ **Apply for Government-funded Financial Aid.**

- **U.S. Citizens:** If you are a U.S. citizen or permanent resident, questions regarding the availability of financial aid should be directed to Ms. Denise Daniel at the Detroit Mercy Law Office of Financial Aid at [udmlawfa@udmercy.edu](mailto:udmlawfa@udmercy.edu) or by telephone at (313) 596-9417. For students submitting the Free Application for Federal Student Aid (FAFSA), please note that the University of Detroit Mercy's Title IV institution code for FAFSA is E00392 and the University of Windsor's code is G06689.

- **Canadian Citizens:** If you are a Canadian citizen or permanent resident, you must apply for financial aid through your province of residence. General information on Canadian student loan applications can be located at <https://www.canada.ca/en/employment-social-development/services/student-financial-aid/student-loan/student-loans/apply.html>. Students are encouraged to visit the Professional Programs page on the University of Windsor's Student Awards & Financial Aid website at <http://www1.uwindsor.ca/awards/financial-Resources-professional-programs>.

- ✓ **Apply for a Scotiabank Line of Credit for Students.** Windsor Law and the Canadian & American Dual JD Program have partnered with Scotiabank to provide enhancements to their Scotia Professional Student Plan, including increased borrowing limits of \$150,000 with preferential interest rates and repayment terms. The program is administered only out of Scotiabank's main branch in Windsor, located at 388 Ouellette Avenue. Interested students should contact Elaine Genyn, Professional Banking Advisor at (519) 973-5396 or [elaine.genyn@scotiabank.com](mailto:elaine.genyn@scotiabank.com) to determine how the Scotia Professional Student Plan may help to fund their legal education.
- ✓ **Apply for Scholarship Assistance.**
  - **Detroit Mercy Law:** Dual JD students are eligible for several scholarship assistance opportunities at Detroit Mercy Law. The Law Financial Aid Office maintains a list of current scholarships and writing applications available to current students on the Law Financial Aid TWEN Page. In addition, enrolled students may apply and be considered for a number of endowed scholarships each year. Students are further considered for additional scholarship assistance based on outstanding academic performance at the end of each academic year.
  - **Windsor Law:** The University of Windsor offers a variety of awards that assist law students with financial need, celebrate students who demonstrate good citizenship, and recognize academic excellence. Students are automatically considered for some awards, while others may require an application. Awards are administered by the Office of the Associate Dean. To learn more about available scholarship opportunities, please visit [www.uwindsor.ca/law/awards](http://www.uwindsor.ca/law/awards).
- ✓ **Schedule tours of the Windsor and Detroit Mercy campuses.** Prospective and admitted students are welcome to visit the Windsor Law and Detroit Mercy Law campuses before the start of fall classes. Interested students should contact Ms. Mary Mitchell at [mary.mitchell@uwindsor.ca](mailto:mary.mitchell@uwindsor.ca) to schedule a tour of both law school campuses.
- ✓ **Submit your I-20 Application and Financial Support Statement forms.** Admitted students will receive a copy of the I-20 Application and Financial Support Statement forms in mid-June. Dual JD students are required to complete the I-20 Application and Financial Support Statement forms, with accompanying proof of funding, in order to be approved for their U.S. student visa. The I-20 Application and Financial Support Statement forms should be couriered to the following address:
 

University of Windsor Faculty of Law  
Office of the Canadian & American Dual JD Program  
Attn: Mary Mitchell  
401 Sunset Avenue  
Windsor, Ontario N9B 3P4
- ✓ **Arrange Housing with Leases beginning in August.** Students may live in either Windsor or Detroit during their three years in the Dual JD Program. However, students typically choose to live in Windsor because of the lower cost of living and the greater availability of housing both on and off campus.

- **Windsor On-Campus Housing**: The University of Windsor has numerous residence halls in traditional, suite and semi-suite styles conveniently located throughout campus. For further information, please visit <http://www.uwindsor.ca/residence/>.
- **Windsor Affiliated Housing**: Students interested in the Dual JD Program may wish to consider Canterbury College housing, located across the street from the Faculty of Law building. On-site parking is available for all residents of Canterbury College at a discounted cost. For further information on Canterbury College, please visit <http://www1.uwindsor.ca/canterbury/student-housing>.
- **Windsor Off-Campus Housing**: Available off-campus housing can be located using the following websites:
  - **CampusUp! U of Windsor**: <http://www.campusup.com/>
  - **Kijiji**: <http://www.kijiji.ca/h-windsor-area-on/1700220>
  - **Places4Students**: <https://www.places4students.com/>
  - **RentSeeker.ca** - <http://www.rentseeker.ca/Windsor.aspx#mapsearch>

Students seeking recommendations on off-campus housing locations, landlords, and roommate arrangements may wish to post on student-run Facebook groups such as *Dual JD Students – All Years* and *Windsor Law Students – All Years*. Upper-year law students are active on these forums, and many would be happy to provide advice on housing options to incoming students.

- **Detroit Housing**: Detroit Mercy Law does not offer on-campus housing, but many off-campus housing options exist near campus and in the downtown core. Students wishing to reside in the United States should contact Ms. Barbara Buslepp-Stockwell at [buslepba@udmercy.edu](mailto:buslepba@udmercy.edu) or (313) 596-0208 for advice and assistance in locating housing.

✓ **Apply for a NEXUS Card (Optional)**. Dual JD students are encouraged to apply for a NEXUS Trusted Traveler card in order to expedite travel across the Detroit-Windsor Tunnel. NEXUS cards are not mandatory, but will provide student users with access to dedicated processing lanes at the Detroit-Windsor Tunnel. Students who wish to carpool for their Detroit classes should note that all vehicle passengers are required to have a NEXUS card in order to use the dedicated processing lanes. Interested students can apply for NEXUS using one of two methods:

- **Global Online Enrollment System (GOES)**: The GOES system allows registered users to enter their own applications for U.S. Customs and Border Protection (CBP) Trusted Traveler Programs. Students should create an account through the GOES website, and complete a NEXUS application. A \$50 non-refundable fee, in U.S. funds, must accompany your application. CBP will review your application and, if conditionally approved, you will be instructed to schedule an interview at a NEXUS Enrollment Center. There is a NEXUS Enrollment Center located in Detroit, next to the Ambassador Bridge.

- **Mail:** Send your completed NEXUS Application form, \$50 non-refundable fee (Canadian funds), and photocopies of your supporting documentation to your designated Canadian Processing Center. A copy of the NEXUS Application form can be located at <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/bsf658-eng.pdf>. If your application is conditionally approved, you will be instructed to schedule an interview at a NEXUS Enrollment Center.
- ✓ **Check your Passport Expiry Date.** Incoming Dual JD students must hold a valid passport for entry into the program. If your passport is due to expire before February 14, 2018, you must renew your passport before immigration processing may occur.
- ✓ **Purchase Parking Permits at the Windsor and Detroit campuses.**
  - **University of Windsor:** Parking permits for the University of Windsor main campus are available for purchase through the University's website or in person at the Parking Office, located on the 1<sup>st</sup> Floor of the Joyce Entrepreneurship Centre. Alternatively, students may wish to purchase monthly parking permits for the Canterbury College lot, located across the street from the Faculty of Law building on University Avenue. Canterbury College parking permits can be purchased online through the Canterbury website, located at <http://www1.uwindsor.ca/canterbury/>.
  - **Detroit Mercy Law:** All Detroit Mercy Law students can register for a parking permit online at <http://udml.net/parking/> during Detroit Mercy Law's academic orientation week. Once the online request form has been filled out and submitted, students may pick up their parking tag hanger at the Student Services Center. If you are carpooling, all members of the carpool must come together as a group and each member must present their student ID and their vehicle registration. There will only be one parking hanger issued per carpool group. If you have any questions about parking permits, please contact Mr. Jeff Johnson, Assistant Dean for Administrative and Student Services, at [johnsoje1@udmercy.edu](mailto:johnsoje1@udmercy.edu).
- ✓ **Get Your Student Visa Processed.** As the Dual JD Program involves study in both the United States and Canada, admitted students may need study visas to participate. Under the *Border Commuter Student Act of 2002*, Canadian students attending classes at a Bureau of Customs and Immigration Services-approved school require an **F-1 student visa**. A SEVIS Form I-20 (certificate of eligibility) will be issued to incoming Dual JD students prior to the start of orientation, based on the information provided in your I-20 Application and Financial Support Statement forms. Canadian citizens in the Dual JD Program will have their student visas processed on one of the following dates:
  - **August 14, 2017, 8:30 a.m.:** Students with their last name beginning with letters A – L must pick up their SEVIS Form I-20 at the University of Windsor Faculty of Law. Students will then proceed in small groups to the Detroit-Windsor Tunnel for immigration processing. A U.S. immigration attorney will assist students with immigration processing; however, the attorney will not provide legal representation to any student.
  - **August 15, 2017, 8:30 a.m.:** Students with their last name beginning with letters M – Z must pick up their SEVIS Form I-20 at the University of Windsor Faculty of Law. Students

will then proceed in small groups to the Detroit-Windsor Tunnel for immigration processing. A U.S. immigration attorney will assist students with immigration processing; however, the attorney will not provide legal representation to any student.

- ✓ **Attend the Dual JD Immersion Course:** First year students in the Canadian & American Dual JD Program must attend the Dual JD Immersion Course, beginning on August 16, 2017. Immersion provides incoming Dual JD students with a comprehensive introduction to the structures of the Canadian and U.S. legal systems and comparative legal skills pedagogy. Successful completion of the Immersion Program provides students with one (1) academic credit that will count toward your graduation requirements. Failure to attend could delay or deny your ability to participate in the Dual JD Program.
- ✓ **Attend Detroit Mercy Law Orientation:** Following the mandatory Immersion Course, students are required to attend academic orientation at Detroit Mercy Law the week of August 21, 2017. Further information with respect to academic orientation, including schedules and required reading materials, will be provided to students in advance of orientation.
- ✓ **Attend Windsor Law Orientation:** Academic orientation for all Windsor Law students begins the week of August 28, 2017. All admitted Dual JD students are required to attend orientation. Further information with respect to academic orientation, including schedules and required reading materials, will be provided to students in advance of orientation.