



CHECKLIST FOR INCOMING DUAL JD STUDENTS

Respond to your Admission Offer.

- **OLSAS Applicants:** Applicants who applied through the Ontario Law School Application Service (OLSAS) are required to respond to their offer of admission by the deadline listed in your offer of admission using the Secure Applicant Messaging Tool (SAM). To do this, 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 with 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:** Applicants who applied through the Law School Admission Council (LSAC) must submit a completed First Year Acceptance form to the Detroit Mercy Admissions Office by the deadline listed in your offer of admission. This will confirm your enrollment and register you for Fall 2019. Detroit Mercy Law will withdraw its admission offer if it does not receive this form, along with your commitment deposit, by the stated deadline.

Submit your \$500 Commitment Deposit.

- **OLSAS Applicants:** Applicants who applied through OLSAS must submit a non-refundable deposit in the amount of \$500 (Canadian funds) directly to the University of Windsor by the date listed in your offer of admission. This non-refundable deposit will be credited against the balance of tuition owing for the Fall 2019 semester. Please include your nine digit University of Windsor Student ID number on all correspondence and on all payments. The University of Windsor accepts several forms of payment for your deposit. Further information on payment options can be located [here](#).
- **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 2019 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 bachelor's degree program. You are required to submit two copies of your official undergraduate demonstrating the conferral of your bachelor degree by August 1, 2019. One copy should be sent to the University of Detroit Mercy, and one copy should be sent to the Law School Admissions Council. Your transcript can be mailed to Detroit Mercy Law at the following address:

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

Your transcript can be mailed to LSAC at the following address:

Law School Admissions Council
Box 2000-M
Newtown, PA 18940-0993

□ **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. Jessica Rouser at the Detroit Mercy Law Office of Financial Aid at rouserjm@udmercy.edu or by phone 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 002323 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 [here](#).

- **Apply for a ScotiaLine Personal Line of Credit for Students.** Windsor Law has partnered with Scotiabank to offer an enhanced Scotia Professional Student Plan for its JD and Dual JD students, including increased borrowing limits and preferential repayment terms. The plan is administered out of Scotiabank's main branch in Windsor. For further information, please contact Ms. Elaine Genyn, Scotiabank Branch Manager, at elaine.genyn@scotiabank.com or (519) 973-5396.

- **Schedule tours of the Windsor and Detroit Mercy campuses.** Incoming students in the Dual JD Program are welcome to visit the Windsor Law and Detroit Mercy Law school campuses before the start of fall classes. Interested students should contact Ms. Judi Burke at jburke@uwindsor.ca to schedule a cross-border tour.

- **Submit your I-20 Application and supporting documents.**
 - Admitted students will receive an application for their I-20 student visa and of the Supporting document forms in mid-June. Dual JD students are required to complete and mail the Financial Support Statement form with accompanying proof of funding in order to be approved for their student visa. Financial Support Statements are due by **Friday, July 19, 2019**, and may be sent to the following address:

University of Windsor Faculty of Law
Office of the Dual JD Program
Attn: Judi Burke
401 Sunset Ave.
Windsor, Ontario, Canada N9B 3P4

- **Arrange Housing with Leases beginning in August.** Students typically choose to live in Windsor during their three years in the Dual JD Program because of the lower cost of living and the greater availability of housing both on and off campus.
 - **Windsor On-Campus Housing:** Students interested in living on campus at the University of Windsor may wish to consider Canterbury Residences, located across the street from the law building at the University of Windsor. Further information on Canterbury Residences can be found [here](#).

- **Windsor Off-Campus Housing:** Available off-campus housing can be located both near the University of Windsor (West Windsor) and in downtown Windsor. [Here](#) is a general resource to assist you in securing off-campus housing in Windsor.
 - **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 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 card in order to expedite travel across the Windsor-Detroit border. NEXUS cards are not mandatory, but will provide student users with access to dedicated processing lanes at the Windsor-Detroit Tunnel. Once approved, your membership with NEXUS will last for five years. There are no annual fees associated with the NEXUS program. 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 the 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. Once approved, your membership with NEXUS will last for five years. There are no annual fees associated with the NEXUS program. 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.

- **Check your Passport Expiry Date.** Dual JD students must hold a valid passport. Please ensure that your passport is not due to expire prior to February 15, 2020.
- **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 beginning June 2019. Permit applications are available [online](#), and may be purchased at the Parking Office, located on the 1st Floor of the Joyce Entrepreneurship Centre.
 - **Detroit Mercy Law:** Dual JD students may register for parking permits at the Student Services Office during orientation week at Detroit Mercy Law. The annual cost of a

parking permit is \$400 USD. Students who will be carpooling to their classes at Detroit Mercy Law may purchase one pass for their carpool, provided information about each carpool participant's vehicle is registered with the Student Services Office.

- **Get Your I-20 Processed.** As the Dual JD Program involves study in both the United States and Canada, qualified students may need study visas to participate. U.S. citizens will be individually advised on applicable student visa processes. Canadian citizens must have their student visas processed on one of the following dates:
 - **August 13, 2019, 8:30 a.m.:** Students with their last name beginning with **letters A – L** must pick up their I-20 at the University of Windsor Faculty of Law. Students will then proceed to the Windsor-Detroit Tunnel for immigration processing.
 - **August 14, 2019, 8:30 a.m.:** Students with their last name beginning with **letters M- Z** must pick up I-20 at the University of Windsor Faculty of Law. Students will then proceed to the Windsor-Detroit Tunnel for immigration processing.

- **Attend Detroit Mercy Law Orientation:** The Canadian & American Dual JD Program begins with Orientation at Detroit Mercy Law the week of August 19, 2019. Attendance at Orientation is mandatory.

- **Attend Dual JD Immersion Classes:** In addition to orientation, Dual JD students are required to participate in both Immersion classes before your regular schedule begins in September. Immersion constitutes a component of the Comparative Legal Writing and Research course, and students receive one academic credit for their participation. Immersion presupposes that incoming students are unfamiliar with both the U.S. and Canadian legal systems, and is designed to provide an overview of these complex topics to set students up for success.
 - **Thursday, August 15, 2019, 10:30 a.m. – 3:30 p.m. at Detroit Mercy Law**
 - **Thursday, August 22, 2019, 10:30 a.m. – 1:30 p.m. at Detroit Mercy Law**

- **Attend Windsor Law Orientation:** Orientation for all Windsor Law students begins the week of August 26, 2019. All Dual JD students must attend orientation at Windsor Law.