

# WELCOME



## OFFICE OF GRADUATE ADMISSIONS

AMERICAN UNIVERSITY WASHINGTON COLLEGE OF LAW



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# ADMISSIONS PACKET

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Congratulations on your acceptance to American University Washington College of Law! We believe your master of laws program will be the ideal place for you to further propel your already impressive career toward greater achievement.

This admissions packet contains important information pertaining to your next steps in the enrollment process. Please review the enclosed documents and submit your \$350.00 tuition deposit online by the date stated in your acceptance letter to officially accept this offer. Please also fill out the **Notification of Plans**. If you have questions about your 'next steps' as an admitted student please visit the **Admitted Student Website** or contact us directly.

We hope you will join our strong and dedicated community of legal professionals for your future studies.

Warm regards,



Meghan Walter

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### CONTACT THE OFFICE OF GRADUATE ADMISSIONS

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# CREATING YOUR myAU ACCOUNT

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Every faculty member, staff member, and student at American University receives a unique username that provides access to AU's various online resources. If you are a new AUWCL student, you will need to follow these steps to create your username:

1. Open a web browser and go to <https://myau.american.edu>



2. Find **NEW STUDENTS, FACULTY, AND STAFF: CREATE YOUR ACCOUNT**
3. Select **I AM A STUDENT**
4. Select **CREATE STUDENT ACCOUNT**
5. Enter the following personal information when prompted:
  - Your seven-digit AU ID number, which you should have received in your acceptance letter
  - Your name (required)
  - The last 4 digits of your social security number **OR** your date of birth in the format of MMDDYYYY
6. Enter your choice of an initial password when prompted, as well as a secret question and answer for verification purposes if you ever forget your password.
7. All email correspondence from the University will be sent to your **student.american.edu** e-mail address. **Please forward your AU email to your personal email address to ensure you do not miss important correspondence.** Instructions on how to forward your email can be found **HERE**.

The system will take a moment to create your username. When you see the message stating that your username has been successfully created, you are ready to log into the MyAU portal for the first time.

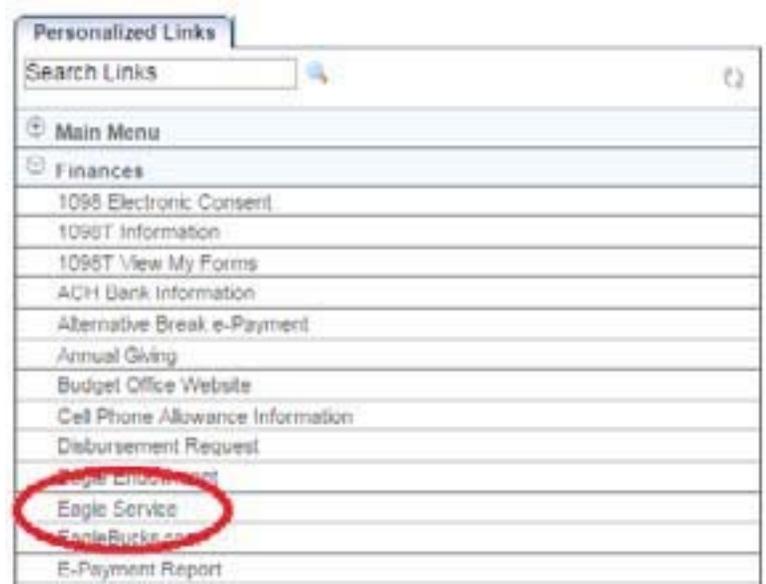
# SUBMIT YOUR DEPOSIT ONLINE AT [myau.american.edu](http://myau.american.edu)

## STEP 1

Create your account on the [myau.american.edu](http://myau.american.edu) web portal (refer to American University Web Portal instructions or to the following section)

## STEP 2: MyAU

- Log into [myau.american.edu](http://myau.american.edu)
- Use your new Admitted Student Username and Password & select the **Login** link or just use the enter key
- Find the **Personalized Links** box
- In the Personalized Links box click on **Finances**
- Under the Finances link column choose the **Eagle Service** link

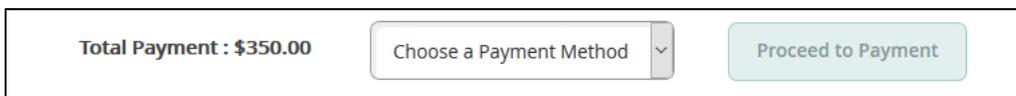


## STEP 3: EAGLE SERVICE - SEAT DEPOSIT

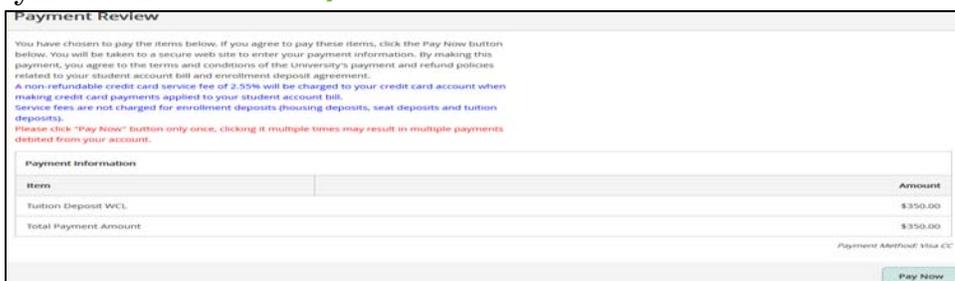
- Once in the **Eagle Service** system click the **Student Finance** button



- A summary of your Student Finance Account will appear and list the “Tuition Deposit WCL” payment item for \$350.00
- Select your payment method (credit card or e-check) in the drop down box and click **Proceed to Payment**



- Review payment and select **Pay Now**

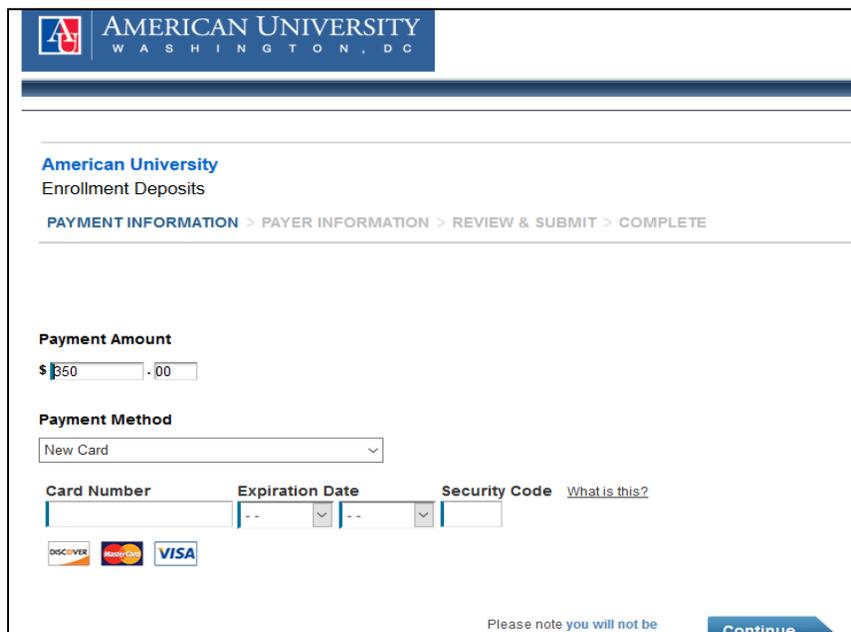


# SUBMIT YOUR DEPOSIT ONLINE AT [myau.american.edu](http://myau.american.edu)

## STEP 4: PAYMENT

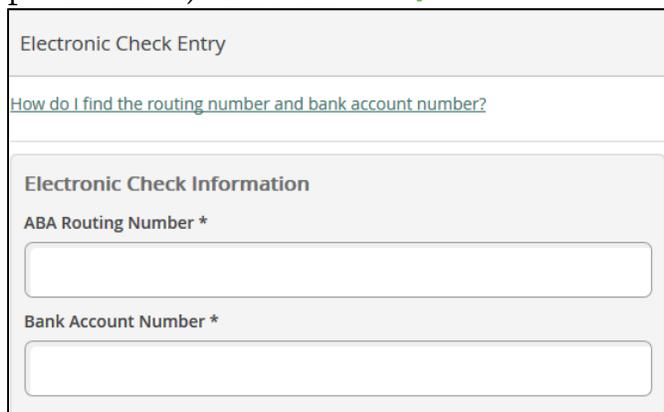
**Credit Card Payment** - Enter your credit card number, expiration date, & email (to receive a receipt via email) and select **Pay Now**

**Note:** You are **NOT** charged the 2.55% convenience fee for paying the seat deposit with a credit card.



The screenshot shows the American University Enrollment Deposits payment page. At the top, it says "AMERICAN UNIVERSITY WASHINGTON, DC". Below that, it says "American University Enrollment Deposits" and "PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE". The "Payment Amount" is set to \$350.00. The "Payment Method" is set to "New Card". There are fields for "Card Number", "Expiration Date", and "Security Code". Below these fields are logos for Discover, MasterCard, and Visa. At the bottom, there is a "Continue" button and a note: "Please note you will not be".

**E-Check Payment** - Enter your routing number, bank account number, & email (to receive a receipt via email) and select **Pay Now**



The screenshot shows the "Electronic Check Entry" form. It has a link: "How do I find the routing number and bank account number?". Below that, it says "Electronic Check Information". There are two required fields: "ABA Routing Number \*" and "Bank Account Number \*".

Print a copy of your receipt for your records. If you experience problems submitting your online deposit, please contact [helpdesk@american.edu](mailto:helpdesk@american.edu) and the Office of Graduate Admissions at [llm@wcl.american.edu](mailto:llm@wcl.american.edu).

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# F-1 AND J-1 VISA INFORMATION

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## STEP 1: BE ADMITTED TO AMERICAN UNIVERSITY

You must first be admitted and submit all required visa documents to American University Washington College of Law (AUWCL) before the Office of International Student and Scholar Services (ISSS) can begin processing your immigration paperwork.

## STEP 2: SUBMIT INFORMATION FOR IMMIGRATION

After you are admitted to AUWCL, you will need immigration documents to present to the US Embassy or Consulate in your country to apply for an F-1 or J-1 student visa. In order for ISSS to begin processing these documents on your behalf, you will need to submit to the Office of Graduate Admissions the following:

- Certification of Finances for International Students (CFIS) form  
[www.american.edu/ocl/iss/upload/CFIS-2.pdf](http://www.american.edu/ocl/iss/upload/CFIS-2.pdf)
- Copy of your passport (photo page only)

## STEP 3: SUBMIT SUPPORTING FINANCIAL DOCUMENTS

All students are required to demonstrate financial ability to pay for at least one year of academic and living expenses before being issued an immigration document (I-20 or DS-2019) by American University. For a guide on submitting financial documents and for sample financial documents please see <http://www.american.edu/ocl/iss/Financial-Proof.cfm>.

Your I-20 or DS-2019 will be issued within 2 weeks\* from the time the ISSS office receives and reviews all of your documents. The Office of Graduate Admissions will mail your documents to the address you provided in your admission application. If your address has changed you must provide updated information to the Office of Graduate Admissions ([ilm@wcl.american.edu](mailto:ilm@wcl.american.edu) or (202) 274-4110).

**\*Important Note:** Any issues that arise during the review process may delay the issuance of your immigration documents. If issues do arise during the review process, ISSS will contact you via email. If you need to change your email address, please do so by contacting the Office of Graduate Admissions ([ilm@wcl.american.edu](mailto:ilm@wcl.american.edu) or (202) 274-4110).

## NEXT STEPS:

After you receive your I-20 or DS-2019, remember to do the following:

### A: PAY THE SEVIS FEE

Before applying for an F-1 or J-1 visa, all first time F-1 and J-1 visa applicants (as well as some others) are required to pay the SEVIS FEE in addition to the visa application fee. For more information, visit [www.american.edu/ocl/iss/SEVIS-Fee.cfm](http://www.american.edu/ocl/iss/SEVIS-Fee.cfm).

### B: APPLY FOR A VISA

After you receive your immigration documents, you will need to apply at the US Embassy or Consulate in your country for your F-1 or J-1 visa. For information on how to apply for a visa, visit [www.american.edu/ocl/iss/Applying-for-a-visa.cfm](http://www.american.edu/ocl/iss/Applying-for-a-visa.cfm).

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# OBTAINING YOUR IMMIGRATION DOCUMENTS

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## ATTENTION:

Soon you will receive further instructions from our office on how to obtain your I-20/DS-2019 immigration documents. We will be providing you with the International Student Cost Guide and the Certification of Finances for International Students (CFIS) form. The International Student Cost Guide is created for the purpose of acquiring a visa. Incoming students who require immigration documents from American University are required to demonstrate financial ability through proof of finances for at least one year of tuition, fees, and living expenses (amount will be listed on the Cost Guide).

Please note this guide will only reflect 16 out of the 24 credits needed to complete the LL.M. program (LL.M. students are required to take a minimum of 8 credits per semester) due to the fact that the U.S. State Department only requires students to show funds for 1 academic year (Fall 2019 and Spring 2020 semesters).

Please keep in mind this Cost Guide does not account for the final 8 credits needed to complete the LL.M. program. For a breakdown of the full LL.M. costs, please visit:  
<http://www.wcl.american.edu/llm/costs.cfm>

Again, you will receive further instructions from our office in the coming weeks. Please do not hesitate to contact our office if you have additional questions.

Sincerely,



Meghan Walter  
Associate Director of Graduate Admissions  
American University Washington College of Law  
(202) 274-4114

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## CONNECT WITH US

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### Office of Graduate Admissions



WCL ADMITTED LLM STUDENTS



@AUWCLOGA

### Law and Government



LL.M. PROGRAM ON LAW & GOVERNMENT



@LAWGOVAUWCL

### International Legal Studies



ILSP LLM



@AUWCLILSP

### Advocacy



AMERICAN UNIVERSITY  
WASHINGTON COLLEGE OF  
LAW TRIAL ADVOCACY  
PROGRAM



@WCLTRIALAD

### International Human Rights & Humanitarian Law



ACADEMY ON HUMAN RIGHTS  
AND HUMANITARIAN LAW



@HUMANRIGHTSLLM

### Intellectual Property



PROGRAM ON  
INFORMATION JUSTICE  
AND INTELLECTUAL  
PROPERTY



@WCL\_PIJIP

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# QUESTIONS

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Still have questions about your next steps?  
Visit the admitted students' website for more  
information!

[https://www.wcl.american.edu/academics/  
degrees/llm/accepted/](https://www.wcl.american.edu/academics/degrees/llm/accepted/)

...or feel free to contact us directly!



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