



**PRE-ARRIVAL  
STUDENT  
PACKET  
FALL 2019**

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## PRE-ARRIVAL CHECKLIST

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### VISA

- Obtain your immigration documents (I-20 or DS 2019) and student visa. If you are an international student and have not yet started this process, please visit the admitted student website and review the immigration procedure information. If you require assistance contact the [Office of Graduate Admissions](#).

### REGISTER

- Register for courses starting on April 11. Students can change classes until August 22. Instructions found [here](#).

### HEALTH FORMS

- Any student under the age of 26 attending school in the District of Columbia is required to submit proof of vaccinations. Please enter your immunization information online. Required immunizations and instructions found [here](#). (More information on page 8)
- Students on visas and full-time domestic students (12 credits or more) are required to have health insurance. These students are automatically charged for the AU student health insurance plan offered by United Healthcare Student Resources. If you do not wish to enroll in AU's health insurance, you must [waive it online](#). Instructions found [here](#). (More information on page 8)

### ACCOMMODATIONS

- If you are a student with disabilities or need special accommodations please visit the [information request page](#) or speak with the Office of Student Affairs at orientation.

### PARKING

- All incoming students must complete the online Parking Policy Agreement. This form is mandatory for all students even if they will not be parking at the law school. Instructions found [here](#). Scroll to the bottom of the page and enter your username and password to acknowledge the parking policy. Students who wish to purchase a parking permit may do so [here](#).

### ID CARD

- If you want to have your AU ID card ready once you arrive then you must submit a photo online. Go to your [myAU portal](#), select Life@AU on the left hand bar, and click One Card Photo Submission.

### EMAIL

- All email correspondence from the University will be sent to your [student.american.edu](mailto: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 found [here](#).

### FINANCIAL AID (US Citizens and Permanent Residents Only)

- Complete financial aid steps. Instructions found [here](#).
- Sign up for direct deposit for financial aid refund. Instructions found [here](#).

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## ORIENTATION & IMPORTANT DATES

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### LLM ACADEMIC OVERVIEW

[Tra Pham](#), Assistant Director of the International Legal Studies Program, will share important information about the LLM Programs, the NY bar, requirements, and more during the academic overview webinar. This event is not only for students in the ILSP program, it is designed with all the LL.M. programs in mind. The webinar will take place on Friday, April 5 at 11:00 am EST. Please register [here](#)

### COURSE REGISTRATION

You can find course registration information [here](#). Fall 2019 course schedule not yet available as of March 26, 2019.

### HOUSING PRESENTATION

Learn more about finding housing in DC, navigating the city, and getting to know AU.

Wednesday, June 12 | 6:00 pm EST [Register here](#)

### PRE-DEPARTURE Q & A

Have questions about moving to DC or starting classes in August? This is an open question and answer session where we will address topics such as life in DC, billing, banking, and more. If you are unable to attend, do not worry! We will cover everything at orientation. Register for the Pre-Departure Q & A sessions below:

Monday, July 15 | 9:00 pm EST

[Register here](#)

Tuesday, July 16 | 12:00 pm EST

[Register here](#)

### LL.M. AND EXCHANGE STUDENT ORIENTATION

*A detailed orientation schedule will be emailed in August. Attendance is Mandatory*

Tuesday, August 13

Wednesday, August 14

Staff members will talk to you about life in DC, U.S. culture, and the law school.

**International students are required to bring their passport and I-20/DS 2019.**

**FIRST DAY OF CLASS | Friday, August 16**

**LAST DAY TO CHANGE YOUR SCHEDULE | Thursday, August 22**

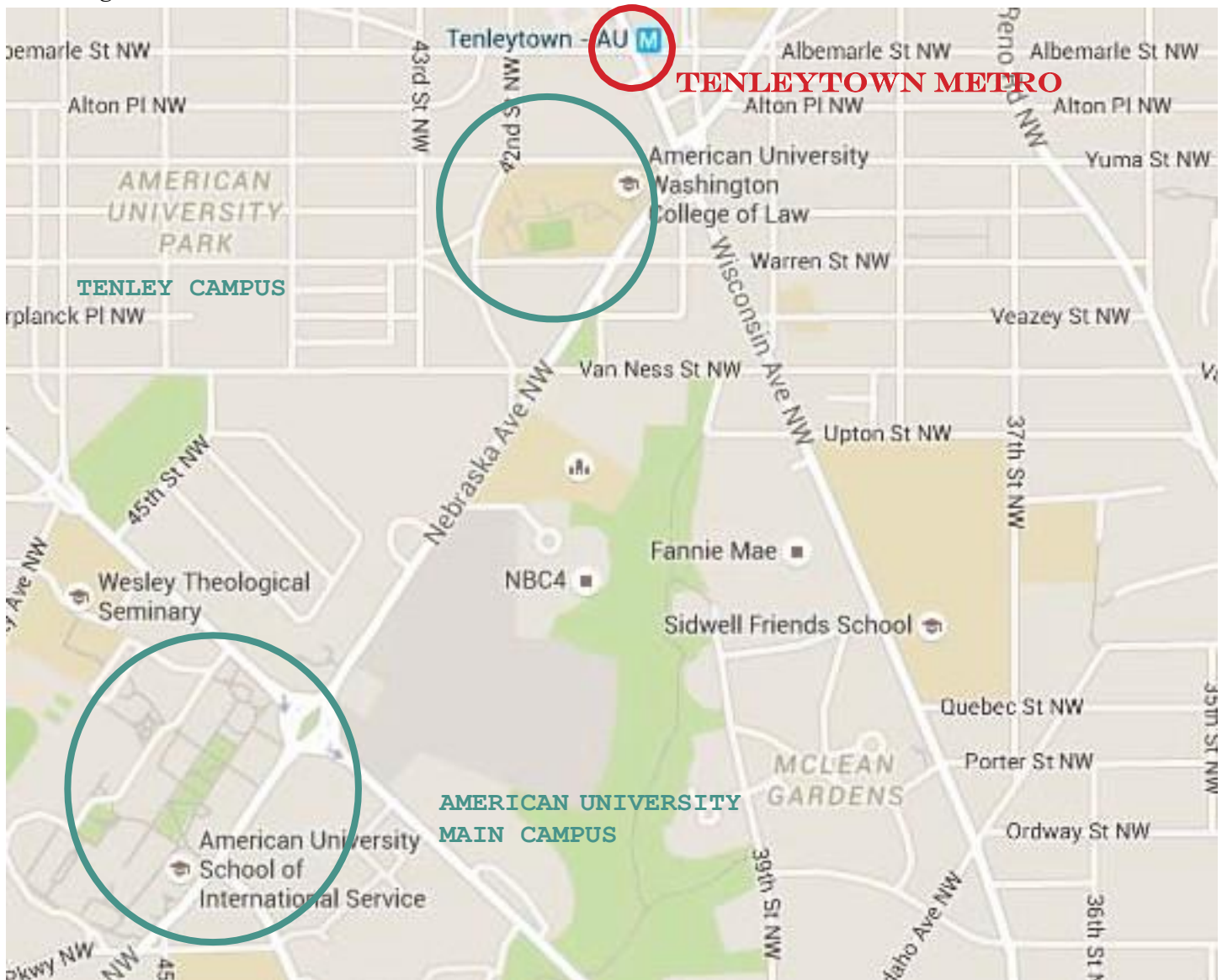
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## TENLEY CAMPUS: OUR NEW HOME

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Students are coming to AUWCL at a very exciting time! Our new Tenley Campus opened in the Spring 2016 semester. The new Tenley Campus is a unique 8 ½-acre space one block from the AU- Tenleytown Metro station and a few steps from downtown Washington, D.C. Designed to facilitate student-faculty interaction, this new campus fulfills our long-held vision to create a legal center that inspires our entire community and reflects our proud history and promising future.

Please note that orientation and all of your classes will be held at the Tenley Campus. The address for the new Tenley Campus is [4300 Nebraska Ave., NW, Washington, DC 20016](#). If coming by car or Uber use the street address 4100 Yuma St. NW and enter through the Yuma Building entrance.



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## HOUSING INFORMATION

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American University Washington College of Law (AUWCL) does not offer any permanent, long-term housing. Students must live off-campus and are responsible for finding their own accommodations, however, AUWCL does offer resources to help your search.

### HOUSING PRESENTATION

Learn more about finding housing in DC, navigating the city, and getting to know AU.

Wednesday, June 5 | 9:00 pm EST [Register here](#)

### HOUSING GUIDE

The housing guide can be found [here](#) and includes the following:

- Tips for moving to Washington, DC
- Information about public transportation
- Parking information
- Types of housing
- Neighborhood descriptions/maps
- Apartment list

### AU OFF-CAMPUS HOUSING POSTINGS

The Off-Campus Housing Posting site (found [here](#)) is a great resource for you to explore available housing in the DC area as well as connect with potential roommates.

### AU OFF-CAMPUS HOUSING GUIDE

The Off-Campus Housing Guide (found [here](#)) includes valuable information on living off-campus as well as moving out.

### LOCAL HOTELS

If you are interested in temporary accommodations, please reference this list of local hotels/hostels found [here](#).

### ADMITTED STUDENTS FACEBOOK GROUP

OGA shares many housing posts on the [WCL Admitted LLM Students 2019-2020](#) Facebook group. Additionally, you can use this group to connect with your future classmates and possibly find a roommate. Also, make sure you “like” OGA on Facebook!

**If you have questions or concerns about housing, please contact the Office of Graduate Admissions at [llm@wcl.american.edu](mailto:llm@wcl.american.edu).**

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## BILLING AND PAYMENT

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You may receive a billing notice after registration. The bill will be sent to your AU email address and will be available through Eagle Service on the [MyAU](#) website. Some important information about billing:

- Even though you receive a bill that states it is due by a certain date, your balance is not due until immediately after the add/drop period (August 23, 2019). After the add/drop period, you will accrue late fees on the 15th of every month. The final tuition deadline is September 15, 2019.
- American University allows students to set up payment plans in order to make monthly tuition payments. If you would like to set up a payment plan, please visit the Payment Plan Overview page [here](#).
- **If you are receiving a scholarship, tuition remission, or any other discount through the Office of Graduate Admissions, please note that these reductions may not be posted to your account/bill until after the add/drop period. This includes sponsored and semester exchange students.**
- Students on visas and domestic students are required to have health insurance. These students are automatically charged for the AU student health insurance plan for the fall, spring and, summer terms. If you wish to waive the AU health insurance plan, please follow the instructions found on page 8. You must waive insurance before September 20, 2019. Students who start their program in spring and do not waive the student health insurance will be charged the semester rate (\$1,145) for the spring semester, and the yearly rate (approximately \$1,960) in the following semester.
- Any issues with your bill must be addressed to the [Office of Student Accounts](#) and you must send the email from your AU email account.
- If you are a US Citizen and have applied for federal loans through FAFSA or GradPlus, please contact the [Office of Financial Aid](#) with any questions at [finaid@wcl.american.edu](mailto:finaid@wcl.american.edu). You must send the email from your AU email account. Please note that Federal monies are not disbursed until after the start of classes so plan accordingly.



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## HEALTH FORMS & ACCOMMODATIONS

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### MANDATORY IMMUNIZATION INFORMATION

Any student under the age of 26 attending school in the District of Columbia is required to submit proof of vaccinations. Completed immunization forms can be entered online or be emailed to [immunizations@american.edu](mailto:immunizations@american.edu).

Access all required forms through the links below:

- [Immunization Form](#)
- [Frequently asked questions](#)

### STUDENT HEALTH INSURANCE

If you do not wish to enroll in AU's health insurance, you must waive it online by September 20, 2019. Students who start their program in spring and do not waive the student health insurance will be charged the semester rate (\$1,145) in their first semester and the yearly rate (approximately \$1,960) in the following semester. Instructions on how to waive the student health insurance can be found [here](#).

Access all required forms through the links below:

- [About Student Health Insurance](#)
- [How to Waive Health Insurance](#)
- [Waiver Requirements](#)

If you have questions about immunizations or student health insurance, please contact the Student Health Center at [shc@american.edu](mailto:shc@american.edu).

### STUDENTS WITH DISABILITIES & ACADEMIC SUPPORT

If you are a student with disabilities or need special accommodations please contact Student Affairs at WCL [studentaffairs@wcl.american.edu](mailto:studentaffairs@wcl.american.edu) or speak with them at orientation.

Access all required forms through the links below:

- [Handbook for students with disabilities](#)

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## LANGUAGE & ACADEMIC RESOURCES

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The resources listed below are programs and courses that take place throughout the academic year. These resources are designed to enhance your technical and professional skills. If you have questions about any of the resources please contact [llm@wcl.american.edu](mailto:llm@wcl.american.edu).

### LEGAL RESEARCH AND WRITING

Mandatory course for all non-common law trained students. Students learn basics of professional and legal writing – business letters, e-mails, memos. Class meets 2-3 times per week at the beginning of the semester and is finished before the exam period begins. 2 credits.

- exam taking**                      Lecture offered as part of Legal Research and Writing, but open to all students
- bluebook citations**              Lecture offered as part of Legal Research and Writing, but open to all students

### ENGLISH FOR LAWYERS (EFL)

A non-credit course that focuses on clear and accurate written and oral expression, effective style and organization, and the four language skills (reading, writing, listening and speaking) with an emphasis on the production skills (writing and speaking). EFL meets twice per week (Tue. and Thurs.) and goes over the assignments from Legal Research and Writing from a language perspective. There is an additional cost for this course. Please contact Melanija Radnovic at [mradnovic@wcl.american.edu](mailto:mradnovic@wcl.american.edu) for more information.

### ENGLISH TUTORING

We have an English tutor on staff to assist international students with academic writing. Individual sessions can focus is on style, organization and grammar. You may arrange an individual appointment around your schedule by contacting the Language Specialist, Erica Balanc, at [balanc@wcl.american.edu](mailto:balanc@wcl.american.edu).

### LEGAL ENGLISH PROGRAM

During the summer, we offer a three week Legal English program for incoming LL.Ms, law students, and practitioners. Through daily lectures, written assignments, in-class exercises, contract negotiations and a mock arbitration, participants whose native language is not English will practice a wide array of legal English skills ranging from legal reading and writing strategies to oral presentation of substantive legal issues in American contract law. Please contact Melanija Radnovic at [mradnovic@wcl.american.edu](mailto:mradnovic@wcl.american.edu) for more information.

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## ACADEMIC CALENDAR

### 2019 – 2020

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#### FALL 2018

New LLM student orientation	August 13-14
First day of classes	August 16
Add/drop period	August 16-23
Labor Day	September 2
Registration for spring 2019 begins	TBD
Thanksgiving	November 28-29
Last day of classes	November 26
Reading period	November 27 – December 3
Examinations begin	December 4
Examinations end	December 16
Winter Break	December 23- January 1

#### SPRING 2019

New LLM student orientation	TBD
First day of classes	January 8
Add/drop period	January 8-14
Martin Luther King Jr. Day	January 20
Spring Break	March 16-20
Registration for summer and spring semesters	TBD
Last day of classes	April 22
Reading period	April 23-27
Examinations begin	April 28
Examinations end	May 8
Commencement	May 17

*\*All dates are tentative and subject to change*



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## DC AIRPORT & TRANSPORTATION INFO

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### REAGAN NATIONAL AIRPORT (DCA) [metwashairports.com/reagan/reagan.htm](http://metwashairports.com/reagan/reagan.htm)

The Ronald W. Reagan Washington National Airport is the most popular airport for visitors to AUWCL. Flights to and from DCA tend to cost more than similar flights using Dulles or BWI.

### DULLES INTERNATIONAL (IAD) [metwashairports.com/dulles](http://metwashairports.com/dulles)

Dulles is located 26 miles west of Washington. As with DCA, the website provides helpful information for DC visitors, including information about transport to and from the airport and airlines.

### BALTIMORE-WASHINGTON INT'L (BWI) [bwiairport.com](http://bwiairport.com)

Baltimore-Washington International Airport is located approximately 34 miles from Washington. You can visit Metro's website or the MARC website (both found below) for information on using public transportation to travel to and from the airport cheaply.

### DC TRANSPORTATION INFO

#### washington flyer : [washfly.com](http://washfly.com) | 1-888-washfly

Washington Flyer offers a wide variety of transportation choices including: Airport Express Bus Service, Taxicabs, Metro/Dulles Express Connection, Downtown Airport Terminal, and SuperShuttle. The Express Bus is \$5 each way while the taxis are about \$11 from Reagan, \$60 from Dulles, and \$90 from Baltimore/Washington.

#### super shuttle : [supershuttle.com](http://supershuttle.com)

Super Shuttle provides shuttle bus service between DCA & BWI airports and any location in the metro area. It offers service from Reagan (about \$12), Dulles (about \$27), and Baltimore/Washington (about \$35).

#### marc : [mta.maryland.gov](http://mta.maryland.gov)

MARC (Maryland Area Regional Commuter) operates rail service from Washington's Union Station to Baltimore and BWI Airport.

#### taxis

Traveling by taxi in DC is considered to be very safe. Each airport will have a taxi line clearly marked when you proceed through baggage claim. All taxis are required to accept both credit cards and cash. To downtown DC, taxis are about \$11 from Reagan, \$60 from Dulles, and \$90 from Baltimore/Washington. Please note that a 15-20% tip is customary.

#### uber : [uber.com/cities/washington-dc](http://uber.com/cities/washington-dc)

Uber is a transportation mobile app that connects you with a taxi or private driver. The service charged to your credit card through the app, so no cash is needed. Tip is not required. The uberX has a \$2 base fare plus \$0.20 per minute or \$1.02 per mile. Prices may surge during rush hours.

#### metro : [wmata.com](http://wmata.com)

The DC Metrorail System is generally reliable and efficient. You can take the metro directly from DCA. If you are leaving from IAD or BWI you will need to take a taxi or shuttle to the metro. Refer to the "Trip Planner" tool on [wmata.com](http://wmata.com) for easy to follow directions. Fares max out at \$2.75 during non-rush hours and \$5 during rush hours.

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## HELPFUL BOOKS

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### Dear Admitted Students

Here is a list of books that you might find helpful before beginning your studies at American University Washington College of Law. Some cover the basics of the US legal system for our international students, while others have useful advice about moving to Washington, DC.

### Book List:

- *NY Times* and *Washington Post*
- *Law School Without Fear (3rd ed.)*, Helene Shapo and Marshall Shapo
- *Introduction to the Study and Practice of Law* (Nutshell series) (6th ed.), Kenney Hegland
- *One L*, Scott Turow
- *Ciao, America!*, Beppe Severgnini
- *Hello! USA: Everyday Living for International Residents and Visitors* (2nd ed.), Judy Priven

Still have questions about pre-arrival?  
Visit the admitted students' website for more  
information!

<https://www.wcl.american.edu/academics/degrees/llm/accepted/>

