



Guide for Canadian Students

Guide for Canadian Law Students Attending the Thomas M. Cooley Law School

The Thomas M. Cooley Law School is an independent and private college of law, fully accredited by the American Bar Association (ABA), offering classes across Michigan. Cooley law students may complete their Juris Doctor program and attain their law degrees at any one of Cooley's four locations throughout Michigan: Ann Arbor, Auburn Hills, Lansing, and Grand Rapids. Founded in 1972, Cooley has the largest Juris Doctor program in the United States.

A J.D. is required to practice law in the United States, as opposed to the LL.B. degree which is the primary law degree required to practice law in common law jurisdictions, such as Canada and England. These degrees also differ from an LL.M., which is a Masters of Law.

Cooley's Juris Doctor Program offers a strong academic curriculum that prepares students for the bar examination. Equally important, Cooley offers numerous opportunities for students to learn the practical skills of being an attorney. One such example is the extensive externship program administered by Cooley. Currently, there are over 1,400 pre-established, placement sites where students may gain practical legal experience under the tutelage of an attorney. Cooley also offers in-house clinical programs: Access to Justice Clinic, Sixty Plus, Inc., Estate Planning Clinic, Family Law Assistance Project, Washtenaw County Public Defenders Clinic, Kent County Public Defenders Clinic, Public Sector Law Clinic and the Innocence Project.

Cooley is also known for scheduling options that make attaining a legal education possible for both traditional and non-traditional students. Cooley offers classes year-round with terms starting in January, May, and September. Students entering in January attend classes in the afternoon. Students entering in May will be enrolled in evening classes. Students starting in September will be in class during the day. A weekend schedule option is also available. Interested students should discuss this option with our Admissions staff as weekend entrance terms vary by campus.

Finally, Cooley offers a generous Honors Scholarship program that provides more students access to a legal education. These are but a few highlights of what Cooley offers and are some of the reasons why students select Cooley for their legal education. Canadian citizen and Cooley alumnus, Nico Santi, had this to say about his experience:

I decided to get my law degree in the United States because of its 200 year history. I chose Cooley Law School because it provides students with sound legal knowledge and training. At Cooley, I went from student to lawyer in just over two years in Cooley's accelerated program. I gained valuable legal experience through class lectures and a judicial clerkship provided by Cooley.

Diversity at Cooley

Cooley's Juris Doctor Program is the largest in the nation and has a student body of over 3,800 with students coming from every state in the nation and dozens of countries throughout the world. Cooley has a diverse and international student body. Over 65 percent of its students come from outside of Michigan. Cooley also boasts the largest JD minority and JD foreign national enrollment in the nation. In an article in Pre-Law magazine, "How to Find Great Schools for Minorities & Women," Thomas M. Cooley Law School is "the runaway leader" when it comes to promoting and making gender and ethnic diversity a priority.

At Cooley, we realize that the law does not exist in a vacuum and that the legal system shapes our society through attorneys. Cooley's mission has always been to prepare students for entry into the legal profession through an integrated program with practical legal scholarship as its guiding principle and focus. Cooley provides the knowledge, skills, and ethics needed to be a success in the field of law and a valuable member of society. From the sharing of different perspectives in the classroom to the presence of culturally-oriented student organizations, Cooley benefits from its diverse population and its diverse population benefits from Cooley.

Applying to Cooley

Cooley uses a straight-forward formula to determine eligibility. The Admissions Office takes an applicant's cumulative undergraduate grade point average (UGPA) as evaluated by the Credential Assembly Service (CAS) or World Education Services (WES) Course-by-Course Evaluation, multiplies it by 15, and adds the resulting number to the candidate's highest LSAT score from within the last five years. This is the Cooley Admissions Index. A minimum Admissions Index for acceptance at Cooley is established yearly, as is a minimum LSAT score. Please refer to www.cooley.edu/admissions for the most current minimum Cooley Admissions Index and minimum LSAT score.

Cooley Law School does **not** require foreign-educated applicants to utilize the CAS service provided by the Law School Admission Council (LSAC). However, if CAS **will not** evaluate an applicant's Canadian college/university transcript(s), the applicant must register for "LSAT Only" through LSAC. The applicant must then have his or her undergraduate and graduate transcript(s) sent to World Education Services, Inc. (WES) for a complete **course-by-course** evaluation. This evaluation identifies each diploma or certificate and determines its U.S. equivalency. In addition, the evaluation provides all post-secondary study in terms of U.S. semester credits, grade equivalents and a Grade Point Average (GPA) on a 4.0 scale. For more information, please visit www.WES.org.

If CAS **will** evaluate an applicant's Canadian college/university transcript(s), the applicant will need to pay for and take the Law School Admission Test (LSAT) but will not need to have the transcripts sent to WES. Instead, the applicant must send the transcripts to CAS at LSAC. For more information, please contact CAS at 215-968-1001 or visit their website at www.LSAC.org.

UGPA x 15 + Highest LSAT = Cooley Admissions Index

Meeting the minimum Cooley Admissions Index and minimum LSAT score may make an applicant eligible for acceptance into the JD program; however, the Faculty Admissions Committee may deny the applicant for character & fitness reasons. Please go to Cooley's Admission section on the Cooley's Website at www.cooley.edu/admissions for the most up-to-date information regarding regular and alternative admission requirements to Cooley Law School.

Preparing to Matriculate at Cooley

Once accepted to Cooley, the student must obtain a valid immigration status to study in Michigan. International students are classified under F1 status and are governed by regulations of the United States Citizenship and Immigration Service (USCIS), a branch of the United States Department of Homeland Security. Immigration laws require that an international student obtain I-20 approval from the school the student plans to attend in order to enter the United States. Before Cooley issues an I-20, the student must provide Cooley with a financial statement. This statement must show that the student is able to

financially support himself or herself during his or her stay in the United States. In order to maintain a valid visa status, the student must be currently enrolled in the institution he or she is attending.

To obtain an I-20 after the student has been offered admission to Cooley Law School, the student must submit the following to Cooley's Admissions Office:

1. The completed and signed Intent to Enroll Form;
2. The \$25.00 non-refundable enrollment fee (in U.S. dollars);
3. The \$500.00 tuition deposit (in U.S. dollars);
4. The completed request for an I-20 or an International Student Transfer Form (if the student is currently attending a U.S. school); and
5. Proof of financial ability to support oneself while attending Cooley (signed letter from a bank certifying available funds, student loan approval letter(s), or a similar document to verify the student/sponsor's financial status). If the student is relying on a sponsor for support, a letter from the sponsor pledging his support is also needed.

SEVIS Maintenance Fee

The Student Exchange Visitor Information System (SEVIS) aids in the maintenance of international student records at Cooley and all other institutions of higher education in the U.S. The United States Citizenship and Immigration Service (USCIS) instituted a one time maintenance fee of \$200.00, which is subject to change, to be paid by each incoming international student. The USCIS requires that the student complete form I-901, after the student is issued an I-20. This fee is used to maintain the student's SEVIS file. Upon receiving an I-20 from Cooley Law School, the student will receive instructions regarding payment of the fee and completing form I-901 online.

The Designated School Official Will Issue an I-20 Once All of These Items are Received by Cooley's Admissions Office

Immigration laws require that the student's passport be current during his or her stay in the U.S. The student may get an extension of his or her passport at his or her local Embassy or Consulate, if needed.

The student should keep the stamped I-20 that is returned to the student at the port of entry into the United States. This is a permanent record of the student's F1 non-immigrant status. In addition, the student will need it for any necessary endorsements and certifications by the Designated School Official, which has to be done annually. It will be used for record transfers and employment recommendations. Further, the student will need a valid I-20 and passport for re-entry into the United States.

A valid I-20 is either:

1. A previously issued I-20 (Student Copy) endorsed on the back by the Designated School Official for travel within the current academic year; or
2. A new I-20 issued by the Designated School Official.

There are no special documents needed for travel within the United States. However, it is recommended that a student have his or her valid I-20, current passport, and I-94 card in case any problems arise.

Maintaining Your Student Status

A student's opportunities for employment, school transfers, and program changes depend on the student maintaining his or her lawful status. When the student enters the United States, the immigration inspector will ask the student to sign a statement on his or her I-20 form that states that he or she agrees to abide by the conditions of F1 status. To maintain F1 status, the student must:

- Remain enrolled full-time at Cooley (6 credits per term is considered full-time for an international student)
- Have a current I-20
- Maintain a current passport
- If working, have the appropriate authorization for employment
- Have your I-20 endorsed each year by the Designated School Official
- If you change your permanent local address, you must update your information with the Designated School Official
- If you decide to take a term off, you must inform the Designated School Official of your decision

Student Loans

Canadian citizens are **not** eligible to receive United States federal student loans unless they are permanent residents of the United States. However, it may be possible to receive Canadian student loans for study in the United States. Canadian students may apply for a Canadian federal student loan, a provincial student loan, or both. For further information and applications, please contact the student aid offices listed below directly.

National Services

Canada Student Loans Program

The Learning and Literacy Directorate
Human Resources Development Canada
P.O. Box 2090, Station "D"
Ottawa, Ontario K1P 6C6

Tel.: Within Ontario and outside Canada: (819) 994-1844

Toll-free: 1-888-432-7377 (English)

1-800-733-3765 (French)

TTY Line: (819) 994-1218

<http://www.hrsdc.gc.ca>

Provincial and Territorial Student Assistance Offices

Alberta

Students Finance

P.O. Box 28000 STN Main

Edmonton, Alberta T5J 4R4

Tel: Edmonton or outside of Canada: (780) 427-3722

Toll free in Canada: 1-800-222-6485

Fax: (780) 422-4516

<http://www.alis.alberta.ca/ec/fo/studentsfinance.html>

British Columbia

Minister of Advanced Education

For correspondence:

Student Services Branch

P.O. Box 9173

Station Provincial Government

Victoria, B.C. V8W 9H7

For application:

Student Aid BC

PO Box 9180

Station Provincial Government

Victoria B.C. V8W 9H7

Tel: Toll free in Canada/US: 1-800-561-1818

BC Lower Mainland: (604) 660-2610

Victoria: (250) 387-6100

Fax:

Victoria: (250) 356-9455

Toll free in Canada: 1-866-312-3322

<http://www.aved.gov.bc.ca/studentaidbc>

New Brunswick

Student Services Branch

Department of Advanced Education and Labor

P.O. Box 6000, Frederick Square Room 500, Floor 5

Fredericton, New Brunswick E3B 5H1

Tel: Within New Brunswick or Outside Canada: (506) 453-2577

Toll-free within Canada: 1-800-667-5626

Fax: (506) 444-4333

<http://www.studentaid.gnb.ca/>

Newfoundland Labrador

Student Financial Services Division

Department of Education

P.O. Box. 8700 St. John's

NL, A1B 4J6

Tel: (709) 729-5849 Fax: (709) 729-2298

1-888-657-0800 (toll free)

<http://www.edu.gov.nf.ca/studentaid/>

Manitoba

Student Financial Assistance

Manitoba Student Aid
409-1181 Portage Avenue
Winnipeg, Manitoba R3G 0T3
Tel: Within Manitoba: (204) 945-6321
Toll-free in Canada and U.S.: 1-800-204-1684
Fax: (204) 948-3421 OR

Provincial Building – 3rd Floor
340 9th Street
Brandon Manitoba R7A 6C2
Tel: (204) 726-6592
Fax: (204) 726-6599
http://www.gov.mb.ca/eduate/sfa/pages/sfaFrontDoor_en.html

North West Territories

Student Financial Assistance Program

P.O. Box 1320
Yellowknife, NT X1A 2L9
Tel: Within Yellowknife and outside Canada: (867) 873-7190
Toll-free within Canada: 1-800-661-0793

Fax: Within Yellowknife and outside Canada: (867) 873-0336
Toll-free within Canada: 1-800-661-0893

<http://www.nwtsfa.gov.nt.ca>

Nova Scotia

Student Assistance Office

Department of Education and Culture
P.O. Box 2290, Halifax Central
Halifax, Nova Scotia B3J 3C8
Tel: Within Halifax or outside Canada: (902) 424-8420
Toll-free within Canada: 1-800-565-8420
Tel TDD: (902) 424-2058

Fax: (902) 424-0540

<http://studentloans.ednet.ns.ca>

Ontario

Student Support Branch, Ministry of Training, Colleges and Universities

189 Red River Road, 4th floor
P.O. Box 4500
Thunder Bay, Ontario P7B 6G9
Tel: Within Ontario and outside Canada: (807) 343-7260
TDD Ontario only: 1-800-465-3958

Fax: (807) 343-7278

<http://osap.gov.on.ca>

Prince Edward Island

Student Financial Services

Department of Innovation and Advanced Learning

P.O. Box 2000,

Charlottetown, PE C1A 7N8

Tel: (902) 368-4640

Fax: (902) 368-6144

<http://www.gov.pe.ca/ial/index.php3?number=1000707>

Quebec

Direction générale de l'aide

Service de l'accueil et des renseignements

Aide financière aux études

1035, rue De La Chevrotière

Quebec (Quebec) G1R 5A5

Tel: Within Quebec: (418) 643-3750

Montreal: (514) 865-3557

Toll-free in Canada and the US: 1-877-643-3750

<http://www.afe.gouv.qc.ca/en/index.asp>

Saskatchewan

Student Financial Assistance Branch

Saskatchewan Advanced Education and Employment

200-3303 Hillside Street

Regina, Saskatchewan S4S 6P4

Tel: Regina or outside of Canada: (306) 787-5620

Toll-free in Canada: 1-800-597-8278

Fax: (306) 787-1608

<http://www.aeei.gov.sk.ca/student-loans>

Yukon

Students Financial Assistance , Advanced Education Branch

Department of Education

P.O. Box 2703

Whitehorse, Yukon Y1A 3H9

Tel: Outside of Yukon and Canada: (867) 667-5929

Toll-free in Yukon: 1-800-661-0408, ext.5929

Fax: (867) 667-8555

<http://www.education.gov.yk.ca/advanceded/sfa/index.html>

Honors Scholarships

Cooley offers a generous Honors Scholarship based on either the applicant's Cooley Admissions Index or LSAT score as shown below: *If an applicant qualifies in two ways, the highest amount will be awarded.*

Cooley Index*	LSAT Score*	Percentage of Tuition*
195-204	149-152	25%
205-209	153-157	50%
210-214	158-162	75%
215+	163+	100%

*Subject to Change

In addition to the Honors Scholarships, Cooley sponsors the **Lester Bowles Pearson Canadian Bursary**. If awarded, this bursary assists students with paying the tuition difference between the Canadian and U.S. dollars based on current exchange rates. Applications for the Lester Bowles Pearson Canadian Bursary are available at the Admissions Office. There are also a number of student scholarships available in Canada. For further information, please contact the local bar association for more information on these scholarships.

Employment at Cooley

International students may work on-campus a maximum of 20 hours per week while taking classes and may work full-time during term breaks or if the student takes a term off. While USCIS regulations automatically authorize a student in lawful F1 status to work at his or her educational institution, the student must also seek permission from the Designated School Official. Check with the Designated School Official for school requirements and procedures governing the authorization of employment at Cooley. As there is no guarantee of employment at Cooley, income from desired employment at Cooley should not be included in the proof of financial ability while attending Cooley that is submitted to the Designated School Official and Immigration Officials. Further, Cooley generally does not employ first-term students.

Employment Based on Economic Hardship

If employment opportunities are not available or insufficient, a student may apply for permission to work outside of Cooley. However, the student must demonstrate economic hardship caused by unforeseen circumstances beyond his or her control. The student will be limited to 20 hours of employment per week while school is in session and full-time during term breaks or if the student takes a term off. Also, the student needs to have been enrolled for at least one full academic year at Cooley. Acceptable reasons for applications are:

1. Loss of financial aid or on-campus employment without fault on the student's part;
2. Substantial fluctuations in the value of currency or exchange rate; or
3. Medical bills or other unexpected changes in the financial condition of the student's source of support.

Curricular Practical Training (CPT)

Work experience is an important part of a law school program and may be considered Curricular Practical Training (CPT). Work experience includes alternate work-study programs, internships, cooperative education programs, and practicum experiences. The practical training must be required for the student's program, or the student must be enrolled in an official practicum course where the student will receive academic credits for work experience.

At Cooley, we have a required externship program that qualifies as Curricular Practical Training, and a separate request must be made and approved by the Designated School Official before the student can begin the externship. This request must be made at least 30-60 days before the student begins the Curricular Practical Training (Externship).

Optional Practical Training (OPT)

International students may be eligible for Optional Practical Training (OPT). Through this program, the student may be employed in a full-time or part-time job if it directly relates to the study of law. The program allows for a period of up to 12 months of work at a full-time or part-time position in a field directly related to the student's course of study. Employment may take place at any location in the United States. Many students choose to use the 12 consecutive months after they have completed their studies for their OPT. A student cannot be approved for OPT until the student has completed one full academic year in school but can apply for an OPT 90 days before the one full academic year requirement.

If the student wishes to participate in an Optional Practical Training program after completing his or her coursework, the student should submit the application to the Designated School Official before the student completes his or her coursework for Cooley's Juris Doctor Program. However, a student can apply for OPT up to 60 days after they complete their program. Please note that the date when the student completes his or her coursework is the student's date of graduation. If the Division of Enrollment and Student Services allows the student to participate in practical training and the student's application is approved by the USCIS, the student will receive an Employment Authorization Document (EAD)¹ that will serve as the student's authorization card for his or her OPT.

This process is finalized when the student receives an EAD card from the USCIS. The estimated time for USCIS to process an OPT application is between 30 to 90 days, and the student is advised to apply for an OPT at least a term before the student is due to start his or her OPT.

Students may apply and be authorized for OPT without securing employment at the time of their applications. Students approved for OPT must not be unemployed for more the three (3) consecutive months during their OPT. Volunteer work related to their program of study may count as being employed for this requirement. It is **illegal** to start work before the student receives the EAD card. When the student receives the card, the student is now authorized to work during the period indicated on the EAD card. The USCIS must receive the student's application during the required application period in order for the student to begin his or her OPT on the scheduled date.

¹ The EAD is a small laminated card, similar to a driver's license. You may not begin work until you receive it, and you must stop working by the expiration date indicated. However, you are allowed to stay 60 more days in the U.S. in F-1 status after that termination date.

Driver's License

Applications for driver's license can be filed at the local secretary of state office. They will require certain documents from you in order to process your application. If you already have an international driver's license in a foreign language and would like to have a U.S driver's license issued based on your existing license, your current license may have to be translated to English by a certified translator. Note that your international license has to be current. The Designated School Official can provide you more information regarding this process.

Social Security Number

Students can apply for a social security number at the local social security office. Usually, a number is provided for employment purposes and the student will be required to provide certain documents from the school and their employer as part of their application packet. The Designated School Official can provide you more information regarding this process.

PRACTICING IN CANADA AFTER LAW SCHOOL

National Committee on Accreditation

A Canadian student who receives a J.D. from an American law school must apply for certification from the National Committee on Accreditation (NCA) to practice in Canada.² The NCA is a standing Committee of the Federation of Law Societies of Canada. The committee members are representatives from the Committee of Canadian Law Deans, members of the practicing bar, and members involved with the administration of provincial law societies.

The NCA takes many factors into consideration when deciding to issue a Certificate of Qualification. Each applicant is reviewed individually and, with regard to academics, the NCA considers the undergraduate pre-law education, as well as the applicant's legal education when making its decision. The NCA pays particular attention to the institution that granted the applicant's law degree. The subject matter studied by the applicant is also reviewed, especially whether the concentration was in common law, non-common law, or a hybrid. The NCA looks at the grades and class standing of each applicant. Please note that applicants may be required to attend a Canadian law school for further studies.

At this printing, the NCA requires an applicant to provide an official completed application form supported by the following documents:

1. Transcripts of pre-law grades;
2. Transcript of law grades;
3. Description of the contents of each course taken in the legal program;
4. Number of class hours per week;
5. Letter confirming you are a member in good standing from the bar, council, law society or other

² The NCA does not act for the Law Society of Alberta. The Law Society of Alberta has its own evaluation procedures. For more information, please contact the Law Society of Alberta directly.

- name depending on the country from which it is issued.
6. Current detailed curriculum vitae (a resume of your education and work experience); and
 7. A non-refundable fee of \$535 in Canadian dollars (while personal checks are not acceptable, the applicant may submit a certified check or money order).

The NCA bases its recommendation solely on the documents submitted in support of the application. The committee does not conduct oral hearings. Therefore, applicants should ensure that all relevant documents are filed with the application. A re-evaluation of an applicant's file later based on supplemental documentation may involve additional fees and causes delay. The NCA meets six times per year to review accreditation applications.

Applicants applying for admission to Ontario law schools in order to practice law in Canada must go through the Ontario Law School Application Service. Deadline for admission to first-year studies is November 1 and for upper-year studies is May 1. Potential applicants may contact the center at:

[Federation](#) of Law Societies of Canada
World Exchange Plaza
45 O'Connor Street, Suite 1810
Ottawa, Ontario K1P 1A4
Tel: (613) 236-7272
Fax: (613) 236-7233
info@flsc.ca
www.flsc.ca/en/nca

Typically, the Committee requires Constitutional Law, Evidence, Taxation, Basic Corporate Law, and Administrative Law for applicants who are asked to complete additional studies. Applicants may also be required to take Family Law, Real Estate Law, Criminal Procedure, Civil Procedure, and Commercial Law³. Applicants are also responsible for securing their admission into a Canadian law faculty if necessary to satisfy the NCA's requirements. Applicants applying for admission to Ontario law schools must go through Ontario Law School Application Service. Applicants may contact them at (519) 823-1940 or visit their website at www.olsas@ouac.on.ca.

Applicants with superior grades may be required to write examinations in specified legal subjects. In some cases, the NCA may also require that an applicant complete a Canadian LL.B. program.

The NCA considers the length and nature of professional legal experience, as well as the quality of professional practice as part of the review process. Finally, the NCA considers other factors, such as the language of instruction in the academic law program. The NCA may also consider whether the applicant has been admitted to a law society or bar in the applicant's home jurisdiction.

Once approved, applicants are issued a Certificate of Qualification.⁴ This certificate is a preliminary step in being permitted to practice law in Canada. Certification is necessary as a barrister or solicitor. The certificate testifies that the applicant has the education and training equivalent to graduates from an approved Canadian law schools. Upon receiving the certificate, the applicant may proceed to a bar admission and articling program on the same basis as a graduates from approved Canadian law schools.

³ Generally, applicants with recent law degrees from ABA/AALS approved law school in the U.S. will be required to successfully complete between 30-45 credit hours in a Canadian law school.

⁴ The NCA does not evaluate credentials for lawyers from other jurisdictions who want to be members of the Québec Bar (Barreau du Québec)

Substantive law is not taught in these programs. Rather, the emphasis is on practical skills and procedures. Applicants are expected to have sufficient knowledge of Canadian substantive laws and procedures before they enter the program.

The certificate entitles one to enter the Bar Admission Course in Ontario and is officially recognized by the Law Societies of Saskatchewan, British Columbia, and Prince Edward Island. Other law societies (except Alberta) and law schools use the NCA's recommendation on a more informal basis.

For further information on practicing in Canada, please visit the following websites:

National Committee on Accreditation

<http://www.flsc.ca/en/nca>

Canadian Bar Association

www.cba.org/cba

Quicklaw's National Articling Database

www.lexisnexis.ca/en/quicklaw

Canadian Law Firms

Below are some useful sites regarding Canadian Law Firms.

The Canadian Legal Directory

www.lexpert.ca

The Canadian Lawyer magazine

www.canadianlawyermag.com

Canadian law list

www.canadianlawlist.com

Chambers Global: The World's Leading Lawyers for Business

www.chambersandpartners.com

IFLR 1000: The Guide to the World's Leading Financial Law Firms

www.iflr1000.com

Canadian Law Societies

Below is information on Canadian Provincial Law Societies.

Law Society of Upper Canada (Ontario)

www.lsuc.on.ca

Law Society of Alberta

www.lawsocietyalberta.com

Law Society of British Columbia
www.lsbcc.org

Law Society of Manitoba
www.lawsociety.mb.ca

Law Society of New Brunswick
www.lawsociety.nb.ca

Law Society of Newfoundland
www.lawsociety.nf.ca

Law Society of Northwest Territories
www.lawsociety.nt.ca

Nova Scotia Barristers' Society
www.nsbs.ns.ca

Law Society of Nunavut
www.lawsociety.nu.ca

Barreau du Quebec
<http://www.barreau.qc.ca/?Langue=en>

Law Society of Saskatchewan
www.lawsociety.sk.ca

Law Society of Yukon
www.lawsocietyyukon.com

Bar Admission Procedure

While the NCA issues Certificates of Qualification, it does not authorize the practice of law in Canada. The rules and regulations for admission as a barrister and/or a solicitor lie exclusively within the jurisdiction of provincial law societies. Each province has a different professional structure and criteria for admittance to the legal profession. Each provincial law society must be contacted individually to ascertain their requirements. The Federation of Law Societies of Canada is the umbrella organization of the governing bodies of the legal profession in Canada. The website for this society is www.flsc.ca.

In general, the bar admissions procedure involves continued mastery of Canadian law and practical experience. The Bar Admission Course does not teach substantive laws, but rather, the procedures. Applicants are expected to have sufficient knowledge of Canadian substantive laws before they enter the process.

Articling

The practical experience aspect of the bar admissions procedure involves participation in an articling program, which is, essentially, a work program. An applicant may secure a position using organizations such as the Law Society of Upper Canada as a source for articling positions. For more information, please visit their website at www.lsuc.on.ca/index.jsp. However, Ontario and Alberta offers a matching program to secure articling positions.⁵

In the matching program, applicants can apply directly to the firms for an interview. However, during the interview period, firms participating in the matching program do not make any offers to applicants. Applicants and firms can fully evaluate each other before preferences are decided. After the interviews are completed, each applicant submits a list of firms in order of preference. The firms also submit similar lists on desired applicants. The firms indicate the number of applicants they intend to hire. The matching program then places applicants into positions based on these stated preferences. All offers, acceptances, rejections, and final placements occur simultaneously.⁶

For filing, applicants are urged to contact the law society for specific details. These generally include:

- The articles of clerkship;
- Assignment of articles;
- Agreement and confirmation of supervision;
- Principal's certificate of service; and
- Student affidavit of service.

For more information on the matching program, applicants may contact:

IN CANADA

National Matching Services, Inc.
595 Bay Street, Suite 301, Box 29
Toronto, Ontario M5G 2C2
(416) 977-3431
Fax: (416) 977-5020

The e-mail for both is matchinfor@namatch.com.

The website for both is www.natmatch.com/hm_side.htm

IN UNITED STATES

National Matching Services, Inc.
P.O. Box 1208
Lewiston, NY 14092-8208
(716) 282-4013
fax: (716) 282-0611

Practicing in the United States

For students who want to remain and practice in the United States, please note that certain state bar associations have citizenship requirements and will not license these students to practice if they do not meet their requirements. Students must contact each state bar for requirements to practice in that state. Also, please note that if a student wishes to remain in the United States to practice, the student must request a Green Card or other forms of legal residency from the USCIS.

Cooley's Study Abroad & Toronto Programs

Cooley offers its students the unique opportunity to study law outside of the United States, along with providing an excellent learning environment. Cooley hosts various study abroad programs in Toronto and

⁵ Both provinces also use non-matching.

⁶ Also, Ontario program is 10 months and includes a vacation. For Alberta, you need to contact the province directly

Australia,. Also, Cooley has partnerships with various U.S. law schools in order to provide students with the opportunity to study all over the world.

Cooley's Toronto program in the summer is held at the University of St. Michael's College at the University of Toronto. The Toronto program typically starts from mid-May to the end of June. The timing of this program often allows students to add another six-week, Cooley-approved, study abroad program. Students that want to participate in any of the programs must have earned 27 credits and must have a cumulative GPA of at least 2.25. For more information, please contact the Department of International, Graduate, and Extended Programs at foreignstudy@cooley.edu or (517) 371-5140.

Housing

There are various housing options available to students, including renting a house or an apartment, either alone or with a roommate. Also, there are some houses and apartments located within walking distance from Cooley. Students are responsible for securing their housing needs, as Cooley does not provide any form of on-campus housing. For more information on housing, please visit www.cooley.edu/housing.

Once accepted, the student will be granted access to the Cooley Portal Page, which has current listings on apartments and houses for rent and a roommate list for students who are seeking a roommate(s).

Health Insurance

There are several health insurance providers that offer health insurance plans for students. The Student Bar Association offers a health insurance plan for Cooley students and their families. Please contact the Student Bar Association Office at your campus or checkout the SBA page on the Cooley portal for more information on available plans. Also, the Ingham County Health Department offers a health plan based on the applicant's income. This plan is targeted at low income individuals and families who reside in Ingham County. Oakland University offers a health plan specifically for international students, in which Cooley students are eligible to apply. See www.oakland.edu/?id=11874&sid=815 for more information.

Disability

In accordance with the Americans with Disabilities Act (ADA), Cooley offers reasonable accommodation to disabled students who meet the requirements of the ADA and Cooley's Disability Policy. Disabilities include, but are not limited to, physical, learning, personal injury, or mental illness.

Further information regarding Cooley's Disability Policy can be obtained from the Division of Enrollment and Student Services or the Student Services section of the Cooley portal.

Contact Information

For more information about the Thomas M. Cooley Law School, or if you have more questions regarding admissions to the law school as a Canadian student, please feel free to contact us by telephone at (517) 371-5140 ext. 2244 or 2245 or by e-mail at admissions@cooley.edu.

1. For additional information on **Visas, International Student Employment, Disability Services, and Scholarships**, contact the Designated School Official.

Ann Arbor Students: Tanesha Scott by email at scott@cooley.edu or (734) 372-4900 ext. 8771

Auburn Hills Students: Angela Tyszka by e-mail Tyszkaa@cooley.edu or (248) 751-7800 ext. 7787

Grand Rapids Students: Julie Renbarger by e-mail Renbargj@cooley.edu or (616) 301-6800 ext. 6731

Lansing Students: Sherida Wysocki by e-mail at wysockis@cooley.edu or 517-371-5140 ext. 2222

2. For additional information on **Employment Opportunities in the United States**

Ann Arbor Students: Karen Poole by email at poolek@cooley.edu or (734) 372-4900 ext. 8716

Auburn Hills Students: Alana Glass by email at glassa@cooley.edu or (248) 751-7800 ext 7789

Grand Rapids: Danielle Hall at Hall@cooley.edu or 616-301-6800 ext. 6986

Lansing Students: Contact the Office of Career and Professional Development by telephone at (517) 371-5140 ext. 4111 or by e-mail CSO@cooley.edu .

3. For additional information on **Financial Aid and Loans**

Ann Arbor Students: Tanesha Scott by email at scott@cooley.edu or (734) 372-4900 ext. 8771

Auburn Hills Students: Angela Tyszka by e-mail Tyszkaa@cooley.edu or (248) 751-7800 ext. 7787

Grand Rapids Students: Julie Renbarger by e-mail Renbargj@cooley.edu or (616) 301-6800 ext. 6731

Lansing Students: Contact the Office of Financial Aid by telephone at (517) 371-5140 ext 2210 or by e-mail at Finaid@cooley.edu

4. For additional information on **Health Insurance and other Student Health Services**

visit www.sba.tmc.cooley.edu/healthcare

Addresses:

Ann Arbor

The Thomas M. Cooley Law School
3475 Plymouth Road
Ann Arbor, MI 48105
734-372-4900

Auburn Hills

The Thomas M. Cooley Law School
2630 Featherstone Road
Auburn Hills, MI 48326
248-751-7800

Grand Rapids

The Thomas M. Cooley Law School
111 Commerce Avenue, SW
Grand Rapids, MI 49503
616-301-6800

Lansing

The Thomas M. Cooley Law School
300 South Capitol Avenue
P.O. Box 13038
Lansing, MI 48901
517-371-5140

Website address: www.cooley.edu

NOTES: