



University  
of Windsor

**Policy Title: International First Year student guarantee**

**Date Established: June 2024**

**Office with Administrative Responsibility: Housing & Residence Life**

**Functional Area: Admissions**

**Approver: Director, Lynn Charron**

**\*Revision Date(s): October 2024**

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*Purpose*

This policy outlines the international undergraduate residence guarantee

*Application of Policy*

This policy pertains to international first year students who are coming to the University of Windsor.

*Definitions:*

The definitions below are specific to the development and maintenance of this policy:

1. “International first year student” means the student is entering their first year of undergraduate education and fits the university criteria to be eligible as an international student
2. “Residence guarantee date” means the date selected for which a student must apply for residence to be guaranteed a space in residence. The residence guarantee date is set as the same date or a few days after the Ontario University Application Centre (OUAC) sets as the earliest date an Ontario high school student may be required to respond to an Ontario university offer of admission and give a financial commitment.
3. “International Residence guarantee date” means the date for which an international student must apply to residence to be guaranteed a space in residence. The Fall/Winter is the same as the residence guarantee date while the Winter and Intersession/Summer are set dates as listed in this policy.

*Policy Statement*

A residence room is guaranteed for international undergraduate students entering their first-year who apply and submit the residence deposit by the international student residence guarantee date associated with their semester of entry as explained below. After that date students can still apply for residence and will be assigned based on availability.

If a student applies by the international student residence guarantee date and a space is not available, the student will be supported in finding off-campus housing.

International Student Residence Guarantee Dates:

Fall/Winter Semester entry:

- June 1

Winter Semester entry:

- November 15

Intersession/Summer semester entry:

- March 15

### *Roles and Responsibilities*

1. The Admissions Secretary is responsible for:
  - a. Confirming the OUAC date and proposing a residence guarantee date each year
  - b. Reviewing applications for international first year status and consulting with the Office of the Registrar on any discrepancies or concerns prior to assigning
  - c. Assigning first year international students who apply by the guarantee date for the semester in which they are entering
2. The Director is responsible for:
  - a. Confirming the guarantee date each year

*Review By:*

Review every May



University  
of Windsor

**Title:** Procedures for Domestic First Year Student Guarantee Policy

**\*Date Established:** Historical policy

**\*Office with Administrative Responsibility:** Housing & Residence Life

**Functional Area:** Admissions

**\*Approver:** Director, Lynn Charron

**\*Revision Date(s):** October 2024

*Scope:*

These procedures apply to the implementation of the Policy on Domestic first year student guarantee

*Procedure:*

1. For Fall/Winter: All applications that are received by the residence guarantee date are reviewed by the Admissions Secretary after the residence guarantee date passes. For Winter and Intersession/Summer: All applications that are received after the international student residence guarantee date are reviewed by the Admissions Secretary after the residence guarantee date passes. Applications falling under this policy are separated from the rest of the applications. Data to determine the eligibility for the guarantee is provided through the student information system and the applications are coded.
2. All international first year students falling into this guarantee as well as our domestic first year student guarantee (see separate policy for more information) are assigned first
3. First year international students who apply after the residence guarantee date are assigned based on availability