

Application Instructions

Admission Requirements and Application Instructions Fall 2012

This application can be used if you are applying as a new first year law student (fall only), a new transfer law student (fall only), or a new visiting student (fall and spring).

Before completing the application form, please read the following information carefully to assure prompt and accurate processing of your application. The Admissions Committee will not consider an incomplete file. Applicants are advised to obtain the correct application form designated for the year for which they are applying. The Admissions Office will return outdated application forms to the applicant.

All mailed admission materials should be directed to the following address:

University of San Francisco School of Law
Admissions Office
2130 Fulton Street
San Francisco, CA 94117-1080

[Applications may also be submitted via an LSAC electronic application or through our website at: www.usfca.edu/law](http://www.usfca.edu/law)

If you have any questions regarding the information below, please contact the Law School Admissions Office at lawadmissions@usfca.edu or call 415.422.6586.

First Year Applicants

The Admissions Office will begin accepting applications September 6, 2011. Applications for new first year law students are accepted for the fall semester only.

The Priority Application deadline for the FULL-TIME JURIS DOCTOR PROGRAM (Day Division) is a February 1, 2012 postmark.

The Application deadline for the PART-TIME JURIS DOCTOR PROGRAM (Evening Division) is an April 2, 2012 postmark.

Because the Committee uses a "rolling admission" process, early filing is encouraged. Maximum consideration for both admission and scholarship will be given to applications received by the Priority Application deadline of February 1, 2012. The Admissions Committee typically begins reviewing completed application files in early December.

Applications to the Day Division may still be accepted after the priority application deadline through April 2; however, the Admissions Committee may reject, due to lack of available space in the entering class, those applications received after the priority deadline.

Applicants to the first year class are encouraged to submit all required supporting documents as soon as possible. The School of Law will not accept official documents, i.e., LSAC Credential Assembly Service (CAS) Law School Reports, transcripts, etc., unless mailed directly by the school or LSAC.

Requirements for Admission:

A. School of Law Application Form

- Make only one selection under Entering Status and Division. Applicants may not check the boxes for each division simultaneously nor submit separate applications for each division.
- Please be sure to sign and date your application (or use the electronic certification function, if applying electronically). Unsigned applications will not be reviewed.
- All required sections of the application must be completed.

B. Education

All law school applicants are required to have completed or expect to complete a baccalaureate degree from an accredited four-year university or college by the time law school classes begin in August.

If admitted, an official transcript showing the conferral of your baccalaureate degree must be sent to the Admissions Office directly from the college or university prior to the start of the fall term.

C. Personal Statement

The Admissions Committee requires that each applicant submit a personal statement to supplement the application form. The statement is used by the Committee as both a source of additional information and as a writing sample, but is not a substitute for the application.

The statement should focus on your interest in and motivation and preparation for the study of law. The Committee is interested in your personal experiences, background, and accomplishments. Factors that are helpful to the Committee include cocurricular activities, areas of interest, past or present employment, and college academic honors.

If there are instances of academic probation or disqualification, applicants should be prepared to explain these situations in a separate addendum. The Personal Statement should be typewritten, double-spaced, and included with your application. Your résumé may be attached to the statement. Please put your name on the top of each page. If applying electronically, be sure to attach your statement electronically.

D. Two Letters of Recommendation

The Admissions Committee requires two (2) letters of recommendation in support of your application. An optional third letter may be submitted, but no more than three letters of recommendation will be considered for one application. Although the Committee will accept recommendation letters from any two individuals designated by the applicant, the Committee suggests:

- If possible, have the two recommendations completed by college faculty members (or administrators) with whom you have studied. If you have been away from college for a considerable time, you may wish to substitute other individuals, including supervisors and business colleagues, with whom you have had more recent contact.
- Choose individuals who have had substantial and recent opportunity to observe your professional and/or academic promise. Recommendations from people who have not had such opportunity are of little assistance to the Committee and your application.
- USF REQUIRES that your letters of recommendation be submitted through the Law School Admission Council (LSAC) Letter of Recommendation Service, which serves all member schools. This service is included in your Credential Assembly Service registration. Your recommendations will be copied and sent to us along with your Credential Assembly Service (CAS) Report.

Your Credential Assembly Service Law School Report will not be released to USF until two letters of recommendation have been received by LSAC.

Be sure to follow all directions for submitting letters of recommendation as described on the LSAC website. It is important that you fill out and give each person submitting a recommendation, a letter of recommendation form. Forms can be obtained online at LSAC.org.

E. Credential Assembly Service (CAS)

All applicants must register with the Credential Assembly Service. Information about the Credential Assembly Service and registration forms are available online at LSAC.org.

Transcripts of all college work, both undergraduate and graduate, should be sent directly to LSAC. LSAC analyzes your undergraduate college transcripts and forwards a report to each law school you designate along with your letters of recommendation. LSAC will not release your law school report to USF until two letters of recommendation have been received by LSAC. The Committee may not consider an application if the law school report indicates that transcripts are missing.

If you are accepted for admission, you must submit (directly to the Law School Admissions Office), official transcripts showing the award of the baccalaureate degree and any graduate degrees earned. The official transcript must be sent by the degree-granting institution(s). Transcripts sent to the Credential Assembly Service do not fulfill this requirement. Your admission may be canceled if the Admissions Office, prior to the first day of instruction, does not receive an official transcript(s).

If you completed your baccalaureate degree outside of the United States or Canada, USF requires that your foreign transcripts be submitted to the LSAC Credential Assembly Service (see item J below).

F. Law School Admission Test (LSAT)

Applicants must take the LSAT and have their score(s) reported to the School of Law in a Credential Assembly Service report. LSAT scores are valid for five years. Any LSAT taken prior to June 2007 is considered invalid for application review. Beginning the Fall 2012, USF will utilize the highest LSAT in the review process if multiple LSAT scores are presented by the applicant.

The LSAT is administered four times a year. Early scheduling is strongly recommended and you are advised to take the LSAT no later than the December 2011 test date. Applicants may take the February 2012 test; however, applicants to the Day Division may not be given the maximum consideration in such cases, due to the lateness in receiving your February test result.

The test dates for 2011-2012 are:

- October 1, 2011
- December 3, 2011
- February 11, 2012
- June 11, 2012

G. \$60 Application Fee

A \$60 application fee must be paid electronically via LSAC using a valid credit card.

The application fee is not refundable. In the event that you are subsequently admitted, the fee will not be applied toward your tuition. Furthermore, if you decide to withdraw your application before a final decision is made, your application fee will not be refunded.

The required application fee may be waived for an applicant whose financial situation makes it a severe hardship to pay and

without which the applicant would be unable to apply to a law school. Applicants requesting a waiver of this fee must contact the Admissions Office for an Application Fee Waiver Form. Approval of a fee waiver must be obtained prior to submitting an Application for Admission.

Applicants granted an LSAC fee waiver may have their application fee waived. A copy of your LSAC fee waiver must be submitted with your hard-copy application. Applicants who apply electronically via LSAC will be allowed to transmit their application electronically as long as their LSAC fee waiver is for the current 2011-2012 application year.

Fee waivers are not available to transfer or visiting student applicants.

USF Application fee waiver forms must be submitted to the Law School Admissions Office by the following deadlines:

Day Division: January 25, 2012
Evening Division: March 26, 2012

Additional Information is for Certain Applicants:

H. Diversity Statement (optional)

In addition to the required Personal Statement, applicants may submit an optional diversity statement or essay SEPARATE from the personal statement.

Applicants may describe any factors that illustrate how he/she may add to the diversity of the law school and enrich the educational environment for all students as well as the legal profession.

For example, applicants may want to address issues or experiences related to race, ethnicity, gender, age, national origin, sexual orientation, disability, religious affiliation, ideology, or socioeconomic disadvantage.

In addition, applicants may want to also discuss atypical career aspirations, employment background, educational history, special talents or skills, or any primary or secondary languages other than English.

Use a separate sheet or electronic attachment and submit with your application.

I. Test of English as a Foreign Language

(TOEFL)

Applicants for whom English is a second language and who have NOT received a four-year baccalaureate degree in the United States, or another country where English is not the primary language, are REQUIRED to take the Test of English as a Foreign Language (TOEFL). This requirement also applies to recent immigrants to the U.S. who completed their undergraduate degree outside of the U.S. in a non-English speaking country or at an institution where English was not the language of instruction. The Committee will consider for admission only those applicants with TOEFL scores of 600 or above on the paper-based test, and 100 or above on the TOEFL iBT exam. Information is available from TOEFL at www.ets.org/toefl. Only scores reported directly from TOEFL will be accepted.

International students who have completed a graduate degree in the United States are NOT exempt from the TOEFL requirement.

Only scores taken after April 1, 2007, will be considered. Inquiries regarding the TOEFL requirement may be directed to the

USF School of Law Admissions Office.

TOEFL results should be sent to LSAC (see Item J below).

J. International Transcripts

USF School of Law **REQUIRES** that your foreign college transcripts be submitted through the LSAC Credential Assembly Service (CAS). If you completed any postsecondary work outside the US (including its territories) or Canada, you must use this service for the evaluation of your international transcripts. The one exception to this requirement is if you completed the foreign work through a study-abroad, consortium, or exchange program sponsored by a U.S. or Canadian institution, and the work is clearly indicated as such on the home campus transcript.

This service is included in the Credential Assembly Service registration fee. An International Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into your CAS report.

Foreign law school applicants must also contact the Educational Testing Service (ETS) and request their TOEFL score be sent to LSAC. LSAC's TOEFL code for the Credential Assembly Service is 0058. Your score will be included in the International Credential Evaluation document that will be included in your CAS report.

To use the Credential Assembly Service, log in to your LSAC online account and follow the instructions for registering for the service. Be sure to print out a Transcript Request Form for each institution and send it promptly to them. More time is usually required to receive foreign transcripts.

Questions about the Credential Assembly Service can be directed to LSAC at 215.968.1001, or LSACinfo@LSAC.org.

IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THE ADMISSIONS OFFICE RECEIVES ALL SUPPORTING DOCUMENTS.

First Year Reapplicants

A Reapplicant must submit items A-G listed above (and items H-J if applicable). In addition, all Reapplicants should submit any updated undergraduate and/or graduate transcripts of recent coursework to LSAC. An updated Credential Assembly Service Law School Report will be requested. Applicants should be sure to have a current Credential Assembly Service registration and have paid any additional fees to have a Credential Assembly Service report sent to USF.

Transfer Applicants

Applicants for admission with advanced standing must submit all items required of first-year applicants (A-G above and items H-J if applicable), plus the following:

- An official transcript of all law school course work (including the last term enrolled prior to transfer)
- A letter of Good Standing
- An official report of your class standing (rank)
- Transfer applicants are advised to submit letters of recommendation completed by law faculty. Letters may be sent directly to the Law School Admissions Office from your recommenders.

Transfer applicants must have completed the equivalent of two full semesters of course work (fall and spring) at a law school accredited by the American Bar Association. Transfer applications are accepted for the fall semester only.

Transfer applications for Fall 2012 must be received by June 22, 2012.

Nonmatriculating Applicants (Visiting Students)

Applicants for admission as a nonmatriculating visiting student must submit all items required of first year applicants (A-C and G above), plus the following:

- An official transcript of all law school course work (including the last term enrolled prior to visit)
- A permission letter from the dean of the law school you are currently attending which certifies that you are in good standing and that credit earned while attending the USF School of Law will be accepted toward the student's degree requirements. Any other restrictions and requirements of the degree-granting institution must also be contained in the letter.

Visiting Student Applications for Fall 2012, or full-year visits must be received by June 22, 2012.

Visiting Student Applications for Spring 2012 must be received by November 1, 2011.

Disclosures/Character and Fitness

All applicants are required to complete the disclosure questions in Character and Fitness section of the Application. USF requires applicants to disclose any felony or misdemeanor charge, arrest, conviction, or pending adjudication including a DUI (or any alcohol or drug-related offense). This includes any charge, arrest or conviction which may have been dropped or expunged. Information should include the date of each incident, full explanation of the incident, including the name of the charge, and the final disposition of each charge.

In addition, all applicants are required to notify the School of Law if any changes to the information included in their Application for Admission occur after the application has been submitted. In particular, all applicants must immediately notify the Director of Admissions if any charge, arrest or conviction of any felony or misdemeanor take place after submitting the application.

Conviction is any of the following: (1) a plea of guilty or nolo contendere, (2) a verdict or finding of guilt regardless of whether sentence is imposed by the court.

Newly admitted applicants are required to immediately submit a detailed written description of new disclosures to the Law School's Admissions Office if an incident occurs after an offer of admission is made and to the Office of the Assistant Dean for Academic Services if an incident occurs after classes begin. Information disclosed after an applicant has been offered admission will automatically result in a re-evaluation of the applicant's file.

The Bar Examiners will receive reports of any such convictions from law enforcement agencies. Failure to disclose this information in your application may result in revocation of your admission decision, dismissal from school, revocation of any degree awarded by USF School of Law, denial of admission to the Bar, and referral to the LSAC Subcommittee on Misconduct and Irregularities in the Admission Process.

Application Materials

All materials and correspondence relating to admission or your Law School application should be directed to the Law School Admissions Office. Once submitted, all materials become the property of the School of Law and will not be returned or copied. Please keep a copy of your application and any supporting documents for your records.

Status Checks

Applicants to the law school will be notified by e-mail once their application is received by USF. You will receive another e-mail once your application file is complete. All official decision letters are sent by US mail.



Biographical

Prefix: _____

Date of Birth _____

First Name: _____

Place of birth: City: _____

Middle Name: _____

Place of birth: Country _____

Last Name: _____

Place of birth: State/Province: _____

Suffix: _____

Gender: _____

Previous (other) name _____

Social security number _____

Preferred first name: _____

LSAC account number: _____

Entering Status

Select One:

1st Year

Transfer

Visitor - Spring

Visitor - Fall and Spring

Visitor - Fall

Select One:

Part Time Eve

Full Time Day

May the Admission Committee release parts of your application to persons or committees selecting or funding scholarships and grants?

Yes

No



Contact Information

Current Address

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Current address good until date _____

Day phone _____

Evening phone _____

Permanent Address

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Permanent address good until date _____

Day phone _____

Evening phone _____

Other Contact Information

Primary e-mail _____

Secondary e-mail _____

Mobile phone _____

University of San Francisco School of Law can send text messages to my mobile phone

Yes

No

Demographics

1. Citizenship

Citizenship

- Non-Resident Alien
 US Citizen
 US Permanent Resident

Country of citizenship _____

Visa number _____

Permanent resident number _____

Country of citizenship _____

Permanent City _____

Permanent city _____

Permanent state/province _____

Permanent country _____

2. Ethnicity

Are you Hispanic or Latino

- Yes
 No

What is your race? Select one or more races to indicate what you consider yourself to be.

Aboriginal or Torres Strait Islander Australian

American Indian or Alaska Native

American Indian/Alaskan Native

Asian

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Other Asian Origin | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Southeast Asian |

Black or African American

Black/African American

Canadian Aboriginal

Canadian Aboriginal

Caucasian/White

- | | | |
|--|---|---|
| <input type="checkbox"/> Caucasian/White | <input type="checkbox"/> Eastern European | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> North African | <input type="checkbox"/> Western European | |

Hispanic/Latino

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Central American | <input type="checkbox"/> Cuban | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Mexican | <input type="checkbox"/> Other Spanish Origin | <input type="checkbox"/> Puerto Rican |
| <input type="checkbox"/> South American | | |

Native Hawaiian or Other Pacific Islander

Native Hawaiian/Other Pacific Islander

Puerto Rican



Demographics continued

Consent

Decline to respond

Law School Interest

What prompted you to apply to this law school?

Internet

- Law school
- LSAC
- ABA
- Other

Faculty/Alumni/Professional

- Faculty/acquaintance
- Law school faculty member
- Admissions recruiter
- University/college faculty member
- Legal professional
- Prelaw advisor

Publications

- US News & World Report
- Law school publication
- ABA-LSAC Official Guide
- Princeton Review
- Other advertisement

Recruiting Events

- LSAC Forum
- Law school fair
- International forum
- Campus event
- Law school direct mail/e-mail
- Current student

If you attended any events mentioned in the Recruiting Events section, please list them below:

If you applied previously, what year was the application for? _____

Where you offered admission?

- Yes
- No

Are you applying, or have you applied, to other law schools? If so, please list them.



Religious Affiliation

Religion (optional)

- Buddhist
- Catholic
- Hindu
- Protestant
- Moslem
- No Religion
- Other
- Jewish

Area of Interest

Identify any area(s) of law in which you now have an interest.

- Advocacy and Dispute Resolution
- Alternate Dispute Resolution
- Business and Commercial Law
- Constitutional and Public Interest Law
- Criminal Law and Procedure
- Family Law
- Undecided
- Government Regulation
- Intellectual Property/Cyberlaw
- International and Comparative Law
- Jurisprudence and Prof Responsibility
- Property and Environmental Law
- Taxation
- General



Reasons For Applying

Please select the reason(s) for applying to USF.

- Academic Support Program
- Clinics/Internships
- Evening/Part-Time Program
- Location
- Student Diversity
- Personal Attention
- Post Graduate Employment Opportunities
- Reputation
- Other

Standardized Testing

LSAT

Test Date

Test Score

_____	_____
_____	_____
_____	_____

TOEFL

Test Date

Test Score

_____	_____
_____	_____
_____	_____



Education

List ALL educational institutions attended.

Institution name _____

Major _____ Country _____

Start Date _____ State/Province _____

End Date _____ City _____

Degree _____ GPA _____

Date degree granted _____ Rank _____

Institution name _____

Major _____ Country _____

Start Date _____ State/Province _____

End Date _____ City _____

Degree _____ GPA _____

Date degree granted _____ Rank _____

Institution name _____

Major _____ Country _____

Start Date _____ State/Province _____

End Date _____ City _____

Degree _____ GPA _____

Date degree granted _____ Rank _____

Institution name _____

Major _____ Country _____

Start Date _____ State/Province _____

End Date _____ City _____

Degree _____ GPA _____

Date degree granted _____ Rank _____



Education continued

Have you ever attended any law school?

Yes

No

Did you leave the law school in good standing?

Yes

No

Has your education in college, university, or professional school been interrupted for one term or more for any reason?

Yes

No

List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

Character and Fitness

I reviewed the Disclosure/Character and Fitness information in the application instructions.

I acknowledge the above statement

Have you ever been academically disqualified from law school?

Yes

No

If yes, when and where?

Have you ever been on academic probation, disqualified, suspended, expelled, or subject to a disciplinary proceeding by any post-secondary institution or professional organization or agency in regards to conduct or academic performance? (IF YES, PROVIDE NAME OF INSTITUTION, THE EXACT DATES AND EXPLAIN CIRCUMSTANCES IN AN ELECTRONIC ATTACHMENT)

Yes

No

Character and Fitness continued

Have you ever been charged, arrested for or convicted of a misdemeanor or felony or are any such charges pending against you? This includes any charge, arrest or conviction which may be dropped or expunged. (IF YES, PROVIDE IN AN ELECTRONIC ATTACHMENT THE CIRCUMSTANCES SURROUNDING THE INCIDENT(S), EXACT DATES, NATURE OF THE OFFENSE AND DISPOSITION OF EACH OFFENSE)

____ Yes

____ No

Employment

List all employment including internships..

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start Date _____ City _____

End Date _____ Employment type ((ex. Full time) _____

Reason for leaving _____

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start Date _____ City _____

End Date _____ Employment type ((ex. Full time) _____

Reason for leaving _____

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start Date _____ City _____

End Date _____ Employment type ((ex. Full time) _____

Reason for leaving _____



Employment continued

Employer _____

Position _____

Country _____

Hours per week _____

State/Province _____

Start Date _____

City _____

End Date _____

Employment type ((ex. Full time) _____

Reason for leaving _____

Total number of months full time work experience.

List your extracurricular, community, or other activities in the order of their importance to you. Give a brief description of your involvement, including any special responsibilities or leadership positions held.

Family

1. Next of Kin/Emergency Contact

First (given) name _____

Country _____

Middle name/initial _____

Street address--line 1 _____

Last (family) name _____

Street address--line 2 _____

Telephone (include area code) _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____



Family continued

2. If you have any close relatives who have been students at this university, please provide the following information.

Relative 1

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Relative 2

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

3. Parent/Guardian - 1

____ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

4. Parent/Guardian - 2

____ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____



Disability

If you have any significant disability, indicate by marking the appropriate box(es) and attach via electronic attachment, a description of how the disability may have affected your pre-law academic record.

- Chronic Illness
- Emotional/Psychological
- Hearing
- Learning
- Visual
- Multiple
- Other
- Speech
- Mobility

Military

Have you served or are you now serving on full-time, active US military duty?

- Yes
- No

Date of entrance (month/year) _____

Date of discharge (month/year) _____

Rank _____

Expected military reserve or National Guard status during law school

Branch _____

Discharge type _____

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?

- Yes
- No

If you have been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances.

Certification

I hereby apply to the USF School of Law and certify, by checking the box below and submitting and certifying my application electronically, that all information I submit in and in support of my application is complete and true and that I am the author of any statements or additional information I submit. I understand that any false or incomplete information is grounds for denial of my application and referral to the LSAC Subcommittee on Misconduct and Irregularities in the Admission Process, or if discovered after admission, grounds for revocation of my admission, dismissal from the law school or revocation of my degree.

I acknowledge the above statement

Attachments

Are you submitting the OPTIONAL diversity statement with your application that is separate from your personal statement?

Yes

No