

ENTERING STUDENTS ONLY
INSTRUCTIONS AND GENERAL INFORMATION
PLEASE READ CAREFULLY BEFORE COMPLETING FORM
PLEASE RETAIN THIS FOR FUTURE REFERENCE

GENERAL INFORMATION

1. Complete the application form and mail it with a **\$50 non-refundable** application fee to Loyola University Chicago School of Law - Admission Office, 25 East Pearson, Chicago, IL 60611. Please review the application form prior to submission to ensure you have thoroughly and correctly completed it.

It is strongly recommended that you use a type of mailing which can be tracked, such as UPS ground or FedEx overnight.

2. To apply for a fee waiver, please include a written request with your application. You must include either a copy of your most recent Federal Income Tax return, or if currently enrolled as a degree-seeking student, a copy of your financial aid award for this year.

3. All materials received for review of the application become the property of the School of Law and cannot be shared with anyone, including other divisions of the University.

4. It is strongly recommended that you obtain an E-mail account if you do not already have one, and that you regularly check your e-mail. It is the primary method of communicating with applicants.

5. **All** correspondence from the School of Law will be mailed to the **present** address listed on the application form, unless otherwise stated.

6. It is the candidate's responsibility to promptly notify the office, in writing, of **any** changes in academic record, personal background, or any changes to answers submitted on the application form.

7. Applicants must submit written permission with your signature for any other party to access information regarding your admission and/or financial aid files. You must include the name of the individual and their relationship to you.

APPLICATION FORM

1. ALL QUESTIONS must be answered on the application form itself, unless there is not sufficient space, or if otherwise indicated. Questions 7,8 and 10 cannot be answered with "see separate sheet" or "see resume".

2. Submit to Law School Data Assembly Service (LSDAS) or directly to the law school at least two letters of recommendation as stated in #6. You must list all recommenders on your application form and notify us in writing of any changes to the list. Letters may be submitted directly to the law school. If choosing this option, please initial the appropriate waiver response in #6. Letters should be from faculty and/or teaching assistants from undergraduate or graduate schools who can address academic capabilities.

Applicants who have been away from a formal education setting for more than three years may submit letters from employers or other qualified individuals in lieu of academic recommendations.

3. It is advisable to submit a **resume**, which includes extra-curricular activities, voluntary service, honors and awards.

4. Applicants are encouraged to take the LSAT as early as possible but **no later** than the February test prior to the fall of their intended enrollment in law school. Only test scores received within three years from October of the application year will be considered. You may submit your application prior to sitting for the test.

For candidates who take the LSAT more than once, provide a written explanation for a variance of more than 5 points.

5. It is **your** responsibility to register with LSDAS and send a complete transcript of all post-secondary work to LSDAS. This includes all colleges/universities attended even if not for a degree, and also should include all graduate work. **It is your responsibility to ensure that transcripts of all academic work are received by LSDAS.** It is also your responsibility to ensure that your subscription is active. You may obtain a registration packet by writing LSAT/LSDAS, Box 2000, Newtown, PA 18940 or calling 215/968-1001.

It normally takes two to three weeks for a completed LSDAS report to arrive in the admission office after being requested by the office. **It is strongly recommended that you check the online service of LSDAS to monitor the arrival of transcripts and letters of recommendation.**

No application will be reviewed until the Admission Office receives a hard copy of the complete and official report from LSDAS. This includes your Law School Admission Test, all transcripts, and letters of recommendation sent to LSDAS.

6. At the time of application, you must submit a personal statement. **This is further described in Question 13 of the application form.**

7. All applicants who have enrolled in and/or attended any law school must have an official copy of the law school transcript and a letter of standing sent directly from the law school(s).

8. Students should be aware that a growing number of jurisdictions (including Illinois) require that registration for the bar occur during the first year of legal studies.

The requirements for admission to the Illinois bar are specified in Rules 7-1-708 of the Supreme Court of Illinois. Under these rules, proof of school studies is made by a certificate issued by the School of Law. In addition, an affidavit of good character and fitness for the practice of law is required by the dean of the law school for each candidate.

Part of the application is a questionnaire from the Character and Fitness Committee which asks about past incidents involving the law. Reports of sufficiently serious matters may result in a request from the Committee to view your application to law school. Discrepancies between the law school application and the Character and Fitness questionnaire or any independent examination of your record may result in an extensive investigation and potentially serious consequences both at the law school and at the bar application stage.

You are urged, therefore, to exercise the utmost candor in completing or updating your law school application. All questions in #16 **must** be answered. If you are unsure whether to answer yes, we strongly recommend answering yes and fully disclosing all incidents. Failure to answer these questions truthfully, or failure to notify the Admission Office of any changes to your answers, may affect your admission to the bar as much as the act or event itself.

If you answer any of the questions in #16 on the application form in the affirmative, you **must** provide a complete explanation of the circumstances on a separate sheet.

9. While the Applicant Profile Information is optional, it is recommended that this information be completed. These questions will provide the Faculty Committee on Admission with further information about you.

ENTERING STUDENTS ONLY

INTERNATIONAL STUDENTS

1. Official proof of financial ability to pay in excess of \$50,970 U.S. Currency to enroll for one year is required at the time of application.

Financial Assistance is not available to students who are not permanent residents or citizens of the United States of America.

2. Loyola University Chicago School of Law requires that your foreign transcripts be submitted through the LSAC JD Credential Assembly Service. If you completed any postsecondary work outside the US (including its territories) or Canada, you must use this service for the evaluation of your foreign 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 US or Canadian institution, and the work is clearly indicated as such on the home campus transcript.** This service is included in the LSDAS subscription fee. A Foreign Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into your LSDAS report.

You will need to submit a TOEFL score. Please contact the Educational Testing Service (ETS) and request that your TOEFL score be sent to LSAC. LSAC's TOEFL code for the JD Credential Assembly Service is 0058. Your score will be included in the Foreign Credential Evaluation document that will be included in your LSDAS law school report.

To use the JD CAS, log in to your 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 JD Credential Assembly Service can be directed to LSAC at 215.968.1001, or MACROBUTTON HtmlResAnchor LSACINFO@LSAC.org.

FINANCIAL ASSISTANCE

1. All applicants who are citizens or permanent residents of the United States are strongly encouraged to apply for need-based financial assistance by completing the Free Application for Student Financial Aid (FAFSA).

This application cannot be completed prior to January 1 of the year the applicant plans to enroll.

We recommend filing the FAFSA no later than February 1 to ensure that the information is received in a timely fashion to process your financial aid award prior to a tuition deposit deadline.

The FAFSA should be completed online at www.fafsa.ed.gov. It is important to complete the form thoroughly. You may estimate at the time of filing the FAFSA, and correct information if necessary after completing your tax return.

Please make sure to include the school code for Loyola which is: 001710.

Loans

Federal Stafford Loan

Every law student is eligible for the full \$18,500 in Federal Stafford Loan, as long as you have not previously defaulted on a Federal Loan.

Private Loans

Law students are permitted to borrow up to the cost of education, minus other financial aid through various private loan agencies.

We strongly recommend obtaining a copy of your credit report now to determine if it contains errors or to see if you have any problematic accounts. This could seriously impact your ability to qualify for a private loan.

Websites for credit reports:

www.equifax.com, www.experian.com, and www.transunion.com

The best rates for private loans are offered to those with excellent credit. If you have no credit record established, you may want to obtain a credit card now, and remember to pay the balance in full each month. This will help to establish credit. No credit record, ironically, may result in a higher interest rate for the private loan.

Institutional Financial Aid

Loyola offers various types of institutional financial assistance. Information can be found on our website at: www.luc.edu/law/admission/financial/scholarships.shtml

Academic Honors-at-Entrance Scholarships

Are awarded at the time of admission based upon the applicant's academic record, and personal background.

Law Alumni Grants

Awarded based upon financial need.

Specialized Scholarships

The following scholarships require separate application forms which can be found on our website:

SCHOLARSHIPS

1. Campbell Public Interest Scholarship
2. Amaker Public Service Scholarship
3. Adreani, Feinberg, and Bernstein Scholarships. Offered on a rotating basis.
4. Faculty in Excellence Scholarships
5. Loyola Law Community Service Scholarship
6. Circle of Advocates

FELLOWSHIPS

Child and Family Law Fellowships-

Requires a separate application form which can be found on our website.

Health Law Fellowships-

Requires a separate application form which can be found on our website.

Intellectual Property Fellowships

Requires a separate application form which can be found on our website.

Other Federal Funding

Federal Perkins Loan

Is awarded to needy students and limited to previous Perkins Loan recipients.

Federal Work Study

Provides opportunities to work in the law school through a program subsidized by Federal funding.