

Instructions: Loyola University Chicago School of Law

TRANSFER 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 nonrefundable** application fee to Loyola University Chicago School of Law Admissions Office, 25 East Pearson #1440, Chicago, IL 60611. **Please review the application form prior to submission to ensure you have thoroughly and correctly completed it.** Submitting the application is a two-step process. Please make sure you complete both steps.
2. The Certification Letter will be available once you submit your application.
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 **mailing** address listed on the application form, unless otherwise stated.
6. It is the candidate's responsibility to promptly notify the Office of the Admission, 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 their 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 his/her relationship to you. This must be sent via mail.

TRANSFER STUDENT REQUIREMENTS

1. Transfer applicants must be in academic good standing for consideration.
2. Transfer students must have an official transcript from the law school which includes all the terms you attended.
3. Class rank at the end of the last term you attended.
4. An official letter indicating standing sent directly to Loyola.
5. It is your responsibility to make sure your LSDAS account is current and active. Copies of LSDAS reports from your current law school will not be accepted.
6. As stated in #14 of your application, you must submit a statement, specifically identifying your reasons for applying as a transfer student.

7. Two letters of recommendation must be submitted. At least one of the letters must be from a law school faculty member, who taught a course other than legal writing.
8. Undergraduate institution transcripts need to be submitted, as well. If the copy of the undergraduate transcript in the LSDAS report is complete, the Admissions Committee can use this copy for review purposes.

If admitted, transfer students will be required to have their undergraduate institution submit an official copy of their transcripts.

APPLICATION FORM

1. ALL QUESTIONS must be answered on the application form itself or on an electronic attachment, unless there is not sufficient space, or if otherwise indicated. Questions 12 and 13 cannot be answered with "see separate sheet."
2. Submit to the Law School Data Assembly Service (LSDAS) or directly to the law school at least two letters of recommendation as stated in #11. Only letters that will be sent directly to Loyola University Chicago School of Law need to be listed in question #11." Letters should be from at least one professor who is not a legal writing instructor and indicate from whom we should expect letters.
3. It is advisable to submit or electronically attach a **résumé**, which includes extracurricular activities, voluntary service, honors, and awards.
4. For candidates who take the LSAT more than once, provide a written explanation for a variance of 4 points or more.
5. It is **your** responsibility to make sure your account is current and active 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 the LSDAS.**

It normally takes 5 to 7 business days for a completed paper 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 score, all transcripts, and letters of recommendation sent to the LSDAS. Any item submitted and/or processed by LSAC, after the initial report is sent, will be sent by LSAC as an update to our office.

6. Transfer applicants are required to specifically state the reasons for applying as a transfer student. Please describe your unique experiences and attributes that will enable you to make special contributions to Loyola University Chicago School of Law. (Please limit the statement to two typed pages.)
7. The requirements for admission to the Illinois bar are specified in Illinois Supreme Court Rules

701-708. 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 #15 **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 #15 on the application form in the affirmative, you **must** provide a complete explanation of the circumstances on a separate sheet or on an electronic attachment.

8. 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.

FINANCIAL ASSISTANCE

1. As a transfer student to Loyola University Chicago School of Law, **the sole source of funding for your education is loans.**

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 \$20,500 in Federal Stafford Loan, as long as you have not previously defaulted on a federal loan.

GradPLUS Loans

Law students are eligible to borrow up to their cost of attendance minus other financial assistance. The loan requires applicants have a good credit history.

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.