

Instructions: Loyola University Chicago School of Law

VISITING 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.

VISITING STUDENT REQUIREMENTS

1. Visiting applicants must be in academic good standing for consideration.
2. Visiting 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. **In addition, a letter from your current law school granting you permission to visit at Loyola must be submitted.**
5. It is your responsibility to ensure your account is current and active with LSDAS. Copies of LSDAS reports from your current law school will not be accepted.
6. As stated in #12 of your application, you must submit a statement, specifically identifying your

reasons for applying as a visiting 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.

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. Question #11 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. If letters are submitted directly to the law school, the recommenders should be listed in question #10. Letters should be from at least one professor who is not a legal writing instructor.
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 with LSDAS is current and active 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 normally takes 5-7 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.

6. Visiting applicants are required to specifically state the reasons for apply as a visiting 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 #13 **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 #13 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. Visiting students need to go to their institution's Financial Aid Office to determine their course of action.