

Instructions: Loyola University Chicago School of Law

PART-TIME ENTERING APPLICANTS ONLY

INSTRUCTIONS AND GENERAL INFORMATION

PLEASE READ CAREFULLY BEFORE COMPLETING FORM

PLEASE RETAIN THIS FOR FUTURE REFERENCE

Full-Time Application Deadline April 1

GENERAL INFORMATION

1. A \$50.00 application fee is required with submission of your application. If you apply electronically, the application fee is waived.
2. Loyola's primary method of communication is by e-mail. Please make sure that we have your current e-mail address and that you check regularly for messages.
3. Promptly notify the Office of the Admission, in writing (information may be sent via e-mail), of any changes in academic record, personal background, or any changes to answers submitted on the application form. Please include your name and LSAC account number on all correspondence.
4. For another person to have access to information regarding your admission or financial aid files, you must submit a written document that grants permission to do so and contains the name(s) of the person(s), their relationship to you, and your signature. Please send this document to the Office of Admission & Financial Aid by postal mail.

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. Please answer questions 13, 14, 15 (if applicable), and 16, with a written response on the application and not by reference to another document.
2. At least two (2) letters of recommendation should be submitted to the LSAC Credential Assembly Service (LSDAS) or directly to the law school.

If an applicant has been out of school for less than three years, the Faculty Committee on Admission prefers letters 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. Applicants may submit or electronically attach a résumé which includes extracurricular activities, voluntary services, 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. You may submit your application prior to sitting for the LSAT.

For candidates who take the LSAT more than once, a written explanation for a variance of 4 points or more is required.

5. All applicants must register with LSAC Credential Assembly Service (LSDAS) in a timely fashion and ensure that your registration is active and current. You can register by calling (215) 968-1001 or on-line at www.LSAC.org. You will be asked to submit complete transcripts of all post-secondary work to the Credential Assembly Service, including transcripts from all colleges or universities that you have attended, even if you did not receive a degree from those institutions. You must also submit transcripts from all summer school courses and graduate courses that you have taken. Please note that a completed LSAC Law School Report is normally delivered up to 5-7 business days after it is requested by the Office of Admissions & Financial Aid. You may check the on-line service of the Credential Assembly Service to monitor the receipt of transcripts and letters of recommendation.

We recommend that you obtain a copy of your transcript to verify all information including grades, transfer credits, and institutions and any possible academic action taken by any institution attended.

Applications cannot be reviewed until the Admission Office receives hard (paper) copy of the complete and official report from the Credential Assembly Service. This report will include your Law School Admission Test score, all transcripts and letters of recommendation sent to the Credential Assembly Service. Any item submitted and/or processed by LSAC, after the initial report is sent will be automatically issued by LSAC as an update.

6. All applicants who have previously enrolled in and/or attended any law school must have an official copy of the law school transcript and a letter of good standing sent directly to Loyola University Chicago School of Law from the law school(s).
7. At the time of application, you must submit or electronically attach the essay(s)--see below.

17a. Entering Students Personal Statements: Each candidate must submit a personal statement of no more than two typewritten pages. The essay should contain information about you and why attending law school is important to your life goals. **There are no margin restrictions, and font must be 10 or larger.**

17b. You may also choose to include an optional essay as part of your application. Optional essay choices are listed in Question 17b on the application form.

8. A growing number of jurisdictions (including Illinois) permits students to register for the bar during the first year of legal studies. The requirements for admission to the Illinois Bar are specified in Illinois Supreme Court Rules 701-708. Under these rules, proof of legal 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 applicants 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 of 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 #19 must be answered. If you are unsure whether to answer yes, we recommend answering yes and fully disclosing all incidents. You may be denied admission to practice by a state if your bar exam application contains facts asked for, but not disclosed, in the application for admission. An affirmative response does not necessarily prejudice your admission to Loyola.

If you answer any of the questions in #19 on the application form in the affirmative, you must provide a complete explanation of the circumstances on a separate sheet or electronic attachment.

INTERNATIONAL STUDENTS

1. Official proof of financial ability to pay in excess of \$57,000 US currency to enroll for one year is required, should you be accepted.

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 Credential Assembly Service (LSDAS). 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.

This service is included in the Credential Assembly Service (LSDAS) registration 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 LSAC Law School Report.

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.

To use the Credential Assembly Service, 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 Credential Assembly Service can be directed to LSAC at 215.968.1101, or LSACINFO@LSAC.org.

3. The results of the TOEFL (Test of English as a Foreign Language) exam.

Visit www.TOEFL.org for more information.

The lowest TOEFL score Loyola University Chicago School of Law will accept is 650, if the test is taken in the paper form; 280, if it is taken via computer; and 114, if it is taken in the new iBT version.

The results of the TOEFL must come directly from ETS (the administrator of the TOEFL).

4. The Faculty Committee may ask for additional information including a complete course by course report of the evaluation sent directly to the law admission office from the evaluation service. The law school recognizes evaluations from:

Educational Credential Evaluators, Inc. (ECE), PO Box 514070, Milwaukee, WI 53203-3470, 414.289.3400, www.ece.org

World Education Services, Inc. (WES), PO Box 11623, Chicago, IL 60611-0623, 312.222.0882, www.wes.org

Please submit all documents to be sent directly to the law school to:

Law Admission

Loyola University Chicago

School of Law

Philip H. Corboy Law Center

25 East Pearson

Suite 1440

Chicago, IL 60611

Please use the following e-mail address for any electronic correspondence:

Law-admissions@luc.edu

FINANCIAL ASSISTANCE

1. All applicants who are citizens or permanent residents of the United States are encouraged to apply for need-based financial assistance by completing the Free Application for Federal Student 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 15 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 \$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.

Institutional Financial Aid

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

Merit Scholarships

Are awarded based upon the applicant's academic record and personal background.

Need-based Grants

Awarded based upon financial need.

Specialized Scholarships

The following scholarships require applicants to apply for them individually. Information for these scholarships can be found on the supplemental form and our website.

Scholarships

1. Adreani, Feinberg, & Bernstein Scholarships. Offered on a rotating basis.
2. Campbell Public Interest Scholarship
3. Circle of Advocates Scholarship
4. Loyola Law Community Service Scholarship

Fellowships

Child and Family Law Fellowships

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

Health and Law Policy 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.

Additional Federal Funding

Federal Perkins Loans

Are awarded to needy students and is limited to previous Perkins Loan recipients. Must provide documentation that you have received the loan previously.

Federal Work Study

Opportunities to work in the law school through a program subsidized by Federal funding. You must notify financial aid office if you are interested.

Please submit all documents to be sent directly to the law school to:

Law Admission

Loyola University Chicago

School of Law

Philip H. Corboy Law Center

25 East Pearson

Suite 1440

Chicago, IL 60611

Fax number: 312.915.7906

Financial Aid e-mail address: law-financial-aid@luc.edu

Phone: 312-915-7170

Loyola University Chicago School of Law does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, disability, marital status, parental status, or any other legally protected status in any of its policies, programs and practices, including its admission policies, scholarship and loan programs, hiring and retention of faculty and staff, and career services.