

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 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. 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.

3. 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.

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

5. 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.

6. 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.

## 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 register with LSDAS. Please refer to #8 on the application for these instructions.

Copies of LSDAS reports from your current law school will not be accepted.

6. As stated in question #13 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, unless there is not sufficient space, or if otherwise indicated. Questions 7, 9, 10, 11 and 12 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 #5. 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 #5 of the application. Letters should be from at least one professor who is not a legal writing instructor.

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

4. For candidates who take the LSAT more than once, provide a written explanation for a variance of more than 4 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.

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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. Visiting applicants are required to specifically state the reasons for applying 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. 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 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 #14 **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.

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.