

Checklist for Applying to Loyola University Chicago School of Law

We will begin accepting applications for the Fall of 2010 on October 1, 2009

Application Deadlines: **Full-Time Application Deadline March 1**
 Part-Time Application Deadline April 1

1. Application Fee.

If you apply electronically, the application fee is waived. A \$50.00 application fee is required with submission of your paper application.

2. Signing your application.

You will be able to use an electronic signature to certify the information on your on-line application. Please follow the directions provided by LSAC.

If you complete a paper application please sign where indicated to certify the information on your application.

3. E-mail address.

Loyola's primary method of communication is by e-mail. Please make sure that we have your current e-mail address, mark our e-mail address safe, and that you check regularly for messages.

4. Two (2) letters of recommendation.

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.

5. Resume.

Resumes are strongly recommended as a good place to include work experience, extracurricular activities, voluntary service, honors and awards.

6. LSAT.

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, you will be asked to provide a written explanation for a variance of 4 points or more.

7. CAS through LSAC.

All applicants must register with CAS in a timely fashion and ensure that your registration is active and current. You can register with LSAC 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 CAS, 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.

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.

8. If you previously attended law school.

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 to Loyola University Chicago School of Law from the law school(s).

9. Personal Statement.

A personal statement is required and should accompany your application when it is submitted.

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.*

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 and have been reprinted below.

The Faculty Committee on Admission is interested in knowing you as a person. You may, if you wish, submit an additional one page essay on one of the following topics:

- a. **Essay One:** *Why have you chosen to apply to Loyola University Chicago School of Law?*
- b. **Essay Two:** *What attributes or characteristics best describe you, and how will they contribute to your success as a law student and member of the legal profession?*

10. Character and Fitness.

Students should be aware that a growing number of jurisdictions (including Illinois) permit 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 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.

The questions you will be asked are listed below.

19. a. *Were you ever suspended, expelled, placed on probation, either for academic or social reasons, or otherwise disciplined by any college, university, or professional school? Actions arising from allegations of academic dishonesty (including, but not limited to cheating and plagiarism), or any form of behavioral misconduct (including, but not limited to misconduct related to alcohol or substance abuse) must be included. You must include any proceedings that are pending.*

Yes ___ No ___

- b. *Were you ever suspended, expelled, placed on probation, or otherwise disciplined by any professional organization or state agency charged with regulating professional conduct, or are any such proceedings pending? This includes but is not limited to having your driver's license suspended.*

Yes ___ No ___

- c. *Have you ever been convicted of, pleaded guilty or nolo contendere (no contest) to a criminal offense other than a minor traffic offense, or is any criminal charge now pending against you? Traffic offenses involving the use of drugs or alcohol are not considered minor traffic offenses and must be reported.*

Yes ___ No ___

- d. *Have you ever been discharged from military service under conditions other than honorable?*

Yes ___ No ___

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. Please put your explanation in your own words and provide as much detail as possible.