



8000 Utopia Parkway  
Queens, NY 11439  
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www.law.stjohns.edu  
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# Application Instructions

## SCHOOL OF LAW

St. John's University School of Law welcomes your application and seeks to make every effort to ensure that the application process is as straightforward and clear as possible. Please call (718) 990-6474 if you have any questions or if you need additional information.

### **Application Dates**

Applicants to the fall semester should submit application materials before *April 1* to receive priority consideration. Applications will be considered when all application requirements are met and applicants will be notified as decisions are made. Applications received after the April 1 priority date will be considered and decisions rendered on a space-available basis.

### **Undergraduate Transcript Requirement**

All admitted applicants will be required to submit an official, final transcript of their complete undergraduate academic record to St. John's University School of Law by mid-August in order to enroll. The transcript must unequivocally indicate both the award of a baccalaureate degree and the date it was conferred. A photocopy or a copy of a transcript provided by LSDAS is not acceptable, nor is a photocopy of a diploma.

### **Equality of Opportunity**

It is the policy of St. John's University School of Law not to discriminate in its educational program, admission policies, financial aid programs, employment practices, and other school-sponsored activities on the basis of race, color, religion, sex, sexual orientation, marital or parental status, national or ethnic origin, age, or disability.

### **Bar Admission**

Applicants to law school should contact the official bar admission agency in the jurisdiction where they plan to practice. Initially, it is important to determine if there is a requirement to register with the agency upon entrance to law school in anticipation of applying to take a bar examination upon graduation. To prepare themselves accordingly, applicants also are advised to familiarize themselves with the rules governing admission to the bar in the jurisdictions in which they intend to practice. For those applicants who anticipate admission to the New York Bar, please be advised that you are not required to contact the State Board of Law Examiners prior to commencing law school.

### **Application Requirements**

#### *First-Year Law Students*

(Students applying to the J.D. Program)

Applicants are required to submit:

- a completed, signed, and dated St. John's University School of Law application form;
- a \$60 nonrefundable application fee—applicants may provide a check or money order made payable, in U.S. funds, to St. John's University; and
- Law School Admission Test (LSAT) and Law School Data Assembly Service (LSDAS) subscription.

All applicants to the Juris Doctor (J.D.) degree program offered by St. John's University School of Law are required to take the Law School Admission Test (LSAT) and be registered with the Law School Data Assembly Service (LSDAS). Information about dates for the LSAT administration and the LSDAS is available from:

LSAT/LSDAS  
Law School Admission Council  
Box 2000  
Newtown, PA 18940-0998  
(215) 968-1001  
www.LSAC.org  
lsacinfo@lsac.org

### *Graduates of Foreign Undergraduate Institutions Applying for a J.D.*

St. John's University School of Law requires that your foreign transcripts be submitted through the LSAC J.D. Credential Assembly Service (CAS) or World Education Service (WES). If you completed any postsecondary work outside the U.S. (including its territories) or Canada, you must use this service for the evaluation of your foreign transcripts. (The one exception to this requirement is if you completed the foreign work through a study abroad, consortium, or exchange program sponsored by a U.S. or Canadian institution and the work is clearly indicated as such on the home campus transcript).

*If you choose to use LSAC J.D. CAS,* the service is included in the LSDAS subscription 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 LSDAS report.

To use the J.D. CAS, log in to your LSAC 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 J.D. Credential Assembly Service can be directed to LSAC at 215.968.1001, or [LSACINFO@LSAC.org](mailto:LSACINFO@LSAC.org).

*If you choose to use World Education Service (WES),* you must submit your academic records to WES for interpretation and summation. Applicants must arrange for a report from WES to be forwarded to St. John's University School of Law. For further information contact: World Education Service  
P.O. Box 5087  
New York, NY 10274-5087  
212.966-6311  
800.937.3895  
[www.wes.org](http://www.wes.org)

### *Transfer Students*

Based upon availability, admission is offered to transfer applicants who have demonstrated sufficient capacity to successfully complete the program of studies who generally have achieved grades at the 'B' level or higher through the first year of attendance at another ABA-approved law school. Advanced standing is granted for no more than one-third of the St. John's University School of Law Juris Doctor requirements, as determined by the Office of the Dean subsequent to admission. Transfer credit is not extended for work completed with a grade below a 'C' or its equivalent, or for work completed in pre-admission programs. The deadline to apply to the fall semester is June 1, and the deadline for the spring semester is December 1. In addition to an application, transfer candidates must submit:

- a \$60 nonrefundable application fee;
- a letter from the dean's office of the law school in which the applicant is enrolled indicating good academic standing and unconditional eligibility to enroll;
- an official, current law school transcript;
- a copy of the applicant's LSDAS report (a photocopy from the school currently attended is acceptable); and
- a statement describing the reasons for wanting to transfer.

### *Visiting Students*

A student currently enrolled and in good standing at an ABA-approved law school may apply to attend St. John's University School of Law as a visiting student. The deadline to apply for the fall semester is June 1, and the deadline for the spring semester is December 1. Visiting students are required to submit:

- a completed, signed, and dated St. John's University School of Law application form;
- a \$60 nonrefundable application fee;
- a letter of good standing from the dean's office of the law school in which the applicant is enrolled indicating the semesters the student is permitted to visit and setting forth any conditions with respect to the transferability of credits to be earned; and
- an official current law school transcript.

### *Electronic Application*

We accept applications that have been prepared using the Law School Admission Council's online service. These products allow you to use your computer to efficiently fill out applications for all ABA-approved law schools. You can print out your completed application and send it directly to St. John's University School of Law, or you can use the LSAC online services to electronically transmit your law school application to LSAC. LSAC will then send both printed and electronic versions of your application to St. John's University School of Law. Applications submitted to LSAC for transmission to St. John's University School of Law will be considered postmarked on the day they are electronically submitted. Information about LSAC online services is available at: [www.lsac.org](http://www.lsac.org)

### *Where to Send*

Mail the completed application forms, personal statement, application fee, and any supplementary statements to the following address:

St. John's University School of Law  
Admissions Office  
8000 Utopia Parkway  
Queens, NY 11439

*Retain copies of all admissions documents and correspondence for your records. Applications, credentials, and other materials submitted in support of your application become the property of St. John's University School of Law and will not be returned. Include your Social Security Number or LSAC account number on any information submitted in connection with your application.*



# Application for Admission

Full Name:  MR.  MS. \_\_\_\_\_  
First Middle Last

Previous Name, if any \_\_\_\_\_ Nickname, if Preferred \_\_\_\_\_

Social Security Number: \_\_\_\_\_ LSAC Account Number: \_\_\_\_\_

*Note: St. John's University School of Law requires your Social Security Number or LSAC Account Number in order to access your Law School Data Assembly Service report. Social Security Numbers are essential to access financial aid information. St. John's University School of Law considers this confidential information and will not disclose or provide Social Security Numbers of any applicant to any third party.*

I am applying for the following (please choose one from each category):

### Program

- First-Year J.D. Student
- Transfer Student
- Visiting Student
- B.A./B.S. and J.D.
- M.A./J.D.
- M.B.A./J.D.

### Division

- Full-time Day
- Part-time Evening
- Part-time Day

### Entering Semester

- Spring 2009–January  
(Transfer and Visiting Only)
- Fall 2009–August

If the division you have selected is closed at the time your application is processed, do you wish to be considered for an alternate division?  Yes  No

### Current Mailing Address

Street/P.O. Box \_\_\_\_\_ Apartment # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Zip Code \_\_\_\_\_

(\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_ Cellular Telephone Number \_\_\_\_\_ Evening Telephone Number \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/DD/YY) (MM/DD/YY)

E-mail Address: \_\_\_\_\_ This e-mail address valid until: \_\_\_\_\_  
(MM/DD/YY)

### Permanent Address (where you can be contacted until classes begin, if different from above)

Street/P.O. Box \_\_\_\_\_ Apartment # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Zip Code \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ This address valid until: \_\_\_\_\_

Telephone Number \_\_\_\_\_ (MM/DD/YY)

E-mail Address: \_\_\_\_\_ This e-mail address valid until: \_\_\_\_\_  
(MM/DD/YY)



Please describe your significant extracurricular or community service activities, indicating any leadership positions. If more space is needed, you may attach a supplementary statement.

### Employment History

Please list only your most recent employment. (You may attach a current résumé as an alternative to completing this section.):

Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

(MM/DD/YY)

Have you or are you now serving in the United States Armed Forces? (optional)  Yes  No

If yes, branch of service \_\_\_\_\_

Have you taken the Law School Admission Test?  Yes  No

If yes, please provide the date(s) and scores.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Score: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Score: \_\_\_\_\_

(MM/DD/YY)

(MM/DD/YY)

If no, or if you plan to take the test again, please provide the date you plan to take the test. Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(MM/DD/YY)

Do you want us to wait to make a decision on your application until we have received the new LSAT score?  Yes  No

If you indicate yes and subsequently do not take a later test, please notify the Admissions Office.

### Required Questions

Have you applied previously to St. John's University School of Law?  Yes  No

If yes, please indicate the year and decision: Year: \_\_\_\_\_ Decision: \_\_\_\_\_

Have you previously enrolled at St. John's University School of Law?  Yes  No

If yes, dates attended: \_\_\_\_\_

(MM/YY-MM/YY)

Have you previously attended another law school(s)?  Yes  No

If yes, please provide St. John's University School of Law with a complete and official transcript and a letter of good standing from the dean's office of your previous law school indicating your current academic status.

Have you ever been subject to any disciplinary action, placed on academic probation, or dismissed from any school, college, university, or graduate/professional school, or is any such action pending or expected to be brought against you?  Yes  No

If yes, please state the precise facts and disposition of such action in a supplementary statement.

Have you ever, either as an adult or a juvenile, been cited, arrested, taken into custody, charged with, indicted, convicted or tried for, or pleaded guilty to, the commission of any felony or misdemeanor or the violation of any law, except minor parking violations, or been the subject of any juvenile delinquency or youthful offender proceeding?  Yes  No

If yes, please explain in a supplementary statement the charge or charges and relevant facts, including the nature of the offense, the dates and courts involved, and the penalty imposed, if any. *Please note: although a conviction may have been expunged or sealed by an order of the court, it nevertheless should be disclosed in answer to this question.*

Were you ever separated from any branch of the armed forces of the United States under conditions other than honorable?  Yes  No

If yes, please explain the relevant facts of your discharge in a supplementary statement.

Please indicate the areas of legal study that may be of interest to you (check up to three):

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Law and Governmental Affairs        | <input type="checkbox"/> Labor and Employment Law                 |
| <input type="checkbox"/> Business and Commercial Law                        | <input type="checkbox"/> Media and Entertainment Law              |
| <input type="checkbox"/> Civil Rights, First Amendment, and Civil Liberties | <input type="checkbox"/> Minorities in Law                        |
| <input type="checkbox"/> Constitutional Law                                 | <input type="checkbox"/> Negotiation, Counseling, and Arbitration |
| <input type="checkbox"/> Corporate Law and Securities Regulation            | <input type="checkbox"/> Professional Skills and Ethics           |
| <input type="checkbox"/> Criminal Law and Procedure                         | <input type="checkbox"/> Property and Real Estate Law             |
| <input type="checkbox"/> Environmental Law                                  | <input type="checkbox"/> Public Interest Law                      |
| <input type="checkbox"/> Evidence, Trial Practice, and Procedure            | <input type="checkbox"/> Tax Law                                  |
| <input type="checkbox"/> Family Law   | <input type="checkbox"/> Technology and the Law                   |
| <input type="checkbox"/> Health Law   | <input type="checkbox"/> Theory of Law                            |
| <input type="checkbox"/> Human Rights                                       | <input type="checkbox"/> Tort Law                                 |
| <input type="checkbox"/> Immigration Law                                    | <input type="checkbox"/> Trial/Appellate Advocacy                 |
| <input type="checkbox"/> Intellectual Property                              | <input type="checkbox"/> Women in Law                             |
| <input type="checkbox"/> International Law                                  | <input type="checkbox"/> Other _____                              |

Please list other law schools to which you are applying:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Please submit a personal statement or short essay with your application. Please include your Social Security Number or LSAC account number on your personal statement. You may select any topic you wish. Here are some suggested topics:

- your decision to pursue a career in law
- your reaction to a recent current affairs event
- your feelings about a particular community service or extracurricular activity with which you have been involved
- your reaction to a particular item you may have read recently (fiction, nonfiction, or poetry), whether in an article or a book

Please list the names of the people from whom you will be seeking a letter of recommendation. While the Admissions Committee prefers that you send them as part of your Law Services report, they also may be included with your application or forwarded directly to the Office of Admissions. Please do not submit more than three such letters.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

If there are economic, cultural, or social factors that have been significant in your development and identity, or that have presented obstacles to you and you wish the Admissions Committee to consider those factors in evaluating your application, please provide a supplementary statement describing these obstacles.

Family Background Information (optional):

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Level of Education: \_\_\_\_\_

Institution: \_\_\_\_\_ Degree: \_\_\_\_\_

Institution: \_\_\_\_\_ Degree: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Level of Education: \_\_\_\_\_

Institution: \_\_\_\_\_ Degree: \_\_\_\_\_

Institution: \_\_\_\_\_ Degree: \_\_\_\_\_

Has anyone in your family attended St. John's University School of Law? Yes No

If yes, please provide their name, relationship to you, and graduation year.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

If there is/was a prelaw or other advisor at your undergraduate institution with whom you conferred about your plans to attend law school, please provide the advisor's name and title.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution: \_\_\_\_\_

How did you first learn about St. John's University School of Law?

- |   |  |
|---|--|
| <input type="checkbox"/> Prelaw Advisor               | <input type="checkbox"/> Friend/Family Member (name) _____ |
| <input type="checkbox"/> Internet                     | <input type="checkbox"/> Alumnus (name) _____              |
| <input type="checkbox"/> Mailing                      | <input type="checkbox"/> Law Forum (where) _____           |
| <input type="checkbox"/> Guidebook                    | <input type="checkbox"/> Other _____                       |
| <input type="checkbox"/> Current Student (name) _____ |  |

*Admission to law school does not guarantee that you will meet the good moral character requirement necessary to sit for a state bar examination or to be admitted into practice. If you are concerned about any facts that may affect your ability to be admitted to practice law, you should discuss the matter with the Board of Law Examiners or the appropriate Committee on Character and Fitness in the jurisdiction in which you intend to practice.*

### **Certification**

If admitted to St. John's University School of Law, I assent to, and agree to be bound by, all the rules, regulations, and directions of St. John's University School of Law insofar as they apply to me. I understand that the rules, regulations, and directions of the School are subject to change. I understand that all credentials and other materials submitted during the application process become the property of St. John's University School of Law and will not be returned. I understand that any action taken on this application by the Admissions Committee is solely within its discretion and that the decision is final.

I understand that a copy of this application will be forwarded to the appropriate Committee on Character and Fitness at the time I apply for admission to the Bar, and that any omission or misstatement on this application may result in denial of admission to the Bar.

I certify that the answers to the above questions are complete and accurate. I understand that the failure to provide truthful answers to any of the application questions, or the failure to inform the Admissions Office of any changes in, or additions to, the information contained in my answers, may result in denial of admission, dismissal, or rescission of an awarded degree from St. John's University School of Law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
LSAC Account Number



SCHOOL  
OF LAW