**Application Instructions**

**Instructions: St. John's University 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 contact us at lawinfo@stjohns.edu or 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 Requirements**

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 the LSAC Credential Assembly Service (CAS) 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.

**Social Security Numbers**

St. John's University School of Law requires your Social Security number or LSAC account number in order to access your Credential Assembly Service report. St. John's University collects student's social security number in accordance with federal regulation relating to educational tax credits which requires all postsecondary institutions to report students Social Security number (SSN) to the Internal Revenue Service (IRS). The SSN is also required for federal financial purposes and for enrollment verification and reporting for all Veterans Administration beneficiaries.

**Bar Admission**

Applicants who intend to practice law should be aware that admission to the bar in all states involves character, fitness and other qualifications. Applicants are encouraged to determine what those requirements are in the state(s) in which they intend to practice by consulting the website of the National Conference of Bar Examiners at www.ncbex.org. 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 JD Program)

Applicants are required to submit:

- A completed, signed, and dated St. John's University School of Law application form. (If applying electronically, sign the Certification Letter or use electronic certification.)
- A $60 nonrefundable application fee. (Applicants may provide a check or money order made payable, in US funds, to St. John's University, or pay online by credit card via LSAC.)
- Law School Admission Test (LSAT) and Credential Assembly Service registration.
- Letters of Recommendation (Minimum of two, will accept three.)

All applicants to the Juris Doctor (JD) 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 Credential Assembly Service. Information about dates for the LSAT administration and the Credential Assembly Service is available from:

Law School Admission Council
662 Penn Street
PO Box 2000
Newtown, PA 18940-0998
215.968.1001
LSAC.org
LSACinfo@LSAC.org

If you previously attended any law school, you must submit an addendum explaining your withdrawal. In addition you must submit a letter of good standing and an official transcript from the law school.

**Graduates of International Undergraduate Institutions Applying for a JD**

St. John's University School of Law requires that your international transcripts be submitted through the Credential Assembly Service. If you completed any postsecondary work outside the US (including its territories) or Canada, you must use this service for the evaluation of your international transcripts. (The one exception to this requirement is if you completed the international 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.)

The service is included in the Credential Assembly Service registration fee. An International Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into your Credential Assembly Service report.

To use the Credential Assembly Service, 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 international transcripts. Questions about the Credential Assembly Service can be directed to LSAC at 215.968.1001, or LSACinfo@LSAC.org.

**International Students**

If you are accepted into the Law School and have entered the U.S. on a B-1, B-2, or F-2 visa, or in undocumented status, St. John's University School of Law cannot allow you to register for class until your visa status is changed to F-1 (international students with permission to enter the U.S. for academic purposes only). If you are not a permanent resident and plan to apply for F-1 student visa status (Form I-20), please select F-1 for Visa Type when completing your application.

**Transfer Students**

Based upon availability, admission is offered to transfer applicants who have demonstrated sufficient capacity to successfully complete the program of studies and who generally have achieved grades at the 'B' level or higher through the first year of attendance at another ABA-approved law school. 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. Transfer applications are evaluated on a rolling basis and completed applications can be considered up until the first day of the semester. We encourage you to submit your application prior to December 1 for spring transfer and July 1 for fall transfer. In addition to an application, transfer candidates must submit:

- 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 Credential Assembly Service report
- A statement describing the reasons for wanting to transfer

Special Note: Transfer Applicants may submit an unofficial grade report and we can complete a preliminary review of your application. Applicants who receive a decision made without a Dean’s Letter and/or with an unofficial transcript will be considered a conditional decision. The conditionally admitted transfer applicant must submit official documents prior to the start of classes.

**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. Visiting applications are evaluated on a rolling basis and completed applications can be considered up until the first day of the semester. We encourage you to submit your application prior to December 1 for spring
transfer and July 1 for fall transfer. (Summer Session visiting applications are available on our website [www.law.stjohns.edu/admissions](http://www.law.stjohns.edu/admissions).) In addition to an application, visiting candidates must submit:

- 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
- An official, current law school transcript

**Submitting the Application**

We accept applications that have been prepared using LSAC's electronic applications. 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's electronic applications is available at [LSAC.org](http://www.lsac.org).

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  
Belson & Finley Halls  
8000 Utopia Parkway  
Queens, NY 11439  
718.990.6474  
[www.law.stjohns.edu](http://www.law.stjohns.edu)  
[lawinfo@stjohns.edu](mailto:lawinfo@stjohns.edu)

or transmit them electronically via LSAC.

**Decision Notification**

St. John's Law Admissions Office communicates with applicants primarily through email. This includes decision notification. Please make sure your email address remains current, active, and stjohns.edu is added to your safe domain list. If your contact information changes, you must notify the Admissions Office immediately at [lawinfo@stjohns.edu](mailto:lawinfo@stjohns.edu).

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.
**Biographical**

Prefix ___________________________  Date of birth ___________________________

First name _________________________  Place of birth: City _______________________

Middle name ________________________  Place of birth: Country ___________________

Last name __________________________  Place of birth: State/Province _________________

Suffix ______________________________  Gender ________________________________

Previous (other) name _________________  Social security number __________________

Preferred first name ___________________  LSAC account number ____________________

**Application Data**

Program:

____ First Year J.D. Student

____ Joint Degree B.A./B.S. and J.D.

____ Joint Degree M.A./J.D.

____ Joint Degree M.B.A./J.D.

Division:

____ Full-time

____ Part-time Evening

Entering Semester:

____ Fall

____ Spring - Transfer and Visitor only

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
Contact Information

Current Address

Country __________________________
Street address–line 1 __________________________
Street address–line 2 __________________________
Street address–line 3 __________________________
City __________________________
State/province __________________________
Zip/postal code __________________________

Current mailing address good until date ____________
Day phone __________________________
Evening phone __________________________

Permanent Address

Country __________________________
Street address–line 1 __________________________
Street address–line 2 __________________________
Street address–line 3 __________________________
City __________________________
State/province __________________________
Zip/postal code __________________________

Permanent mailing address good until date ____________
Day phone __________________________
Evening phone __________________________

Other Contact Information

Primary e-mail address __________________________
Secondary e-mail address __________________________
Permanent e-mail address __________________________
Mobile phone __________________________

St. John's University School of Law can send text messages to my mobile phone
_____ Yes
_____ No
Information

Briefly explain why you wish to attend St. John's University School of Law:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Demographics

Citizenship

_____ Non-Resident Alien
_____ US Citizen
_____ US Permanent Resident

Country of citizenship ___________________________

Visa type ________________________________

Visa/SEVIS number __________________________

Permanent resident number ______________________

Permanent city ______________________________

Permanent state/province ______________________

Permanent country ___________________________

Native language _____________________________

Ethnicity

Are you Hispanic or Latino

_____ Yes
_____ No
Demographics continued

What is your race? Select one or more races to indicate what you consider yourself to be.

**Aboriginal or Torres Strait Islander Australian**
- Aboriginal/Torres Strait Isl. Australian

**American Indian or Alaska Native**
- American Indian/Alaskan Native

**Asian**
- Asian

**Black or African American**
- Black/African American

**Canadian Aboriginal**
- Canadian Aboriginal

**Caucasian/White**
- Caucasian/White

**Hispanic/Latino**
- Hispanic/Latino

**Native Hawaiian or Other Pacific Islander**
- Native Hawaiian/Other Pacific Islander

**Puerto Rican**
- Puerto Rican

**Consent**
- Decline to respond

Education

List ALL educational institutions attended.

Institution type  ____ High School  ____ Undergraduate  ____ Graduate  ____ Law  ____ Other Post Graduate

Institution name  ______________________________________________________________

Major  __________________________________________________

Country  ___________________________  Start date  ___________________________

State/Province  ___________________________  End date  ___________________________

City  ___________________________  Degree  ___________________________

GPA  ___________________________  Date degree granted  ___________________________

Rank  ___________________________
**Education continued**

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Have you ever attended any law school?

- [ ] Yes
- [ ] No
Education continued

Did you leave the law school under less than good standing?

___ Yes
___ No

If you did not leave the law school in good standing, explain the circumstances.

________________________________________________________________________

List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

________________________________________________________________________

________________________________________________________________________

Law School Interest

What prompted you to apply to this law school?

Internet

___ Law school
___ LSAC
___ ABA
___ Other

Faculty/Alumni/Professional

___ Faculty/acquaintance
___ Relative
___ Law school faculty member
___ Admissions recruiter
___ University/college faculty member
___ Legal professional
___ Prelaw advisor

Publications

___ Law school publication
___ LSAC Official Guide to ABA-Approved Law Schools
___ Princeton Review
___ US News & World Report
___ Other advertisement

Recruiting Events

___ LSAC Forum
___ Law school fair
___ International forum
___ Campus event
___ Law school direct mail/e-mail
___ Current student

If you attended any events mentioned in the Recruiting Events section, please list them below:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Law School Interest continued
Have you previously applied to this law school?
____ Yes
____ No

If you applied previously, what year was the application for?
_____________________________________________________

Were you offered admission?
____ Yes
____ No

Are you applying, or have you applied, to other law schools? If so, please list them.
_____________________________________________________
_____________________________________________________
_____________________________________________________  

Law School Interest Cont.
If you applied previously to this law school, did you participate in the conditional admit program (Summer Institute)?
____ Yes
____ No

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

Place of Employment:
____________________________________________________

Address:
____________________________________________________
_____________________________________________________  

Position:
____________________________________________________

Dates of Employment:
____________________________________________________
Employment and Activities continued

Supervisor:

____________________________________________________

Please describe your significant extracurricular or community service activities, indicating any leadership positions. You may attach a supplementary attachment or addendum, or include this information on your resume.

____________________________________________________

Military

Have you served or are you now serving on full-time, active US military duty?

____ Yes

____ No

Date of entrance (month/year) ________________________

Date of discharge (month/year) ________________________

Rank ________________________________

Expected military reserve or National Guard status during law school

____________________________________________________

Branch ________________________________

Discharge type ________________________________

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?

____ Yes

____ No

If you have been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances.

________________________________________________________________________

________________________________________________________________________

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Standardized Testing

LSAT

<table>
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<tr>
<th>Test Date</th>
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LSAT Score

Do you want us to wait to make a decision on your application until we have received the new LSAT score?
If you indicate “yes” and subsequently do not take a later test, please notify the Admissions Office.

___ Yes
___ No

Character and Fitness

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?
If yes, please state the precise facts and disposition of such action in a supplementary statement or on an electronic attachment.

Please note: Although a disciplinary action may have been expunged or dismissed, it nevertheless should be disclosed in answer to this question.

___ Yes
___ No

Have you ever, either as an adult or 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?
If yes, please explain in a supplementary statement or electronic attachment 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 a court, it nevertheless should be disclosed in answer to this question.

___ Yes
___ No

You are under a continuing obligation to notify the Admissions Office of any changes in your answers to these questions up until the time of your enrollment. Once enrolled, you are under a continuing obligation to notify the Assistant Dean of Admissions of any changes in your answers to these questions.
Area of Interest
Please indicate the areas of legal study that may be of interest to you (check up to three):
____________________________________________

Honors Programs
St. John’s Law School offers several Honors Programs to our students. Applicants interested in applying for an Honors Program should indicate so below and include an additional statement of no more than 2 pages in length describing your background and interest in the particular field of study. Information about the Honors Programs can be found on our website at http://www.law.stjohns.edu/admissions.

I am interested in applying for the International Honors Program.
___ Yes
___ No

I am interested in applying for the Intellectual Property Honors Program.
___ Yes
___ No

Housing
The University maintains a group of townhouses about one mile from campus for the exclusive use of law students. Are you interested in receiving additional information about the University housing?
___ Yes
___ No

Family
Next of Kin/Emergency Contact
Salutation ____________________________ Country ____________________________
First (given) name ____________________________ Street address–line 1 ____________________________
Middle name/initial ____________________________ Street address–line 2 ____________________________
Last (family) name ____________________________ Street address–line 3 ____________________________
Relationship to applicant ____________________________ City ____________________________
Telephone (include area code) ____________________________ State/province ____________________________
__________________________ Zip/postal code ____________________________
If you have any close relatives who have been students at this university, please provide the following information.

<table>
<thead>
<tr>
<th>Relative 1</th>
<th>Relative 2</th>
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<tr>
<td>___ Law school ___ University</td>
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<td>First (given) name</td>
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<tr>
<td>Middle name/initial</td>
<td>Middle name/initial</td>
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<tr>
<td>Last (family) name</td>
<td>Last (family) name</td>
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<tr>
<td>Relationship to applicant</td>
<td>Relationship to applicant</td>
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<tr>
<td>School attended</td>
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<td>Start date (month/year)</td>
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<td>End date (month/year)</td>
<td>End date (month/year)</td>
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**Parent/Guardian - 1**

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<th>Street address--line 2</th>
<th>Street address--line 3</th>
<th>City</th>
<th>State/province</th>
<th>Zip/postal code</th>
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</thead>
<tbody>
<tr>
<td>____ Choose not to answer</td>
<td>____ Deceased</td>
<td>First (given) name</td>
<td>Middle name/initial</td>
<td>Last (family) name</td>
<td>Occupation</td>
<td>Highest level of education</td>
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**Parent/Guardian - 2**

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<tr>
<td>____ Choose not to answer</td>
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<td>Last (family) name</td>
<td>Occupation</td>
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</table>
**Recommender**

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 Credential Assembly Service report, they also may be included with your application or forwarded directly to the Office of Admissions. We require a minimum of two letters. Please do not submit more than three letters.

Recommender:

________________________________________________________________________

Recommender:

________________________________________________________________________

Recommender:

________________________________________________________________________

**Prelaw Advisor**

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:

________________________________________________________________________
Certification

Applicants who intend to practice law should be aware that admission to the bar in all states involves character, fitness and other qualifications. Applicants are encouraged to determine what those requirements are in the state(s) in which they intend to practice by consulting the website of the National Conference of Bar Examiners at www.ncbex.org. 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 to 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

By signing this application, electronically transmitting it, or printing and mailing the Certification Letter, I certify that, 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:

__________________________________________

LSAC Account Number:

__________________________________________

Date:

__________________________________________