

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.

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 applicants must have completed at least one full year of law school (with a minimum of 22 credits) and may transfer in no more than 45 credits, or half of the 89 credits required to graduate. Students may apply with more than 45 credits but risk losing those additional credits upon matriculation at St. John's.

Transfer applications are evaluated on a rolling basis and completed applications can be considered up until the week before the semester begins. We encourage you to submit your application prior to December 15 for spring admission and July 15 for fall admission.

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 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 week before the semester begins. We encourage you to submit your application prior to December 15 for spring and July 15 for fall. (Summer Session visiting applications are available on our website 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.
- A statement describing the reasons for wanting to visit.

Application Requirements

Applicants to the JD program are required to submit:

- A completed, signed, and dated St. John's University School of Law application form. (If applying electronically, the electronic certification suffices.)
- Credential Assembly Service registration.
- A reportable Law School Admission Test (LSAT) score or Graduate Record Examination (GRE) score.
- Letters of Recommendation - academic or professional (minimum of two, will accept three).
- Resume - In reverse chronological order, please include all employment, volunteer and extracurricular activities along with all educational institutions attended. Include an explanation for any gap of time (three months or more) not explained on your resume.
- 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. (Optional)

Standardized Test Score(s)

St. John's Law accepts LSAT or GRE scores, as long as the score was received within five years of the expected date of entry into law school. If you have already taken the LSAT, you must apply with your LSAT score. Applicants who elect to take the GRE (instead of the LSAT) must instruct the Educational Testing Service (ETS) to send all GRE test scores from the prior 5 years. If you have also taken the GRE and would like to submit that score in addition to your LSAT score, we will accept and consider that score information along with all other application materials.

Undergraduate Transcript Requirements

Incoming students must provide official transcripts from all previous colleges and universities attended, including a final transcript showing conferral of an undergraduate degree. Official transcripts submitted to the LSAC Credential Assembly Service are sufficient for these purposes. Pursuant to the American Bar Association Standards and Rules of Procedure for Approval of Law Schools, students who do not submit such transcripts by October 15th of their year of enrollment will be withdrawn from the program, unless the Law School, through the Assistant Dean for Students, grants a reasonable extension for extraordinary circumstances where, through no fault of the student, he or she was unable to procure a transcript in time. If such extraordinary circumstances are present, documentation will be placed in the student's file.

Equality of Opportunity

St. John's University does not discriminate on the basis of race, color, national or ethnic origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity and gender expression, disability, religion, age, status in the uniformed services of the United States (including veteran status), marital status, status as a victim of domestic violence, citizenship status, genetic predisposition or carrier status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990 and the Amendments Act, Section 504 of the Rehabilitation Act of 1973, Title VI or Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

Social Security Numbers

St. John's University School of Law requires your Social Security Number (SSN) or LSAC account number in order to access your Credential Assembly Service report. St. John's University collects students' SSNs in accordance with federal regulation relating to educational tax credits which requires all postsecondary institutions to report students' SSN to the Internal Revenue Service. 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.

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 (CAS). 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 CAS 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 CAS report.

To use 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 international transcripts. Questions about CAS 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 US 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.

Submitting the Application

Electronic applications are accepted through LSAC. Applications submitted to LSAC for transmission to St. John's University School of Law will be considered received on the day they are electronically submitted, in the eastern time zone. Information about LSAC's electronic applications is available at LSAC.org.

Transmit completed application forms, personal statement, resume, and any supplementary statements electronically via LSAC, or mail them to the following address:

St. John's University School of Law
Admissions Office
8000 Utopia Parkway
Queens, NY 11439
718-990-6474
www.law.stjohns.edu
lawinfo@stjohns.edu

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.

Applicants admitted are generally required to secure their seat with a \$750 non-refundable deposit within one to two weeks of admission. Seat deposits hold an admitted student's seat up until tuition is due.

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 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 or chosen first name _____

LSAC account number _____

Biographical Optional

If you identify with a gender other than what is listed in the standard biographical section, please indicate it here:

Optional: You may indicate preferred pronouns here (i.e., she/her/hers)

Application Data

Program:

____ Transfer

____ Visitor

Division:

____ full-time

____ part-time flex day

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

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).

***Note: We welcome undocumented or DACA applicants. These applicants are eligible to receive merit scholarships but would need to arrange to pay other costs as they are not eligible to receive federal loans. In addition, the New York Court of Appeals has not issued a uniform ruling to admit attorneys who are undocumented to practice law.

Please select F-1 for Visa Type and indicate here if you plan to apply for F-1 student visa status (Form I-20).

Yes

No

Demographics

Citizenship

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

If you selected 'Yes' to the above question, select an ethnicity.

Hispanic/Latino

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/Indigenous

Canadian Aboriginal/Indigenous

Caucasian/White

Caucasian/White

Native Hawaiian or Other Pacific Islander

Native Hawaiian/Other Pacific Islander

Puerto Rican

Puerto Rican

Consent

Decline to respond

Diversity and Inclusion

St. John's Law welcomes LGBTQIA applicants. If you are interested in receiving future outreach from our OUTLaws and Allies organization, please indicate so here:

OutLaws and Allies

Diversity and Inclusion continued

St. John's Law provides support to law students who are first generation college students. The Higher Education Act defines a first generation college student as a student both of whose parents did not complete a bachelor's degree, or in the case of students who live with and are supported by only one parent, a student whose only such parent did not complete a bachelor's degree. Please indicate here if you are a first generation college student:

___ First Generation College Student

If you are interested in receiving future outreach from any of the following student organizations or shared identity groups, please indicate so here:

___ Catholic Law Students Assoc

___ Christian Law Students Assoc

___ Jewish Law Students Assoc

___ Women's Law Society

___ Asian Pacific American Law Student Assoc

___ Black Law Student Assoc

___ Latin American Law Student Assoc

___ South Asian Law Student Assoc

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

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 _____

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 _____

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 _____

Have you ever attended any law school?

Yes

No

Education continued

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

____ Yes

____ No

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

Employment and Activities

Please list only your most recent employment. You are also required to attach a current resume.

Place of Employment:

Address:

Position:

Dates of Employment:

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.

Standardized Test Score

St. John's Law will accept either the Law School Admission Test (LSAT) or the Graduate Record Exam (GRE). All applicants must participate in the Credential Assembly Service provided by Law School Admission Council (LSAC). LSAC will then forward your LSAT results for the prior five years to us as part of their comprehensive application services.

Applicants who elect to take the GRE instead of the LSAT must instruct the Educational Testing Service (ETS) to send St. John's Law all GRE test scores from the prior five year period. Applicants who have taken the GRE can log into their ETS account and select St. John's University School of Law School, school code 2624, as a recipient of GRE results. Applicants who take both the LSAT and GRE must report their LSAT score to St. John's Law; they may also submit their GRE score by following the instructions above if they wish to have that score also considered.

I am applying to St. John's Law with my LSAT score(s).

Yes

No

I am applying to St. John's Law with my GRE score(s) and have not and do not plan to take the LSAT.

Yes

No

Standardized Test Score continued

I am applying to St. John's Law and would like both my LSAT score(s) and GRE score(s) considered.

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 for Students of any changes in your answers to these questions.

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 _____

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

Telephone (include area code) _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

If you have any close relatives who have been students at this university, please provide the following information.

Relative 1

____ Law school ____ University

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Relative 2

____ Law school ____ University

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Parent/Guardian - 1

____ Choose not to answer

____ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

E-mail address _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Family continued

Parent/Guardian - 2

___ Choose not to answer

___ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

E-mail address _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

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 submitted directly from the recommender to the Office of Admissions. We require a minimum of two letters. Please do not submit more than three letters.

Recommender:

Recommender:

Recommender:

Area of Interest

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

Joint Degree Interest

St. John's University offers four joint degree options for Law students. Please indicate your interest in any of them below.

- J.D./LL.M. Bankruptcy
- J.D./M.A. Government and Politics
- J.D./M.B.A.
- J.D./M.P.A. Health Care Administration
- J.D./M.S. Accounting

Law School Interest

What prompted you to apply to this law school?

Internet

- ABA
- Law School
- LSAC
- Other

Faculty/Alumni/Professional

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

Publications

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

Recruiting Events

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

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

Have you previously applied to this law school?

- Yes
- No

Law School Interest continued

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.

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 certification or electronically transmitting it, 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:

LSAC Account Number:

Date:
