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**

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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

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 ____________________________  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.

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: ____________________________