Law School Application Process

DEAN KUAN TSU
PRE-LAW ADVISER

Barnard College
Office of the Dean of Studies
Law School Application Process

- Timetable for Applicants Academic Year 2015-2016
- The Credential Assembly Service (CAS)
- Parts of the Law School Application
Law School Application Process

Timetable for Applicants Academic Year 2015-2016

Before the end of Spring 2015

- Verify with the Pre-Professional Office that you are applying to law school – register for prelaw listserv
- The Credential Assembly Service (CAS) Registration
  http://www.lsac.org/jd/applying-to-law-school/cas
- Start working on obtaining letters of recommendation
- Register to take June LSAT
Law School Application Process

Timetable for Applicants Academic Year 2015-2016

Over the summer

- Research law schools to decide where you would like to apply
  - “ABA – LSAC Official Guide to ABA – Approved Law Schools” (archives)
  - NAPLA Law School Locator
  - Attend pre-law programs
  - School websites
  - School visits
  - “NAPLA – SAPLA Book of Lists”
  - LSAC Action Reports
  - NOT US News & World Report rankings

- Send transcript(s) to LSAC
- Register to take October LSAT
Law School Application Process

Timetable for Applicants Academic Year 2015-2016

**Early Fall 2015**

- Getting to know you – Meet with the prelaw adviser and submit an updated resume to the Pre-Professional Office
- Prepare your personal statement and supplemental/optional essays. Submit drafts to the prelaw adviser for review and comments. Even better to work on these over the summer.
Law School Application Process

Timetable for Applicants Academic Year 2015-2016

**Early Fall 2015 continued...**
- Make sure you have obtained required number of recommendations and evaluations
- Make an appointment to speak with the prelaw adviser regarding law schools to which to apply
- Watch for campus visits from law school recruiters and admissions officers and other informational meetings and panels.
- Register to take December LSAT
Law School Application Process

Timetable for Applicants Academic Year 2015-2016

Mid-Fall Throughout Early Winter

- Be mindful of each school’s deadlines. Most deadlines fall between mid-January and March 1.
- Schedule an appointment with the prelaw adviser if you have not done so already.
- Submit a stamped and addressed #10 business envelope for each school to which you would like us to mail your dean’s certification.
- Complete the Free Application for Federal Student Aid (FAFSA) if you are applying for financial aid (this includes loans) after attending Law School Financial Aid Workshop (late January/early February).
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Timetable for Applicants Academic Year 2015-2016

Spring 2016

- Wait for responses from law schools.
- If you have been placed on hold, on a wait list, or in a reserve group at a law school, consult with the pre-law adviser about your strategies.
- When you have been accepted to a school you wish to attend, you should write to the other schools that have also accepted you to notify them that you will not be attending.
- Attend open houses for admitted students at the law schools.
- Pay the deposit to the school you choose to attend (should be no earlier than April 1). Schools informed of multiple deposits on May 15.
- Before you leave campus after graduation, order a final transcript from the Barnard Registrar (showing graduation date) to be sent to the law school you will attend.
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The Credential Assembly Service (CAS)
http://www.lsac.org/jd/applying-to-law-school/cas

- Send undergraduate, graduate, professional, and law school transcripts; and letters of recommendation to LSAC. CAS creates a report that summarizes the undergraduate work and combines all documents along with the LSAT score and writing sample. This report is sent to the law schools to which you apply.

**Important:** You should sign-up and pay the $170 fee for the Credential Assembly Service at least 4 to 6 weeks before your first law school application deadline. It takes approximately 2 weeks to process a transcript or letter of recommendation from the time it is received.

- Account active for five years.
The Credential Assembly Service (CAS) (continued)

- CAS fee covers: transcript summarization
  creation of your law school report (need to purchase a law
  school report for each school to which you are
  applying)--$30 per report
  letter of recommendation processing
  electronic application processing of all law schools

- Fee waivers
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Parts of the Application:

  Recommendations may be sent directly to LSAC (online or paper)
- **Dean’s Letter and Certification**
- **Personal Statement and Supplemental Essays**
- **Numerical Factors** (LSAT and Academic Record) – [NAPLA Law School Locator](https://www.napla.org)
- **Work, Internships and Extracurricular Activities (Resume)**
FINALLY....

Please inform the pre-law advising office about your acceptances, denials and wait lists as the application process progresses. We would like to know which law school you decide to attend, and we hope you keep in touch with us in the future.
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Contact: Dean Christina Kuan Tsukuantsu@barnard.edu
For appointments, call (212) 854-2024

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