Loyola University Chicago School of Law
Application Checklist

Application Submission Begins October 1
Early Notification Deadline January 15
Priority Application Deadline April 1

✓ Application Fee is waived for all entering JD program applicants.

✓ Signing your application
   o You may use an electronic signature to certify the information on your on-line application. Please follow the directions provided by LSAC.

✓ E-mail address
   o Loyola’s primary method of communication is e-mail. Please make sure that we have your current e-mail address; mark our e-mail address safe; and check regularly for messages.

✓ One (1) letter of recommendation
   o If an applicant has been out of school for less than three years, the Faculty Committee on Admission prefers letters from faculty and/or teaching assistants from undergraduate or graduate schools who can address academic capabilities.
   o Applicants who have been away from a formal education setting for more than three years may submit letters from employers or other qualified individuals in lieu of academic recommendations.

✓ Resume
   o A resume is required, and a good place to include work experience, extracurricular activities, voluntary service, honors, and awards.

✓ LSAT
   o Applicants are encouraged to take the LSAT as early as possible and no later than the February test prior to the fall of their intended enrollment in law school.
   o You may submit your application prior to sitting for the LSAT.

✓ CAS through LSAC
   o All applicants must register with CAS (Credential Assembly Service) in a timely fashion and ensure that your registration is active and current. You can register with LSAC by calling (215) 968-1001 or on-line at www.lsac.org. You will be asked to submit complete transcripts of all post-secondary work to CAS, including transcripts from all colleges or universities that you have attended, even if you did not receive a degree from those institutions. You must also submit transcripts from all summer school courses and graduate courses that you have taken.
   o We recommend that you obtain a copy of your transcript to verify all information including grades, transfer credits, and institutions and any possible academic action taken by any institution attended.

✓ Previous Law School Attendance
   o All applicants who have enrolled in and/or attended any law school must have an official copy of the law school transcript and a letter of standing sent directly to Loyola University Chicago School of Law from the laws school(s).

✓ Personal Statement
   o A personal statement is required, and should accompany your application upon submission.
     • No more than two typewritten pages, the essay should contain information about you and why attending law school is important to your life goals. There are no margin restrictions and font must be 10 or larger.
   o You may also choose to include an optional essay as part of your application.
Personal Statement (continued)

- Optional essay choices are listed on the application form and have been reprinted below.
  
  The Faculty Committee on Admission is interested in knowing you as a person. You may, if you wish, submit an additional one page essay on one of the following topics:
  
  - **Option One:** Why have you chosen to apply to Loyola University Chicago School of Law?
  - **Option Two:** What attributes or characteristics best describe you, and how will they contribute to your success as a law student and member of the legal profession?
  - **Option Three:** Diversity Statement: Loyola University Chicago School of Law students come from diverse racial, economic, religious, ethnic and educational backgrounds. We believe that tremendous educational benefits flow from our diverse student body, and we greatly value diversity in our classrooms and our community. We also fully appreciate that many of our students have encountered and overcome significant and unusual hardships in the pursuit of their educational goals. Please explain how your unique background or circumstances would contribute to our community and should be a factor in our consideration of your application.

Character and Fitness

The School of Law advises each of its applicants that there are character, fitness and other qualifications for admission to the bar in every single jurisdiction. It is the responsibility of each applicant to ensure that he/she has satisfied all of character, fitness, academic, service and other qualifications for admission to the bar in each state or states where he/she intends to practice law. Before their matriculation to law school, applicants should consult the American Bar Association’s and National Conference of Bar Examiner’s Comprehensive Guide to Bar Admissions Requirements, which is available at: http://www.ncbex.org/publications/. That Comprehensive Guide contains the character, fitness, academic, service and other qualifications for admission to the bar in Illinois, and in every other jurisdiction outside of Illinois as well. Each applicant is advised to determine, review, understand and satisfy all of the character, fitness, academic, service and other qualifications required in every state in which the applicant intends to seek admission to the bar.

Students should be aware that a growing number of jurisdictions (including Illinois) permit students to register for the bar during the first year of legal studies. The requirements for admission to the Illinois Bar are specified in Illinois Supreme Court Rules 701-708. Under these rules, proof of school studies is made by a certificate issued by the School of Law. In addition, an affidavit of good character and fitness is required by the law school dean for each candidate.

Part of the application is a questionnaire from the Character and Fitness Committee which asks about past incidents involving the law. Reports of sufficiently serious matters may result in a request from the Committee to view your application to law school. Discrepancies between the law school application and the Character and Fitness questionnaire or any independent examination of your record may result in an extensive investigation and potentially serious consequences both at the law school and at the bar application stage.

The questions you will be asked are listed below:

1. **Were you ever suspended, expelled, placed on probation, either for academic or social reasons, or otherwise disciplined by any college, university, or professional school?** Actions arising from allegations of academic dishonesty (including, but not limited to cheating and plagiarism), or any form of behavioral misconduct (including, but not limited to misconduct related to alcohol or substance abuse) must be included. You must include disclosures about any proceedings that are pending. Please note: If your transcript indicates any notation(s) of academic action, including academic probation, suspension, dismissal, warning, etc., you will need to answer “yes” to this question and provide a written explanation of the circumstances.

2. **Were you ever suspended, expelled, placed on probation, or otherwise disciplined by any professional organization or state agency charged with regulating professional conduct, or are any such proceedings pending?**

3. **Have you ever been convicted of, pleaded guilty or nolo contendere (no contest) to a criminal offense or ordinance violation other than a minor traffic offense?** A minor traffic offense is one that results in a fine of $200 or less. All other criminal offenses, ordinance violations and traffic offenses must be disclosed. Is any criminal charge now pending against you? Offenses involving the use of drugs or alcohol are not considered minor offenses and must be reported.

4. **Have you ever been discharged from military service under conditions other than honorable?**

5. **Have you ever had your driver's license suspended?**
If you answer any of these questions in the affirmative, you must provide a complete explanation of the circumstances on a separate sheet or electronic attachment. Please put your explanation in your own words and provide as much detail as possible.