Loyola University Chicago || School of Law
Transfer Application Checklist

Application Deadline for Fall Semester: July 1 (Supplementary Materials must be received by July 15)

✓ Application Fee is waived for all 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 via e-mail. Please make sure that we have your current e-mail address, mark our e-mail address safe, and check regularly for messages.
✓ Personal Statement
  o A personal statement is required, and should accompany your application upon submission.
  o Transfer applicants are required to specifically state the reasons for applying as a transfer student. Please describe your unique experiences and attributes that will enable you to make special contributions to Loyola University Chicago School of Law.
  o 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.
✓ One (1) letter of recommendation
  o The letter must be from a law school faculty member, who taught a course other than legal writing. Our office prefers that applicants submit their letters of recommendation to Law Services for inclusion in their CAS report.
✓ Resume
  o It is required that applicants electronically attach a resume which includes extracurricular activities, voluntary services, honors and awards.
✓ LSAT/CAS Test Report
  o You must register with CAS. Loyola University Chicago School of Law requires official copies of the CAS report and will request the report upon receipt of the application. Copies of CAS reports from the applicant’s current law school will not be accepted.
✓ Undergraduate Transcripts
  o If the copy of the undergraduate transcript in the CAS report is complete, the Admissions Committee can use this copy for review purposes. If admitted, transfer students will be required to have their undergraduate institution submit an official copy of their transcripts.
  o In order for your undergraduate transcript to be considered complete, it must show the date that your undergraduate degree was conferred.
✓ Law School Transcripts
  o An official copy of an applicant’s law school transcript is required and must be submitted directly from the school. The transcript must include Fall and Spring semester grades.
Letter of Good Standing

- Transfer applicants must submit a letter of good standing from the dean of the law school the applicant is presently attending. This letter must include information about any disciplinary actions taken either for academic or social reasons.

Law School Class Ranking

- The class rank must be clearly noted on either the letter of good standing or the law school transcript and include the last term you attended.

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. I acknowledge that I have read and understand the paragraphs above. Please type your FULL NAME if you are filling out this application electronically.

2. 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.

3. 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?

4. Have you ever been convicted of, pleaded guilty or nolo contendere (no contest) to a criminal offense other than a minor traffic offense, or 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.

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

6. 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.