



College of  
Arts & Sciences  
Office of Pre-Law Advising

## OVERVIEW OF LAW SCHOOL APPLICATION COMPONENTS

Potential law school applicants should create an account at <https://www.lsac.org/>.

LSAC is the Law School Admission Council and is the website used for registering for the LSAT and applying to law schools.

Once you've created your LSAC account, you will want to become familiar with the timeline for taking your Law School Admissions Test (LSAT), as well as when you would want to begin applying to law school, if you are not already familiar with this process.

Many students prepare to take the LSAT during the Summer before their Senior year. This allows time for them to take the LSAT again if needed and still apply during the Fall semester of their Senior year.

A separate LSAT overview document is available on the [Pre-Law Overview of the Law School Application Process page](#).

### CREDENTIAL ASSEMBLY SERVICE

The next step in the law school application process is to register for the Credential Assembly Service (CAS). You should register for CAS at least 6 to 8 weeks before your application is due.

CAS helps streamline the application process. You will only need to submit your official transcripts and letters of recommendation once to LSAC. LSAC compiles all your material into a law school report and includes this with your application to each law school. All ABA-accredited law school applications are available electronically through your CAS account.

The current CAS fee is \$200. Your CAS account remains active for 5 years and includes the following:

1. Transcript Summarization
2. Law school reports (each report costs \$45 and is required for each school to which you apply)
3. Letter of Recommendation processing
4. Electronic application processing for all ABA-approved law schools

Law school reports cannot be sent until you have a reportable LSAT score in your CAS file. Updated law school reports will be sent within the same admission year if you repeat the LSAT or send an updated transcript to LSAC.

## **TRANSCRIPTS**

LSAC requires official transcripts from all undergraduate institutions you've attended. It is your responsibility to request these transcripts be sent directly to LSAC. Law schools require transcripts from the following institutions you've attended:

1. Community Colleges
2. Undergraduate and Graduate Institutions
3. Law, medical or professional institutions
4. Institutions attended even if a degree was never received
5. Institutions from which you took college-level courses while in high school (dual enrollment)
6. International Transcripts

Official transcripts must be sent from institutions even if the credit appears on another institution's transcript; even if the institution is closed; and even if the only grades listed are "Withdraw" or "Incomplete."

LSAC will not accept transcripts issued to or sent by you. Official transcripts must be sent to LSAC directly from each institution.

Graduate course work completed before a Bachelor's degree will count in LSAC's GPA calculation (for example, courses completed in the Accelerated Master's Program during your Senior year).

## **LETTERS OF RECOMMENDATION**

The most effective letters of recommendation are written by professors or work supervisors who know you well enough to describe your academic, personal or professional achievements and potential with honesty, detail and objectivity. Most schools do not consider general, unreservedly praiseworthy letters helpful. A letter from someone "noteworthy" such as a politician, attorney, or judge, is only effective if the recommender knows you personally.

A good strategy for getting a solid academic letter of recommendation is to get to know your professors. Participate in class and make sure to visit them during office hours. You will often have multiple classes with your major professors, so this is another good opportunity for them to get to know you.

For students who might be taking a gap year before applying to law school, it's recommended to get your letters of recommendation before graduating. Alumni that have been in the workforce since undergrad will have letters of recommendation that speak more to their work experience than their undergraduate academic performance.

LSAC's LOR Service is included as part of your CAS file. This allows you to manage your letters of recommendation through your LSAC account. If you use this service, your recommenders will only need to submit their letters once to LSAC even if the same letters will be used for all schools to which you are applying. You also get to assign which letters of recommendation go to which schools.

To use LSAC's LOR Service, you will provide the name and contact information for each recommender, along with how many letters each recommender will submit. Submit your request via the LOR Service, and LSAC will send an email to your recommender with instructions on how to submit their letter.

### [Six Steps to Powerful Recommendation Letters](#)

## **RESUME**

The resume is the place where you can list details about your undergraduate career that you weren't able to highlight in the application itself. Law school application resumes should be detailed, but not so full of information that they become difficult to read. Don't use dense blocks of text or small font size. Let each entry breathe and make sure your key accomplishments pop.

Most law school resumes should include the following sections:

1. Experience – Include both jobs and internships. Quantify your achievements with numbers where possible.
2. Education – Include degrees and distinctions, and academic awards.
3. Activities – Include community service and extracurricular activities (clubs, volunteer work, study abroad, Greek life, etc.).
4. Personal – Include skills such as computer programming or playing the piano, languages spoken, hobbies and interests. If you have numerous awards or publications, you might want to call attention to them separately in a special section.

Don't feel that you must contain all your information to just one page. The law school application resume can be two pages in length.

Give context for entries that need it. For example, if you have an entry such as "Received the Mr. Smith Award," give the reader context: What is the award for? Criteria? How many people receive the award?

Format your resume consistently. The [Career Center](#) is an excellent, free resource that you should use to make your resume the best it can be. In addition to the services offered by the Career Center, you should review the [Resume Development page](#) and utilize the insights there to strengthen your resume.

## **PERSONAL STATEMENT**

The law school application personal statement is an opportunity for the admissions committee to get to know who you are as a person. What experiences have led you to where you are today? Why are you motivated to pursue a profession in law? The personal statement should be the best version of yourself, both in capturing your “why” and in demonstrating your writing skills.

A separate Personal Statement document is available on the [Pre-Law Overview of the Law School Application Process page](#).

## **ADDENDA**

If you feel that there is an aspect of your application that warrants further explanation, writing an addendum to your application is an appropriate method of giving details about the situation.

Addenda should be concise and give only the details about the event. What happened? What was the outcome? How did you rectify the situation?

Think of addenda as an opportunity explain your problem-solving skills or take ownership in a difficult situation rather than focusing on negative aspect to your application. An addendum is not an excuse! You are providing the admissions committee with additional information to consider while evaluating your application.

The most common types of addenda are Character & Fitness and GPA/LSAT.

1. Character & Fitness – This is the most common law school addendum. A Character & Fitness addendum is required if you respond in the affirmative to any C&F prompts in the application. This addendum is NOT optional in any situation where full disclosure is requested. It’s also highly recommended, even in situations that do not seem to require full disclosure. It’s always better to be safe than sorry! C&F statements are important since all state bar requirements deal with character and fitness when sitting for the bar. Some examples of C&F that would require writing an addendum include academic misconduct or disciplinary actions; criminal issues such as being arrested or convicted of a crime; dishonorable discharge from the armed forces.

2. GPA/LSAT - The second most common addendum for law school applications deal with GPA and/or LSAT explanations. This is an opportunity for you to give context to circumstances that might have adversely affected previous academic performance or test results. A good example of this is for poor performance during a specific period during school. What were the circumstances that led to the poor performance? Were you suffering from an illness? Did you have family problems at the time? Give context so that the admissions committee will know why that circumstance is an outlier in your overall undergraduate education or test scores.