

6 POINT CHECKLIST FOR APPLYING TO LAW SCHOOL

1. LSAT

- Every student **MUST** take the LSAT in order to be admitted to an ABA accredited law school.
- Sign up for the LSAT by going to www.lsac.org. The cost is \$118.00.
- The LSAT is offered in June, October, December and February.
- We recommend you take the LSAT in June or October of your senior year so you can have your applications turned in by early November.
- Plan on studying for the LSAT for 4-6 months.
- We strongly recommend that you take a LSAT prep course. Brochures for the LSAT classes we endorse can be found on our bookshelves.

2. LSDAS

- Every student **MUST** sign up for LSDAS (Law School Data Assembly Service). It is through LSDAS that your grades get to the schools. You never send a law school your transcript directly.
- Sign up for the service by going to www.lsac.org. The cost is \$109.00 to generate your Master Report. Copies of the report (one must be purchased for each law school you are applying to) are \$12.00.
- After you have signed up for LSDAS, you need to contact all collegiate level schools that you have attended and have them send official copies of your transcript to LSDAS with a transcript request form (you print this off from LSAC and give it to the schools).
- After LSDAS has received all of your transcripts, they will generate a Master Report.
- When law schools begin receiving application information from you, they will contact LSDAS and ask for a copy of your Master Report.
- Do not forget to send updated transcripts to LSDAS when you get new grades. For example, if you apply early in November, make sure you send an updated transcript to LSDAS with your fall semester grades when they come out in January.
- Sign up for LSDAS in early fall of your senior year even if you are not taking the LSAT until October or December because processing your transcripts once they are all received by LSDAS can take several weeks.

3. Letters of Recommendation

- See the Letters of Recommendation handouts.
- You can submit up to 4 letters of recommendation to LSDAS and they become a part of your LSDAS file and are sent to law schools when the law schools request your LSDAS report; all law schools currently accept letters sent in this way.

4. Resume

- We recommend that you send a 1-page professional resume with each of your law school applications.
- See the Resume handouts for help in drafting your resume.
- If you want the Prelaw Advisor to review your resume, you can come in for an interview or email it to prelaw@byu.edu.
- Submit resumes by attaching them to your electronic LSAC application.

5. Personal Statement

- We recommend that you write a 3 page double-spaced personal statement and then “make it fit” for each school by changing font, etc. unless there are specific limits (word limits, font limits, etc.).
- See the Personal Statement Handouts for help in drafting your personal statement.
- If you want the Prelaw Advisor to review your personal statement, you can come in for an interview or email it to prelaw@byu.edu.
- Submit personal statements by attaching them to your electronic LSAC application.

6. Individual School Applications

- LSAC has put together a service that has compiled all of the applications for every law school in the country in a computer format. When you register for LSDAS, you will receive access to the ONLINE service, meaning you can go online, click on a school, fill out their application online, electronically attach your personal statement, resume and any addendums and electronically submit the application. LSAC then receives it, prints out a copy, and sends it to the law schools.
- Do not forget that each law school has application fees ranging from \$30.00 - \$80.00. Schools will NOT look at your application until your money has been received. You can pay some fees online at the LSAC website with a credit card; other law schools still only accept a mailed check.
- Other things to remember:
 - Some schools have what is called DEAN’S CERTIFICATION FORMS. If the school does require such a letter, it will be clearly indicated in the school’s application instructions and a letter to print-out will be provided. For BYU, these letters need to be filled out and signed by Dean Vern Heperi, Dean of Students (3500 WSC, #801-422-4771). Take the letter to his office with a stamped and addressed envelope; it will be filled out and mailed off within 48 hours. These letters are mailed directly to the law school.
 - Some schools want a CERTIFICATION LETTER where you formally sign your name stating that the information you are submitting is correct. If the school does want one of these, it will be clearly indicated in the application instructions and a letter for you to sign will be provided. Mail these letters directly to the law school requesting them.

7. Optional Addendums

- Addendums should be attached to applications where there is some type of large discrepancy that will leave the admissions committee wondering if you do not explain it.
- Addendums are the EXCEPTION, not the rule.
- If you feel you need to include an addendum, please see the Addendum Handouts.
- Submit addendums by attaching them to your electronic LSAC application.

PLAN ON GETTING ALL OF YOUR APPLICATION MATERIALS IN BY EARLY NOVEMBER BECAUSE EVEN THOUGH DEADLINES ARE NOT UNTIL FEBRUARY 1st, MANY LAW SCHOOLS START LOOKING AT AND ACCEPTING APPLICANTS MUCH EARLIER.

***The handouts mentioned as well as samples of each can also be found at our website www.byu.edu/ccc/prelaw.