

Application FAQ / Troubleshooting

Do I need to have finished my LSDAS report before starting electronic applications?

No. However, your application is only completed after both your LSDAS report and your completed electronic application have been received by the school you are applying to.

Do I need to have my personal statement, resume, and addendum ready before I complete my electronic application?

Yes. Those documents must be attached to your application before you send it, and cannot be

What software do I need to apply electronically?

As of February, 2007, you need to be running Internet Explorer version 6.0 or older. You also need to download Adobe Acrobat Reader, and Omniform. These programs are available for free download on the LSAC website.

In terms of LSAC language, what is the difference between save, submit, and transmit?

A transmitted application is one that has been sent to the law school, and is ready for review. A submitted application is one that has been saved on your account, but has not been transmitted. Clicking the “submit” button will save your application, and you may go back and edit it. Once the application has been transmitted, however, you may not edit it further.

Do I need to fill out the Common Information Form?

No, but it will save you time to do so. The Common Information Form saves generic information that most law schools will ask (LSAC #, SSN#, Date of Birth, etc.), and automatically fills it out on every application you start. This will save you time, and will also reduce the risk of typos.

What are supplementary forms?

Supplementary forms are additional documents that need to be printed out and mailed to the school. Some examples are forms regarding residency, and Dean’s Certification forms.

What if none of the supplementary forms apply to me?

That is fine. Many schools have supplementary materials that only apply to a small number of applicants.

Can I access the supplementary forms once my application is transmitted?

No. It is very important that you print these forms out prior to transmitting, because they are not accessible once the application is transmitted.

Where do I take the Dean’s Certification form to?

To the Dean of Student Life’s office. Provide an addressed and stamped envelope, make sure you have signed the release form, and the receptionist at the front desk can take care of the rest.

Is there any way for me to be able to fill out the omniform faster?

Omniform doesn't allow students to type faster than about 30 words per minute. It might make more sense to fill out each portion of your application in a Microsoft Word document, and cut and paste it into your Omniform. An added advantage to this is that Word will spell check your answers before you place them on the application.

The link to the supplementary forms says "Supplementary Forms (Dean's Certification letter, etc.)" but there is no Dean's Certification letter available. Why is this?

The link that LSAC created says this for every school, even if the school doesn't require a Dean's form. It is very important to check the school's website, and contact them if necessary to see which supplementary forms they are expecting.

When attaching my personal statement, should I click the box that says "make these files available for subsequent applications?"

Doesn't matter. If you don't, then you will have to attach them from the hard drive for each separate application. But, be careful. Some schools have different length or format requirements for the personal statement, so if you use the same file for each application, you might violate their requirements.

I have a fee waiver, why is it taking me to the shopping cart?

Once you have transmitted your application, LSAC will take you to the shopping cart. You must go through the shopping cart for every application you complete. If your fee has been waived electronically, the shopping cart will charge \$0. If you are sending in a check, the shopping cart will charge \$0. Likewise, if you are sending in a hard copy fee waiver. Otherwise, you will pay by credit card through the shopping cart feature.

My school has a VISA/Mastercard logo, but they don't accept credit card, and vice versa. What gives?

Unfortunately, LSAC does not do a good job of accurately letting you know which schools require checks, and which schools take online credit card payments. The best place to get this information is on the school's website.

The application has a whole section on letters of recommendation, but I already sent mine in through LSAC. Do I need to send in separate letters?

If you have sent your letters of recommendation in through LSDAS, the school will get your letters. Those features are for students who want to send their letters directly to the school, and that feature of LSDAS.

My application says I need to send in a hard copy of my signature and mail it in, but there is no supplementary form matching that request. What do I do?

Print off the final page of the application that asks for you to date and sign, sign it, and mail it in.