

How to Apply to Law School Using LSDAS Electronic Applications

To apply electronically to law schools, you must be registered with LSDAS and LSAC. Hopefully you have taken the LSAT, sent in your transcripts, and had your letters of recommendation mailed in. Now you are ready to submit your application. Once the application is submitted, your report (containing your LSAT, transcript, and LOR information) is requested by the institution you've applied to. Once they have your application and the report together, you are a completed candidate, and will be accepted or rejected.

Preparation

Before you complete your electronic applications, you need to have your resume, personal statement, and addendum ready to be attached. It is best to have those saved on your hard drive and/or a jump drive. These will be attached electronically to your application, the same way you would attach a word document to an email you were sending a friend. You also need to be running Internet Explorer. Mozilla Firefox will not work for your applications. As of right now, Internet Explorer version 7.0 will not work either, you need an earlier version. This may be fixed at some point.

Software Requirements

So now you have completed these beginning steps. Your next step is to download Adobe Reader, and OmniForm. The links for these downloads are available on the "Applications" heading on the LSAC website. It will not let you proceed to your applications before these programs are downloaded. They are free to download, so don't worry. Once you have downloaded Adobe and Omniform, you may select a school under the "List of all Schools" tab under the "Admissions" tab of LSAC.ORG. You may then start applications at any schools you wish to apply to. There is no limit to how many schools you can apply to, and you will not be charged for applications you start, but do not transmit.

LSAC Vocabulary

It is important now to learn the difference between the words submit, save, and transmit, as they are used in the LSAC world. For the purpose of the LSAC world, it is important to forget the definitions of these words as you have come to know them. For the purposes of applying to law school, you must learn these words as they use them. A TRANSMITTED application is an application that has been sent to the law school, and is ready to be reviewed. The SUBMIT button is used to save your current progress of the application. **PRESSING SUBMIT ON THE APPLICATION WILL NOT TRANSMIT YOUR APPLICATION, IT WILL MERELY SAVE IT.** When you view the list of all law school applications available, the ones you have transmitted will have a green "transmitted" next to them, and the ones you have submitted will have the word "saved" next to them. Saved applications can be edited, reviewed, etc. Transmitted applications cannot. Once you have transmitted, there is no going back.

Common Information Form

The next step is filling out your common information form. The point of the CIF is to fill out certain information that will be the same for each application (name, date of birth, LSAC #, SSN#, etc.) and not have to fill it out each time you do a new application. The CIF is not necessary, but can save you a lot of time in the long run. Once that is filled out, every new application you load up will already have your CIF info filled out for you. You may edit information put in by the CIF, and it is important that you still check it, to make sure it transferred properly.

Filling out the Application

Now that you have your common information form, you must fill out the remaining empty spaces on your application. You will know where to fill out information, because it will be highlighted in yellow. You will only be able to fill out areas of the application highlighted in yellow. Filling out an application should only take around 20-30 minutes. The CIF will have filled out the majority of it, and the remaining information is simple. For example, they will probably ask you about your parents, where you were born, what awards you have won, etc. The majority of the information about yourself will come from your resume, personal statement, and addendum.

Supplementary Forms

Once your application is fully filled out, press the submit button. Remember, this will only save your application, not transmit it. Now you will be at a screen that has a link to forms called Supplementary Materials. These can be any number of forms that will not be submitted electronically, but will instead be printed out by you and mailed in. Some schools will not have supplementary forms, some will have required forms, and others will have forms that are only required for some students. **IT IS VERY IMPORTANT YOU GO THROUGH THESE SUPPLEMENTARY FORMS BEFORE YOU TRANSMIT YOUR APPLICATION.** Once the application has been transmitted, you may not go back and get supplementary forms. You **MUST** print them off **BEFORE** the application is sent in. Some of them require your signature, some of them require a dean's certification form, others only pertain to students hoping to claim state residency. Read them carefully and see if they apply to you.

Attachments

Once you have finished your application and supplementary forms, you must choose the files you wish to attach to your application. These are your resume, personal statement, and/or addendum. Click on the "attach" tab and browse the computer until you find them. If you plan on using the same files for each application, then click the box that says "have these files available on my account." This will add the files you have selected to your online account, and make them available for each subsequent application. Or you can continue to browse the hard drive each time.

Checking Out

Once you have attached your files, click on the button that says "Continue." This will take you to the review stage of your application. LSAC will then automatically pull up a PDF version of your application, including your attachments. This should take between 30 and 60 seconds. If the PDF doesn't show up, hit the back button and try again. **YOU WILL NOT BE ABLE TO TRANSMIT YOUR APP UNTIL YOU HAVE REVIEWED THIS FILE.** Review it for any mistakes. If you want to go back and change something, then go back and edit your application. Repeat this process until you are comfortable with the application to be sent in. Then review it, and click the box that says "I certify I have reviewed this application and all the information contained is correct." Once you check that box and hit continue, you are the point of no return. It will then take you to a shopping cart check out, where you must pay the application fee at that school.

Payment

Most schools will accept credit card payment. If the school has waived your fee online, the fee will come up as \$0, but you must still go through the shopping cart to finish the app. If you have indicated you will be paying by check, or the school only accepts checks, the shopping cart will show a \$0 fee, and you will need to mail in a check. If they have given you a hard copy of a fee waiver, attach it to the mail in form and write "fee waiver" on the form.. Now your application is complete and you can monitor it with the "account status" feature. Good luck!