

# Checklist for Applying to Law School

[Revised Sept. 14, 2005]

- Submit Information Form to Pre-law Advisor [electronic form, web site]**
- Take review course for LSAT**
- Consider LSAC Fee Waiver [Info in Pre-law Bookshelf]**
- Take LSAT early enough to repeat it if necessary**
  - Maybe take review course second time or take self-taught course if necessary to take LSAT again
  - Take LSAT second time if necessary
- Purchase LSACD-ROM (or use the LSACD on the web at LSAC.org) if applying to more than several schools**
- Register with LSDAS**
- Write “core” personal statement**
  - Review Powerpoint Notes at [webdev.loyola.edu/prelaw](http://webdev.loyola.edu/prelaw)
  - 2 pages **MAX**
  - Personal
  - Interesting
  - Unique

- Sink the hook
- Link to “the legal enterprise” [not to why I want to go to law school]
- Use faculty member to read and advise re statement
- Give your chosen faculty member the “Information Sheet Concerning Personal Statements for Law School Applicants” [web site]
- Give faculty member a polished, typed draft of your statement
- Meet with faculty member to go over statement
- After the above**, Revise statement and e-mail to Pre-law Advisor
- Discuss statement with Pre-law Advisor for final changes [if any]
- Repeat the process for law schools which ask for statements on specific topics.
- Get letters of recommendation**
- Up to 4 General Letters and other Targeted Letters  
[Letters can be general, that is, intended for every law school. You can submit up to 4 general letters. Letters can also be specifically targeted, that is designated to be sent to only certain law schools. You can submit a number of targeted letters and designate on line to which law schools they should be sent. See the LSAC.org site for full details.]
- 1<sup>st</sup> General Letter - - - classroom professor
- 2<sup>nd</sup> General Letter - - - classroom professor
- 3<sup>rd</sup> General Letter - - - outsider employer, etc.

- 4<sup>th</sup> General Letter - - - someone who will write you a **G R E A T** letter!
  
- Targeted Letters - - - [any number]
  
- Do not presume you are entitled to a letter.
  
- Ask letter writer if he/she can write “strong letter.”
  
- Special topics for letter writers [optional]
  - Why your grades are so bad
  - Why your LSAT is so low
  - What unique talents you bring to law [language, experience, service, etc.]
  
- Give each letter writer:
  - Bar coded LSDAS Letter of Recommendation Form – completed, signed
  - Stamped envelope, addressed to LSDAS
  - Transcript [unofficial copy]
  - Resumé
  - Do this way ahead of time, especially with certain professors
  - Tell letter writers that Pre-law Advisor said it is important that letters not be delayed.
  - Two week follow-up.
  - Three week follow-up

- Then contact Pre-law Advisor if still no letter
- Targeted Letters
  - Individually arranged between you and the writer.
  - Can go through LSDAS or, if special reasons apply, it can go directly to the law school
- Choose law schools**
  - Consider waiver of application fees [individually, per school]
  - Consider subjective evaluation factors
    - Where you go is *probably* where you will start out practicing.
    - In-state tuition
  - Two or three “long shots”
  - Two or three “safe” schools
  - Five or so schools “in range”
  - Use Boston College On-Line Locator
  - Use The Official Guide to U.S. Law Schools [Library reserve]
  - Use ABA Official Guide to Approved Law Schools [Library reserve]
  - Use MAPLA Law School Admissions Profiles [Pre-law Bookshelf]
  - Submit unofficial transcript to Pre-law Advisor

- Submit Law School Selection Form to Pre-law Advisor [electronic form, web site]
- After the above**, Make appointment with Pre-law Advisor to go over law school selections
- Fill out and mail law school applications to the individual schools.**

**To LSDAS:**

- Your transcripts, **all** of them, with bar coded forms [Request Records Office to do this]**
- Your LSAT score(s) [automatically]**
- Letters of Recommendation, General and Directed, with bar coded forms**

**Directly to the individual schools:**

- The application forms**
- Any school-specific (directed) letters of recommendation with forms not submitted through LSDAS**
- Personal Statements**