

# **Instructions for the Tulane Law School Application: First-Year JD Program**

## **1. Take the Law School Admission Test (LSAT)**

- The Law School Admission Council of Newtown, Pennsylvania, administers the Law School Admission Test (LSAT) four times each year at testing centers throughout the United States (and less frequently abroad). The LSAC also analyzes and provides a report of transcripts through its Credential Assembly Service (CAS). We recommend taking the test in the summer preceding application or during the fall to avoid delays in the admission process. Normally, arrangements to take the test must be made at least four weeks prior to the test date, although late registration may be permitted.
- Absent exceptional circumstances, Tulane University Law School will not accept LSAT scores from a test administration prior to June 2006 for candidates wishing to enter the law school in 2011. You should direct that your scores be sent to Tulane along with the CAS analysis of your undergraduate transcripts.
- You may register online for the LSAT at [www.LSAC.org](http://www.LSAC.org). The LSAC's web site contains extensive information about the law school application process.

## **2. Register with the Credential Assembly Service (CAS)**

- Follow the instructions provided at [www.LSAC.org](http://www.LSAC.org) in order to arrange for the Credential Assembly Service (CAS) to analyze your college and university transcripts. Then, arrange for the CAS analysis to be made available to the Tulane University Law School. Registration for the Credential Assembly Service can be accomplished at the same time you register for the LSAT. Tulane's CAS code is 6832. The CAS registration fee, which is separate from the LSAT registration fee, includes the electronic application service, the Credential Assembly Service, the LSAC Letter of Recommendation Service, and the LSAC Evaluation Service.
- Please note that the LSAC will not forward a report to Tulane until the CAS has received transcripts from every undergraduate institution you have attended. This includes summer sessions and semesters abroad. Candidates reapplying for admission to Tulane or who have been granted deferral of an offer of admission must reactivate their account with the CAS.

## **3. Complete the Tulane University Law School application form.**

- We prefer applications that have been prepared using the LSAC's electronic application service. This product allows applicants to fill out applications for all ABA-approved law schools electronically. After you electronically submit your law school application, LSAC will transmit it to Tulane University Law School. Applications submitted to the LSAC for transmission to Tulane University Law School will be considered postmarked on the day they are electronically submitted. The LSAC's electronic application service is available at [www.lsat.org](http://www.lsat.org). Alternatively, you will find a PDF version of Tulane's application at [www.law.tulane.edu](http://www.law.tulane.edu).
- Please answer all questions. Some questions may require further explanation; you must electronically attach those explanations. You must provide a résumé in addition to answering all questions on the application.

- **We use e-mail** to update candidates on the status of their files whenever possible. We ask for your e-mail address at question 10 on the application form. Please be sure to distinguish between the numeral “1” and the lower-case letter “L”.
- **Note that question 28** requests full disclosure of charges, arrests, convictions, guilty and nolo pleas regarding violations of any law. This includes offenses which resulted in purged, sealed, obliterated, dismissed, or destroyed records, regardless of whether you have been told that you need not disclose any such event. Many state bar authorities require that the law school provide a copy of your admission application when you apply for admission to a state bar. If state bar authorities note any discrepancy between answers to questions on the admission application and responses to questions on the state bar application (for example, in response to questions about criminal or disciplinary proceedings, or in response to questions about previous enrollment at educational institutions), they will investigate further. In some cases, discrepancies of this sort have caused serious problems for recent law school graduates seeking bar admission. Applicants are cautioned to provide full and accurate responses to all questions on the law school application.
- As indicated in question 35, **your résumé** should be electronically attached to your application.
- Be sure to answer **questions 37a and 37b**, which requires an essay and a statement of interest. These must be typed and attached electronically to your application.

Your response to question 37a should be used to provide information about yourself that you consider significant to our evaluation of your file. General essays about the justice system are not particularly useful or helpful to your chances for admission, nor do we recommend that you simply repeat information provided elsewhere in your application. We want to learn what makes you tick, why you are someone we should want to enroll at Tulane. We are interested in learning about those of your qualities that would be valuable to the legal profession, the law school classroom, and the community. You may wish to describe a significant experience in your life or to discuss your interest in or motivation for attending law school. Avoid using your essay to explain problems with your academic, LSAT, or conduct record, but do ensure that these matters are addressed—preferably in separate enclosures. You are also encouraged to provide, separate from your essay, explanations of factors you feel are relevant to our evaluation of your file. See also question 17 on the application form.

Question 37(b) asks you to describe the reasons that you are interested in enrolling at Tulane.

- We prefer that you charge the application fee to your credit card through the LSAC. If you prefer instead to charge the fee to your credit card through Tulane, print out the Credit Card Payment Form in the Supplemental Forms section, and mail it to Tulane along with the Certification Letter. If you prefer to pay the fee by check, mail a check to Tulane Law School with the Certification Letter.
- Application fee waivers for applicants to the first-year class may be granted in cases of serious financial hardship. Candidates requesting a fee waiver should contact Tulane in advance of submitting the application. We will need a letter requesting a fee waiver and documentation

supporting the request. Documentation should include a letter from the candidate's current financial aid officer, setting forth the circumstances necessitating the waiver and recommending that the fee be waived. If the candidate is no longer in school, a copy of the most recent federal income tax return should be submitted, along with any other relevant explanatory material, including information about current income and expenses.

If you receive a Tulane Law fee waiver, you will be able to indicate your unique fee waiver code when you complete the Tulane application electronically. If you have been granted an LSAC fee waiver, your application fee will automatically be waived.

- Failure to furnish a complete application will result in delays in processing.
- **Letters of recommendation and evaluations** are strongly encouraged. Each letter of recommendation or evaluation should be written by someone who knows you well and who can speak to your academic ability or work performance. It is our preference that no more than three letters of recommendation or evaluations be submitted.

We prefer to receive letters of recommendation through the LSAC Letter of Recommendation Service. Evaluations can be submitted only through LSAC's evaluation service. Both services are included in your CAS subscription. Your letters or evaluations will be copied and sent to us along with your CAS law school report, or as received thereafter. To use these services, follow the instructions on [www.lsac.org](http://www.lsac.org).

Letters sent directly to the Office of Admission at Tulane Law School are welcome and will be considered.

- Receipt of your application and nonrefundable \$60 application fee will be acknowledged by the Admission Office. If you do not receive an e-mail confirming receipt of your application within four weeks after submitting your application, please contact us, as this may mean we have not received your application.
- Please note that your **CAS law school report** will be forwarded to us only after you have received a score on the LSAT *and* after the LSAC has received and analyzed transcripts from all undergraduate schools at which you have been enrolled. Although we will make every effort to notify you if your application remains incomplete, it is ultimately your responsibility to ensure that your application is complete and to confirm that the LSAC has forwarded your CAS report.
- **For candidates who have attended a college or university outside the US or Canada for more than one year**, other than through a study abroad, consortium, or exchange program sponsored by a US or Canadian institution: Your foreign transcripts should be submitted through the LSAC JD Credential Assembly Service (JD CAS). This service is included in the CAS subscription fee. A Foreign Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admission Officers (AACRAO), which will be incorporated into your CAS report. Again, this service should not be used for international enrollment of one year or less.

To use the JD CAS for international transcripts, log in to your online account and follow the instructions for registering for the service. Be sure to print out a Transcript Request Form for each institution and send it promptly to them. More time is usually required to receive foreign transcripts. Questions about the JD CAS can be directed to the LSAC at 215.968.1001 or [lsacinfo@lsac.org](mailto:lsacinfo@lsac.org).

**Interviews** are not required and are not considered a part of the regular application process. However, students who wish to visit the Tulane campus and meet with a representative of the school to ask questions about Tulane are welcome to do so after the start of the spring semester.

**Complete applications will be reviewed** beginning approximately December 1, and decisions will be made on those applications that clearly meet or fail to meet the selection criteria. Decisions on some applications may be deferred until mid to late spring. In particular, decisions for candidates who fall in the middle of the applicant pool are unlikely to be made before late April or even May. A waiting list of candidates with acceptable credentials will be created in the spring.

An application is considered **complete and ready for review** after we have received the application form with all questions answered, any necessary attachments, the \$60 application fee (or fee waiver), and the LSAC report of LSAT scores and CAS transcript analysis.

It is important to note that candidates whose applications are received and accepted earliest receive optimum consideration for merit scholarships and for Perkins loans. For other need-based aid, **it is critical that the Free Application for Federal Student Aid (FAFSA) is received in a timely manner.**

**Questions** about the application process should be directed to Tulane Law School Office of Admission at [admissions@law.tulane.edu](mailto:admissions@law.tulane.edu) or 504.865.5930. Our website is located at [www.law.tulane.edu](http://www.law.tulane.edu).

**Please notify us of any change of address** so that correspondence will be sure to reach you; do not rely on the post office to forward mail in a timely manner. In addition, it is your responsibility to inform us of any **change of circumstances** that may affect your admission (for example, disciplinary or criminal charges, or a change in expected graduation date).