

## Instructions for the Tulane Law School Application: Transfer Application

### 1. 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 and send a new Credential Assembly Service law school report to the Tulane University Law School. Tulane's CAS code is 6832.
- 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 accounts with the LSAC.

### 2. Complete the Tulane University Law School application.

- We prefer applications that have been prepared using the LSAC's electronic application service. This service 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.lzac.org](http://www.lzac.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 8 on the application form. Please be sure to distinguish between the numeral "1" and the lower-case letter "L".
- **Note that question 25** 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 31, **your résumé** should be electronically attached to your application.

- The **required personal statement** noted in question 33 must be electronically attached. It should be used to explain why you seek to transfer to Tulane and to provide information about yourself that you consider significant to our evaluation of your file. For that reason, general essays on 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. The personal statement must reflect solely your own work. See also question 15 on the application.
- We prefer that you charge the application fee to your credit card through the LSAC. If you prefer 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.
- Failure to furnish a complete application will result in delays in processing.
- **Letters of recommendation and/or 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 in total.

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 two 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).

**3. Arrange for a letter of good standing** to be sent from the appropriate dean or administrator at your law school, confirming that you are enrolled and eligible to return in the fall. The letter must include your class ranking.

**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.

**Complete applications for fall transfer admission will be reviewed** after two full semesters of grades are available, usually in late June or early July. Transfer applicants may also apply for the spring semester so long as they have two semesters of law school grades to present. Decisions will be announced as they are made.

An application is considered **complete and ready for review** after we have received the application form with all questions answered, any necessary attachments, the application fee, the LSDAS report of LSAT scores and LSDAS transcript analysis, your law transcript showing final grades for two full semesters, and a letter of good standing from all law schools attended.

We are not able to award scholarships to transfer students. For loans, **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).