

# **Application Instructions**

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

- Follow the instructions provided at [LSAC.org](https://lsac.org) in order to arrange for LSAC's Credential Assembly Service (CAS) to analyze your college and university transcripts and send a new CAS Law School Report to the Tulane University Law School. Tulane's CAS code is 6832.
- Please note that LSAC will not forward a law school 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 CAS.
- You may arrange for law school and other post-baccalaureate transcripts to be forwarded to the LSAC for inclusion in the CAS report, or you may have these transcripts sent directly to Tulane Law School's Office of Admission.

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

- We prefer applications that have been prepared using LSAC's electronic application service, available at [LSAC.org](https://lsac.org). After you electronically submit your law school application, LSAC will transmit it to Tulane University Law School. Applications submitted to LSAC for transmission to Tulane University Law School will be considered postmarked on the day they are electronically submitted. If you do not wish to use LSAC's electronic application service, we can provide a PDF version or hard copy of Tulane's application upon request.
- Please answer all questions. Some questions may require further explanation; you must include 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 will provide a link to the online status checker when we acknowledge receipt of your application form.
- Note that section 10 (Character and Fitness) requests full disclosure of charges, arrests, convictions, guilty, and nolo pleas relating to any violation of any law. This includes offenses that resulted in purged, sealed, obliterated, dismissed, or destroyed records, regardless of whether you have been told by an attorney or other official that you need not disclose any such event, including traffic violations.

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. This includes dates and surrounding circumstances.

- Your résumé must be included with your application.
- The required personal statement must be included with your application. It should be used to explain why you seek to enroll at Tulane as a visiting student 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.
- We prefer that you charge the application fee to your credit card through LSAC. If you prefer to pay the fee by check, mail a check to Tulane Law School with the Certification Letter.
- Letters of recommendation 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. Please do not submit a letter and an evaluation completed by the same individual.

We prefer to receive letters of recommendation through the LSAC Letter of Recommendation Service. Evaluations can be submitted only through the LSAC Evaluation Service. Both services are included in your CAS registration fee. Your letters or evaluations will be sent to us along with your CAS Law School Report, or as received thereafter. To use these services, follow the instructions on [LSAC.org](https://lsac.org).

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

Tulane University Law School  
Visiting Application Instructions

- 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 one week 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 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 international transcripts should be submitted through the LSAC Credential Assembly Service (CAS). This service is included in the CAS registration fee. An International 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 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 CAS can be directed to the LSAC at 215.968.1001 or [LSACinfo@lsac.org](mailto:LSACinfo@lsac.org).

### **3. Arrange for the appropriate dean or administrator at your current or previous law school to send a letter to the Office of Admission at Tulane Law School, with the following information:**

- The letter should be from the appropriate dean or administrator at your degree-granting law school, confirming that you have permission to visit Tulane and that credit will be granted toward your degree for courses successfully completed at Tulane.
- The letter should also include any constraints on your attendance.

### **4. Other useful information.**

Interviews are not required as a part of the application process. However, students who wish to visit the Tulane campus and meet with a representative of the school to ask questions about Tulane and discuss their applications are encouraged to do so.

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 LSAC Credential Assembly Service Law School Report with LSAT scores and transcript analysis, your law transcript, and a letter of good standing from your current law school granting you permission to visit Tulane Law.

We are not able to award scholarships to visiting students. For loans, it is critical that the Free Application for Federal Student Aid (FAFSA) is received in a timely manner. The Law School Financial Aid Office will be happy to answer your questions about non-scholarship forms of financial aid and may be contacted at [finaid@law.tulane.edu](mailto:finaid@law.tulane.edu) or 504.965.5931.

Questions about the application process should be directed to the 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).

It is your responsibility, and you are required, to inform us of any change of circumstances that may affect your admission (for example, disciplinary or criminal charges, or a change in status at any educational institution).

It is also your responsibility to notify us of any change of e-mail or mailing address so that correspondence will be sure to reach you. As indicated above, we use e-mail whenever possible.