

# Application Instructions

Willamette University College of Law

## TRANSFER AND VISITING APPLICATION CHECKLIST

PRIORITY DEADLINE FOR TRANSFER APPLICATIONS: MARCH 1

PRIORITY DEADLINE FOR VISITING APPLICATIONS: MARCH 1 FOR FALL ADMISSION; OCTOBER 1 FOR SPRING ADMISSION

### Application Materials and Requirements

As a good steward of natural resources, Willamette University College of Law is moving rapidly towards a paperless admission process. While we will continue to accept paper materials, we encourage you to use electronic options whenever and wherever possible.

### LSAT

All applicants (domestic and international) are required to have taken the LSAT.

An official copy of your Credential Assembly Service (CAS) report is also required. Please monitor your LSAC account and the ASO (Applicant Status Online) to ensure the CAS report is transmitted to Willamette University College of Law in a timely manner to avoid any delays in processing and evaluating your application.

### Application Processing Fee

There is no fee for any application submitted electronically.

Applicants submitting paper applications must submit a nonrefundable application processing fee of \$50. Make checks payable to "Willamette University." Submit the application processing fee with the application for admission.

### Letters of Recommendation

Submit two letters of recommendation to LSAC Credential Assembly Service (CAS). A third letter of recommendation may be submitted at the applicant's option. Do NOT send letters of recommendation directly to Willamette. Note: Letters of Recommendation are required to complete a law school report, without which your application will be considered incomplete. Letters of Recommendation sent directly to the Office of Admission may delay the processing of your application and the communication of a decision. Please monitor your Credential Assembly Service (CAS) account and the ASO (Applicant Status Online) to ensure that your Letters of Recommendation are transmitted properly.

Letters of recommendation should be written by individuals who can attest to the candidate's academic aptitude and intellectual capability for law school. References from employers or business colleagues are acceptable if a candidate has been out of school for a long period of time. For transfer students, at least one letter of recommendation must come from a professor at your current law school.

Evaluations, a new web-based service available through LSAC, are accepted in addition to letters of recommendation. Evaluations are optional and may not take the place of letters of recommendation. Applicants are welcome to submit up to two evaluations through CAS.

### Official Transcript(s)

You must submit an official copy of your academic transcript from your degree-granting undergraduate institution and from your current law school as part of your CAS report.

For transfer students, fall semester transcripts must be included with your CAS report for consideration of conditional admission. Final first year transcripts must be submitted before any final admission decision will be made.

### Personal Statement

A personal statement is required and should be attached to your electronic application for admission. The personal statement is a very important part of your application. Your statement will help us learn more about you and why you are seeking a JD at Willamette. We are especially interested in learning of any connection you may have to the Pacific Northwest. Please provide information you would like the admission committee to consider in reviewing your application. We encourage you to



discuss experiences you have had living, working or studying within another culture. Possible topics could also include responses to the following questions:

- What are your career goals?
- What experiences and influences significantly shaped who you are today and how will Willamette's program contribute to your professional development?

Please limit the length of your personal statement to no more than three pages. If you believe there were factors that may have adversely affected your LSAT score or your undergraduate grades, you may, at your option, submit an explanation in a separate addendum attached to your electronic application.

### Résumé

A résumé is required and should be attached to your electronic application for admission. Please include the following:

- Full- and part-time work experience in chronological order with most recent position first
- Professional honors, awards or other recognition (community, employment and military) received
- A description of activities important to the candidate's professional development and leadership abilities

### For International Applicants:

International students are welcome to apply for admission to the JD program at Willamette University. Foreign nationals must meet the following additional requirements:

1.

An international applicant must hold a degree that is equivalent to the American undergraduate bachelor's degree. International applicants should contact the LSAC for additional information regarding degree evaluation services.

2.

An international applicant whose native language is not English must either take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. For the TOEFL, a minimum score of 600 (paper based) or 100 (Internet based) is required. For the IELTS, a minimum score of 7.5 is required. We will also accept the Pearson Test for English (PTE), <http://www.pearsonpte.com> and have set 6.0 as the minimum acceptable score. Official test results for the TOEFL or IELTS should be sent directly to the LSAC CAS. (LSAC only accepts TOEFL and IELTS scores.)

3.

Applicants must be able to show they have sufficient resources to fund educational and living expenses for the three-year JD program and provide the following:

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A completed Statement of Financial Responsibility form, which can be found at [http://www.willamette.edu/wucl/admission/pdf\\_admission/Statement%20of%20Financial%20Responsibility%20for%20WUCL.pdf](http://www.willamette.edu/wucl/admission/pdf_admission/Statement%20of%20Financial%20Responsibility%20for%20WUCL.pdf)

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Official bank verification of funds (written in English), showing that you and/or your sponsor have sufficient resources to cover your educational and living expenses for the three-year JD program. Applicants who submit bank documents showing only one year of funding must attest that adequate funding is available from the same or an equally dependable source for the second and third years of the program.

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A photocopy of the name/photo page of your passport showing your image and the correct spelling of your name.

All appropriate documentation must be sent by admitted students and received and approved by the College of Law before the school will send them an I-20 (Application for Student Visa).



## Program

Are you applying for as a transfer student or a visiting student?

- Visiting  
 Transfer

If you are applying as a visiting student, are you applying for:

- Spring 2012  
 Fall 2011

Have you previously applied to Willamette University College of Law?

- Yes  
 No

If "Yes," please write the date of your previous application.

\_\_\_\_\_

## Biographical

Prefix: \_\_\_\_\_

Date of Birth \_\_\_\_\_

First Name: \_\_\_\_\_

Place of birth: City: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Place of birth: Country \_\_\_\_\_

Last Name: \_\_\_\_\_

Place of birth: State/Province: \_\_\_\_\_

Suffix: \_\_\_\_\_

Gender: \_\_\_\_\_

Previous (other) name \_\_\_\_\_

Social security number \_\_\_\_\_

Preferred first name: \_\_\_\_\_

LSAC account number: \_\_\_\_\_



## Contact Information

### Current Address

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

Current address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_

### Permanent Address

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

Permanent address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_

### Other Contact Information

Primary e-mail \_\_\_\_\_

Secondary e-mail \_\_\_\_\_

Mobile phone \_\_\_\_\_

Willamette University College of Law can send text messages to my mobile phone

\_\_\_\_ Yes

\_\_\_\_ No



## Demographics

### 1. Citizenship

Citizenship

Non-Resident Alien

US Citizen

US Permanent Resident

Country of citizenship \_\_\_\_\_

Visa number \_\_\_\_\_

Permanent resident number \_\_\_\_\_

Country of citizenship \_\_\_\_\_

Permanent City \_\_\_\_\_

Permanent city \_\_\_\_\_

Permanent state/province \_\_\_\_\_

Permanent country \_\_\_\_\_

### 2. Ethnicity

Are you Hispanic or Latino

Yes

No

What is your race? Select one or more races to indicate what you consider yourself to be.

#### **Aboriginal or Torres Strait Islander Australian**

Aboriginal/Torres Strait Isl. Australian

#### **American Indian or Alaska Native**

American Indian/Alaskan Native

#### **Asian**

Asian

Filipino

Korean

Asian/Pacific Islander

Indian Subcontinent

Other Asian

Chinese

Japanese

Vietnamese

#### **Black or African American**

Black/African American

#### **Canadian Aboriginal**

Canadian Aboriginal

#### **Caucasian/White**

Caucasian/White

European

Middle Eastern

#### **Hispanic/Latino**

Chicano/Mexican American

Hispanic/Latino

Other Hispanic/Latino

#### **Native Hawaiian or Other Pacific Islander**

Native Hawaiian

Native Hawaiian/Other Pacific Islander

Other Pacific Islander

#### **Puerto Rican**

Puerto Rican

## Demographics continued

### Consent

\_\_\_\_\_ Decline to respond

## Standardized Testing

### LSAT

Test Date

Test Score

_____	_____
_____	_____
_____	_____

## Education

List ALL educational institutions attended.

Institution name \_\_\_\_\_

Major \_\_\_\_\_ Country \_\_\_\_\_

Start Date \_\_\_\_\_ State/Province \_\_\_\_\_

End Date \_\_\_\_\_ City \_\_\_\_\_

Degree \_\_\_\_\_ GPA \_\_\_\_\_

Date degree granted \_\_\_\_\_ Rank \_\_\_\_\_

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Institution name \_\_\_\_\_

Major \_\_\_\_\_ Country \_\_\_\_\_

Start Date \_\_\_\_\_ State/Province \_\_\_\_\_

End Date \_\_\_\_\_ City \_\_\_\_\_

Degree \_\_\_\_\_ GPA \_\_\_\_\_

Date degree granted \_\_\_\_\_ Rank \_\_\_\_\_

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## Education continued

Institution name \_\_\_\_\_

Major \_\_\_\_\_ Country \_\_\_\_\_

Start Date \_\_\_\_\_ State/Province \_\_\_\_\_

End Date \_\_\_\_\_ City \_\_\_\_\_

Degree \_\_\_\_\_ GPA \_\_\_\_\_

Date degree granted \_\_\_\_\_ Rank \_\_\_\_\_

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Institution name \_\_\_\_\_

Major \_\_\_\_\_ Country \_\_\_\_\_

Start Date \_\_\_\_\_ State/Province \_\_\_\_\_

End Date \_\_\_\_\_ City \_\_\_\_\_

Degree \_\_\_\_\_ GPA \_\_\_\_\_

Date degree granted \_\_\_\_\_ Rank \_\_\_\_\_

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Have you ever attended any law school?

\_\_\_\_ Yes

\_\_\_\_ No

Did you leave the law school in good standing?

\_\_\_\_ Yes

\_\_\_\_ No

Has your education in college, university, or professional school been interrupted for one term or more for any reason?

\_\_\_\_ Yes

\_\_\_\_ No

List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

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## **Disciplinary Action**

As either an adult or a juvenile, have you ever been arrested for, convicted of, or pled guilty or no contest to any violation of any law or ordinance, or for the commission of any felony or misdemeanor (including all moving traffic violations)? You must disclose adjudications in which a sentence or judgment has been withheld, deferred, expunged, or the record sealed, regardless of whether you have been told that you need not disclose any such instance.

\_\_\_\_ Yes

\_\_\_\_ No

Have you been subject to any disciplinary action or been placed on probation for academic or any other reasons by a college or university?

\_\_\_\_ Yes

\_\_\_\_ No

PLEASE NOTE THAT AFTER THIS APPLICATION IS SUBMITTED, IT IS YOUR RESPONSIBILITY TO UPDATE WILLAMETTE UNIVERSITY COLLEGE OF LAW PROMPTLY IN WRITING REGARDING MATTERS THAT RESULT IN CHANGES TO ANY OF THE RESPONSES TO THESE QUESTIONS. ERRORS, OMISSIONS, OR UNTIMELY UPDATES COULD BE REPORTED AS MISCONDUCT TO THE LAW SCHOOL ADMISSION COUNCIL (LSAC).

If you answer "Yes" to Question 1 or 2, you are required to provide a complete explanation in a separate addendum.

Please note that a "Yes" answer is not an automatic denial of admission to the College of Law but anything less than full disclosure could result in denial of admission, dismissal from the College of Law or, in extreme cases, revocation of a JD.

Please note that less than full, complete and continuing disclosure may result in a report of Misconduct to LSAC and may negatively impact your admission to law school. In addition, full disclosure is required as a component of satisfying Character and Fitness requirements for admission to the practice of law in any state's courts.

(See <http://www.ncbex.org/comprehensive-guide-to-bar-admissions/>)

## **Law School Interests**

To which other law schools are you applying?

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Please list any Willamette University College of Law alumni who have influenced your decision to apply.

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## Law School Interests continued

What are your law career areas of interest? (please select all that apply)

- Animal Rights
- Trial Advocacy/Litigation
- Constitutional Law
- Corporate and Securities Law
- Criminal Law
- Dispute Resolution
- Environmental Law
- Estate Planning Law
- Family and Juvenile Law
- Health Law
- Immigration Law
- Intellectual Property Law
- International Law
- Labor Law
- Labor/Employment Law
- Law & Government
- Other
- Public Interest Law
- Real Estate/Land Use Planning
- Sports and Entertainment Law
- Tax Law
- Civil Rights Law

## Military

Have you ever served or are you currently serving in the US armed forces?

- Yes
- No

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?

- Yes
- No

If you have been separated from any branch of the US armed forces under less than honorable conditions, you are required to provide a complete explanation in an attached addendum.

## Signature

My submission of this application verifies that all information contained in this application is honestly presented, factually correct, and complete. I will promptly notify the Willamette University College of Law if there is any change in any aspect of this application.

I acknowledge that the thoughts and words contained in my Personal Statement are uniquely my own and that no other(s) assisted in the creation of my statement beyond basic proofreading or a general critique of my work.

Admission to the College of Law does not constitute admission to the practicing bar. Contact your state bar office for information regarding standards for admission to the bar.

Do not submit books, research papers, videos, DVDs, CDs, articles, or other publications as supplements to your application to the College of Law.

I acknowledge reading, understanding, and accepting the foregoing information and submitting this application serves as my original signature.

Name and Date:

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