

Application Instructions for the Juris Doctor and Dual J.D./LL.M. Programs



Cornell University
Law School

Lawyers in the Best Sense

CLS-2011/2012

These instructions and all required forms are also available at www.lawschool.cornell.edu/admissions/apply/index.cfm

Please complete your application file no later than February 1, 2012. If you do so, we will do our best to notify you of a decision by mid-late April. We advise you to aim for completion no later than January 1, 2012, since we notify applicants of decisions on a rolling basis. There is no universal acceptance date.

Early Action. Your application must be submitted by November 1, 2011. The Law School's Admissions Office must receive all required documents, including the Credential Assembly Service (CAS) report (which may be delivered as late as two weeks after we request it) by November 15, 2011. **Please note, any application completed as of November 15, 2011, will be considered for our early action process.** Application files completed after November 15, 2011, will be considered in our regular decision process. Applicants whose files are complete by November 15 will receive a decision (admit, hold, or deny) by mid to late December. Those admitted under Early Action need not respond to our offer before the regular decision deposit deadline in April, 2012, nor need they withdraw applications to other law schools. The Admissions Committee will evaluate Early Action applications by the same standard used to evaluate regular decision applications.

Prerequisites. In general, you need a baccalaureate degree from a regionally accredited college or university. On rare occasions, we admit exceptionally well-qualified applicants who have completed only three years of undergraduate education, provided they receive a baccalaureate degree before beginning their second year at the Law School. If you have questions about prerequisites or need more details, please contact the Admissions Office.

Application options. The two options* for completing and submitting your application are listed below. Both methods are equivalent but processing time involved with paper applications takes a longer time period. The nonrefundable application fee of US\$80 must be included with all applications. Checks or money orders for paper applications should be made payable to *Cornell University* and mailed with the application to:

Cornell Law School Admissions Office
Myron Taylor Hall
Ithaca, NY 14853-4901

- Log onto the Law School Admission Council (LSAC) web site at www.lsac.org (telephone: 215-968-1001), complete the forms, and submit them electronically to the LSAC.
- Log onto www.lawschool.cornell.edu/admissions/apply/index.cfm, fill out and print the pdfs of the application forms, and mail them to the above address.

*Please submit only a single application.

Electronic applications will be considered postmarked on the day they are electronically submitted. While we will accept applications prepared on the LSAC web site, we make no recommendation or representation concerning them. Regardless of how you choose to prepare your application forms, you still must meet all of the application requirements specified in these materials.

Transfer students. Applications must include an official transcript with first-year grades, a letter from the dean's office of your current law school attesting to your academic standing and overall rank, a certification letter from any school where you earned a degree, a Law School Admission Test (LSAT), a Law School report, and two letters of recommendation from law professors, preferably ones who know you well. The use of the LSAC Evaluation Service is optional but we will accept a maximum of two evaluations. A Dean's Certification/Recommendation Form is required as part of your application for admission. Please give this form to the dean of students (or a comparable official with access to the school's official records) at your degree granting institution and any institution where an infraction occurred.

Personal statement. Part of your application is the separate personal statement in which you may discuss any matter you feel is relevant to our admission decision. The choice of subject is left to you, but our desire is to learn something about you that we may not be able to learn from the other elements of the application. If you applied with a paper application, please use the enclosed personal statement form, or attach a separate sheet of paper and label this sheet as a Personal Statement. Try to limit your statement to two pages and use double spacing and at least 11 point font.

Credential Assembly Service (CAS) Law School Report.

If you haven't already done so, you will need to take the LSAT and register with the Credential Assembly Service (CAS) by sending your transcripts to them for analysis and ultimate distribution to law schools. Registration materials can be obtained from Law Services, Box 2000, Newtown, PA 18940-0998.

Letters of recommendations. You should give recommendation forms (we prefer LSAC forms) to two people who can provide detailed comments about your academic abilities compared with those of other students who are applying to law schools. While we do not require that you have faculty members complete your recommendation forms, we're primarily interested in the recommender's judgment about your academic abilities and potential for success in the legal profession. Moreover, we have found that faculty members are often in the best position to provide such judgment about your academic abilities and potential for success. If you've graduated from school several years ago (two years or more), we would expect you to ask a current or recent employer

who knows your academic abilities to fill out one of the recommendation forms. Remember, however, that **we're interested primarily in the recommender's judgment about your academic abilities and potential for success in the legal profession.** Prelaw Committee composite letters, or letters submitted separately from the LSAC form, are acceptable.

LSAC Evaluation Service. Evaluators can use this online tool to rate specific noncognitive factors that will help law schools assess applicants. The Evaluation Service includes ratings of thirty individual attributes and skills in six categories. The evaluations are an adjunct to LSAC's current letter of recommendation service and will function in a similar way, except that the Evaluation Service is entirely online. Please note, you are required to submit a grand total of two letters of recommendation or evaluations. Accordingly, you can submit two letters of recommendation or two evaluations or one letter of recommendation and one evaluation. The same person should not submit both a letter of recommendation and an evaluation on your behalf.

The Dean's Certification/Recommendation Form. A Dean's Certification Form is not required as part of your application for admission unless you answered "yes" to Question 22 on your application (Q#16 if using the Flex App). If you answered "yes" to this question, please give this form to the dean of students (or a comparable official with access to the school's official records) at the institution from where the infraction occurred or is pending. Prior to matriculation at Cornell Law School, all admitted students must submit a completed Dean's Certification Form. More information about this form will be provided upon admission.

Submitting the Dean's Certification Form. Complete the introductory portions of the form and send them to the dean or university official for completion. The dean or university official should insert the completed form and letter in an envelope, seal it, sign the envelope across the sealed flap to ensure confidentiality, and send the envelope to Cornell Law School. If you need to send this completed certification, please make arrangements to transmit the unopened certification from the dean or university official directly to Cornell Law School because LSAC will not handle this form.

LSAC Letter of Recommendation Service. Cornell Law School strongly prefers to receive recommendations through the LSAC Letter of Recommendation Service that is a part of the Credential Assembly Service (CAS) registration subscription. If you choose this service, your letters will be copied and sent to us as received by LSAC. To use this service, follow the directions for submitting recommendations outlined in the *LSAT/Credential Assembly Service (CAS) Registration and Information Book* (be sure to use the LSAC forms). Please note that this service will not handle the Dean's Certification—it will only handle faculty recommendations. Therefore, if you use this service, you will need to make separate arrangements for submitting the Dean's Certification recommendation. If you wish to directly submit a letter of recommendation to the law school, please visit: www.lawschool.cornell.edu/admissions/apply/index.cfm for instructions.

Access to recommendations/evaluations. Federal legislation gives registered students the right of access to appraisals/evaluations submitted in support of their applications. If you choose to waive this right, you should check the appropriate box on the recommendation/evaluation forms. Your decision about the option will not influence the Admissions Committee's decision, but it might be important to your recommenders/evaluators. You should discuss the matter with them.

Applicants with foreign credentials and/or nonimmigrant visas. If your undergraduate training was at a foreign university, you should follow the regular admissions procedure. Foreign credentials do not exempt you from the LSAT requirement. If all undergraduate work was completed at institutions outside the United States (including its territories) and/or Canada, we require that your foreign transcripts be submitted through the Credential Assembly Service (CAS). If you completed any postsecondary work outside the U.S. (including its territories) or Canada, you must use this service for transcript evaluation and authentication of your foreign transcripts. The one exception to this requirement is if you completed the foreign work through a study-abroad, consortium, or exchange program sponsored by a U.S. or Canadian institution, and the work is clearly indicated as such on the home campus transcript. This service is included in the Credential Assembly Service (CAS) subscription fee. A Foreign Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and will be incorporated into your Law School report.

To use the Credential Assembly Service (CAS), log in to your online account with LSAC and follow the instructions to register for the service. To use the authentication and evaluation feature, you must **register** for the Credential Assembly Service (CAS) and you must request that the appropriate documents (e.g., mark sheets, academic records, diplomas, degree certifications, transcripts) be sent directly to LSAC from the institution(s) you attended. Remember you must print out a Transcript Request Form and send it promptly to each institution that possesses a transcript for you. Foreign transcripts usually require more time to process than U.S. transcripts.

Questions about the Credential Assembly Service can be directed to LSAC at 215-968-1001 or lsacinfo@lsac.org.

Interviews. Although in some cases the Admissions Committee may request an evaluative interview, we generally are not able to conduct interviews. Applicants who are placed on the waiting list can request an interview with a member of the Admissions Committee.

Visiting the school. You're invited to visit us whenever it's convenient for you. Arrangements can usually be made for a student-guided tour and a visit to a class. Just call the Admissions Office several days before you plan to arrive. If a personal visit to Cornell Law School is not possible, we suggest you visit our website, www.lawschool.cornell.edu.

Application Checklist Deadline: February 1, 2012

A complete application contains the following:

- the completed application form, personal statement, Credential Assembly Service (CAS) and Law School report**
- the completed Dean's Certification/Recommendation Form (where applicable)**
- a grand total of two letters of recommendation or completed LSAC evaluations**
- the US\$80 application fee (via online charge to a major credit card, or by check or money order payable to Cornell University)**

These materials must be received by Cornell Law School no later than February 1, 2012.

Complete accuracy is required in all statements made on any portion of the application. To ensure that decisions are based on factual information, we audit some applications at random each year. In addition, you are required to update us about any changes that take place after submission of the application. Inaccurate, incomplete, or misleading statements, or failure to update, can result in withdrawal of admission offers, honor code proceedings, dismissal from Cornell Law School, rescission or cancellation of any degrees you may have received from Cornell Law School, or other disciplinary sanctions.

Note: In some states, you must register with the board of bar examiners before beginning the study of law. Make sure you check the requirements in the state(s) where you want to practice. All applicants are advised that there are character, fitness, and other qualifications for admission to the bar. Prior to your matriculation at Cornell Law School, you are encouraged to determine what those bar admission requirements are in the state(s) in which you intend to practice.

Special note to applicants for financial aid: All applicants for financial assistance (including loans) and/or (institutional grants) must complete the Cornell Law School Financial Aid Application at: www.lawschool.cornell.edu/admissions/tuition/upload/2011-2012-Financial-Aid-Information-Sheet-4.pdf

In addition, all applicants for financial assistance (including loans) must complete the Free Application for Federal Student Aid (FAFSA) and all applicants for financial assistance (institutional grants) from the Law School must complete the Need Access Application. The FAFSA can be completed online at www.fafsa.gov. Our Title IV number is **002711**.

The Need Access Application is at www.needaccess.org

All analyzed financial aid information must be received no later than **March 15, 2012**, to be considered for institutional grants. If tax forms have not been filed, estimated figures can be used.

A student who does not apply for institutional grants before enrolling in their first year of law school, will not receive institutional grants during the second and third year, except in extremely unusual situations.