

Application Instructions

Instructions: St. John's University School of Law

St. John's University School of Law welcomes your application and seeks to make every effort to ensure that the application process is as straightforward and clear as possible. Please contact us at lawinfo@stjohns.edu or 718.990.6474 if you have any questions or if you need additional information.

Application Dates

Applicants to the fall semester should submit application materials before April 1 to receive priority consideration. Applications will be considered when all application requirements are met and applicants will be notified as decisions are made. Applications received after the April 1 priority date will be considered and decisions rendered on a space-available basis.

Undergraduate Transcript Requirements

All admitted applicants will be required to submit an official, final transcript of their complete undergraduate academic record to St. John's University School of Law by mid-August, in order to enroll. The transcript must unequivocally indicate both the award of a baccalaureate degree and the date it was conferred. A photocopy or a copy of a transcript provided by the LSAC Credential Assembly Service (CAS) is not acceptable, nor is a photocopy of a diploma.

Equality of Opportunity

It is the policy of St. John's University School of Law not to discriminate in its educational program, admission policies, financial aid programs, employment practices, and other school-sponsored activities on the basis of race, color, religion, sex, sexual orientation, marital or parental status, national or ethnic origin, age, or disability.

Social Security Numbers

St. John's University School of Law requires your Social Security number or LSAC account number in order to access your Credential Assembly Service report. St. John's University collects student's social security number in accordance with federal regulation relating to educational tax credits which requires all postsecondary institutions to report students Social Security number (SSN) to the Internal Revenue Service (IRS). The SSN is also required for federal financial purposes and for enrollment verification and reporting for all Veterans Administration beneficiaries.

Bar Admission

Applicants who intend to practice law should be aware that admission to the bar in all states involves character, fitness and other qualifications. Applicants are encouraged to determine what those requirements are in the state(s) in which they intend to practice by consulting the website of the National Conference of Bar Examiners at www.ncbex.org. Applicants to law school should contact the official bar admission agency in the jurisdiction where they plan to practice. Initially, it is important to determine if there is a requirement to register with the agency upon entrance to law school in anticipation of applying to take a bar examination upon graduation. To prepare themselves accordingly, applicants also are advised to familiarize themselves with the rules governing admission to the bar in the jurisdictions in which they intend to practice. For those applicants who anticipate admission to the New York Bar, please be advised that you are not required to contact the State Board of Law Examiners prior to commencing law school.

Application Requirements

First-year Law Students
(Students applying to the JD Program)
Applicants are required to submit:

- A completed, signed, and dated St. John's University School of Law application form. (If applying electronically, sign the Certification Letter or use electronic certification.)
- A \$60 nonrefundable application fee. (Applicants may provide a check or money order made payable, in US funds, to St. John's University, or pay online by credit card via LSAC.)
- Law School Admission Test (LSAT) and Credential Assembly Service registration.
- Letters of Recommendation (Minimum of two, will accept three.)

All applicants to the Juris Doctor (JD) degree program offered by St. John's University School of Law are required to take the

Law School Admission Test (LSAT) and be registered with the Credential Assembly Service. Information about dates for the LSAT administration and the Credential Assembly Service is available from

Law School Admission Council
662 Penn Street
PO Box 2000
Newtown, PA 18940-0998
215.968.1001
LSAC.org
LSACinfo@LSAC.org

If you previously attended any law school, you must submit an addendum explaining your withdrawal. In addition you must submit a letter of good standing and an official transcript from the law school.

Graduates of International Undergraduate Institutions Applying for a JD

St. John's University School of Law requires that your international transcripts be submitted through the Credential Assembly Service. If you completed any postsecondary work outside the US (including its territories) or Canada, you must use this service for the evaluation of your international transcripts. (The one exception to this requirement is if you completed the international work through a study abroad, consortium, or exchange program sponsored by a US or Canadian institution, and the work is clearly indicated as such on the home campus transcript.)

The service is included in the Credential Assembly Service registration fee. An International Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into your Credential Assembly Service report.

To use the Credential Assembly Service, log in to your LSAC 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 international transcripts. Questions about the Credential Assembly Service can be directed to LSAC at 215.968.1001, or LSACinfo@LSAC.org.

International Students

If you are accepted into the Law School and have entered the U.S. on a B-1, B-2, or F-2 visa, or in undocumented status, St. John's University School of Law cannot allow you to register for class until your visa status is changed to F-1 (international students with permission to enter the U.S. for academic purposes only). If you are not a permanent resident and plan to apply for F-1 student visa status (Form I-20), please select F-1 for Visa Type when completing your application.

Transfer Students

Based upon availability, admission is offered to transfer applicants who have demonstrated sufficient capacity to successfully complete the program of studies and who generally have achieved grades at the 'B' level or higher through the first year of attendance at another ABA-approved law school. Transfer credit is not extended for work completed with a grade below a "C" or its equivalent, or for work completed in pre-admission programs. Transfer applications are evaluated on a rolling basis and completed applications can be considered up until the first day of the semester. We encourage you to submit your application prior to December 1 for spring transfer and July 1 for fall transfer. [In addition to an application, transfer candidates must submit:](#)

- A letter from the dean's office of the law school in which the applicant is enrolled indicating good academic standing and unconditional eligibility to enroll
- An official, current law school transcript
- A copy of the applicant's Credential Assembly Service report
- A statement describing the reasons for wanting to transfer

Special Note: Transfer Applicants may submit an unofficial grade report and we can complete a preliminary review of your application. Applicants who receive a decision made without a Dean's Letter and/or with an unofficial transcript will be considered a conditional decision. The conditionally admitted transfer applicant must submit official documents prior to the start of classes.

Visiting Students

A student currently enrolled and in good standing at an ABA-approved law school may apply to attend St. John's University School of Law as a visiting student. Visiting applications are evaluated on a rolling basis and completed applications can be considered up until the first day of the semester. We encourage you to submit your application prior to December 1 for spring

transfer and July 1 for fall transfer. (Summer Session visiting applications are available on our website www.law.stjohns.edu/admissions.) In addition to an application, visiting candidates must submit:

- A letter of good standing from the dean's office of the law school in which the applicant is enrolled, indicating the semesters the student is permitted to visit and setting forth any conditions with respect to the transferability of credits to be earned
- An official, current law school transcript

Submitting the Application

We accept applications that have been prepared using LSAC's electronic applications. Applications submitted to LSAC for transmission to St. John's University School of Law will be considered postmarked on the day they are electronically submitted. Information about LSAC's electronic applications is available at LSAC.org.

Mail the completed application forms, personal statement, application fee, and any supplementary statements to the following address:

St. John's University School of Law
Admissions Office
Belson & Finley Halls
8000 Utopia Parkway
Queens, NY 11439
718.990.6474
www.law.stjohns.edu
lawinfo@stjohns.edu

or transmit them electronically via LSAC.

Decision Notification

St. John's Law Admissions Office communicates with applicants primarily through email. This includes decision notification. Please make sure your email address remains current, active, and stjohns.edu is added to your safe domain list. If your contact information changes, you must notify the Admissions Office immediately at lawinfo@stjohns.edu.

Retain copies of all admissions documents and correspondence for your records. Applications, credentials, and other materials submitted in support of your application become the property of St. John's University School of Law and will not be returned. Include your Social Security number or LSAC account number on any information submitted in connection with your 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 _____

Application Data

Program:

____ First Year J.D. Student

____ Joint Degree B.A./B.S. and J.D.

____ Joint Degree M.A./J.D.

____ Joint Degree M.B.A./J.D.

Division:

____ Full-time

____ Part-time Evening

Entering Semester:

____ Fall

____ Spring - Transfer and Visitor only

If the division you have selected is closed at the time your application is processed, do you wish to be considered for an alternate division?

____ Yes

____ No

Contact Information

Current Address

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Current mailing 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 mailing address good until date _____

Day phone _____

Evening phone _____

Other Contact Information

Primary e-mail address _____

Secondary e-mail address _____

Permanent e-mail address _____

Mobile phone _____

St. John's University School of Law can send text messages to my mobile phone

Yes

No

Information

Briefly explain why you wish to attend St. John's University School of Law:

Demographics

Citizenship

Citizenship

Non-Resident Alien

US Citizen

US Permanent Resident

Country of citizenship _____

Visa type _____

Visa/SEVIS number _____

Permanent resident number _____

Permanent city _____

Permanent state/province _____

Permanent country _____

Native language _____

Ethnicity

Are you Hispanic or Latino

Yes

No

Demographics continued

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

Black or African American

Black/African American

Canadian Aboriginal

Canadian Aboriginal

Caucasian/White

Caucasian/White

Hispanic/Latino

Hispanic/Latino

Native Hawaiian or Other Pacific Islander

Native Hawaiian/Other Pacific Islander

Puerto Rican

Puerto Rican

Consent

Decline to respond

Education

List ALL educational institutions attended.

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Education continued

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Have you ever attended any law school?

Yes

No

Education continued

Did you leave the law school under less than good standing?

Yes

No

If you did not leave the law school in good standing, explain the circumstances.

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

Law School Interest

What prompted you to apply to this law school?

Internet

Law school

LSAC

ABA

Other

Faculty/Alumni/Professional

Faculty/acquaintance

Relative

Law school faculty member

Admissions recruiter

University/college faculty member

Legal professional

Prelaw advisor

Publications

Law school publication

LSAC Official Guide to ABA-Approved Law Schools

Princeton Review

US News & World Report

Other advertisement

Recruiting Events

LSAC Forum

Law school fair

International forum

Campus event

Law school direct mail/e-mail

Current student

If you attended any events mentioned in the Recruiting Events section, please list them below:

Law School Interest continued

Have you previously applied to this law school?

Yes

No

If you applied previously, what year was the application for? _____

Were you offered admission?

Yes

No

Are you applying, or have you applied, to other law schools? If so, please list them.

Law School Interest Cont.

If you applied previously to this law school, did you participate in the conditional admit program (Summer Institute)?

Yes

No

Employment and Activities

Please list only your most recent employment. (You may attach a current resume as an alternative to completing this section.):

Place of Employment:

Address:

Position:

Dates of Employment:

Employment and Activities continued

Supervisor:

Please describe your significant extracurricular or community service activities, indicating any leadership positions. You may attach a supplementary attachment or addendum, or include this information on your resume.

Military

Have you served or are you now serving on full-time, active US military duty?

Yes

No

Date of entrance (month/year) _____

Date of discharge (month/year) _____

Rank _____

Expected military reserve or National Guard status during law school

Branch _____

Discharge type _____

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, explain the circumstances.

Standardized Testing

LSAT

Test Date

Test Score

_____	_____
_____	_____
_____	_____

LSAT Score

Do you want us to wait to make a decision on your application until we have received the new LSAT score?
If you indicate "yes" and subsequently do not take a later test, please notify the Admissions Office.

___ Yes

___ No

Character and Fitness

Have you ever been subject to any disciplinary action, placed on academic probation, or dismissed from any school, college, university, or graduate/professional school, or is any such action pending or expected to be brought against you?
If yes, please state the precise facts and disposition of such action in a supplementary statement or on an electronic attachment.

Please note: Although a disciplinary action may have been expunged or dismissed, it nevertheless should be disclosed in answer to this question.

___ Yes

___ No

Have you ever, either as an adult or juvenile, been cited, arrested, taken into custody, charged with, indicted, convicted or tried for, or pleaded guilty to, the commission of any felony or misdemeanor or the violation of any law, except minor parking violations, or been the subject of any juvenile delinquency or youthful offender proceeding?
If yes, please explain in a supplementary statement or electronic attachment the charge or charges and relevant facts, including the nature of the offense, the dates and courts involved, and the penalty imposed, if any.

Please note: Although a conviction may have been expunged or sealed by an order of a court, it nevertheless should be disclosed in answer to this question.

___ Yes

___ No

You are under a continuing obligation to notify the Admissions Office of any changes in your answers to these questions up until the time of your enrollment. Once enrolled, you are under a continuing obligation to notify the Assistant Dean of Admissions of any changes in your answers to these questions.

Area of Interest

Please indicate the areas of legal study that may be of interest to you (check up to three):

Honors Programs

St. John's Law School offers several Honors Programs to our students. Applicants interested in applying for an Honors Program should indicate so below and include an additional statement of no more than 2 pages in length describing your background and interest in the particular field of study. Information about the Honors Programs can be found on our website at <http://www.law.stjohns.edu/admissions>.

I am interested in applying for the International Honors Program.

___ Yes

___ No

I am interested in applying for the Intellectual Property Honors Program.

___ Yes

___ No

Housing

The University maintains a group of townhouses about one mile from campus for the exclusive use of law students. Are you interested in receiving additional information about the University housing?

___ Yes

___ No

Family

Next of Kin/Emergency Contact

Salutation _____

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

Telephone (include area code) _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Family continued

If you have any close relatives who have been students at this university, please provide the following information.

Relative 1

____ Law school ____ University

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Parent/Guardian - 1

____ Choose not to answer

____ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

Relative 2

____ Law school ____ University

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Parent/Guardian - 2

____ Choose not to answer

____ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Recommender

Please list the names of the people from whom you will be seeking a letter of recommendation. While the Admissions Committee prefers that you send them as part of your Credential Assembly Service report, they also may be included with your application or forwarded directly to the Office of Admissions. We require a minimum of two letters. Please do not submit more than three letters.

Recommender:

Recommender:

Recommender:

Prelaw Advisor

If there is/was a prelaw or other advisor at your undergraduate institution with whom you conferred about your plans to attend law school, please provide the advisor's name and title.

Name:

Title:

Institution:

Certification

Applicants who intend to practice law should be aware that admission to the bar in all states involves character, fitness and other qualifications. Applicants are encouraged to determine what those requirements are in the state(s) in which they intend to practice by consulting the website of the National Conference of Bar Examiners at www.ncbex.org. Admission to law school does not guarantee that you will meet the good moral character requirement necessary to sit for a state bar examination or to be admitted to practice. If you are concerned about any facts that may affect your ability to be admitted to practice law, you should discuss the matter with the Board of Law Examiners or the appropriate Committee on Character and Fitness in the jurisdiction in which you intend to practice.

CERTIFICATION

By signing this application, electronically transmitting it, or printing and mailing the Certification Letter, I certify that, if admitted to St. John's University School of Law, I assent to, and agree to be bound by, all the rules, regulations, and directions of St. John's University School of Law insofar as they apply to me. I understand that the rules, regulations, and directions of the School are subject to change. I understand that all credentials and other materials submitted during the application process become the property of St. John's University School of Law and will not be returned. I understand that any action taken on this application by the Admissions Committee is solely within its discretion and that the decision is final.

I understand that a copy of this application will be forwarded to the appropriate Committee on Character and Fitness at the time I apply for admission to the Bar, and that any omission or misstatement on this application may result in denial of admission to the Bar.

I certify that the answers to the above questions are complete and accurate. I understand that the failure to provide truthful answers to any of the application questions, or the failure to inform the Admissions Office of any changes in, or additions to, the information contained in my answers, may result in denial of admission, dismissal, or rescission of an awarded degree from St. John's University School of Law.

Signature:

Social Security Number:

LSAC Account Number:

Date:
