



# **Application Instructions**

## **APPLYING FOR ADMISSION**

Ave Maria School of Law accepts new students for Summer or Fall semesters. The Admissions Committee encourages all prospective applicants for admission to apply at the earliest possible date after September 1 and prior to April 1. The application deadline for AMSL Advantage Summer Start is April 15. Though the Committee will accept an application submitted as late as July 15 for Fall Start, applying earlier will ensure that the Committee is able to provide full consideration for nonrepayable scholarship assistance. The Admissions Committee evaluates applications for admission on a "rolling admissions" basis in early November and continuing through late spring. The Admissions Committee typically renders an admission decision within five weeks of the date that the application form and all supporting materials are received by the Admissions Office.

## **REQUIREMENTS FOR ADMISSION**

To be considered for admission to Ave Maria School of Law, an applicant must possess a bachelor's degree from an accredited college or university prior to enrolling at the School of Law. There is no single major or undergraduate field of study that is either required or recommended of an applicant for admission.

Applicants for admission must register for the Law School Admission Test (LSAT) and register for the Credential Assembly Service (CAS). The LSAT is administered four times annually in locations throughout the United States and at various test centers around the world. Ave Maria School of Law recognizes LSAT scores that have been taken within the last five years. When an applicant for admission has taken the LSAT more than one time, the Admissions Committee typically chooses to rely upon the highest score when evaluating the application. [A candidate may register for the LSAT online at [www.LSAC.org](http://www.LSAC.org) or by requesting and completing registration materials from the Law School Admission Council (LSAC) at (215) 968-1001.]

### **A. Letters of Recommendation**

Two recent (less than two years old) letters of recommendation written by individuals who are unrelated to the applicant and able to offer substantive comments on the applicant's potential for success in law school are required. Letters from supervisors or others in a non-academic setting may be substituted for letters written by faculty members if such letters cannot be obtained as a result of the length of time that has passed since the applicant was enrolled in college classes. One letter of recommendation from a pastor, clergy, or spiritual advisor is welcome. Letters of recommendation should be submitted through LSAC's Letter of Recommendation Service.

### **B. Personal Statement**

A well-written personal statement is an especially valuable component of the application for admission. The personal statement may address any number of topics but generally should allow the Admissions Committee to gain further insights into the applicant's background, motivation for entering the legal profession, personal and professional goals, and the applicant's interest in Ave Maria School of Law. The applicant is encouraged to discuss aspects of our distinctive mission s/he finds particularly meaningful. Our mission is available on our website at [www.avemarialaw.edu](http://www.avemarialaw.edu). The length of the personal statement should not exceed three double-spaced typed pages using a 12-point font.

### **C. Application Fee**

An application fee of \$50 is required for all applicants who submit a hard-copy application for admission. A reduced fee of \$40 is required of applicants who apply using the online application.

### **D. College Transcript**

An official copy of the applicant's undergraduate transcript should be sent to LSAC. As part of the LSAC Credential Assembly Service (CAS), LSAC will summarize the transcript and provide Ave Maria with a copy as part of the Credential Assembly Service report, which includes the LSAT score(s) and a copy of the LSAT writing sample.



## ADMISSION AS A TRANSFER STUDENT

Ave Maria School of Law will consider for transfer admission a student who has earned academic credit at another law school approved by the American Bar Association and is in good academic standing. Ordinarily, the Law School will admit only those students who have achieved solid academic performance in the first year of their legal studies by ranking in the top half of their class. Ave Maria School of Law will accept a maximum of 32 semester hours of credits earned at another law school. Acceptance of credits offered by a student permitted to transfer to Ave Maria from another law school is at the discretion of the Admissions Committee in consultation with the Associate Dean for Academic Affairs. Credit will not be given for courses in which a student receives a grade of less than a "C" or its equivalent.

A student at another law school who wishes to transfer to Ave Maria must submit the following documentation to the Admissions Office no later than July 31: a completed application form; an application fee in the amount of \$40 or \$50 (online or hard-copy); a Credential Assembly Service report provided by the Law School Admission Council; a one-page personal statement addressing the reason(s) for seeking transfer admission; two letters of recommendation, one of which must be from a faculty member of the applicant's current law school; an official transcript from the applicant's current law school; and a letter of good standing and indication of applicant's class rank at the current law school.

Scholarship assistance for transfer students will be considered on a case-by-case basis.

## ADMISSION AS A VISITING STUDENT

A law student enrolled and in good standing at another ABA-accredited law school may enroll in courses at Ave Maria School of Law for up to one academic year. Visiting students earn academic credit at Ave Maria (subject to satisfactory academic performance) and, with the approval of their home institution, apply these credits toward graduation requirements of the home institution. It is important to note that enrollment as a visiting student is not an appropriate mechanism for eventually seeking to transfer to Ave Maria.

Potential visiting students are required to submit the following in order to be considered for admission: a completed application form; an application fee in the amount of \$40 or \$50 (online or hard-copy); a brief statement addressing the reason(s) for seeking enrollment as a visiting student; a letter from the dean's office of the home school granting approval for the student to enroll at Ave Maria School of Law as a visiting student; and an official law school transcript. The application deadline for submission of these materials is July 31 for the fall semester and December 1 for the spring semester. Visiting students are not eligible to receive scholarship assistance; however, visiting students are able to receive federal and private loan assistance.



## Application Type

Application Type:

- ☐ 1st Time  
☐ Transfer  
☐ Deferral  
☐ Reapplicant  
☐ Guest

Please indicate which semester you wish to enroll at Ave Maria School of Law. Summer Start begins in mid-May. The Regular semester begins in mid-August.

- ☐ Regular  
☐ Summer Start

## Biographical

Prefix \_\_\_\_\_  
First name \_\_\_\_\_  
Middle name \_\_\_\_\_  
Last name \_\_\_\_\_  
Suffix \_\_\_\_\_  
Previous (other) name \_\_\_\_\_  
Preferred first name \_\_\_\_\_

Date of birth \_\_\_\_\_  
Place of birth: City \_\_\_\_\_  
Place of birth: Country \_\_\_\_\_  
Place of birth: State/Province \_\_\_\_\_  
Gender \_\_\_\_\_  
Social security number \_\_\_\_\_  
LSAC account number \_\_\_\_\_

## Demographics

### **Citizenship**

Citizenship

- ☐ Foreign National  
☐ Non-Resident Alien  
☐ US Citizen  
☐ US Permanent Resident

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

Visa type \_\_\_\_\_

Visa/SEVIS number \_\_\_\_\_

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



## **Demographics continued**

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

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

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

Native language \_\_\_\_\_

### **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

### **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

### **Tribal Affiliation**

Tribal affiliation or village name \_\_\_\_\_

Enrollment number (enrolled members only) \_\_\_\_\_



## **Religious Affiliation**

What is your religious affiliation?

\_\_\_\_\_

## **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 \_\_\_\_\_

Ave Maria School of Law can send text messages to my mobile phone

\_\_\_\_ Yes

\_\_\_\_ No



## 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 \_\_\_\_\_

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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 \_\_\_\_\_

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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 \_\_\_\_\_

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## 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 \_\_\_\_\_

Have you ever attended any law school?

☐ Yes

☐ No

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.

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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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## Standardized Testing

### LSAT

Test Date

Test Score

_____	_____
_____	_____
_____	_____

### TOEFL

Test Date

Test Score

_____	_____
_____	_____
_____	_____

Please review five statements below and select the statement which describes your English language proficiency.

\_\_\_\_ My native language is English and my legal education at the university level was conducted in English in an English-speaking country.

\_\_\_\_ Within the period of five years prior to the date of this application, I have been a full-time student for at least one year in a university legal academic program conducted entirely in English in one of the following countries: the United States, the United Kingdom, Ireland, Australia, New Zealand, Canada (English medium universities) or South Africa (English medium universities).

\_\_\_\_ My native language is not English, but my legal education at the university level was conducted entirely in English in one of the following countries: India, Pakistan, the Philippines, Hong Kong or Singapore, and I have attached a statement from an official at my university verifying that English was the medium of instruction.

\_\_\_\_ I have taken or will take the TOEFL and have arranged to have my scores sent through the LSAC LLM Credential Assembly Service.

\_\_\_\_ I have taken or will take the IELTS and have arranged to have an official IELTS score report sent directly to the Law School.





## **AMSL Interest**

How did you hear about Ave Maria School of Law?

- ☐ Website(Ave Maria)
- ☐ E-mail or mailing
- ☐ Prelaw Advisor
- ☐ Website (LSAC)
- ☐ Priest or religious
- ☐ Law or Grad fair
- ☐ Advertisement
- ☐ Other
- ☐ Faculty member at UGrad
- ☐ Current student/Graduate
- ☐ Website (ABA)
- ☐ Friend or family member

## **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:

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## 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.

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## Employment

List all employment including internships.

Employment type ☐ Full-time ☐ Part-time ☐ Internship ☐ Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employment type ☐ Full-time ☐ Part-time ☐ Internship ☐ Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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## **Employment continued**

Employment type \_\_\_\_ Full-time \_\_\_\_ Part-time \_\_\_\_ Internship \_\_\_\_ Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employment type \_\_\_\_ Full-time \_\_\_\_ Part-time \_\_\_\_ Internship \_\_\_\_ Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Total number of months full-time work experience.

List your extracurricular, community, or other activities in the order of their importance to you. Give a brief description of your involvement, including any special responsibilities or leadership positions held.

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## **Military**

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

\_\_\_\_ Yes

\_\_\_\_ No



## **Military continued**

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.

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## **Character and Fitness**

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners (<http://www.ncbex.org/>).

Applicants should take care to respond fully and accurately to each question on the law school application. Applicants should be aware that, in conducting character and fitness investigations, bar authorities frequently request copies of candidate's applications for admission to law school to determine whether they have supplied erroneous, misleading or incomplete information in the admission process. If discrepancies are found, bar authorities may conclude that such discrepancies demonstrate a lack of honesty, trustworthiness, diligence, or reliability so as to call into question the applicant's fitness for admission to the Bar.

If the answer to any of the questions regarding character and fitness is affirmative, a full written explanation must be provided. Such explanations should include dates, circumstances and outcomes surrounding the incident(s). Additionally, please supplement the application whenever necessary to ensure that the answers are current and accurate. If applying electronically, please use an electronic attachment for each question. Additionally, if the answer to the question regarding prior matriculation is affirmative, a full written explanation must be provided. In addition to an addendum, applicants are required to provide an official transcript and an official letter of standing to Ave Maria School of Law. Transcripts may be sent directly to LSAC or AMSL from the previous law school. A letter of standing may be sent directly to AMSL from the previous law school.

Have you ever been dropped, suspended, placed on academic or disciplinary probation, expelled, advised or required to withdraw, or otherwise been subject to discipline by any college, university, graduate or professional (including law) school?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, please explain fully, including dates. You may copy and paste your response from another document.

[illegible]

\_\_\_\_\_ Yes  
No

If yes, please explain fully, including dates. You may copy and paste your response from another document.

This image shows a full page of blank handwriting practice paper. It features approximately 20 evenly spaced horizontal blue lines across the entire page, providing a guide for letter height and placement. The lines are consistent in color and thickness throughout.

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If yes, please explain fully, including dates. You may copy and paste your response from another document.

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal black lines across its entire width, typical of notebook or primary school writing paper. The background is a solid off-white color. There are no margins, text, or other markings present.





## **Letters of Recommendation**

The School of Law requires two recent letters of recommendation from individuals who are unrelated to you. Letters from faculty members are generally preferred, since such letters can provide relevant insights into the applicant's potential for success in law school. Letters from supervisors or others in a non-academic setting may be substituted for letters written by faculty members if such letters cannot be obtained as a result of the length of time that has passed since the applicant was enrolled in college classes. One letter of recommendation from a pastor, clergy, or spiritual advisor is welcome. Ave Maria School of Law prefers that letters of recommendation be submitted to the Law School Admission Council using LSAC's Letter of Recommendation Service.

List name and title of the two persons who will provide letters of recommendation.

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## **Certification**

By electronically submitting this application, I certify that I have read and understood this application and I further certify that the information I have submitted is complete and correct to the best of my knowledge and belief. I agree to communicate promptly to the Law School in writing any changes in any matters covered herein, even if such changes occur after I have enrolled as a student. I understand that upon the discovery of any inaccuracy of information contained herein, or omission of information requested herein, the Law School reserves the right to revoke any admission to the Law School, to refuse to award a degree, or to recommend revocation of any degree earned. I agree that, if admitted, I will abide by the rules and regulations of Ave Maria School of Law as they are now and may in the future be constituted.

My signature below indicates that I have read and understood this Statement of Certification.

Please type legal name here:

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Date:

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