

Application Procedure

We realize that the process of applying to law school is time-consuming, and we have made every effort to eliminate unnecessary steps. Please make certain that you have completed every item on the application before submitting it to the Office of Admissions so that review of your application is not delayed. All materials submitted with, or in support of, an application become the property of Chicago-Kent and are not returnable.

Because each law school's application is different, please be certain to read every item carefully. It is your responsibility to make sure that all statements that you make on the application are accurate and complete. You are required to inform us, in writing, of any changes in the information you have provided. Any failure to supply accurate, complete, or updated information may result in a filing of applicant misconduct with LSAC, withdrawal of any offer of admission, or cancellation of registration, and may be a violation of the Chicago-Kent College of Law Code of Conduct. It may also jeopardize your eventual admission to the bar. If you have any questions that are not answered in the application instructions, please call us for additional information at 312.906.5020. You should also review the *Chicago-Kent 2008 Application Guide* at www.kentlaw.edu/adm/apply.

An application is considered complete only when we have received all of the documents described below.

1. Application for Admission

You should complete, sign, and submit the application for admission to the Office of Admissions as soon as possible after October 1, and preferably before the suggested application deadline of December 1 (spring admission) or July 1 (fall admission).

2. Personal Statement

Each applicant must submit a personal statement, approximately two to three pages in length, along

with the application. The statement should contain information regarding any relevant factors that may not have been fully explained in the application form and that may assist the members of the admissions committee in their review of your application.

3. Application Fee

The \$60 application fee (check or money order, payable to Chicago-Kent College of Law) must accompany the application form. The application fee is nonrefundable and is not applied to tuition if you are accepted.

4. Letters of Recommendation

We require at least one letter of recommendation. The most helpful letters usually are written by law school professors or undergraduate or graduate professors who have taught you in substantive, upper-level courses, and who can provide candid and thoughtful evaluations of your academic ability and potential for the study of law. We recommend that your letters be submitted through the LSAC letter of recommendation service that serves all member law schools. This service is included in your LSDAS subscription. Your letters will be copied and sent to us along with your LSDAS report, or as they are received on a weekly basis. To use this service, follow the directions for submitting letters outlined in the *LSAT & LSDAS Information Book*. Be sure to fill out and give each recommender a letter of recommendation form from LSAC's website, www.LSAC.org. If you choose not to use the LSAC letter of recommendation service, you may use the Chicago-Kent College of Law letter of recommendation form available online at www.kentlaw.edu/adm/apply. You do not need to use the Chicago-Kent form if you use the LSAC Letter of Recommendation Service.

Federal law gives students in attendance at Chicago-Kent the right to review letters of recommendation submitted on their behalf unless that right is waived.

While applicants are not required to make such a waiver, they are advised that some people may not be willing to provide a recommendation in its absence. The letter of recommendation forms have a place to mark your preference. Please mark them before giving them to your recommenders. Any additional letters submitted on your behalf must contain a statement regarding your waiver preference.

5. Law School Admission Test

All applicants must take the Law School Admission Test and have their scores reported to Chicago-Kent. If the test is taken more than once, the admissions committee may consider the average score, the more recent score, or the higher score, depending on individual circumstances. Preference is typically given to the highest score earned.

6. Law School Data Assembly Service Report (transcripts)

Chicago-Kent is a participating member of the Law School Data Assembly Service (LSDAS) and all applicants must register with LSDAS. Transfer applicants must make sure that they have a current subscription with LSDAS and have paid for the necessary reports. Photocopied LSDAS reports will not be accepted for transfer applicants.

If you are foreign-educated, Chicago-Kent requires that your foreign transcripts be submitted through the LSAC JD Credential Assembly Service. If you completed any postsecondary work outside the United States (including its territories) or Canada, you must use this service for the evaluation of your foreign transcripts.

Applicants may be exempted from this requirement if the total amount of work completed at all foreign institutions combined is the equivalent of one year or less of undergraduate study in the United States, its territories, or Canada. This exception includes foreign work completed through a study abroad, consortium, or exchange program sponsored by a U.S. or Canadian institution, where the work is clearly indicated as such on the home campus transcript. This service is included in the LSDAS subscription fee. A Foreign Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admission Officers (AACRAO), which will be incorporated into your LSDAS report.

To use the JD Credential Assembly Service, log in to your online LSAC 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 JD Credential Assembly Service can be directed to LSAC at 215.968.1001, or LSACINFO@LSAC.org.

7. Law School Transcripts and Letters of Good Standing

All transfer applicants must submit official law school transcripts and letters of good standing, from all previously attended law schools, directly to the Office of Admissions. Photocopied documents and unofficial copies provided to the applicant by the law schools are not acceptable and will not be considered.

Transfer Application for Admission 2008



ILLINOIS INSTITUTE OF TECHNOLOGY

Office of Admissions | Ph: 312.906.5020 | Fax: 312.906.5274 | E-mail: admit@kentlaw.edu

Applicant Information

1. Application for Transfer—Spring 2008 Transfer—Fall 2008
2. Mr.* Ms.* _____
last first middle previous/other last names
3. Social Security Number* _____ LSAC Account Number _____
4. Birthdate* _____
month day year
5. Division** (select one) Full-time Day Part-time Evening Part-time Day
Enrollment in the part-time day division is limited; seats are reserved primarily for students whose personal circumstances prevent them from attending the part-time evening division. Please attach a brief statement outlining the reasons for your application to the part-time day division.

Contact Information

6. Current Address (From : _____ / _____ / _____ To: _____ / _____ / _____)
Street _____
City _____ State _____ ZIP _____ Country _____
Day Telephone _____ Evening Telephone _____
7. Permanent Address (From : _____ / _____ / _____ To: _____ / _____ / _____)
Street _____
City _____ State _____ ZIP _____ Country _____
Day Telephone _____ Evening Telephone _____
8. Other Contact Information
E-mail _____ Cell Phone (optional) _____
The Office of Admissions uses e-mail as one of the primary methods of communicating with applicants. Please be sure to check your e-mail regularly.
9. Next of Kin/Contact Person
Name _____ Relationship _____
Street _____
City _____ State _____ ZIP _____ Country _____
Home Telephone _____

Personal Information

10. Gender* Male Female
11. State of Legal Residence* _____
12. Country of Citizenship* _____
If not U.S.A., give Visa Status*: Permanent Resident F1 Student Other Visa _____
13. State of Birth (U.S. only) _____ Country of Birth* _____
14. Please identify your racial and ethnic background by checking one or more of the following boxes*:
 American Indian or Alaskan Native Asian Black (not of Hispanic origin) Chicano/Mexican American Puerto Rican
 Other Hispanic or Latino Native Hawaiian or Pacific Islander White (not of Hispanic origin) Other _____
15. Are you interested in receiving information from faculty and current law students of interest to lesbian, gay, bisexual and transgender students? Yes No

* Information on sex, age, ethnic origin, and citizenship status is collected for compliance reports in connection with federal regulations pursuant to the Civil Rights Act of 1964, Executive Order 11246 as amended by Executive Order 11375 and Title IX of the Education Amendments of 1972 and Part 86, 45 C.F.R. and is not mandatory. All information is confidential and will not be used to discriminate in admission to or participation in any of the educational programs or activities offered in the colleges of Illinois Institute of Technology.
** In accordance with American Bar Association Standards, full-time students are not permitted to work more than 20 hours per week.

Personal History

Lawyers are held to the highest ethical standards. The failure to disclose an act or event such as the ones described below is often more significant, and leads to more serious consequences, than the act or event itself. Failure to provide truthful answers, or failure to inform the Office of Admissions of any changes in your answers, may result in revocation of admission or disciplinary action by Chicago-Kent. Furthermore, you may be denied admission to practice by a state if your bar exam application contains facts asked for, but not disclosed, in your application for admission. An affirmative response does not necessarily prejudice your admission to Chicago-Kent.

16. Have you ever been convicted of, pled guilty or nolo contendere to, or received a period of supervision for, any offense other than a minor traffic or parking violation, or is any charge now pending against you concerning such an offense? (A “minor traffic violation” is a violation for which only a citation was issued, e.g. speeding. You must report any other traffic offense, including any offense in which acting under the influence of a drug or alcohol was an element of the offense.) You must disclose each instance regardless of whether a conviction was reversed, set aside or vacated, or the record sealed or expunged.

Yes No *If yes, give details on a separate sheet.*

17. Have you ever been dropped, suspended, placed on academic or social probation or warning, or otherwise disciplined by any college or university, for any reason?

Yes No *If yes, give details on a separate sheet.*

18. Have you ever been suspended, placed on probation or warning, or otherwise disciplined by any professional organization or state agency charged with reviewing professional conduct or are any charges or proceedings that could culminate in such sanctions pending?

Yes No *If yes, give details on a separate sheet.*

Test Scores

19. Please provide all Law School Admission Test dates and scores.

Score _____ Date _____
 Score _____ Date _____
 Score _____ Date _____

(The law school requires all applicants to take this test. Until we have received official scores and LSDAS reports directly from LSDAS, we will not consider an application.)

Education

20. Please list in chronological order all high schools, colleges, universities, graduate and/or professional schools you have attended, including all part-time or summer programs, whether or not you received credit or were a candidate for a degree.

(Use a separate sheet if necessary.)

	Name	Location	Dates of attendance	Degree received	Major field	G.P.A.
Secondary School						
College/University						
Graduate/Professional <i>(including law school)</i>						

21. Please list any professional certifications you have received:

22. Please list all scholastic or academic honors you have received including scholarships, fellowships, prizes, honor societies, publications, etc.

(Use a separate sheet, if necessary.)

23. As an undergraduate student, were you employed during the academic year? Yes No

Position(s) held: _____

Number of hours worked per week: Freshman year: _____ Sophomore year: _____ Junior year: _____ Senior year: _____

24. Please list no more than three extracurricular, community, or professional activities which have been important to you. Briefly describe each activity and your contribution (including number of hours per week) to that activity. *(Use a separate sheet, if necessary.)*

25. Have you previously applied to Chicago-Kent College of Law? Yes No

If yes, in what year? _____ What was the decision? _____

26. Please provide the names of all previously attended law schools.

What was your academic status at the time of leaving each law school? _____

(All transfer applicants are required to submit official law school transcripts and letters of good standing to the Office of Admissions.)

27. Do you plan to attend or have you ever attended an introductory, conditional, or summer school program that was hosted, organized, or otherwise sponsored by any law school? Yes No *If yes, give details on a separate sheet.*

28. To what other law schools have you applied?

29. Do you plan to apply for financial aid? Yes No *(Admission to the law school is not determined on the basis of financial need.)*

30. Please check any areas of special interest in the law:

- | | | |
|---|--|---|
| <input type="checkbox"/> Civil Rights Law | <input type="checkbox"/> Health Law | <input type="checkbox"/> Sports and Entertainment Law |
| <input type="checkbox"/> Constitutional Law | <input type="checkbox"/> Immigration Law | <input type="checkbox"/> Tax Law |
| <input type="checkbox"/> Corporate and Securities Law | <input type="checkbox"/> Intellectual Property Law | <input type="checkbox"/> Torts/Product Liability |
| <input type="checkbox"/> Criminal Law | <input type="checkbox"/> International Law | <input type="checkbox"/> Trial Advocacy/Litigation |
| <input type="checkbox"/> Environmental Law | <input type="checkbox"/> Labor/Employment Law | <input type="checkbox"/> Other |
| <input type="checkbox"/> Estate Planning Law | <input type="checkbox"/> Public Interest Law | |
| <input type="checkbox"/> Family and Juvenile Law | <input type="checkbox"/> Real Estate/Land Use Planning | |

Employment Record

31. List (most recent first) full-time, part-time, and summer employment, including military service.

(Use a separate sheet, if necessary, or submit a résumé.)

From	To	Position held	Name and location of employer	Reason for leaving

Family History

32. Has any member of your family attended Chicago-Kent? Yes No

If yes, what is this person's name, year of graduation, and relationship to you?

Name _____ Year of Graduation _____ Relationship _____

33. Has any member of your family attended Illinois Institute of Technology? Yes No

If yes, what is this person's name, year of graduation, and relationship to you?

Name _____ Year of Graduation _____ Relationship _____

Applicant's Statement (Required of all applicants)

The Admissions Committee believes that all relevant factors should be considered when selecting an entering class. You should therefore write a statement describing yourself and your qualifications. You may wish to explain or emphasize a particular part of your transcript or application. You are invited to inform the Committee of achievements and qualities not otherwise revealed by the application.


Certification

I. I certify, to the best of my knowledge, that all statements submitted are correct, complete, and my own work, and that I will notify Chicago-Kent of any changes in the information contained herein arising prior to my matriculation to the law school (whether or not the Committee has already acted on my application).

I understand that failure to supply accurate, complete, and updated information may result in a filing of Applicant Misconduct with LSAC, withdrawal of any offer of admission, or cancellation of registration, and may be a violation of the Chicago-Kent College of Law Code of Conduct and also may jeopardize my eventual admission to the bar. I understand that this application and all other records gathered for my admission file are confidential and will be handled in accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

II. If this application for admission is approved, I agree to comply with all rules and regulations of the law school as published in the Student Handbook. I also acknowledge that I will comply with the Chicago-Kent College of Law Code of Conduct.

III. If admitted to IIT, I hereby authorize the Director of Student Health at Illinois Institute of Technology, or any physician approved by the director, to examine me and treat me in cases of emergency when the Medical Department or the dean has been unable to get in touch with my parents, guardian, or spouse. (A student who for religious reasons does not wish to sign this statement should write to the Director of Admissions. Some churches have forms which may be used by students requesting exemption from medical provisions.)

Applicant's Signature  _____ Date _____

Reminder

- I. Fill in all blank spaces and sign the application.
- II. Submit the application to the Office of Admissions with the application fee of \$60. Do not send cash. Make check or money order payable to Chicago-Kent College of Law. The application fee is not refundable and may not be applied against tuition charges. Until this fee and all supporting documents are received, an applicant cannot be considered. All materials submitted with, or in support of, an application become the property of Chicago-Kent and are not returnable.