

# Application Instructions

## 1. Take the Law School Admission Test (LSAT)

- The Law School Admission Council administers the Law School Admission Test (LSAT) four times each year at testing centers throughout the United States (and less frequently abroad). We recommend taking the test in the summer preceding application or during the fall to avoid delays in the admission process. Normally, arrangements to take the test must be made at least four weeks prior to the test date, although late registration may be permitted.
- We will accept LSAT scores that are considered current and reportable by the LSAC.
- You may register online for the LSAT at [LSAC.org](https://lsac.org). LSAC's web site contains extensive information about the law school application process.

## 2. Register with the Credential Assembly Service (CAS)

- Follow the instructions provided at [LSAC.org](https://lsac.org) in order to arrange for the Credential Assembly Service (CAS) to analyze your college and university transcripts. Registration for the Credential Assembly Service can be accomplished at the same time you register for the LSAT. Tulane's CAS code is 6832. The CAS registration fee, which is separate from the LSAT registration fee, includes the electronic application service, the Credential Assembly Service, the LSAC Letter of Recommendation Service, and the LSAC Evaluation Service.
- Please note that LSAC will not forward a report to Tulane until the CAS has received transcripts from every undergraduate institution you have attended. This includes summer sessions and semesters abroad. Candidates reapplying for admission to Tulane or who have been granted deferral of an offer of admission must reactivate their accounts with the CAS.

## 3. Complete the Tulane University Law School application form.

- We prefer applications that have been prepared using LSAC's electronic application service, available at [LSAC.org](https://lsac.org). After you electronically submit your law school application, LSAC will transmit it to Tulane University Law School. Applications submitted to LSAC for transmission to Tulane University Law School will be considered postmarked on the day they are electronically submitted. If you do not wish to use LSAC's electronic application service, we can provide a PDF version or hard copy of Tulane's application upon request.
- Please answer all questions. Some questions may require further explanation; please include those explanations. You must provide a résumé in addition to answering all questions on the application.
- **We use e-mail** to update candidates on the status of their files whenever possible.
- We also provide an online status checker to allow candidates to check their application status. We will provide a link to the online status checker when we acknowledge receipt of your application form.
- **Note that section 11 (Character and Fitness)** requests full disclosure of charges, arrests, convictions, guilty and nolo pleas relating to any violation of any law. This includes offenses that resulted in purged, sealed, obliterated, dismissed, or destroyed records, regardless of whether you have been told by an attorney or other official that you need not disclose any such event, including traffic violations.

Many state bar authorities require that the law school provide a copy of your admission application when you apply for admission to a state bar. If state bar authorities note any discrepancy between answers to questions on the admission application and responses to questions on the state bar application (for example, in response to questions about criminal or disciplinary proceedings, or in response to questions about previous enrollment at educational institutions), they will investigate further. In some cases, discrepancies of this sort have caused serious problems for recent law school graduates seeking bar admission.

Applicants are cautioned to provide full and accurate responses to all questions on the law school application. This includes dates and surrounding circumstances.

- **Your résumé** must be included with your application.
- We require both an essay and a statement describing your interest in Tulane. We also offer an opportunity to provide an optional diversity statement. These must be typed and included with your application.

Your essay should be used to provide information about yourself that you consider significant to our evaluation of your file. General essays about the justice system are not particularly useful or helpful to your chances for admission, nor do we recommend that you simply repeat information provided elsewhere in your application. We want to learn what makes you tick, why you are someone we should want to enroll at Tulane. We are interested in learning about those of your qualities that would be valuable to the legal profession, the law school classroom, and the community. You may wish to describe a significant experience in your life or to discuss your interest in or motivation for attending law school. Avoid using your essay to explain problems with your academic, LSAT, or conduct record, but do ensure that these matters are addressed—preferably in separate enclosures. You are also encouraged to provide, separate from your essay, explanations of factors you feel are relevant to our evaluation of your file.

The statement of interest asks you to describe the reasons why you are interested in enrolling at Tulane.

The optional diversity statement (section 7 of the application form) offers the opportunity to describe unique qualities you can bring to the Tulane community.

- We prefer that you charge the application fee to your credit card through LSAC. If you prefer to pay the fee by check, mail a check to Tulane Law School with the Certification Letter.
- Application fee waivers for applicants to the first-year class may be granted in cases of serious financial hardship. Candidates requesting a fee waiver should contact Tulane in advance of submitting the application. We will need a letter requesting a fee waiver and documentation supporting the request. Documentation should include a letter from the candidate's current financial aid officer, setting forth the circumstances necessitating the waiver and recommending that the fee be waived. If the candidate is no longer in school, a copy of the most recent federal income tax return should be submitted, along with any other relevant explanatory material, including information about current income and expenses.

If you receive a Tulane Law fee waiver, you will be able to indicate your unique fee waiver code when you complete the Tulane application electronically. If you have been granted an LSAC fee waiver, your application fee will automatically be waived without further action on your part.

- **Letters of recommendation or evaluations** are strongly encouraged. Each letter of recommendation or evaluation should be written by someone who knows you well and who can speak to your academic ability or work performance. It is our preference that no more than three letters of recommendation or evaluations be submitted. Please do not submit a letter and an evaluation completed by the same individual.

We prefer to receive letters of recommendation through the LSAC Letter of Recommendation Service. Evaluations can be submitted only through LSAC's evaluation service. Both services are included in your CAS subscription. Your letters or evaluations will be sent to us along with your CAS law school report, or as received thereafter. To use these services, follow the instructions on [LSAC.org](https://lsac.org).

Letters sent directly to the Office of Admission at Tulane Law School are also welcome and will be considered.

- Receipt of your application and nonrefundable \$60 application fee will be acknowledged by the Admission Office. If you do not receive an e-mail confirming receipt of your application within one week after submitting your application, please contact us, as this may mean we have not received it.
- Please note that your **CAS law school report** will be forwarded to us only after you have received a score on the LSAT *and* after LSAC has received and analyzed transcripts from all undergraduate schools at which you have been enrolled. Although we will make every effort to notify you if your application remains incomplete, it is ultimately your responsibility to ensure that your application is complete and to confirm that the LSAC has forwarded your CAS report.
- **For candidates who have attended a college or university outside the US or Canada for more than one year**, other than through a study abroad, consortium, or exchange program sponsored by a US or Canadian institution: Your international transcripts should be submitted through the LSAC Credential Assembly Service (CAS). This service is included in the CAS subscription fee. An International Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admission Officers (AACRAO), which will be incorporated into your CAS report. Again, this service should not be used for international enrollment of one year or less.

To use the CAS for international transcripts, log in to your 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 foreign transcripts. Questions about the CAS can be directed to the LSAC at 215.968.1001 or [LSACinfo@LSAC.org](mailto:LSACinfo@LSAC.org).

## Other useful information

**Interviews** are not required and are not considered a part of the regular application process. However, students who wish to visit the Tulane campus and meet with a representative of the school are encouraged to do so, preferably after the start of the spring semester.

**Complete applications will be reviewed** beginning December 1, and we will announce decisions as they are made. Decisions on some applications may be deferred until mid to late spring. In particular, decisions for candidates who fall in the middle of the applicant pool are unlikely to be made before late April or even May. A waiting list of candidates with acceptable credentials will be created in the spring.

An application is considered **complete and ready for review** after we have received the application form with all questions answered, any necessary addenda, the \$60 application fee (or fee waiver), and the LSAC report of LSAT scores and CAS transcript analysis.

It is important to note that candidates whose applications are received and accepted earliest receive optimum consideration for merit scholarships and for Perkins loans. For other need-based aid, **it is critical that the Free Application for Federal Student Aid (FAFSA) is received in a timely manner.**

**Questions** about the application process should be directed to the Tulane Law School Office of Admission at [admissions@law.tulane.edu](mailto:admissions@law.tulane.edu) or 504.865.5930. Our website is located at [www.law.tulane.edu](http://www.law.tulane.edu).

**Please notify us of any change of address** so that correspondence will be sure to reach you; do not rely on the post office to forward mail in a timely manner. In addition, it is your responsibility to inform us of any **change of circumstances** that may affect your admission (for example, disciplinary or criminal charges, or a change in expected graduation date).