

# Law School Application Checklist

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## LSAT

- Cost: \$200
- Sign up: [www.lsac.org](http://www.lsac.org)
- Timeline: Junior Year (some may choose to take earlier- your score is good for 3-5 years depending upon law school)

The LSAT is offered multiple times each year. For specific dates, please go to [LSAC.org](http://LSAC.org). Because many law schools use “rolling admissions”—which means they start reviewing applications as they arrive, with some applications opening as early as September 1 for admission the next year—your chance of being accepted to law school is best if you take the LSAT in the summer or early fall after finishing your junior year so you can submit all your applications in early November of your senior year. Study at least 4–6 months, 10–15 hours a week before taking the LSAT. We strongly recommend that you take an LSAT prep course.

## CAS (Credential Assembly Service)

- Cost: \$195 (Credential Assembly Report) + \$45 per school
- Sign up: [www.lsac.org](http://www.lsac.org)
- Timeline: Summer after Junior Year

You must sign up for CAS in order for law schools to receive your grades. After registering, contact all collegiate-level schools you have attended (even if it was a 1-credit institute class) and request that official copies of your transcript be sent to CAS via electronic transcript processing service (if available) or print a Transcript Request form (printed from [www.lsac.org](http://www.lsac.org)). When law schools begin to receive your application materials, they will request a copy of your master report from CAS. Do not forget to send CAS updated transcripts with any new grades. Additionally, start working on the “Common Information Form” available in your CAS account from the time of registration.

## Letters of Recommendation/Evaluations

- Who: Usually 2 academic and 1 non-academic
- Sign up: [www.lsac.org](http://www.lsac.org)
- Timeline: Summer after Junior Year

You may send as many letters or evaluations to LSAC as you like, but letters and evaluations will be sent to law schools based on each school’s requirements or preferences. To have a letter of recommendation submitted you have two options: 1) print a Letter of Recommendation Request Form from [www.lsac.org](http://www.lsac.org). Provide this form and a stamped LSAC-addressed envelope to each of your letter writers, or 2) provide your letter writer’s contact information to LSAC. LSAC will then contact your letter writer with instructions regarding how to electronically submit a letter of recommendation. To have an evaluation submitted, provide your evaluator’s contact information to LSAC. LSAC will then request the evaluation from the evaluator over email. Once these letters or evaluations are received by LSAC, you are responsible for assigning them on your behalf to the appropriate law schools. Copies of these letters or evaluations will be sent to each school you’ve directed.

## Résumé

- Length: Varies
- Timeline: Start at least 2–3 months before submission

Many law schools request that you submit a résumé by attaching it to each of your electronic CAS applications. There is not a specific format for your resume. Approach this as if you are seeking a job - have your resume in its best possible shape documenting what experiences you have had.

## PERSONAL STATEMENT

- Length: 2–3 pages, double-spaced (recommended, but depends on the school)
- Timeline: Start at least 3 months before submission

Many law schools request that you also submit a personal statement by attaching it to each of your electronic CAS applications. Personal statements are your opportunity to allow the admissions committee to get to know you. We strongly recommend that you attend a personal statement workshop (times available at [ppa.byu.edu](http://ppa.byu.edu)) and then schedule an appointment with the Preprofessional Editor.

## INDIVIDUAL SCHOOL APPLICATIONS

- Cost: \$30–100
- Sign up: [www.lsac.org](http://www.lsac.org)
- Timeline: Fall of Senior Year

Each law school application has a separate fee. Law schools will not review your application until this fee is received. Most schools accept fees paid online, but a small minority only accepts a mailed check. Some schools request Dean's Certification Forms. For BYU undergraduates, take the form to the Dean of Students (3500 WSC, 422-4771). Some schools request a Certification Letter in which you formally sign your name stating that the information you are submitting is correct. Both of these letters are mailed directly to the schools requesting them—not to LSAC.

## OPTIONAL ADDENDUMS

- Length: Less than 1 page (recommended)
- Timeline: At least 3 months before submission

Addendums should be attached to applications where there is some type of discrepancy that will leave the admissions committee wondering if you do not explain it. Addendums are the exception, not the rule, and should be considered explanations—not excuses. We strongly recommend that you discuss any addendums with the prelaw advisor. Addendums are submitted by attaching them to your electronic CAS applications.

## TIMELINE

Freshman & Sophomore Year	—	Get involved, get to know your professors, do well in school
Junior Year	—	Study for LSAT
Summer before Senior Year	—	Take LSAT, ask for letters of recommendation and/or evaluation, work on personal statement and resume
Senior Year: Fall Semester	—	Apply to law school
Senior Year: Winter Semester	—	Update LSAC with your Fall Semester grades. If waitlisted, send a letter stating what you've been doing since you submitted your application

Because law schools do “rolling admissions,” you’ll want to get your application in as soon as possible. You have a much better chance of getting into the school of your choice if you submit your application early rather than waiting until the deadline.