

Application Instructions for the Creighton University School of Law

Creighton Law School provides a quality education which begins with the selection of a diverse, motivated, and accomplished student body. Each application to the Law School receives the personal attention of the Admissions Committee. Final selection of applicants to be admitted is made by the Admissions Committee, which reserves the right to deny admission to any applicant for any lawful reason.

Eligibility for Admission

To be eligible for admission, you must hold a baccalaureate degree from an accredited college or university. In addition, you are required to take the Law School Admission Test (LSAT) which is administered in February, June, September/October, and December at centers throughout the country. Information regarding the LSAT is available at www.LSAC.org.

Admission Decisions and Timetable

Although primary consideration is given to undergraduate grade point average and LSAT score, the Admissions Committee recognizes that these factors are not always indicative of motivation, character, and capability. Other factors which have significant impact on admission decisions are the type of courses completed, grade patterns, extracurricular and community activities, honors, work experience, military achievements, graduate studies, and adjustment to individual hardship. The Admissions Committee also considers your personal qualities that suggest you will be a successful student and a competent attorney.

First-year students are admitted for the fall term which begins in August. The Admissions Committee begins considering completed applications in December and notifies applicants as soon as decisions are made. The Admissions Committee often defers making final decisions on a number of applications until later in the admissions process. Filing an application early does not guarantee an early final decision. The Admissions Office must receive applications no later than May 1; however, because the class is often filled prior to May 1, it is in your best interest to complete the application process as early as possible. In addition, to be considered for scholarships, applicants must submit their application by March 1.

Admissions Application

You are required to complete a Creighton University School of Law Application for Admission. You can complete the Application for Admission using the Law School Admission Council's (LSAC) Electronic Applications, which you can access at www.lsac.org. Applications submitted to LSAC for transmission to Creighton University School of Law will be considered postmarked on the day they are electronically submitted. Or, if you prefer, you can print a paper copy of our application from our website, www.creighton.edu/law, and send it in to our Admissions Office.

Credential Assembly Service Report

All applicants are required to register for and create an account with the LSAC's Credential Assembly Service. The LSAC's Credential Assembly Service provides the law school with your LSAT Score(s), a summary of your undergraduate coursework, copies of all transcripts, and copies of your letters of recommendation. You must have official copies of all college transcripts sent to the LSAC for inclusion in your Credential Assembly Service Report. Applications will not be processed without a Credential Assembly Service Law School report on file with the School of Law.

Personal Statement and Resume

The Admissions Committee requires submission of a personal statement and a resume to assist the Committee in evaluating your application. You may wish to call attention to factors in your background that may be indicative of your potential success as a law student and a member of the bar, such as your motivation to study law, work experience, special interests, honors, community involvement, or personal hardships. Your personal statement

may also discuss why reported grades and test scores may not fully indicate your ability to succeed in the study of law.

Letters of Recommendation

Creighton Law School requires the submission of two letters of recommendation. We prefer that at least one of these letters be from a college professor who can attest to your ability to enter a competitive professional program. If you have been out of school for some time, letters from a work situation can be helpful. Although you are not restricted to two letters, your file will be considered complete when two letters have been received.

Creighton Law School recommends that your letters be submitted through the LSAC Letter of Recommendation Service. Your letters will be copied and sent to us along with your Credential Assembly Report. To use this service, follow the directions for submitting letters outlined at www.LSAC.org.

Character and Fitness Requirements

Applicants who intend to practice law should be aware that admission to the bar in all states involves character, fitness and other qualifications. You are encouraged to consult the National Conference of Bar Examiners at www.ncbex.org and the bar examiners in the jurisdiction(s) in which you wish to practice law to determine what those requirements are in the particular jurisdiction(s). Applicants are encouraged to consult with an official of the bar examiners in the jurisdiction(s) as necessary to ascertain whether any past conduct could keep them from becoming admitted to the bar upon graduation from law school.

Part-time Applicants

A small number of students are admitted to a part-time program structured to allow up to six years for completion of the JD degree. Part-time students attend classes during daytime hours with full-time students, but they carry half the course load. Application procedures and graduation requirements are the same as those for full-time students.

Foreign-Educated Applicants

If you completed more than one year of coursework at a foreign institution, Creighton Law School requires that your foreign transcripts be submitted through the Law School Admission Council (LSAC) Credential Assembly Service. The one exception to this requirement is if you completed the foreign 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. This service is included in the Credential Assembly Service registration fee. A Foreign Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into your law school report. Questions about the Credential Assembly Service can be directed to LSAC at 215.968.1001, or LSACINFO@LSAC.org.

Re-Applicants

If you applied to the School of Law in the two previous admission years, you may reapply by requesting, in writing, that the Admissions Office reactivate your file. If applying within two years, you may not be required to complete a new application, provide new letters of recommendation, or reregister with the Credential Assembly Service. Please submit any updates to your Contact Information or Character & Fitness questions to our Admissions Office.

Transfer Applicants

If you are interested in transferring to Creighton from another accredited law school, you must submit an application, an official law school transcript, a letter from the Dean or other authorized official indicating that you are in good standing and eligible to continue, a personal statement indicating your reasons for wanting to transfer to Creighton, and two letters of recommendation. First consideration will be given to transfer applicants with superior credentials. No more than three semesters of residency and no more than 45 semester hours of credit may be transferred. Only grades of C or better, received from another accredited law school, may be transferred. Transfer students must meet all the Creighton graduation requirements in order to earn a degree.

Reservation Deposit and Final Transcripts

Upon notification of acceptance, you are required to reserve a seat in the class by making an initial deposit of \$250 by April 15 (or by the date indicated in your letter of acceptance). A \$125 refund of the first deposit may be obtained if you notify the Law School in writing by June 1 that you do not intend to enroll. A final, nonrefundable deposit of \$250 is required prior to July 1. All deposits will be credited to your tuition and fee account.

Your acceptance before college graduation is conditioned upon you obtaining a college degree prior to registration at Creighton. *A final, official transcript evidencing the conferral of any degrees reported on this application must be submitted by you directly to the School of Law prior to the first day of fall semester classes.*

Financing Your Education

Creighton University School of Law will work with you to secure financial aid, including merit-based scholarships and government loans. The scholarship program is administered by the Law School and the loan program is administered by the Creighton University Office of Financial Aid.

To apply for government loan assistance, for which need may be a factor, you are required to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed online at www.fafsa.ed.gov after January 1 prior to the August in which you plan to enter law school.

First-Year Scholarships

All first-year scholarships have merit requirements, including, but not limited to, your LSAT score and undergraduate GPA. Once admitted, applicants whose application was received by March 1 are automatically considered for the Dean's Academic Scholarship. If you satisfy the requirements, you will be notified at the time of your acceptance of the amount of your scholarship eligibility. Creighton University School of Law has two additional scholarships: the Frances M. Ryan Diversity Scholarship or the A.A. and Ethel Yossem Scholarship (for students of the Jewish faith). If you would like to be considered for the Ryan or Yossem Scholarships, please check the appropriate box(es) on your Application for Admission.

Application Procedure

1. Register for the LSAC's Credential Assembly Service, obtain an LSAC account number, and request that letters of recommendation and all undergraduate and graduate transcripts be sent to the LSAC.
2. Access the Creighton Law School application for admission through the LSAC Electronic Application Service.
3. Carefully read the entire Admissions Information and Instructions section.
4. Complete the application and make sure that all required information is included.
5. Attach the required personal statement and resume to your application.
6. Make sure to electronically certify your application or complete, sign, and mail the Certification Letter.
7. Pay the \$50 application fee electronically, or send the Certification Letter along with a check or money order in the amount of \$50 payable to Creighton University for the nonrefundable application fee.
8. Return the completed application by May 1. (March 1 is the deadline for scholarship consideration.)

All admissions correspondence should be addressed to:

Creighton University School of Law
Office of Admissions
2500 California Plaza
Omaha, NE 68178-0140