Application Instructions

TRANSFER AND VISITING APPLICATION CHECKLIST

PRIORITY DEADLINE FOR TRANSFER APPLICATIONS: APRIL 1

PRIORITY DEADLINE FOR VISITING APPLICATIONS:
OCTOBER 1 FOR SPRING ADMISSION (JANUARY START)
APRIL 1 FOR FALL ADMISSION (AUGUST START)

Application Materials and Requirements

Willamette Law encourages you to submit application materials electronically whenever possible.

LSAT

All applicants (domestic and international) are required to have taken the LSAT.

An official copy of your Credential Assembly Service (CAS) report is also required. Please monitor your LSAC.org account to ensure the CAS report is transmitted to Willamette Law in a timely manner to avoid any delays in processing and evaluating your application.

Application Processing Fee

There is no application fee.

Letters of Recommendation

Submit two letters of recommendation to the LSAC Credential Assembly Service (CAS). Note: Letters of recommendation are required to complete a law school report, without which your application will be considered incomplete. Please monitor your LSAC.org account to ensure that your letters of recommendation are uploaded and assigned to Willamette Law.

Letters of recommendation should be written by individuals who can attest to the candidate's academic aptitude and intellectual capability for law school. Letters from professors, employers, community leaders, or business colleagues are acceptable. At least one letter of recommendation must come from a professor at your current law school.

Official Transcript(s)

You must submit an official copy of your academic transcript from your degree-granting undergraduate institution and from your current law school as part of your CAS report.

For transfer students, fall semester transcripts must be included with your CAS report for consideration of conditional admission. Final first year transcripts must be submitted before any final admission decision will be made.

Letter of Good Standing/Permission to Visit

If you are a transfer student, you must submit a letter of good standing from your current law school, which should also indicate your current GPA and class standing, if available.

If you are a visiting student, you must submit a letter from your current law school indicating that you have permission to visit at Willamette.

Personal Statement

The personal statement is an important part of your application. Since there are no personal interviews and an application alone cannot unfold your personality, the personal statement allows you to narrate your unique story. We encourage you to discuss what you seek to accomplish with legal training, why you chose to apply to Willamette Law, or anything else that sets you apart from other applicants. Your personal statement should be between 500 and 1000 words.

Résumé
A résumé is required and should be attached to your electronic application for admission. Please include the following:

- Full- and part-time work experience in chronological order with most recent position first.
- Professional honors, awards or other recognition (community, employment and military) received.
- A description of activities important to the candidate's professional development and leadership abilities.

Qualifications for Admission to the Bar

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.

For International Applicants:

International students are welcome to apply for admission to the JD program at Willamette University and must meet the following additional requirements:

1. An international applicant whose native language is not English must either take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. For the TOEFL, a minimum score of 570 (paper based) or 88 (Internet based) is required. For the IELTS, a minimum score of 6.5 is required. Official test results for the TOEFL or IELTS should be sent directly to LSAC CAS.

2. Applicants must be able to show they have sufficient resources to fund educational and living expenses for the three-year JD program and provide the following:
   - Official bank verification of funds (written in English), showing that you and/or your sponsor have sufficient resources to cover your educational and living expenses for the three-year JD program. Applicants who submit bank documents showing only one year of funding must attest that adequate funding is available from the same or an equally dependable source for the second and third years of the program.
   - A photocopy of the name/photo page of your passport showing your photograph and the correct spelling of your name.

Admitted students must send all appropriate documentation before Willamette Law will issue an I-20 (Application for Student Visa).
**Program**

Are you applying as a transfer student or a visiting student?

___ Transfer
___ Visiting

If you are applying as a visiting student, are you applying for:

___ Fall (August start)
___ Spring (January start)

Have you previously applied to Willamette Law?

___ Yes
___ No

If "Yes," please write the date of your previous application.

__________________________

**Biographical**

Prefix ________________________ Date of birth ____________________________
First name _____________________ Place of birth: City _______________________
Middle name ___________________ Place of birth: Country ___________________
Last name ______________________ Place of birth: State/Province ______________
Suffix ________________________ Gender ________________________________
Previous (other) name __________ Social security number _________________
Preferred first name ____________ LSAC account number _________________

**Contact Information**

**Current Address**

Street address - Line 1
__________________________

Street address - Line 2
__________________________

Street address - Line 3
__________________________
Contact Information continued

City
______________________________________________

Country
______________________________________________

Zip/postal code
______________________________________________

Current mailing address good until
______________________________________________

Day phone number
______________________________________________

Evening phone number
______________________________________________

Permanent Address

Is your permanent address the same as your current address?
_____ Yes
_____ No

Street address - Line 1
______________________________________________

Street address - Line 2
______________________________________________

Street address - Line 3
______________________________________________

City
______________________________________________

Country
______________________________________________
Contact Information continued

Zip/postal code

Day phone number

Evening phone number

Other Contact Information

Primary e-mail address

Secondary e-mail address

Cell/Mobile phone number

Willamette Law may communicate with me by text message:

_____ Yes
_____ No

Demographics

Citizenship

Citizenship

_____ Non-Resident Alien
_____ US Citizen
_____ US Permanent Resident

Country of citizenship ______________________________

Visa/SEVIS number ________________________________

Permanent resident number _______________________

Permanent city _________________________________

Permanent state/province _______________________
Demographics continued

Permanent country _______________________

Native language _______________________

Ethnicity

Are you Hispanic or Latino?
___ Yes
___ No

If you selected 'Yes' to the above question, select an ethnicity.
___ Chicano/Mexican American ___ Other Hispanic/Latino

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/Pacific Islander ___ Chinese ___ Filipino
___ Indian Subcontinent ___ Japanese ___ Korean
___ Other Asian ___ Vietnamese

Black or African American
___ Black/African American

Canadian Aboriginal
___ Canadian Aboriginal

Caucasian/White
___ European ___ Middle Eastern ___ Other Caucasian/White

Native Hawaiian or Other Pacific Islander
___ Native Hawaiian ___ Native Hawaiian/Other Pacific Islander ___ Other Pacific Islander

Puerto Rican
___ Puerto Rican

Consent
___ Decline to respond
Demographics continued

Tribal Affiliation

Tribal affiliation or village name

Enrollment number (enrolled members only)

<table>
<thead>
<tr>
<th>Standardized Testing</th>
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<tbody>
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<td><strong>LSAT</strong></td>
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| **TOEFL**                    |        |
| Test Date                    | Test Score |
| __________                   | __________ |
| __________                   | __________ |
| __________                   | __________ |

| **IELTS**                    |        |
| Test Date                    | Test Score |
| __________                   | __________ |
| __________                   | __________ |
| __________                   | __________ |
## Education

List ALL educational institutions attended.

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<thead>
<tr>
<th>Institution type</th>
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<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
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## Education continued

Institution type  ____ High School  ____ Undergraduate  ____ Graduate  ____ Law  ____ Other Post Graduate

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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.

________________________________________________________________________

________________________________________________________________________
Disciplinary Action

As either an adult or a juvenile, have you ever been charged with, arrested for, convicted of, or pled guilty or no contest to any infraction, violation of any law or ordinance, or for the commission of any felony or misdemeanor (including all parking tickets and moving traffic violations)? You must disclose all adjudications in which a sentence or judgment has been withheld, deferred, expunged or the record sealed, regardless of whether you understood or have been told that you need not disclose any such instance.

____ Yes
____ No

Are you or have you ever been party to a lawsuit?

____ Yes
____ No

Have you been subject to any disciplinary action or been placed on probation for academic reasons by a college or university?

____ Yes
____ No

Have you been subject to any disciplinary action, been placed on probation, suspended, or dismissed for a violation of rules of conduct by a college or university?

____ Yes
____ No

PLEASE NOTE THAT AFTER THIS APPLICATION IS SUBMITTED, IT IS YOUR RESPONSIBILITY TO UPDATE WILLAMETTE LAW PROMPTLY IN WRITING REGARDING MATTERS THAT RESULT IN CHANGES TO ANY OF THE RESPONSES TO THESE QUESTIONS. ERRORS, OMISSIONS OR UNTIMELY UPDATES COULD BE REPORTED AS MISCONDUCT TO THE LAW SCHOOL ADMISSION COUNCIL (LSAC).

If you answer "Yes" to any of the above questions, you are required to provide a complete explanation in a separate addendum for each "Yes" answer. Please note that a “Yes” answer is not an automatic denial of admission to Willamette Law but anything less than full disclosure could result in denial of admission, dismissal from the Willamette Law or, in extreme cases, revocation of a JD.

Please note that less than full, complete and continuing disclosure may result in a report of Misconduct to LSAC and may negatively impact your admission to law school. In addition, full disclosure is required as a component of satisfying Character and Fitness requirements for admission to the practice of law in any state’s courts.


Military Service

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

____ Yes
____ No

Have you ever been separated from any branch of the US armed forces under less than honorable conditions? Note: If yes, you are required to explain the circumstances in a separate addendum.

____ Yes
____ No
Family

Have any Willamette Law alumni influenced your decision to apply?

_____ Yes
_____ No

Alumni Connection 1

First (given) name

____________________________________

Last (family) name

____________________________________

Relationship to applicant

____________________________________

Degree awarded

____________________________________

Alumni Connection 2

First (given) name

____________________________________

Last (family) name

____________________________________

Relationship to applicant

____________________________________

Degree awarded

____________________________________

Law School Interests

To which other law schools are you applying? (If none, please leave blank)

____________________________________
Law School Interests continued

What are your law career areas of interest? (please select up to 5)

____ Civil Rights Law
____ Constitutional Law
____ Corporate and Securities Law
____ Criminal Law
____ Dispute Resolution
____ Estate Planning Law
____ Family and Juvenile Law
____ Health Law
____ Immigration Law
____ Intellectual Property Law
____ International and Comparative Law
____ Labor/Employment Law
____ Law and Government
____ Public Interest Law
____ Real Estate/Land Use Planning
____ Sports and Entertainment Law
____ Sustainability/Environmental Law
____ Tax Law
____ Trial Advocacy/Litigation

What prompted you to apply to Willamette Law? (check all that apply)

Internet
____ ABA website
____ LSAC website
____ Willamette Law website

Alumni/Faculty/Professional
____ Alumni
____ College advisor
____ Faculty/Admission representative
____ Legal professional
____ Relative

Publications
____ ABA-LSAC Official Guide
____ Willamette Law publication
Law School Interests continued

Recruiting Events

- Current student
- Graduate/Career/Law fair
- LSAC Forum
- Visit to Willamette campus
- Willamette email

Signature

By submitting my application, I verify that all information contained in this application is honestly presented, factually correct, and complete. If I am admitted, I promptly will notify Willamette Law if there is any change in any aspect of this application. I understand that in seeking to enroll at Willamette Law, Willamette Law may request my education records from the college(s) I attended and these records may be disclosed to the Willamette Law pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) 4 CFR § 99.31(a)(2); 99.34(a)(1); 99.36(b)(3).

I represent that I wrote my Personal Statement and that no other(s) assisted in the creation of my statement beyond basic proofreading or offering a general critique of my work.

Admission to law school is only the first step toward becoming a practicing lawyer. In order to practice law, attorneys must be licensed by the state or territory in which they plan to practice. 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. Learn more at the American Bar Association Admissions Information site: [www.americanbar.org/groups/legal_education/resources/bar_admissions.html](http://www.americanbar.org/groups/legal_education/resources/bar_admissions.html).

Law school applicants should consult the website of the bar organizations in the jurisdiction(s) in which they intend to practice law and familiarize themselves with admission requirements. Applicants are also strongly encouraged to contact a bar official as necessary with any specific character and fitness concerns to discover whether past conduct might keep them from being admitted to a bar following graduation from law school. Applicants with significant concerns may also choose to consult an attorney.

Do not submit books, research papers, videos, DVDs, CDs, articles or other publications as supplements to your application to Willamette Law.

I have read, understood and accept the foregoing information, and submitting this application serves as my original signature.

Name and Date: