



Fall 2024

Instructions and General Information for Applying for Admission
Please note that all applications must be submitted electronically through
WWW.LSAC.ORG

OVERVIEW

Prospective students interested in attending Brooklyn Law School can apply for admission to our standard 3-year program (full-time only) or our 4-year evening program (part-time only). Please refer to the [Brooklyn Law School](#) website for a full description and exploration of the J.D. program, our curricular and extra-curricular offerings, and the role of BLS (Brooklyn Law School) in the Brooklyn community.

These instructions refer to the application and process for admission for all candidates to the J.D. program including transfers, visitors, and other nonmatriculants. To assist us with processing and evaluating your application, please consistently use your proper name, inform us of any changes in your address or other contact information, and include your LSAC account number on any correspondence with the Office of Admissions.

Brooklyn Law School reserves the right to revoke any offer of admission, or dismiss any matriculant, if any material information provided to the law school, including but not limited to, statements and/or representations in the application for admission, supplemental materials, statements and essays, correspondence with the Office of Admissions or any other law school representatives, applications for Brooklyn Law School fellowships, and/or requests for reasonable accommodations, are subsequently determined to be in any part or wholly (1) falsified, inaccurate, or untruthful; (2) produced by representing another's words, work, and/or ideas as the applicant's own; and/or (3) produced with the assistance of any automated intelligence tool.

All applicants are specifically advised that it is their responsibility to keep the Office of Admissions informed of any material change between the time of submission and the beginning of classes in any information provided in the application and any other materials mentioned above.

1. Application

Applicants must complete the application form and submit it electronically through the LSAC website. Paper applications will not be accepted. There is no application fee at Brooklyn Law School.

2. Method of Application

- **Brooklyn Law School Academic Excellence Early Decision Program**

Applicants for whom Brooklyn Law School is their first choice may choose to apply through our binding Academic Excellence Early Decision Program. This is a highly competitive and binding early admissions decision program. Early Decision applicants must complete and submit their applications by December 1 and take the LSAT exam no later than November administration. Applicants who are granted admission under the Academic Excellence Early Decision Program will be granted, at a minimum, the Prince Scholarship, which may be renewed provided the student remain within the top 80% of their class. This scholarship honors Jerome Prince, Brooklyn Law School's longtime Dean and Professor of Law. Dean Prince's dedicated service to Brooklyn Law School and the legal community—as teacher, scholar, administrator, and public servant—spanned over fifty fruitful years. The tuition discount value of this scholarship is determined each year by our Scholarship Committee, but typically covers approximately 70% of tuition expenses over the course of your law school education, subject to our scholarship renewal policy. Recipients of the Prince Scholarship remain eligible for other forms of financial assistance, including additional merit scholarships, need-based grants, outside scholarships, and Brooklyn Law School special donor scholarships.

The Admissions Committee may choose to hold some files of applicants to the Academic Excellence Early Decision Program for a decision in the regular admission process. Applicants not offered admission through the Academic Excellence Early Decision Program are released from their commitment to attend Brooklyn Law School if admitted and are at no disadvantage in the regular admissions cycle.

Candidates under the Academic Excellence Early Decision Program at Brooklyn Law School may apply to other law schools but may not apply to any other binding early decision programs. Candidates agree to withdraw all pending applications to other law schools within five days of receiving notice of admission at Brooklyn Law School and will not initiate additional applications to other law schools.

To be considered for early decision, candidates must check the Early Decision selection on our application and execute and submit the Academic Excellence Early Decision Agreement supplemental form.

- Regular Admission

There is no application deadline for the 3- and 4-year programs, though applications must be completed within a reasonable amount of time to be reviewed by the Admissions Committee before the academic year starts. Candidates are encouraged to submit their applications as soon as possible after September 1 to enroll the following year. Applications completed on or before February 1 will be given priority in receipt of an admission decision. Only complete applications will be considered for admission. Complete applications will include: (1) the completed electronic application form through LSAC; (2) the candidate's Credential Assembly Service (CAS) report; (3) a minimum of two letters of recommendation; (4) a current and accurate résumé; (5) a personal statement; (6) a Dean's Certification Form, if required; and (7) any optional supplemental statements.

3. Law School Admissions Test (LSAT) / Graduate Record Examination (GRE)

All applicants must take the LSAT or the GRE. We will accept LSAT and/or GRE scores from tests administered within 5 years of the applicant's submitted application. It is strongly recommended the LSAT be taken by the February test date. However, since we accept applications on a rolling basis throughout the admissions cycle, we will consider LSAT scores earned in later administrations if there are sufficient remaining seats in the class.

All LSAT scores must be submitted regardless of whether a GRE score was submitted or not. Applicants who are asking the Admissions Committee to consider a GRE score for admission must submit all GRE scores from the past five years. Candidates who have taken the GRE but are not asking the Admissions Committee to consider their GRE score, and are relying on their LSAT score, need not submit any GRE scores, but are welcome to. If candidates submit a GRE score, BLS requires all GRE test results from the past 5 years. Failure to report a GRE score could lead to an offer of admission being rescinded. The Admissions Committee will evaluate only your highest scores for both the LSAT and GRE. Candidates submitting GRE scores and not submitting any LSAT scores must obtain a waiver from LSAC so that your CAS report (below) can be sent to us without an LSAT score. These waivers will be automatically issued by Brooklyn Law School if you indicate on your application that you (1) are submitting GRE scores, and (2) have not submitted and are not planning to submit any future LSAT score. To properly submit your GRE scores, please have an official score report sent to us by the Educational Testing Service. Our school code is 2690.

4. Credential Assembly Service (CAS)

All applicants, whether US citizens, permanent residents of the United States, or those presenting

international academic credentials, must register with the LSAC Credential Assembly Service at www.lsac.org. The Credential Assembly Service receives transcripts from graduate and undergraduate institutions and converts them into a standardized academic summary that is reported to Brooklyn Law School. It is the responsibility of applicants to make certain that transcripts from each college or university attended are sent to the CAS.

5. Letters of Recommendation

Brooklyn Law School requires two letters of recommendation. Applicants that are currently enrolled in a degree program or who have recently graduated from a degree program should provide two faculty letters of recommendation. Applicants that have been out of school for several years or more may seek to provide letters of recommendation from employers or other persons with detailed knowledge of the applicant. However, applicants are cautioned that letters that will provide insight as to the applicant's potential for academic success in law school are those in which we are most interested.

Moreover, the applicant's selection of recommenders indicates capacity to exercise good judgment. We strongly encourage applicants to submit letters through the CAS Letter of Recommendation Service. Alternatively, letters may be submitted by the applicant or author directly to the Office of Admissions. In such cases, candidates should use the Brooklyn Law School Faculty Recommendation Form, available [here](#).

6. Personal Statement and Other Written Submissions

Brooklyn Law School requires the submission of a personal statement as part of your application. We are not looking for a narrative restatement of factual information presented elsewhere in your application, résumé, or academic transcripts. Instead, we are seeking to get a better sense of you as a person: your values, your strengths and special talents, your concerns about serious issues, your intellectual interests, your career aspirations, and decisions or experiences that impacted your life significantly. In short, we are interested in what drives you, and how that drive will define you as a law student and as a future member of the legal profession. Your personal statement should be between two and three pages, double-spaced, with standard margins and font size.

You are also permitted to submit an additional essay. We recommend that you not submit essays that are duplicative of one another or of other components of your application. Although admission to Brooklyn Law School is based primarily upon superior academic and professional achievement and potential to excel in the legal profession, the Admissions Committee also considers the diversity, broadly defined, of an entering class important to the school's educational mission. If you would like the committee to consider how your background, life and work experiences, advanced studies, extracurricular activities, volunteer service, culture, socio-economic status, sex, race, ethnicity, religion, sexual orientation, gender identity or expression, or other factors would contribute to the law school's mission, you may describe these factors and their relevance in a separate essay. The law school's mission statement may be found [here](#).

You may also submit supplementary short statements/addenda to explain or provide further context for any portion of your application of which the Admissions Committee should be aware.

7. Admissions Interviews

The number of applicants to Brooklyn Law School prevents us from scheduling evaluative interviews. We welcome prospective students to visit us throughout the cycle where they can interact with current students and admissions staff. Please note that conversations with an admissions staff will be informational only. In certain circumstances, the Admissions Committee may invite a candidate for an interview, however

applicants may not request to be interviewed by the Committee. To learn more about our visitation options, please visit our [website](#).

8. International Student Questionnaire

Applicants who are neither citizens nor permanent residents of the United States will be required to complete an International Student Questionnaire before matriculating. This form is available on our [website](#). The Law School will not approve the enrollment of non-U.S. citizens or permanent residents who are unable to demonstrate their financial ability to cover the costs of attendance for a year of law school, including tuition and fees, books, and living expenses. (Please consult the School's [website](#) for the most recent calculation of anticipated first-year expenses.) Accordingly, candidates are urged to carefully consider the information they would provide in the financial disclosure portion of the questionnaire.

9. Reapplication

Admission files are maintained for three years. If an applicant applied within that period and wishes to reapply, they may request that the file be reactivated. However, a new application form must be filed. We will also require a newly issued Credential Assembly Report. We will not accept a copy of a previous report, nor can we rely upon the one in your prior application file. While it is not necessary to submit a new personal statement or copies of the same letters of recommendation already in the prior file, you are asked to update your file with any new relevant information, including a current résumé and/or new letters of recommendation.

10. Transfer Applicants

Transfer applications are only accepted for fall admission.

Transfer applicants may seek an early action decision by applying as soon as fall grades earned at their current law school are officially released. If admitted, such candidates for the next fall may be notified of their admission in early spring. Such early action offers remain subject to proof of commensurate academic performance and continued good standing during the entire first year at the prior law school. This option remains available until May 1. Thereafter, the Committee on Admissions will expect to see fall and spring semester grades before reaching any decision. In some cases, the Committee on Admissions may wait-list an early action transfer applicant, with later review subject to the receipt of final first-year grades. The Committee on Admissions continues to review transfer applications and make admission offers throughout the spring and summer until all spaces are filled.

In addition to providing all of the information and documentation required of a first-year entering student, a transfer applicant is also required to provide: (1) a statement explaining his or her reasons for requesting admission to Brooklyn Law School; (2) a complete, official academic transcript from the prior law school indicating all coursework completed and grades received; (3) a letter from the dean's office of the prior law school attesting to the fact that the applicant is in good standing and eligible to continue matriculation at that school; (4) a Credential Assembly Service Law School Report newly issued by LSAC (Brooklyn Law School will not accept a copy of the Law School Report from the applicant's prior law school); and (5) at least two letters of recommendation. Letters from faculty at the prior law school are most helpful, but not required. Normally, no action will be taken on a transfer application until all the above documents have been submitted to the Office of Admissions.

11. Nonmatriculants

Applications from visiting students are accepted for fall and/or spring admission. To be admitted as a visiting student, an applicant must: (1) be a current student of an ABA accredited institution; (2) complete our Application for Admission; and (3) submit a statement that requests admission as a visiting nonmatriculant and clarifies the reasons why such admission is desired. Additionally, visiting nonmatriculant applicants must submit: (3) an official academic transcript of the applicant's law school record; and (4) a letter from the dean's office of the law school where the applicant is enrolled certifying that the applicant is a student in good standing, that he or she has permission to visit at our school for a stated period of time, and that the credits earned at Brooklyn Law School will be applied toward the candidate's degree requirements at that other school. Letter(s) of Recommendation are helpful, but not required.

Special Nonmatriculants: Juris Doctor degree and Master of Law degree graduates from law schools that are approved by the American Bar Association and are members of the Association of American Law Schools may attend Brooklyn Law School as special nonmatriculants. Applicants must: (1) complete the Law School's application for admission; and (2) submit a statement that requests admission as a special nonmatriculant and clarifies the reasons why such admission is desired. In addition, special nonmatriculant applicants are required to (3) submit to the Office of Admissions an official law school transcript indicating the degree earned and the date it was conferred.

12. Housing

Providing convenient, affordable housing to students is a priority for Brooklyn Law School. The Law School's residence, [Feil Hall](#), is within a short walk from the campus in Downtown Brooklyn and Brooklyn Heights, among the most desirable urban residential neighborhoods in the country. All admitted students, including 4-year students, who submit a housing application and deposit by May 1 will be guaranteed housing for their first year at Brooklyn Law School.

13. Financial Aid

Our goal is to help you finance your legal education through merit scholarships, need-based grants, and federal student loans. To facilitate the process, complete your [Free Application for Federal Student Aid](#) after January 1. At your request, we will estimate your federal loan eligibility. Additionally, your FAFSA is one of the components in determining eligibility for a BLS Need-Based Grant, for which you may apply once you are admitted. If you are not a U.S. citizen or permanent resident, [contact us](#) to discuss other financing options.

14. Tuition

Since Brooklyn Law School offers the flexibility of 3- and 4-year J.D. programs, our tuition is charged on a per-semester basis and differs between the programs in terms of annual cost. However, Brooklyn Law School is committed to addressing the issue of affordability in legal education and has among the lowest average tuition charges of any private law school in New York State. All students must earn a minimum of 85 credits to graduate, and standard tuition covers those 85 credits, plus an additional 3 free credit hours for a total of 88 credit hours.

Below are the 2023-2024 annual tuition charges. Please note that these charges are subject to change for the 2024-2025 academic year.

Program	Year 1	Year 2	Year 3	Year 4
3-Year	\$69,800	\$69,800	\$69,800	
4-Year	\$52,350	\$52,350	\$52,350	\$52,350

15. Selection Criteria

Brooklyn Law School seeks applicants of high moral character that have demonstrated the capacity for excellence and achievement in their personal, professional, and academic endeavors. Applicants presenting records that demonstrate perseverance, diligence, curiosity, leadership, creativity, or selflessness, in addition to academic success, are especially encouraged to apply. Applicants must be at least 18 years of age and must have previously earned a Bachelor’s-level degree or its equivalent from a college or university recognized by the New York State Education Department.

16. Qualification 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. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.