



Fall 2019

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 have the option to apply for admission to our 2-year accelerated program (full-time only), 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 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 falsified, inaccurate, or untruthful.

1. Application

Applicants are required to 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 must take the LSAT exam no later than the November administration. Applicants who are granted admission under the Academic Excellence Early Decision Program will be granted our most generous institutionally-awarded merit scholarship, the **Prince Scholarship**, which may be renewed each year, 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 is guaranteed to cover a minimum of \$45,000 of tuition expenses in each year. 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 who are 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.



In order 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-year and 4-year programs, though applications must be complete within a reasonable amount of time to be reviewed by the Admissions Committee prior to the start of the academic year. Candidates for the accelerated 2-year program must submit their applications by May 15. Candidates for regular admission are encouraged to submit their applications as soon as possible after September 1 to enroll the following year. 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 Letter, if required; and (7) any optional supplemental statements.

3. Law School Admission Test (LSAT) / Graduate Record Examinations (GRE)

All applicants are required to take either 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 that the LSAT be taken by the March test date for purposes of admission either in May for the accelerated 2-year program or the Fall for the 3-year and 4-year programs. However, since we accept applications on a rolling basis throughout the admissions cycle, we will consider LSAT scores earned in the June administration for candidates for the 3-year and 4-year programs.

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, but rather are relying on their LSAT score, need not submit any GRE scores, but are welcome to. If candidates submit a GRE score, BLS requires any and 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 who **are submitting GRE scores and who are 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. In order to obtain the waiver, you must: (1) first submit your electronic application on the LSAC website, reporting an LSAT score in Question 10 with the date January 1, 2000, and the score "000;" and (2) then email our admissions office at admitq@brooklaw.edu requesting the waiver. We will communicate with LSAC and generate your waiver so that your CAS report can be sent to us.

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 (CAS) 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 is 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 is itself an indication of 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](#) or on our website at <https://www.brooklaw.edu/Admissions/apply>.

6. Admissions Interviews

Candidates for the 2-year accelerated program may be required to take part in an admissions interview. If selected for an interview, the candidate will be so notified by the Office of Admissions. Interviews may be in-person or by videoconference.

Interviews for candidates for the 3 and 4-year programs will only be offered upon an applicant's request where some unusual situation involving special circumstances exists. In such cases, applicants should direct their written requests for an interview to the Dean of Admissions, and should relate in as much detail as possible the reason their special circumstances could best be explained in person.

7. International Student Questionnaire

Applicants who are neither citizens nor permanent residents of the United States must complete an International Student Questionnaire before their applications will be deemed complete. This form is available on our website at <http://www.brooklaw.edu/Admissions/apply/howtoapply.aspx>. The Law School will not approve the admission 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 [under Admissions --> Financing Your Education] for the most recent calculation of anticipated first-year expenses.) Accordingly, candidates are urged to consider carefully the information they provide in the financial disclosure portion of the questionnaire. When the form is completed, it may be sent directly to the Office of Admissions at Brooklyn Law School by mail, e-mail, or fax. Bank documents and/or tax returns are not required at this stage of our process.

8. Reapplication

Admission files are maintained for three years. If an applicant applied within that time period and wishes to reapply, he or she 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.

9. Transfer Applicants

Transfer applications are only accepted for fall admission and transfer applicants are not eligible to apply for the accelerated 2-year program option.

Transfer applicants may seek an early action decision by submitting an application 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 of the above documents have been submitted to the Office of Admissions.

10. Nonmatriculants

Applications from visiting students are accepted for fall and/or spring admission. To be admitted as a visiting student, an applicant must: (1) complete our Application for Admission; and (2) submit a statement that requests admission as a visiting nonmatriculant and clarifies the reasons why such admission is desired. Additionally, visiting nonmatriculated 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 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.

11. Housing

Providing convenient, affordable housing to students is a priority for Brooklyn Law School. We own and operate several student residences, including Feil Hall, a magnificent new high-rise building, which provides housing for approximately 360 students. In addition, we offer residences at a nearby charming brownstone. All admitted students, including part-time students, who submit a housing application and deposit by May 1 will be guaranteed housing for their first year at Brooklyn Law School. All admitted students in the accelerated 2-year program must submit their housing application and deposit by April 1 for guaranteed housing.

12. Financial Aid

Our goal is to help you finance your legal education through merit scholarships, need-based aid, and federal student loans. To facilitate the process, complete your [FAFSA](#) after January 1. At your request, we will estimate your federal loan eligibility. If, based on your FAFSA, you may be eligible for a BLS Need-Based Grant, we will contact you to complete the simple application process. If you are not a U.S. citizen or permanent resident, [contact us](#) to discuss other financing options.

13. Tuition

Since Brooklyn Law School offers the flexibility of 2-, 3-, and 4-year J.D. programs, our tuition is charged on a per-credit hour 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.

Since students in the accelerated 2-year program earn the same number of credits as standard 3-year program students in a more compressed timeframe, their tuition charges are higher annually, but breaks down to the same expense on a per credit basis. Merit scholarship awards for 2-year students are also adjusted to apply to the higher number of credits and preserve the affordability of a Brooklyn Law education.

Below are the estimated 2018-2019 annual tuition charges based on typical student credit loads per academic year.

Program	Year 1	Credits	Year 2	Credits	Year 3	Credits	Year 4 / Credits
2-Year	\$78,604	43	\$76,776	42	N/A		N/A
3-Year	\$54,840	30	\$51,184	28	\$49,356	27	N/A
4-Year	\$42,044	23	\$38,388	21	\$38,388	21	\$36,560 20

Please note that these charges are subject to change for the 2019-2020 academic year.



14. 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.

15. 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.