

Application Instructions

Pre-registration for the Bar

In many states, the Board of Bar Examiners requires registration before beginning the study of law. Make sure that the requirements of the state(s) in which you may wish to practice are properly met.

Character and Fitness

Applicants are cautioned to give full and accurate answers to each of the questions asked, even if that answer is "none" or "not applicable." At the time that you apply for admission to the bar, a copy of your application and supplementary materials will be forwarded to the State Committee on Character and Fitness, and you will be held accountable for any incorrect information contained therein.

Admission Criteria

Applicants must be 18 years of age when they begin the study of law and be of good moral character. The conferment of a baccalaureate degree from a college or university approved by the New York State Education Department, prior to commencing matriculation at Brooklyn Law School, is required.

The Divisions

Students interested in attending Brooklyn Law School as matriculated students may apply for either the full-time or part-time division. Specific enrollment options are: full-time day or part-time evening.

When to Submit an Application for Regular Review

Brooklyn Law School has no application deadline. Applications are reviewed and accepted on a rolling basis beginning in the fall. The Committee on Admissions continues to review applications, as they become complete, through the summer and until the start of classes in mid-August.

Only complete applications are considered for admission. An application is considered complete when all required documents, including the candidate's Credential Assembly Service (CAS) report and at least two faculty recommendations or evaluations, have been received by the School's Office of Admissions. Candidates are advised to consider the several weeks it will take for the Credential Assembly Service to process their law school report and other documents, and to incorporate this into their application timeline.

Early Decision Admission Option

Students who are certain that Brooklyn Law School is their first-choice institution and desire a simplified approach to law school admission are encouraged to apply as early decision candidates. Early Decision candidates must complete their Brooklyn Law School admission application by December 1. An application is considered complete when all required documents, including the candidate's Credential Assembly Service Law School Report, Early Decision Agreement form, and faculty recommendations (two), have been received by the school's Office of Admissions. Candidates are advised to consider the several weeks it will take the Credential Assembly Service to process their law school report and incorporate this into the application timeline. Early Decision candidates must take the LSAT no later than the September/October test date to be considered for this option. An offer of admission through the Brooklyn Law School early decision admission option is binding. If granted admission, early decision applicants must matriculate here, may not initiate any new law school applications, and must withdraw any applications they may have pending at other law schools. Candidates who are waitlisted or deferred through the Early Decision admission option are released from this binding commitment.

Law School Admission Test (LSAT)

All applicants are required to take the Law School Admission Test. It is strongly recommended that the LSAT be taken by the February test date for purposes of admission the following fall. However, Brooklyn Law School will consider for admission in the fall those candidates who sit for the June LSAT, in accordance with the cautionary information provided above. For admission in Fall 2013, we will accept LSAT scores earned since June 1, 2007.

LSAC Credential Assembly Service (CAS)

Each applicant must register with the LSAC Credential Assembly Service (CAS) by using the online registration service at www.LSAC.org. The Credential Assembly Service receives undergraduate and graduate school transcripts sent by college registrars pursuant to request by the applicant and converts the undergraduate transcripts into a standardized academic summary that is reported to Brooklyn Law School. It is the responsibility of the applicant to make certain that a transcript from each college or university attended is sent to the Credential Assembly Service. The Credential Assembly Service report also includes biographic information; copies of all undergraduate, graduate, and law school/professional transcripts; LSAT scores and writing sample copies; and copies of letters of recommendation processed by LSAC.

Application Fee

Brooklyn Law School does not charge an application fee.

Faculty Letters of Recommendation

All entering Juris Doctor degree applicants are required to submit two (2) faculty letters of recommendation. The Faculty Letter of Recommendation forms should be given to faculty members who can provide detailed comments about your academic abilities. (It is recommended that transfers and visiting students provide such letters from law school faculty.)

If you have graduated and have been out of school for several years or more, you can ask an employer or other individual who knows your intellectual abilities to provide one of these letters. Please bear in mind, however, that we are primarily interested in an evaluator's judgment about your potential for academic success in the law school. In such cases, Brooklyn Law School expects candidates to recognize how valuable such references are to the Admissions Committee in its assessment of the intellectual contribution a candidate will make in the classroom. We, therefore, expect someone in this situation to exercise good judgment in determining who is best qualified to write these required letters.

The Law School strongly suggests that candidates submit letters through the LSAC Letter of Recommendation Service, already included in the Credential Assembly Service registration fee, as this will speed the processing of your application.

Alternatively, such letters may be submitted by the applicant, or they may be forwarded separately by the persons requested to write the letters, directly to our Office of Admissions. In such cases, candidates should utilize the Brooklyn Law School Faculty Recommendation Form (available as an attachment here, or on our website at www.brooklaw.edu/admissions/howto/materials.php) unless these letters are sent by the undergraduate school's own credential services office and are accompanied by a waiver form. Please do not submit duplicate letters.

Admission Interview

Due to the large volume of applications received each year, the Law School normally does not grant personal interviews as part of the admissions process. Only in very unusual situations, where special circumstances exist, will the Office of Admissions consider granting a formal interview at the request of the student. In such cases, applicants should direct their written requests for an interview to the Dean of Admissions and should relate, as completely as possible, why they feel their

circumstances could best be explained in person. Applicants shall be notified by letter as to whether their request has been granted or denied by the Committee on Admissions.

Juris Doctor Degree Applicants With International Credentials

Applicants with international academic credentials must follow the regular admission procedures described for entering first-year students, including submission of the Law School's admission application, and faculty letters of recommendation.

Brooklyn Law School requires that your foreign transcripts be submitted through the LSAC Credential Assembly Service. If you completed any post-secondary work outside the US (including its territories) or Canada, you must use this service for the evaluation of your foreign transcripts. (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.) The service is included in the Credential Assembly Service registration fee. An authentication and evaluation of these documents will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and will be incorporated into your CAS report. To use the authentication and evaluation service, log in to your online account and follow the instructions for registering for CAS. Be sure to request that the appropriate documents from each institution be sent directly to CAS. Please note that more time is usually required to receive foreign transcripts. (See: When to Submit an Application, above.) Questions about the Credential Assembly Service should be directed to LSAC at 215.968.1001 or LSACINFO@LSAC.org.

International Student Questionnaire

Applicants who are neither citizens nor permanent residents of the United States at the time of their application to Brooklyn Law School must also complete an International Student Questionnaire. Please note that the application for admission will be considered incomplete, and no action will be taken, without the receipt of a properly executed International Student Questionnaire. This form is available on our website at www.brooklaw.edu/Admissions/apply/howtoapply.aspx. The Law School will not approve the admission of non-U.S. citizens 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). 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, scan and e-mail, or by fax.

Reapplication

Admission files are maintained for three years. If an applicant applied within that time period and wishes to reapply to the Law School, he or she may request that the file be reactivated. Nevertheless, a new application form must be filed. We will require a newly issued Credential Assembly Service Law School Report. We will not accept a copy of a previous report, nor will we utilize the one in your prior application file. It is not necessary to submit a new personal statement or copies of the same letters of recommendation already in your prior application file. You should, however, update your file with any new relevant information, including a current résumé and/or new letters of recommendation.

Admission With Advanced Standing (Transfer Applicants)

Transfer applications are only accepted for fall admission.

Transfer candidates utilize the same application as used by candidates for first-year admission.

Transfer applicants may seek an accelerated decision by submitting an application as soon as fall grades earned at the prior law school are officially released. If admitted, such candidates for the next fall may be notified of their admission in early spring instead of needing to await mid-summer notification. 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 accelerated option remains available until May 1. There-after, the Committee on Admissions will expect to see fall and spring semester

grades before reaching any decision.

We will continue 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.) (5) Transfer candidates are required to submit 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 these documents have been submitted to the Office of Admissions.

Nonmatriculants

Visiting Nonmatriculants

Applications from visiting students are accepted for fall and/or spring admission.

Visiting student candidates utilize the same application as used by candidates for first-year admission.

To be admitted as a visiting student, an applicant must: (1) complete the Law School's 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.

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 _____

Program

Application is being made for:

First Time

Transfer

Reapplicant

Visiting

Special nonmatriculant

Readmission De Novo

Readmission Advanced Standing

Early Decision

When do you desire to begin your studies? (Note: First-year class is admitted only in fall semester.)

Indicate the division in which you desire to enroll (choose one only):

Full-time

Part-time

Are you applying for admission as a joint degree program candidate?

Yes

No

If yes, to which joint degree program are you applying? (Degree and School)

MA Political Science

MBA

MS City & Regional Planning

MUP (Urban Planning)

MS Library & Info Sci

Demographics

Citizenship

Citizenship

- Non-Resident Alien
 Non-Resident-I20
 US Citizen
 US Permanent Resident

Country of citizenship _____

Visa type _____

Visa/SEVIS number _____

Permanent resident number _____

Permanent city _____

Permanent state/province _____

Permanent country _____

Native language _____

Ethnicity

Are you Hispanic or Latino

- Yes
 No

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

Black or African American

Black/African American

Canadian Aboriginal

Canadian Aboriginal

Caucasian/White

Caucasian/White

Hispanic/Latino

Hispanic/Latino

Native Hawaiian or Other Pacific Islander

Puerto Rican

Demographics continued

Consent

____ Decline to respond

Tribal Affiliation

Tribal affiliation or village name _____

Enrollment number (enrolled members only) _____

Immigration

If not born in the United States, when did you immigrate to this country?

Will you require an I-20 Certificate to enroll at Brooklyn Law School?

____ Yes

____ No

Contact Information

Current Address

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Current mailing address good until date _____

Day phone _____

Evening phone _____

Contact Information continued

Permanent Address

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Permanent mailing address good until date _____

Day phone _____

Evening phone _____

Other Contact Information

Primary e-mail address _____

Secondary e-mail address _____

Mobile phone _____

Brooklyn Law School can send text messages to my mobile phone

Yes

No

Standardized Testing

LSAT

Test Date

Test Score

Education continued

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

Education continued

Academic Concentration(s)

What is (was) your field of major academic concentration in undergraduate school?

List any other areas in which you have done intensive academic work:

Graduate area of concentration, if any:

Were you enrolled in the same concentration program throughout college? If not, please explain why you made this change.

Prior Law School

Have you ever been or are you currently enrolled as a student at any other law school?(If you attended any other law school--even for one day--you must submit, at the time of your application to Brooklyn Law School, a letter from the Office of the Dean which clearly indicates the start and end dates of your attendance there and that you are/were in good standing and eligible to continue as a matriculated student at that school. In addition, if you earned any grades you must arrange for that school to provide CAS with an official transcript.)

Yes

No

Are you eligible to return to that school?

Yes

No

School name:

Prior Law School continued

Please indicate the dates of your attendance (start date/end date):

Indicate which courses, if any, you may have failed. (If you did not fail any courses, write NONE.)

Employment

List all employment including internships.

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Employment continued

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Total number of months full-time work experience.

List your extracurricular, community, or other activities in the order of their importance to you. Give a brief description of your involvement, including any special responsibilities or leadership positions held.

Military

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

Yes

No

Military continued

Date of entrance (month/year) _____

Date of discharge (month/year) _____

Rank _____

Expected military reserve or National Guard status during law school

Branch _____

Discharge type _____

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?

____ Yes

____ No

If you have been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances.

Character and Fitness

If you answer yes to any of these Character and Fitness questions, you must submit a full statement of relevant facts (using the electronic attachment provided). In addition to these statements, if you answered yes to questions 1, 2 or 3, you must complete and submit a Dean's Certification Form (available on our website). If you answered yes to questions 4 or 5, you should have available and be prepared to submit (if requested) copies of police and court records regarding any matter you disclose. You are cautioned to answer all of these questions fully regardless of any contrary advice that you may have received from others, even if the prior record has been expunged.

Academic Probation: Have you ever been on academic probation for any reason at any post-secondary school, college, university, or professional school? This should include matters that have been expunged.

____ Yes

____ No

Academic Sanction/Suspension/Dismissal: Have you ever been sanctioned by, suspended by, dismissed by, or required to withdraw from any post-secondary school, college, university, or professional school, for academic reasons? This should include matters that have been expunged.

____ Yes

____ No

Non-Academic Sanction: Have you ever been censured for misconduct, placed on disciplinary probation, or dismissed for non-academic reasons, or are disciplinary charges now pending or expected to be brought against you at any post-secondary school, college, university, professional school, or place of employment? This should include matters that have been expunged.

____ Yes

____ No

Character and Fitness continued

Criminal Sanction: Have you ever, either as an adult or juvenile, been arrested for or convicted of a crime or offense? (Note: Records sealed under court order or matters that have been expunged or subject to a diversionary program must be disclosed. You may submit a copy of any certificate of relief from disabilities or a certificate of good conduct in connection with a conviction.)

Yes
 No

Other Criminal Charges: Are there any criminal charges pending or expected to be brought against you?

Yes
 No

Do you currently hold, or have you previously held, a professional license?

Yes
 No

If you answered Yes: Has that license ever been suspended or revoked, or have you ever been censured or sanctioned? If your answer to this follow-up question is also Yes, be sure to provide the required written statement of relevant facts (as an attachment).

Yes
 No

Family

Next of Kin/Emergency Contact

Salutation _____

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

Telephone (include area code) _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Family continued

If you have any close relatives who have been students at this university, please provide the following information.

Relative 1

____ Law school ____ University

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Parent/Guardian - 1

____ Choose not to answer

____ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

E-mail address _____

Parent/Guardian - 2

____ Choose not to answer

____ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

E-mail address _____

Relative 2

____ Law school ____ University

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Family Information

What is your father's telephone number?

What is his e-mail address?

What college/university did your father attend?

What year did he graduate?

What degree was earned?

What graduate or professional school(s) did your father attend?
Year of graduation?

What degree(s) were earned?

What is the name of your father's employer? What is your father's job title?

What is your mother's telephone number?

What is her e-mail address?

What college/university did your mother attend?

What year did she graduate?

What degree was earned?

Family Information continued

What graduate or professional school(s) did your mother attend?
Year of graduation?

What degree(s) were earned?

What is the name of your mother's employer? What is your mother's job title?

What is the name of your spouse or partner?

What is the mailing address of your spouse or partner? (If it is the same as your permanent address, write SAME)

What is the telephone number of your spouse or partner?

What is his/her e-mail address?

What college/university did your spouse or partner attend?

What year did s/he graduate?

What degree was earned?

Family Information continued

What graduate or professional school(s) did your spouse or partner attend?

Year of graduation?

What degree(s) were earned?

What is the name of your spouse or partner's employer? What is your spouse or partner's job title?

Law School Interest

What prompted you to apply to this law school?

Internet

- Law school
- LSAC
- ABA
- Other

Faculty/Alumni/Professional

- Faculty/acquaintance
- Relative
- Law school faculty member
- Admissions recruiter
- University/college faculty member
- Legal professional
- Prelaw advisor

Publications

- Law school publication
- ABA-LSAC Official Guide
- Princeton Review
- US News & World Report
- Other advertisement

Recruiting Events

- LSAC Forum
- Law school fair
- International forum
- Campus event
- Law school direct mail/e-mail
- Current student

If you attended any events mentioned in the Recruiting Events section, please list them below:

Have you previously applied to this law school?

- Yes
- No

Law School Interest continued

If you applied previously, what year was the application for? _____

Were you offered admission?

____ Yes

____ No

Are you applying, or have you applied, to other law schools? If so, please list them.
