

# FLORIDA STATE COLLEGE OF LAW

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APPLICATION FOR ADMISSION

APPLICATION WINDOW

SEPTEMBER 1, 2009 – APRIL 1, 2010

425 WEST JEFFERSON STREET  
TALLAHASSEE, FLORIDA 32306-1601

[admissions@law.fsu.edu](mailto:admissions@law.fsu.edu)

# APPLICANT INSTRUCTIONS FOR FLORIDA STATE COLLEGE OF LAW

The deadline to submit an application accompanied by the required application fee to the College of Law for the August entering class is **April 1**. Applications received after that date may not be reviewed by the Admissions Committee. Scores from the February administration of the LSAT are the latest which will be considered for August entry. The Florida State College of Law enrolls entering students in the fall semester only.

## First-Year Application Timeline

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Begin Accepting Applications: September 1

Application Deadline: April 1

Completion Deadline: April 15

## Required Documents

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In addition to the application form and application fee which are due by **April 1<sup>st</sup>**, the following documents are required in order to complete your application for consideration by **April 15<sup>th</sup>**.

Checklist:

- Application Form
  - o Must be signed and dated or certified electronically through the online application process
- Application Fee: \$30.00
- Personal Statement
- Resume
- Certification Form – If you do not submit an electronic certification this form must be signed and mailed.
- Two Letters of Recommendation – Academic references preferred.
- LSDAS Report
  - o Applicants are responsible for ensuring that files are complete and current with LSDAS.
  - o LSAT Score(s)
  - o Transcripts from all undergraduate and graduate institutions attended
- If you have a law violation and/or a misconduct violation you must submit a written explanation IN ADDITION to copies of the official documents pertaining to the incident(s). See question 18 on the application for additional details.

Documents not submitted electronically must be mailed to:

Office of Admissions and Records  
Florida State University  
College of Law  
425 West Jefferson Street  
Tallahassee, FL 32306-1601

**Applications for admission will not be reviewed until all of the materials listed above have been received by the College of Law.**

## Optional Attachments

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If you wish to supplement your application with an academic addendum or diversity statement you may do so. If applying electronically via LSAC, you may use an electronic attachment.

## Application Fee

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The required application fee of \$30.00 can be paid online through LSAC or by check or money order directly to the College of Law. Do not send cash. Checks or money orders should be made payable to Florida State University. This fee cannot be refunded or applied to an applicant's registration or any other university fee. We do not offer application fee waivers.

## Application Form, Personal Statement, Resume

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- The application **MUST** be signed and dated.
  - o If you apply online and certify your application online through LSAC, you **DO NOT** have to send in a separate certification letter.
- All applicants **MUST** take the LSAT and register with LSDAS.
- Applicants must complete all items on the application form, inserting N/A for inapplicable items.
- A Personal Statement and a Resume should accompany the application.

# APPLICANT INSTRUCTIONS FOR FLORIDA STATE COLLEGE OF LAW

## Letters of Recommendation

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Applicants must submit two letters of recommendation for review by the Admissions Committee. Florida State Law requires that your letters be submitted through the Law School Data Assembly Services (LSDAS). Each letter of recommendation must be accompanied by a Recommendation Form signed by both the applicant and the recommender for the letter to be valid.

## Status Notification

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Please note that e-mail is the preferred method of notification to applicants. You may check the status of your application online at [www.law.fsu.edu/prospective\\_students](http://www.law.fsu.edu/prospective_students). **Applicants are responsible for ensuring all required documentation is received by the College of Law in order to complete the application for review.**

## Admissions Decisions

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Admission decisions are made on a continuous basis, from January through June.

NOTE: All applicants should consult the rules and regulations of the Committee of Bar Examiners of the state in which they intend to practice to determine if there are factors which might affect their eligibility for admission to the Bar and whether they are required to register with the Bar of that state when they commence the study of law.

IMPORTANT: Incompleteness, inaccuracy, intentional concealment or misrepresentation, or failure to notify the College of any changes in the information contained in the application may result in denial of admission, dismissal from the College of Law, or revocation of any degrees which have been granted.

# Florida State College of Law – Fall 2010 1L Application for Admission

Application Fee: \$30.00 (U.S. Dollars)

Florida State Law enrolls first-year students in the fall semester only.

## Application Deadlines

Applications Accepted Beginning: **September 1<sup>st</sup>**

Application/Fee Deadline: **April 1<sup>st</sup>**

Application Completion Deadline: **April 15<sup>th</sup>**

The Florida State University encourages admission applications from qualified students regardless of color, race, religion, national origin, gender, sexual orientation, disability or marital status.

Please **PRINT** or **TYPE** all entries.

1. Name of Applicant: \_\_\_\_\_ 2. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

3. Present Address: \_\_\_\_\_  
Number & Street City County State Zip

Telephone Number: ( ) - Alternate Telephone Number: ( ) -

4. Permanent Address: \_\_\_\_\_  
Number & Street City County State Zip

Present Address Current Until: / / 5. Email Address (Required): \_\_\_\_\_

(If no date is provided, mail will automatically go to permanent address)

6. Date of Birth: (MM/DD/YYYY) / / 7. Place of Birth: \_\_\_\_\_ 8. Gender: M F  
City/State

9a. Citizenship\*: \_\_\_\_\_ 9b. Country of Citizenship: \_\_\_\_\_ 10. Florida Resident: Y N

\*If you are not a United States Citizen, but a permanent resident, please enclose a copy, back and front, of your Resident Alien Card.

11. Have you previously applied for admission to the Florida State University College of Law? Y N

If yes, for what term and with what result?

12. Date(s) LSAT taken or to be taken: / / Score: \_\_\_\_\_ UGPA: \_\_\_\_\_  
MM/DD/YYYY

13. Please indicate any area in which you have a particular interest (check all that apply):

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Joint Degrees     | <input type="checkbox"/> Public Interest Law | <input type="checkbox"/> Corporate/Business Law | <input type="checkbox"/> International Law         | <input type="checkbox"/> Entertainment Law |
| <input type="checkbox"/> Environmental Law | <input type="checkbox"/> International Law   | <input type="checkbox"/> Litigation             | <input type="checkbox"/> Intellectual Property Law | <input type="checkbox"/> Sports Law        |

Other, please specify: \_\_\_\_\_

14. List all colleges and graduate schools you attended or will have attended and degrees earned prior to entering the College of Law.

School Name	City & State	Major/Field	Dates of Attendance (MM/YY – MM/YY)	Degree Received or Expected (Include Date: MM/YY)
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15. Have you ever attended law school? Y N If so, list each school attended and credit hours earned.

School Name	City & State	Hours Earned	Date Entered (MM/YY)	Date Departed (MM/YY)
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16. Were you employed during your undergraduate years? \_\_\_Y \_\_\_N

Position(s) Held:

Number of hours per week:	Fr. Yr.	Soph. Yr.	Jr. Yr.	Sr. Yr.
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LSAC Account #: \_\_\_\_\_

17. List relatives, including parents, who attended the **College of Law** at Florida State.

Name	Relationship	Address	Degree Date (MM/YY)

18. **Academic Misconduct or Law Violation Duty to Disclose:** Please read the following carefully. If your answer to question 18a or 18b in part or in full is yes, attach to this application a full statement of relevant facts for each incident. In addition to your written account of the incident(s) you **MUST** furnish the College of Law with copies of all official documents explaining the final disposition of the proceedings (or, if applying electronically, use an electronic attachment and include the official documents with the Certification Letter). If your answer changes from a No to a Yes after you have submitted your application you are obligated to notify the admissions office of the change and include the written statement and official documentation regarding the incident as part of your application. **If you answer Yes to either or both questions your application will not be considered complete until both the explanation and official documentation are received by the Admissions Office.**

- a. Have you ever been accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subjected to discipline for academic or personal conduct reasons by any post-secondary school, college, university, professional school or law school?  Yes  No
  
- b. Have you ever been arrested, detained, or restrained, taken into custody, accused formally or informally of a violation of law or ordinance? You should disclose each instance even though the charges may have been dismissed, or you were acquitted, or adjudication was withheld, or a conviction was reversed, set aside, or vacated. However, if your records were expunged pursuant to applicable law, you are not required to answer yes to this question. In addition, you may omit minor traffic violations that do not result in jail sentence, suspension or revocation of your driver's license, or a fine of more than \$200. **Any** arrest, charge or conviction of driving while intoxicated or under the influence of alcohol or drugs must be disclosed regardless of outcome or sanctions imposed.  Yes  No

Because of the high ethical standards to which lawyers are held, the failure to disclose any act or event responsive to the questions above is often more significant, and often leads to more serious consequences, than the act or event itself. If you are unsure whether to answer yes, we strongly recommend answering yes and fully disclosing all incidents. **Failure to provide truthful answers, or failure to inform the Admissions Office of any changes to your answers, may result in revocation of admission or disciplinary action by the law school, or denial of permission to practice law by the state in which you seek admission.**

19. **Personal Statement:** The Admissions Committee receives applications from many more qualified individuals than there are places available at the law school. In making admissions decisions among applicants with comparable undergraduate grade point averages and LSAT scores, the Committee seeks a talented and diverse student body. The Committee considers such factors as exceptional personal talents, interesting or demanding work or service experience, rigorousness of undergraduate course of study, leadership potential, graduate study, maturity, ability to communicate effectively, and other factors. *In addition, the Committee considers obstacles or accomplishments that indicate that you have a greater chance of success in law school than might be indicated by your performance in college or on the LSAT, including but not limited to: economic need requiring significant employment during college, social and cultural disadvantages, linguistic barriers and extraordinary family or personal responsibilities.* Consequently, your statement should include any of the above information that you would like the Committee to consider. Your statement must be no more than four pages, typed and double-spaced. Put your name and LSAC # on each page and attach it to the application. If you wish to supplement your application with an academic addendum or diversity statement you may do so. Personal interviews are **NOT** part of the admission process. If applying electronically, use an electronic attachment.

20. **Resume:** A detailed resume should provide specific information about educational, professional, and social background areas. We suggest including information about education, honors, awards, extracurricular or civic activities, publications, work history, military service, foreign language proficiencies, etc. If applying electronically, use an electronic attachment.

21a. How many law schools are you applying to? \_\_\_\_\_ 21b. List all other law schools to which you are applying or plan to apply to:  
\_\_\_\_\_  
\_\_\_\_\_

22. If you attended Florida State Law's Summer for Undergraduates Program, please indicate the year attended: \_\_\_\_\_

23. Are you a member in good standing of the Honors Legal Scholars program at Florida State University? Yes  No

LSAC Account #: \_\_\_\_\_

24. Race and ethnic origin: Florida State University is a recipient of federal dollars and is required by the federal government to solicit certain demographic information to meet federal requirements. You are requested to voluntarily provide this information so we may comply with Title VI of the Civil Rights Act of 1964.

This information will not be used in a discriminatory manner and will be separated from your application prior to review.

24a. Are you of Hispanic or Latino origin?

- Yes
- No

24b. Select the one you most identify with:

- American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
- Black or African-American: A person having origins in any of the black racial groups of Africa (non-Hispanic).
- Native Hawaiian or other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Race and ethnicity unknown
- Other
- Two or more races: (Please list)            1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Duty to Supplement Your Application:** You must promptly notify the College of Law in writing if your answers to any of the questions contained in the application become incomplete or inaccurate due to an event occurring after the date of signature on the application. This notification is required either prior to admission or at any time while enrolled as a student, and includes the information requested by questions 18 a. and 18b. on the application form.

**Certification:** I certify that this application is complete and accurate to the best of my knowledge. I understand that incomplete, inaccurate, untrue or misleading answers, or failure to promptly notify the College of Law in writing of any changes in the information contained in this application, may result in denial or revocation of admission, dismissal from the College of Law, or revocation of any degrees that may have been granted. I understand I am to notify the College of Law of any subsequent changes in the information contained in this application that occur during the period of my enrollment in the College if admitted.

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Print Name	Signature (in ink please)	LSAC Number	Date
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**Note: If you elect to submit this application electronically, rather than printing and mailing it, you MUST submit your electronic certification online, or you must sign the Certification Letter, instead of the application, and send the letter directly to the law school.**



FLORIDA STATE COLLEGE OF LAW: LETTER OF RECOMMENDATION FORM

To be completed and attached as a cover sheet to the letter of recommendation if you are NOT using the letter of recommendation service through the LSAC. If applying electronically, print out a copy of this form for each recommender. It will not be transmitted electronically.

TO THE APPLICANT: Print or type your name. Sign one of the waiver statements. Forward this form to the person who will write your letter of recommendation.

Name of Applicant: \_\_\_\_\_ LSAC #: \_\_\_\_\_  
Last First Middle

Name of Recommender: \_\_\_\_\_  
Last First

The Family Educational Rights and Privacy Act of 1974, as amended, provides an applicant with a right of future access to the contents of this recommendation once the applicant is enrolled as a student in this institution. The Act also allows an applicant to waive the right of future access, but prohibits a school from requiring an applicant to waive this right as a condition of admission or review and evaluation of an applicant for admission. By signing one of the statements below, the applicant acknowledges that he or she has read and understands the statement of federal law governing the right of access to this recommendation. Failure to complete the Waiver of Access section may delay processing of the application.

WAIVER OF ACCESS – PLEASE SIGN AND DATE ONE OF THE FOLLOWING STATEMENTS:

I hereby waive my right of future access to the contents of this recommendation and I authorize my recommender to provide the College of Law with all appropriate evaluations and information that may be required to support my application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I do NOT waive my right of future access to the contents of this recommendation and I authorize my recommender to provide the College of Law with a candid evaluation of me and other relevant information that may be required to support my application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TO THE RECOMMENDER: The person named above has applied for admission to the Florida State College of Law. The purpose of this form is to obtain an assessment of the candidate’s qualification for entering law school by someone who knows the applicant well and who is qualified to make personal judgments about the candidate.

If the applicant has waived access to your recommendation, only members of the Admissions Committee will review your recommendation. However, if the applicant has not waived access to this recommendation, he or she may, if *accepted and subsequently enrolled at the College of Law*, review your recommendation.

Name \_\_\_\_\_ Position / Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_