



ST. THOMAS
UNIVERSITY
SCHOOL OF LAW

Leaders Have the Courage and Compassion to Make a Difference

Office of Admissions

16401 NW 37th Avenue
Miami Gardens, Florida 33054

(800) 245-4569 or (305) 623-2310
Fax (305) 623-2357

admitme@stu.edu
www.stu.edu/lawschool



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INSTRUCTIONS for CANDIDATES

Application Requirements

Applications for admission to the first-year class are considered by the faculty Admissions Committee. To be eligible for consideration, an applicant must present the following:

1. An earned bachelor's degree from a regionally accredited college or university in the United States, or its foreign equivalent, prior to the date of law school matriculation.
2. A completed and signed Application for Admission. We accept printed applications that have been prepared using the Law School Admission Council's LSACD or LSACD on the Web.
3. A current score on the Law School Admission Test (LSAT) and a current subscription to the Law School Data Assembly Service (LSDAS).
4. A letter of recommendation (included in the LSDAS subscription for US college or university graduates).
5. A personal statement.
6. A non-refundable application fee of \$60.00 US, payable to St. Thomas University.

The School of Law welcomes applicants from all backgrounds and strongly encourages candidates to discuss features of their experience they believe will contribute to their success in law school and in the legal profession.

LSAT/LSDAS

The Law School Admission Council (LSAC) sponsors the LSAT and LSDAS for the convenience of applicants to its member schools. St. Thomas accepts valid LSAT scores that are earned within five years of the beginning of the first year of law school. *To register for the LSDAS and LSAT, contact the LSAC:*

Law School Admission Council
Box 2000
Newtown, PA 18940-0998
(215) 968-1001
www.lsac.org

Letter of Recommendation

St. Thomas University School of Law requires one letter of recommendation for all applicants, although additional letters may be submitted. If you are currently enrolled in an academic program, or are a recent graduate, a faculty reference is preferred. The letter of recommendation must be submitted through the LSDAS letter service that provides all member schools with copies of references on your behalf. This service is included in your LSDAS subscription. Your letter(s) will be copied and sent to the law school along with your LSDAS report. To submit letters to be copied, follow the directions on page 24 of the LSAT/LSDAS Registration and Information Book. Be sure to fill out and give each letter writer a form from the LSAT/LSDAS Registration account. Applicants who are ineligible to subscribe to the LSDAS may have a letter of recommendation sent directly to the Office of Admissions.

Applicants with Foreign Credentials

Candidates who attended a college or university outside North America, and are therefore ineligible to subscribe to the LSDAS, must have their academic credentials translated and evaluated with a grade point average by LSDAS, JD/CAS.

Foreign lawyers and applicants with graduate degrees (e.g., LL.M.) earned at US law schools may be considered for advanced standing credits. For additional information, interested applicants should contact the Office of Admissions at (305) 623-2310 or (800) 245-4569.

Non-US Citizen Applicants

If you are not a citizen or permanent resident of United States, you will need a visa to study in the US. To obtain a visa, you will be asked to submit the following documents:

1. A certified statement from a parent or other sponsor stating responsibility for all expenses you will incur while attending St. Thomas University School of Law and indicating the US dollar amount available to you for each academic year.
2. A certified original letter, on corporate letterhead, from your parents' or sponsor's financial institution that states the date the person's account was opened, total amount deposited (in US dollars) for the last year, and the present account balance.
3. In cases where funds are insufficient to cover required tuition for one year, the parent or sponsor must submit a certified statement from the person's employer stating the dates and nature of employment, salary per year, and title of position.

Upon receipt of these documents, St. Thomas University will issue Form I-20 of the US Immigration and Naturalization Service and the Certificate of Eligibility for Non-Immigrant (F-1) Visa, to submit to authorities in your home country. You must also take the Test of English as a Foreign Language (TOEFL), and submit your scores to St. Thomas University. You may contact www.ets.org/toefl for more information.

Transfer Applicants

St. Thomas University School of Law will consider applications for admission from applicants who have completed one year at another ABA-approved law school. To be considered for admission to St. Thomas, transfer applicants must: (1) be in current good standing at, and eligible to return to, their original law school; and (2) have achieved a first-year grade point average of 2.65 or above or rank in the upper half of their class. Individuals who have been dismissed from another law school are not eligible to apply for transfer or first-year admission.

Transfer applicants must submit the following materials in order to have their files reviewed:

1. A completed and signed Application for Admission.
2. A current score on the Law School Admission Test (LSAT) and a current subscription to the Law School Data Assembly Service (LSDAS).
3. An official transcript from your law school, showing your entire academic record there, sent directly by the law school registrar to St. Thomas University School of Law.
4. A letter from the dean or other designated official of your law school attesting to your current good standing and eligibility to continue.
5. An official transcript from the undergraduate college or university that awarded your bachelor's degree, sent directly by the school's registrar to St. Thomas University School of Law.
6. A letter of recommendation (included in the LSDAS subscription for US college or university graduates).
7. A personal statement explaining your reasons for wishing to transfer to St. Thomas University School of Law.
8. A non-refundable application fee of \$60.00 US, made payable to St. Thomas University.

Visitor Applicants

St. Thomas University School of Law will consider applications for admission from applicants who have completed two years at another ABA-accredited law school. The applicant will receive his/her law degree from his/her home school, not from St. Thomas. To be considered for admission to St. Thomas, visitor applicants must: (1) be in good standing at their home school; and (2) have permission from their home school to attend St. Thomas University School of Law.

Visitor applicants must submit the following:

1. A completed and signed Application for Admission.
2. A copy of their LSDAS report from their home school file.
3. A letter of good standing with permission to visit St. Thomas University School of Law.
4. A statement explaining your reason(s) for wanting to visit.
5. A non-refundable application fee of \$60.00 US, payable to St. Thomas University.

Visitor applicants, upon acceptance, will be required to submit a non-refundable seat deposit of \$500. All Summer Only visiting students will be required to submit a non-refundable fee of \$150 before attending classes.

Disclosure and Accuracy

Applicants are advised to provide thorough and accurate responses to all questions on the application form. Discrepancies and omissions may be viewed as misconduct or an irregularity in the admissions process and reported, as required, to the Law School Admission Council for investigation.

Candidates who intend to apply for admission to the Florida Bar upon graduation from law school should be aware that once an application or student registration has been filed with the Florida Board Examiners, the Board may at any time request a copy of your law school application(s). Any discrepancies that appear in your responses to questions on the application(s) will have to be explained to the Board and to the law school. Bar examiners in other jurisdictions have similar standards and requirements.

Decision Process

The School of Law's Admissions Committee makes all admission decisions. The members of the committee evaluate each candidate's potential for the study of law considering all relevant factors. Among the more important factors are the LSAT score, undergraduate grades, and course of study. Work experience, the recommendation letter(s), the personal statement, honors and awards, activities and community service are also reviewed in the evaluation process.

The Admissions Committee begins its review of completed applications in the late fall, and continues through the following spring for fall entrance. For spring entrance, the Admissions Committee begins its review of completed applications in early September. The same admissions standards apply throughout the process, and early applicants will have the advantage of additional time to consider their options after receiving a decision. All deposits are non-refundable and will be applied to the first semester's tuition charges.

The law school receives over 2500 applications for approximately 250 seats in the first-year class. All applicants are welcome to visit the law school and sit in on a class, meet current students, and take a tour. To schedule a visit, check on the status of your application or to learn more about our law school, call (800) 245-4569, (305) 623-2310, or send an e-mail to admitme@stu.edu. For more information, visit our website at www.stu.edu/lawschool.

EDUCATIONAL BACKGROUND

9. Provide a complete list of all colleges, universities, and graduate or professional schools you have attended to date, regardless of whether you received academic credit or graduated from these schools.

School Name City, State Dates Attended Major Degree Received/Expected

Official transcripts from all schools from which any degree hereto has been confirmed must be submitted prior to matriculation or your acceptance to the School of Law will be cancelled.

10. A) Have you ever registered at any law school? Yes No *(If yes, please indicate)*
 Name of law school: _____, and
 Dates of attendance: _____
- B) Are you in good standing and eligible to return to that law school? Yes No
- C) Have you ever attended a Summer Conditional Admission Program? Yes No *(If yes, please indicate)*
 Name of law school: _____, and
 Dates of attendance: _____
- D) Are you in good standing and eligible to return to that law school? Yes No

You must have all law schools provide St. Thomas with an official transcript and a letter of good standing.

11. Has your college, university, graduate or professional school attendance been interrupted for one or more terms for any reason?
 Yes No *(If yes, please explain fully, including dates.)*

12. Have you ever been dropped, suspended, warned, placed on academic or disciplinary probation, accused of an honor code or student conduct code violation, disciplined, expelled, advised or required to withdraw, or otherwise been subject to discipline by any college, university, graduate or professional (including law) school?
 Yes No *(If yes, please explain fully, including dates.)*

HONORS, ACTIVITIES, AND EMPLOYMENT

13. List all academic honors, awards, scholarships, prizes, or other recognition you have received since secondary school.

14. Describe your most noteworthy volunteer community service work, including any activities undertaken while in college that involved working for social justice.

15. List all paid or volunteer employment experience since graduation from high school or over the past 15 years, whichever period is shorter. You may substitute a complete resume or curriculum vitae if you wish.

Employer Position Dates Hours per week

16. Have you served in the military on a full-time basis? Yes No *(If yes, please indicate)*
 A) Date of service _____ to _____ B) Branch of service _____
 C) Rank _____ D) Type of discharge _____

OTHER APPLICANT INFORMATION

17. Have you previously applied for admission to St. Thomas University School of Law? Yes No *(If yes, please indicate)*
- | | | | |
|-------------|-----------------------|-------------|-----------------------|
| <i>Year</i> | <i>Final Decision</i> | <i>Year</i> | <i>Final Decision</i> |
|-------------|-----------------------|-------------|-----------------------|

18. When did you take or when do you plan to take the Law School Admission Test (LSAT)?
- | | | | |
|-------------|--------------|-------------|--------------|
| <i>Year</i> | <i>Score</i> | <i>Year</i> | <i>Score</i> |
|-------------|--------------|-------------|--------------|

19. A) Have you ever been arrested for, charged with, or convicted of a crime? You must include juvenile offenses, alcohol offenses including driving under the influence of alcohol or drugs and any adjudications withheld by court. Also include any misdemeanor or felony offenses for which the charges were dropped, dismissed, referred to a pretrial interventional program, deferred prosecution and/or for which the records have been sealed or expunged. If you have ever been arrested for, charged with or convicted of a felony you must include copies of official documentation that demonstrates the disposition of the matter. Please explain in detail the circumstances surrounding the incident(s) and the disposition of each matter. The school has the right to conduct a criminal background check on all applicants to verify the information disclosed. Additionally, the school may revoke an acceptance if the applicant has not made a full disclosure. Yes No
- B) Are there any criminal charges pending against you? Yes No
- C) Are you currently serving or subject to any kind of probation, deferred prosecution program, or reporting or community service obligations associated with any criminal matter? Yes No *(If yes, explain the circumstances in detail)*
- _____
- _____
- _____

- D) Have you ever been, or are you presently, a defendant in a civil lawsuit? Yes No

If you answered Yes to 19A, 19B, 19C, or 19D, you must submit copies of all documents and provide details, including dates, on a separate page. You must disclose the nature of the law violation irrespective of any advice from any source, including legal counsel.

Applicants are advised to contact the Board of Bar Examiners of each jurisdiction in which they intend to practice law to ascertain whether anything in their background may interfere with, or preclude, their admission to the practice of law in that jurisdiction. Admission to, or graduation from, law school does not guarantee eligibility to sit for a bar examination and/or admission to the practice of law.

PERSONAL STATEMENT/ESSAY

20. Please prepare an essay of two to four pages in which you set forth your reasons for wanting to become a lawyer. Reflect upon your experiences, your values, activities, and the individuals who have influenced you. If applicable, describe any circumstances that adversely affected your academic performance in the past and indicate whether those circumstances are likely to affect your success in law school. The Admissions Committee will use your essay solely for the purpose of evaluating your candidacy for admission and will hold all statements in strict confidence.

21. Date of Birth *(optional)* _____ 22. Gender *(optional)* Male Female

23. How do you describe yourself? *(optional)*
- | | | |
|---|---|---|
| <input type="checkbox"/> Black/African American/Caribbean | <input type="checkbox"/> White/Non-Hispanic | <input type="checkbox"/> Mexican American |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Asian American/Pacific Islander | <input type="checkbox"/> Puerto Rican | |

