

APPLICATION INSTRUCTIONS  
JURIS DOCTOR PROGRAM  
Fall 2018

An applicant must submit the following:

1. Dated and signed Law School application. You may apply to Alabama in one of two ways.
  - A. Complete an electronic application through the Law School Admission Council (LSAC). [www.lsac.org](http://www.lsac.org)
  - B. Handwrite or type a printed application and submit by mail. (You may request an application from the Admissions Office or print one from our website at <http://www.law.ua.edu/apply>.)
2. \$40.00 nonrefundable application fee. The fee may be paid online through LSAC or by check or money order directly to the Law School. Checks or money orders should be made payable to The University of Alabama. **Please do not send cash.** We will waive the application fee for the following: 1) veterans and current members of the United States military; 2) current or former Teach For America and AmeriCorps members; and 3) current and former Peace Corps volunteers. To request any of these waivers, send an email to [admissions@law.ua.edu](mailto:admissions@law.ua.edu).
3. One essay. The Admissions Committee is especially interested in learning about you and how you will contribute to your class and the law school community. Your essay should not speak in generalities, and it should not simply repeat your résumé. You should describe events or character traits that are not obvious from the other information in your application. Your essay might address adversities you have faced and how you overcame them, an experience or person that impacted your life, or specific goals for your legal career.
4. Letter of Recommendation. At least one letter of recommendation is required. The best letters are those from professors, employers, or others who assess your analytical abilities, writing, and intellectual development.
5. Résumé. Please submit a résumé that includes at least your last three positions of full-time employment, including summer employment. Please also include honors, activities, and community and volunteer service.
6. Supplementary page providing details if you answer **Yes** to any portion of the Disciplinary and Criminal History section. If you have questions about any part of the code of conduct section, please contact the Law School Admissions Office. You should be aware that state bar associations may require disclosure of all criminal matters and may consider these matters in bar admissions decisions. 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.
7. LSAT Score.
8. Completed Credential Assembly Service (CAS) file. An applicant must register for the Credential Assembly Service and the file must be complete, with all transcripts from universities and colleges attended and at least one letter of recommendation before the Committee will review. **It is the applicant's responsibility to register with CAS and to ensure that all transcripts, fees, and letters of recommendation have been received by LSAC.** If you received your degree from an institution outside the U.S., you also must register for the Credential Assembly Service authentication and evaluation service. LSAC provides an applicant with status information via the LSAC website at [www.lsac.org](http://www.lsac.org).
9. If you are an international applicant and English is not your primary language, an official TOEFL score report must be sent from Educational Test Services (ETS) to LSAC to include with your Credential Assembly Service. The score must be no more than 2 years old.

**Please remember that your file remains incomplete until all of the above materials, including the CAS report, have been received by the Law School. Alabama Law has no specific application priority deadlines or cutoff dates. The Admissions Committee will begin admitting applicants early in the process, before December of the preceding year, and seats are filled as the admissions season progresses.**



### III. Residency

State of residence: \_\_\_\_\_ How long have you been a resident of that state? \_\_\_\_\_

If a resident of Alabama, in which county do you live? \_\_\_\_\_

If not an Alabama resident, have you ever lived in Alabama or do you have family or friends who live in Alabama?  
Explain: \_\_\_\_\_

Do you have family or friends who are students or alumni of the Law School? Explain: \_\_\_\_\_

### IV. Education

List all colleges and universities, graduate, and professional schools you have attended.

Name of Institution City, State	Dates Attended (Mo/Yr)	Degree/ Expected Degree	Major	Date Awarded (Mo/Yr)

Please list any other names under which your transcript may be listed. \_\_\_\_\_

Have you ever enrolled at The University of Alabama?  Yes  No

If yes, what is your student number? \_\_\_\_\_

Have you previously applied for admission to this Law School?  Yes  No

If yes, specify approximate dates \_\_\_\_\_

Have you ever attended another law school?  Yes  No

If yes, you must provide a letter of good standing and official copies of your law school transcripts.

LSAT: List all dates on which you have taken or plan to take the Law School Admissions Test and scores.

Please list other law schools to which you are applying or plan to apply (*optional*).

### V. Experience

**Full-time work.** Please submit a résumé that includes at least your last three positions of full-time employment, including summer employment. Please also include honors, activities, and community and volunteer service.

College work. Did you hold any job (full- or part-time) while attending college?  Yes  No

What positions did you hold? \_\_\_\_\_

Number of hours worked per week in college: \_\_\_\_\_

Military. Have you served or are you now serving in the military?  Yes  No

Date of entrance: \_\_\_\_\_ Date of release or expected release: \_\_\_\_\_

Type of discharge received or expected:  Honorable  Other  
(If "other," please explain on supplementary sheet.)

Branch of Service: \_\_\_\_\_ Highest rank: \_\_\_\_\_

## VI. Essay

Provide a personal statement that includes any information which you wish the Admissions Committee to consider when evaluating your application. This statement also might describe your interest in attending law school at The University of Alabama. (Approximately two pages)

## VII. Letters of Recommendation

Please provide at least one letter of recommendation. The best letters are those from professors, employers, or others who assess your analytical abilities, writing, and intellectual development.

## VIII. Disciplinary or Criminal History

**University and School of Law Community Interests.** The University of Alabama has a vital interest in the safety of its campus and character of its students. The School of Law shares this interest, and, as a professional school, has a heightened concern for the behavior, honesty and integrity of its students. Therefore, officials of the School of Law will deny admission to any applicant whom they deem to be detrimental to these interests. To assist in that consideration, the School of Law requires applicants to provide certain information about their disciplinary or criminal history. **A criminal or disciplinary history is not an automatic bar to admission.** Any admission decision relating to a criminal or disciplinary disclosure is made on a case-by-case basis considering the entirety of the file.

**Qualifications for Bar Admission.** 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. As part of their character and fitness review, state bar associations ask questions about prior conduct, including disciplinary and criminal conduct. The questions on this application to the School of Law are not necessarily identical to those of any state bar association. For example, state bar questions typically are more exhaustive and cover more types of conduct, such as arrests. **Admission to the School of Law does not guarantee that an applicant will satisfy the character and fitness review and other qualifications of any state bar.**

**Conduct Questions.** If you answer yes to any of the following questions, please attach an additional statement providing complete details, including the dates, circumstances, and resolution. Please also include any information describing how you believe you can positively contribute to the campus community despite any prior issue(s) disclosed below (e.g. evidence of rehabilitation, community service, etc.)

In answering the questions below, “convicted” means a judge or jury has found you guilty of the crime(s) charged against you in a court of law, following a trial or guilty plea. If your conviction has been sealed, expunged, or overturned, you do not have to disclose the conviction associated with that situation.

A. Have you ever been placed on probation, suspended, dismissed, removed, or expelled from any college, university, or other postsecondary institution or are you currently the subject of any pending disciplinary action by any academic institution?

Yes  No

B. Have you ever been convicted of any felony?

Yes  No

C. Have you ever been convicted of an offense involving physical harm to another person or animal?

Yes  No

D. Have you ever been convicted of a sexual offense?

Yes  No

E. Have you ever been convicted of stalking or have you ever received a restraining order, protective order or similar directive to avoid or to limit contact with a group or individual?

Yes  No

F. Are you currently the subject of pending charges or an indictment for any of the offenses listed above in questions B-E?

Yes  No

**Appeal.** The School of Law will notify an applicant if he or she is denied admission based solely on the conduct questions B-F above. In that particular case, the applicant may appeal the denial by providing a written statement of appeal to the School of Law within seven calendar days from when the denial was received. The appeal statement should be directed to the Associate Dean of Admissions at the School of Law.

## **IX. Joint Degree and Dual Enrollment Programs**

If applying for a joint or dual enrollment program (J.D./M.B.A., J.D./M.A., J.D./Ph.D., J.D./M.S. in Civil Engineering, J.D./M.S.W.), you must make a separate application to the College of Commerce and Business Administration, College of Arts and Sciences, College of Engineering, or School of Social Work, whichever is applicable.

## **X. International Applicants**

If you are not a citizen of the United States, please enclose a copy of the front and back of your resident card or your visa, whichever is applicable.

TOEFL: List all dates on which you have taken or plan to take the Test of English as a Foreign Language and scores. \_\_\_\_\_

## **XI. Early Academic Success Program**

The School of Law may offer an Early Academic Success Program for a select number of incoming first-year J.D. students. The Law School will invite students to the program based on several factors, including the student’s academic history and interest in the program. If you are interested in participating in the early start program, please indicate your interest here:

Yes  No

## **XII. Certification and Consent**

By submitting this application, I certify and consent to the following:

- The information contained herein is true, correct, and complete, and false, incomplete or misleading information may result in the revocation of an offer of admission or in other disciplinary action;
- The University may obtain additional information from others pertinent to my record prior to attending the University;
- The University may pursue a background check on me to confirm the accuracy of my application, and I will cooperate with the University in performing any such check;
- The University may release to an appropriate bar association any information pertinent to my character and fitness;
- I will promptly inform the University if there is a change to any of the responses in this application, including any changes to the information regarding my disciplinary and criminal history, whether the incidents occur before or during the application process or after admission and matriculation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

UA does not discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status.

See our full policy at: <https://eop.ua.edu/law.html>