

University of Miami School of Law

Instructions for the Entering First-Year Applicant

1. Character and Fitness and the Need for Full Disclosure

Applicants should take care to respond fully, fairly, and carefully to every question on the application. The University of Miami School of Law is primarily an academic institution. In evaluating applications, the admissions committee is thus principally concerned with candidates' potential for succeeding in and contributing to the academic program and School of Law community. The care, candor, and integrity evidenced by the application can be significant factors in that evaluation.

Applicants should be aware that in conducting character and fitness investigations (discussed under Conviction of a Crime and State Bar Requirements section of these instructions), bar authorities frequently request copies of candidates' applications for admission to law school to determine whether they have supplied erroneous or incomplete information in the admissions process. If discrepancies are found, bar authorities may conclude that they so far undermine a candidate's credibility as to call into question his or her fitness for admission to the bar.

In this regard, Miami Law places upon each applicant the continuing responsibility to notify the School of Law of any changes after submitting the application. This notification is required either prior to admission or at any time while enrolled as a student, and includes the information required by questions on the application.

2. Admission Standards

Admission decisions at Miami Law are based upon an applicant's potential for excellence in the study of law. The standard indicators of such potential, prior academic achievements and LSAT score, are evaluated in light of the quality of the undergraduate institution and the rigor of the courses selected by each applicant. In deciding among applicants who satisfy the school's high academic standards, factors such as significant work experience, extracurricular activities or community service, and unusual skills or backgrounds will also be considered. Because the process is selective, applicants are encouraged to provide a complete overview of their background and accomplishments. Applicants who are granted admission must possess bachelor degrees from regionally accredited institutions prior to registration. Miami Law is committed to a policy of enhancing the diversity of its student body and encourages applications from members of all minority groups.

3. Time of Submission of Application

Applying electronically through LSAC's Credential Assembly Service (CAS), an option which is included in your CAS registration, is preferred. Electronic and printed versions of the completed application will be sent to Miami Law. Information about the admissions process and links to LSAC/CAS are available through Miami Law's official website at law.miami.edu.

Miami Law will begin receiving electronic applications on September 1, 2013. Admission decisions are made on a rolling basis throughout the year. Applications will be reviewed as soon as all required documents have been received. Completion of the application by February 3, 2014 or earlier is strongly advised to place applicants in the best position for

admission. Competitive applicants who **complete** their files prior to January 10, 2014 will be optimally placed for scholarship consideration. Applications received after February 3, 2014 will continue to be accepted and reviewed on a seat available basis until July 31, 2014.

4. Address Update or Name Change

It is important that we have a current postal and e-mail address for applicants at all times. If either of the addresses provided on the application changes at any time, notify us promptly in writing. Applicants who legally change their name must submit documentation to the Office of Admissions to reflect this change on the student record.

5. International Transcript Submission

The University of Miami School of Law requires that international transcripts be submitted through the LSAC's Credential Assembly Service (CAS) authentication and evaluation service. Applicants completing more than one year of postsecondary work outside the US (including its territories) or Canada must use this service for the evaluation of their international transcripts. This service is included with the CAS registration fee. An international transcript evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into the LSAC CAS Law School Report. Students applying to the Juris Doctor program must possess a bachelor's degree from a US regionally accredited institution, or an equivalent degree from an international institution. The evaluation from CAS will clarify if international degrees meet this requirement. Questions about CAS should be directed to LSAC by e-mail to LSACinfo@LSAC.org or by calling 215.968.1001.

6. Test of English as a Foreign Language (TOEFL)

Applicants whose native language is not English, and whose undergraduate education is from outside the US, are required to submit a Test of English as a Foreign Language (TOEFL) score. Applicants with this background must contact the Educational Testing Service (ETS) and request that their TOEFL score be sent to LSAC. LSAC's TOEFL code for its Credential Assembly Service is 0058. The score will be included in the international transcript authentication and evaluation portion of LSAC's CAS report.

7. Law School Admission Test

Every applicant must take the Law School Admission Test (LSAT). We encourage applicants to take the June or October test the year prior to entry to permit early file completion. However, we will accept December and February LSAT scores. LSAT scores achieved in June 2009 or after will be considered. Applicants presenting scores prior to June 2009 must retake the LSAT. Individuals who do not sit for the examination on the date(s) indicated on their application must inform us in writing as soon as possible. In most cases, the highest LSAT score will be given the greater weight in the review process.

8. Credential Assembly Service (CAS)

Miami Law requires each applicant to register with LSAC's Credential Assembly Service (CAS). All undergraduate transcripts must be sent to CAS. Information about this service can be found at LSAC.org. Applicants may obtain registration information by contacting LSAC at

215.968.1001, or by mailing their request for information to Law School Admission Council, 662 Penn Street, Box 2000, Newtown, PA 18940-0998. The University of Miami Credential Assembly Service (CAS) code number is 5815. Applicants who completed more than one year of postsecondary work outside the US (including its territories) or Canada must submit their international transcripts through CAS, as explained under the International Transcript Submission section of these instructions.

9. Transcripts

In order to process the application, we must receive transcripts for **all** academic work undertaken, whether at the undergraduate, graduate, or professional level (including credit and non-credit courses). **These transcripts must be sent to us through LSAC's Credential Assembly Service (CAS).** Transcripts for any work completed after an applicant has fulfilled all the requirements for CAS submission, such as transcripts for the final semester or summer session of college, may be sent to us through CAS, or by the registrar's office of the institution attended. It is to an applicant's benefit to submit an updated CAS report.

Transcripts submitted through LSAC's Credential Assembly Service (CAS), while required to process your application, are not official transcripts. In keeping with American Bar Association standards, should admission be offered, we require that an official transcript from the degree-granting institution be received by Miami Law prior to registration. This transcript should be sent to us directly by the registrar's office of the degree-granting institution. All acceptance offers are conditional until receipt of the applicant's official transcript **conferring a bachelor's degree** from a regionally accredited institution. International transcripts sent to LSAC for CAS will be forwarded to Miami Law upon matriculation.

10. Recommendations and/or Evaluations

Miami Law requires either two letters of recommendation or two LSAC evaluation forms or a combination thereof. Recommendations and/or evaluations should be submitted through the LSAC Evaluation Service. This service is included in the Credential Assembly Service (CAS) registration. Letters and/or evaluations submitted through the LSAC Evaluation Service will be copied and sent to Miami Law along with the CAS report. Documents received by LSAC after the report has been sent to us will be forwarded to us on a weekly basis as they are received at LSAC. Applicants should be sure to include their LSAC account number (or social security number) and full name (identical to the application) on all documents. At least one (and preferably both) of these recommendations and/or evaluations should be from a faculty member who is familiar with the applicant's academic performance and has had an opportunity to evaluate some significant aspect of his/her academic work. Applicants who have been out of school for a number of years and are unable to obtain recommendations and/or evaluations from former professors, may submit recommendations from employers or other persons with whom they have worked closely since graduation. If, by February 3, we have not received one or both recommendations and/or evaluations, but all other documentation in support of the application has been received, we may act upon the application as if it were complete. It is to applicants' advantage to ensure that all recommendations and/or evaluations written on their behalf are submitted promptly. Applications may be submitted to Miami Law prior to having recommendations and/or evaluations forwarded. Applicants choosing to have their recommendations forwarded directly to Miami Law should mail their letters to the University of Miami School of Law, Office of Admissions, PO Box 248087, Coral Gables, FL 33124-8087.

11. Personal Statement

Applicants are encouraged to include a personal statement containing information about themselves, such as standardized test history (if relevant), work experience, leadership roles, community service, specific interest in the law, or unique circumstances. This information will be used by the Admissions Committee in reaching a decision on the application. While review by others is acceptable, this statement should be written solely by the applicant. If submitting the personal statement electronically through CAS, please use the Personal Statement feature under Attachments. Miami Scholar applicants should include the following in their personal statement: the importance of public service in a legal career and how they envision utilizing the law degree to promote access to justice.

12. Conviction of a Crime and State Bar Requirements

States subject applicants to the bar to a comprehensive and rigorous character and fitness investigation before admission to practice. Applicants are strongly encouraged to check with the state bar in the states in which they desire to practice to determine the rules that will apply to their bar admission in those states. Applicants with criminal convictions may find it difficult to gain admission to the bar of some states. Because the rules and procedures of states differ, applicants convicted of a crime should consult the bar authorities in each state in which they intend to practice. Furthermore, applicants should keep in mind that state bar authorities are concerned about the veracity of prospective lawyers and thus with applicants' truthfulness in supplying and updating information requested on law school applications. Applicants failing to disclose a crime for which they have been convicted, or omit related requested information, may experience, on these grounds alone, unusual delays or other problems in being admitted to the bar. Review with care the section of the application which addresses character and fitness issues and the need for full disclosure.

13. Application Fee and Fee Waiver Request

Upon completion of the application, submit a nonrefundable \$60 application fee to finalize the process. When using LSAC's electronic service, applicants may pay by credit card and submit an electronic signature with no certification form required. Applicants may also pay with a check, payable to the University of Miami, and mail it with the Payment Certificate Form to the University of Miami, School of Law, Office of Admissions, PO Box 248087, Coral Gables, FL 33124-8087.

For applicants who have been preapproved for a fee waiver from LSAC or received a Miami Law fee waiver, the waiver process will be automatic when applying electronically through LSAC. Applicants who have not been preapproved for an application fee waiver and are unable to pay the application fee should indicate on the electronic application that they will pay the application fee directly to Miami Law, complete the Payment Certificate Form, check the **Applying for UM Application Fee Waiver** box, and mail the form to us. Thereafter, applicants must have the financial aid office of their college or university send us a letter indicating financial need. If not available, applicants must submit a copy of their most recent income tax return along with the Payment Certificate Form. After receiving this documentation, we will consider the application fee waiver request. Applicants submitting a paper version of the application may submit documentation directly to the Office of Admissions.

14. Financial Aid Information

Applicants wishing to receive financial aid information should answer affirmatively to this question on the application in order to have this information sent to them when it becomes available.

15. Acknowledgments

Applicants will receive an electronic acknowledgment upon receipt of their application. When receiving and processing the Credential Assembly Service report, we will notify applicants only if any other required supporting document has not been received. Missing information reminders will not be mailed after February 3, 2014.

16. Communications

All correspondence relating to the application should be addressed to the University of Miami School of Law, Office of Admissions, PO Box 248087, Coral Gables, FL 33124-8087. We may be reached by telephone at 305.284.2523 during office hours, Monday through Friday from 9:00 AM to 5:00 PM Eastern Standard Time. Our website address is law.miami.edu. Applicants may send electronic communication to admissions@law.miami.edu. Admission decision notification will be made either by mail, e-mail, or through Miami Law's electronic notification portal.

17. Miami Scholars Scholarship Program

Students with a demonstrated interest in public service are encouraged to apply to the Miami Scholars Scholarship Program. Applicants should apply by using the Miami Scholars feature under Attachments, after answering **yes** in the Miami Scholars section of the application. If you are submitting a paper version of your application, print the Miami Scholars Scholarship Form which may be found on the application section of the website. Please be sure to submit a current résumé and to address the following information in the personal statement: the importance of public service in a legal career and how the applicant envisions utilizing the law degree to promote access to justice. Consideration for the Miami Scholars Scholarship Program is granted only to admitted full-time students with excellent academic achievement and strong LSAT scores who have a demonstrated interest in public service. Applicants wishing to be considered for the Miami Scholars Scholarship Program are strongly advised to complete their files by January 10, 2014. The deadline for consideration is April 1, 2014. For more information regarding the Miami Scholars Scholarship Program, visit our Public Interest webpage at law.miami.edu/hope.

18. Joint Degree Programs

Miami Law offers eleven joint degree programs:

1. Juris Doctor and Doctor in Medicine (MD/JD)
2. Juris Doctor and Doctor of Environmental Science and Policy (JD/PhD)
3. Juris Doctor and Master of Arts in Communication (JD/MA)
4. Juris Doctor and Master of Arts in Presenting and Live Entertainment (JD/MA)
5. Juris Doctor and Master of Business Administration (JD/MBA)
6. Juris Doctor and Master of Music in Music Business and Entertainment Industries (JD/MM)
7. Juris Doctor and Master of Professional Science in Marine Affairs (JD/MPS)
8. Juris Doctor and Master of Public Administration (JD/MPA)

9. Juris Doctor and Master of Public Health (JD/MPH)
10. Juris Doctor and Master of Science in Education in Community and Social Change (JD/MSEd)
11. Juris Doctor and LLM in Tax or Real Property, and an MBA (triple degree)

Applicants interested in being considered for the JD/MBA, the JD/MPH, the JD/MPS, the JD/MPA, the JD/MSEd, or the JD/MM or MA must apply separately to Miami Law and to either the School of Business Administration, the School of Medicine/Graduate Programs in Public Health, the Rosenstiel School of Marine and Atmospheric Science, the College of Arts and Sciences/Department of Political Science, the Frost School of Music, or the School of Education.

To be considered for the JD/MM in Music Business and JD/MA program in Arts Presenting and Live Entertainment programs as an incoming first-year law student, one must be accepted to Miami Law by February 1, 2014. Accepted JD students will then be provided with instructions for completing the Frost School of Music application which includes an application fee. Applicants interested in the MD/JD joint degree program must be admitted to the Miller School of Medicine first and be admitted to Miami Law after the completion of their second year in medicine. There is no separate application form for the JD/MA program with the School of Communication. The Law School application may be shared with the joint program being applied to in the review process.

Admission to one program does not guarantee or imply admission to both programs. Applicants must submit all requisite admission materials and test scores (GRE/GMAT) as indicated in each school's application instructions. Please indicate on both applications the intention to apply as a joint degree applicant. For more information regarding our joint degree programs, visit our website at law.miami.edu. It is possible to apply to any of our joint degree programs during a student's first or second year of Law School.

19. Non-Discrimination Policy

It is the policy of the University of Miami that no person within the jurisdiction thereof shall, on the basis of race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment (including all forms of sexual harassment and sexual violence) under any program or activity of the University, regardless of whether such program or activity occurs on-campus or off-campus.