2016-2017 Instructions for Visiting Applicants – Fall, Spring, Summer

Character and Fitness and the Need for Full Disclosure

Visiting 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 also 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 1 and 2 under Character and Fitness on the application.

Admission Standards

While one standard indicator of potential for admission for visiting applicants is prior performance in law school, undergraduate records and LSAT scores are also considered in the admissions process. Also considered in the admission process are letters of recommendation, the statement of purpose, the resume, and the letter of standing from the applicant’s home law school.

At minimum, visiting students must have completed the equivalent of the entire first-year of law school at an A.B.A accredited law school prior to admission consideration. The maximum number of credits that can be earned as a visiting student is 32. The School of Law is committed to a policy of further enhancing the diversity of its student body and encourages applications for visiting status from members of all minority groups. Visiting students are expected to adhere to the requirements and standards of their home institutions and to the academic and other standards specified in the Student Handbook and Honor Code of the University of Miami School of Law. Visiting students are expected to return to their home schools to complete their degrees.

Miami Law is committed to a policy of further enhancing the diversity of its student body and encourages visiting applications from members of all minority groups.
Time of Submission of Application

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

Applicants are encouraged to submit their application and all supporting documentation as early as possible. Visiting applicants may enroll for spring (December 1 deadline), fall (July 15 deadline), or summer (May 1 deadline) semester. Admission decisions are made on a rolling basis throughout the year.

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 that effect to the Office of Admissions to reflect this change on the student record.

Credential Assembly Service (CAS)

A copy of your LSAC Credential Assembly Service Report (CAS) may be sent directly to the School of Law from LSAC or by the Registrar at your home institution.

We recommend that the report include the final undergraduate transcript, confirming receipt of the bachelor’s degree, and a current law school transcript. It may not be necessary to reregister with Credential Assembly Service for this purpose since there is an extended Credential Assembly Service for law school candidates. Information about this service can be found at LSAC.org. You also may obtain registration information by contacting LSAC at 215.968.1001, or by mailing your request for information to Law School Admission Council, 662 Penn Street, PO Box 2000, Newtown, PA 18940-0998. The University of Miami Credential Assembly Service code number is 5815.

Transcripts

In order to process your visiting student application, it is necessary that we receive an official law school transcript directly from the Registrar at your home institution. This transcript should be up to date and at minimum reflect the entire first-year.

Class Rank and Letter of Standing

Miami Law requires a letter from the Registrar or Office of the Dean at your present law school indicating that you are in good standing and unconditionally eligible to return. In addition, the letter should indicate that the credits earned at the University of Miami School of Law will be accepted and applied toward a degree from your home law school. If available, this letter should also state your class rank.
Recommendations

Applications may be submitted to Miami Law prior to having letters of recommendation forwarded to the School of Law. Miami Law requires two letters of recommendation. Recommendations should be submitted through the LSAC’s Evaluation Service. This service is included in the LSAC’s Credential Assembly Service (CAS) registration. Letters will be electronically 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 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. Both recommendations should be from law school faculty members familiar with applicants’ academic performance and having had an opportunity to evaluate some significant aspect of their academic work. It is to applicants’ advantage to ensure that all recommendations written on their behalf are submitted promptly.

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.

Conviction of a Crime and State Bar Requirements

States subject bar applicants to a comprehensive and rigorous character and fitness investigation before admission to practice. Applicants are strongly encouraged to determine the requirements for any jurisdiction in which they intend to seek admissions by contacting the jurisdiction directly. Addresses for all relevant agencies are available through the National Conference of Bar Examiners at www.ncbex.org. 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 on their law school applications may experience, on that ground alone, unusual delays or other problems in being admitted to the bar. Additional information regarding this topic is found under the Character and Fitness and the Need for Full Disclosure section of these instructions.

Application Fee

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. There are no fee waivers available for visiting applicants.
Financial Aid Information

Applicants requiring financial assistance should contact the financial aid office at their home institution and/or the Office of Financial Aid at the University of Miami School of Law for assistance and application materials. The Office of Financial Aid can be reached at (305) 284-3115, or via email at gradprof.finaid@miami.edu.

Acknowledgments

An application acknowledgement will be sent upon receipt of the application and application fee. Applicants will be contacted by e-mail or by telephone when any other required document has not been received. Applicants may review their requirements checklist through LSAC’s Applicant Status Online at LSAC.org.

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 www.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 CaneLink, the University of Miami electronic portal, at https://canelink.miami.edu/.

Career Development Office

Visiting applicants do not receive priority at the Career Development Office and may not be eligible for services otherwise available for full-time enrolled University of Miami School of Law students and/or alumni.

Disability Services

Visiting applicants who are interested in applying for academic accommodations should contact Ms. Iris Morera, Coordinator, Disability Services, at (305) 284-9907, or emailing imorera@law.miami.edu.

Health Insurance

Visiting applicants must have health insurance and will be automatically billed for insurance each semester unless they complete a cancellation request that is available online.

Class Registration and Activity Fee

Visiting applicants do not get priority registration which can limit the courses available for them. This includes clinical opportunities. All visiting applicants are charged a student activity fee.
Joint-Degree Programs

Miami Law offers joint-degree LL.M. programs for visiting applicants. Visiting applicants interested in being considered for one of these programs must complete the individual program application and supply all documentation required of a visiting student applicant and an applicant to the LL.M. program. For further information access the Joint Degrees & Concentrations webpage.

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.