University of Miami School of Law
Instructions for Transfer Applicants for Spring, Fall, and Summer

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 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

Miami Law welcomes and encourages applications from students who have compiled strong records at other American Bar Association-approved law schools and wish to transfer. Applications are reviewed as soon as all required documents (application, application fee, LSAC's Credential Assembly Service (CAS) report, law school transcripts, and statement of good standing) have been received.

While one standard indicator of potential for admission for transfer applicants is prior performance in law school, undergraduate records and LSAT scores are also considered in the admissions process. To be considered for transfer, Miami Law applicants are normally required to have a 3.00 average or better, or to be in the top third of their class at an ABA-accredited law school. Exceptions may be made for students from highly competitive institutions.

Transferring with less than two years of law study remaining is highly unusual. Normally 30 credits are required for transfer; however, if fewer credits comprise the entire first-year, full-time curriculum at the applicant's school, the application will be considered. The usual number of acceptable transfer credits is 27-30. The maximum number of acceptable transfer credits is 32; therefore, in order to earn the Juris Doctor from the University of Miami School of Law, a minimum of 56 additional credits over four full-time semesters is required. While there is no part-time program offered at Miami Law, competitive transfer applicants from part-time programs who have completed the entire first-year part-time curriculum at their home school may be considered for transfer into the full-time division. All previously stated factors are considered in the review process.

Students who transfer to Miami Law who take a summer course (whether on Miami Law campus or abroad) who are registered with Miami Law as visiting students for the summer program (because their transfer has not yet taken effect) will have their Miami Law summer course grades calculated into their grade point averages upon transfer.
Miami Law is committed to a policy of further enhancing the diversity of its student body and encourages transfer applications from members of all minority groups.

**Conditional Non-Binding Admission Standards**

Transfer applications can be reviewed and students may be admitted on a conditional basis with only one semester’s worth of law school grades and supporting documents (application, application fee, LSAC/Credential Assembly Service (CAS) report, law school transcripts, and statement of good standing). Students who attend law schools that are on trimester or quarter systems must present a minimum of two trimesters or two quarter’s worth of law school grades for conditional consideration. Students who maintain or increase the mid-year performance, remain in good standing, and have no significant changes in the application that might affect their eligibility for consideration, will be granted full admission after final year-end grades and updated letters of good standing are reviewed by the Office of Admissions. Final admission decisions will be made as soon as possible after receipt of these documents. All offers of admission are conditional until official final first-year law school transcripts are received. Under no circumstances will applicants be allowed to start classes as a transfer student without final full admission to Miami Law.

**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 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 [www.law.miami.edu](http://www.law.miami.edu).

Applicants are encouraged to submit their applications and all supporting documentation as early as possible. Transfer applicants may enroll for spring (December 1 deadline), fall (July 15 deadline), or summer (May 1 deadline) semesters. 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 the Office of Admissions to reflect their name change on the student record.

**Credential Assembly Service (CAS)**

Miami Law requires an updated Credential Assembly Service (CAS) report from each transfer applicant. 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 CAS for this purpose since there is an extended CAS for law school candidates. Information about this service can be found at [LSAC.org](http://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 CAS code number is 5815.

**Transcripts**

Transcripts submitted through LSAC's Credential Assembly Service (CAS), while required to process your application, are not official transcripts. In keeping with accreditation standards, should admission be offered, we require that an official final first-year law school transcript and an official
transcript from your undergraduate degree-granting institution be received by Miami Law prior to registration. These transcripts should be sent to us directly by the registrar's office at the undergraduate degree-granting institution and the law school. Undergraduate degree granting institutions must be accredited by an accrediting agency recognized by the United States Department of Education.

Applicants being considered for conditional acceptance will need to submit official law school transcripts reflecting at least mid-year grades, as stipulated under the Conditional Non-Binding Admission Standards section of these instructions. In order for final review, we must receive final transcripts reflecting all of your law school work. All acceptance offers are conditional until your official final law school transcript is received and reviewed.

Class Rank and Letter of Standing

We require a letter from the registrar or office of the dean at your present law school indicating your class standing. If available, this letter should also state your class rank. If your school does not rank its students after the first year, the letter from your dean or registrar should state that fact. If conditionally admitted, an updated letter of standing will be required for full admission.

Recommendations

Miami Law requires two letters of recommendation to complete your application. 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. At least one (and preferably both) of these recommendations should be from a law school faculty member who is familiar with the applicant's academic performance and has had an opportunity to evaluate some significant aspect of the academic work. It is advantageous to applicants to ensure that all recommendations written on their behalf are submitted promptly. Applications may be submitted to Miami Law prior to having recommendations 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.

Conviction of a Crime and State Bar Requirements

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. 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.

Financial Aid Information

Applicants wishing to receive financial aid information should answer affirmatively to this question on the application. The Free Application for Federal Student Aid (FAFSA/Renewal FAFSA) will become available after October 1, 2017. The University of Miami preferred FAFSA deadline is March 1, 2018. Please visit the Federal Student Aid Programs webpage at www.fafsa.gov for more information.

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 Miami Law's electronic portal.

Law Review and Moot Court Board

Transfer students are not automatically eligible for membership on a law school review or on any moot court board on the basis of class rank at another law school. Upon admission, a transfer student should check the eligibility requirements for each law review publication and each moot court board for specific membership criteria. Transfer students are precluded from joining the University of Miami Law Review in their second-year, but may participate in the write on competition during the summer of their second and third years. For additional information, visit our webpage Law Reviews & Journals at the University of Miami School of Law. For specific inquiries, please contact Assistant Director Emily Horowitz, at ehorowitz@law.miami.edu.

Class Ranking and Dean’s List at Miami Law

At Miami Law the grade point averages of transfer students are not included in the class ranking. However, transfer students are included in the determinations of graduation honors, including Latin Honors, as described in greater detail in the Student Handbook. In addition, full-time students who complete nine or more graded credits for any semester with a grade point average in the top 20 percent of their class will be awarded a Dean's List certificate.

Career Development Office
Fully admitted transfer applicants will receive a welcome message from the Career Development Office (CDO). This message will include instructions on how to access the CDO’s Symplicity system to participate in recruiting and externship programs. Fully admitted transfer applicants are assigned to a CDO advisor with whom they may discuss their job search and professional development.

All fully admitted transfer applicants may participate in the CDO’s various programs, including its annual fall recruiting program. The application process for fall recruiting starts as early as the beginning of July. Fully admitted transfer students will receive the same materials and information sent to rising second-year students, including instructions on how to participate in the fall recruiting program. The CDO provides information by way of e-mail communication; therefore, fully admitted transfer applicants should notify the Office of Admissions promptly of any change in their e-mail address to ensure timely delivery of this information.

**Disability Services**

Transfer applicants with special accommodations from their home schools relating to a documented disability should contact the Office of Disability Services (ODS) at (305) 284-9907, or email disabilityservices@law.miami.edu.

**Joint-Degree Programs**

Miami Law offers the following joint degree programs:

1. Juris Doctor and Doctor in Medicine (JD/MD)
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 Latin American Studies (JD/MA)
5. Juris Doctor and Master of Arts in Presenting and Live Entertainment (JD/ML)
6. Juris Doctor and Master of Business Administration (JD/MBA)
7. Juris Doctor and Master of Music in Music Business and Entertainment Industries (JD/MM)
8. Juris Doctor and Master of Professional Science in Marine Affairs (JD/MPS)
9. Juris Doctor and Master of Public Administration (JD/MPA)
10. Juris Doctor and Master of Public Health (JD/MPH)
11. Juris Doctor and Master of Science in Education in Community and Social Change (JD/MSEd)

Miami Law also offers three triple degree programs:

1. Juris Doctor, Master of Business Administration, and LLM in Estate Planning (JD/MBA/LMM)
2. Juris Doctor, Master of Business Administration, and LLM in Real Property (JD/MBA/LMM)
3. Juris Doctor, Master of Business Administration, and LLM in Taxation (JD/MBA/LMM)

Miami also offers seven joint JD/LL.M. programs:

1. JD/LL.M. in Entertainment, Arts and Sports
2. JD/LL.M. in Estate Planning
3. JD/LL.M. in International Arbitration
4. JD/LL.M. in International Law
5. JD/LL.M. in Maritime Law
6. JD/LL.M. in Real Property Development
7. JD/LL.M. in Taxation

Miami Law's currently enrolled LLM students (who are foreign lawyers) may submit an application for admission to the Joint JD/LL.M. for Foreign Lawyers program through the Master of Law Programs Application on our website.

Applicants interested in being considered for the JD/MBA, the JD/MPH, the JD/MPS, the JD/MPA, the JD/MSEd, the JD/MM, the JD/MA or JD/ML 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 and Human Development, and the College of Arts and Sciences Latin American Studies.

Accepted JD students interested in the JD/MM joint degree program will be provided with instructions for completing the Frost School of Music application. Applicants interested in the JD/MD joint degree program must be admitted to the Miller School of Medicine first and then be admitted to Miami Law after 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 admission 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 Joint Degrees and 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.