
APPLICATION INSTRUCTIONS

University of North Dakota School of Law

Congratulations on your decision to apply to the University of North Dakota School of Law. Please follow these instructions carefully to ensure your application is processed in a timely manner.

1

Return the completed University of North Dakota School of Law Application for Admission to:
Director of Admissions and Records
University of North Dakota
School of Law
P.O. Box 9003
Grand Forks ND 58202-9003

2

Attach to your Application for Admission the \$35.00 nonrefundable application fee. Include an additional, nonrefundable, \$45.00 late fee if your application will not reach us by April 1. Make your check payable to the University of North Dakota School of Law.

3

The University of North Dakota is a participating law school in the LSDAS letter of recommendation service. You may have your letters of recommendation submitted by your recommenders to the Law School Admission Council (LSAC) following the procedure in the LSAT/LSDAS Registration and Information Book, instead of having your recommenders send them directly to this law school.

If you elect to have your recommendations sent directly to the University of North Dakota School of Law, you will need to select two recommenders and supply each with a University of North Dakota School of Law Recommendation form (two such forms are supplied with this application). Complete and sign the waiver/nonwaiver box at the top of these forms before providing them to your recommenders. Request that each recommender return the form directly to us after completing and signing it.

The most valuable recommenders are college instructors who are in a position to evaluate your writing ability, effectiveness of oral communication, academic performance, and academic potential for the study of law. If it is impossible to have your recommendation forms completed by college instructors, please select other persons able to evaluate you in the same way. The committee may disregard a recommendation not received directly from its author or from LSAC.

4

Register with the Law School Admission Council to take the Law School Admission Test (LSAT) and to participate in the Law School Data Assembly Service (LSDAS). The forms to register for the LSAT and participate in the LSDAS are in the current issue of the LSAT/LSDAS Registration and Information Book. This publication is available at no charge from most law schools, college career/placement offices, and college prelaw advisors. You may pick one up at the University of North Dakota School of Law if you are in the area. If you cannot otherwise obtain a copy of this publication, you may contact the LSAC at:

Law School Admission Council
P.O. Box 2000
661 Penn Street
Newtown PA 18940-0998

Phone: (215) 968-1001
Fax: (215) 968-1119
E-mail: lsacinfo@LSAC.org
Internet: www.LSAC.org

The Information Book contains LSAT and LSDAS registration forms and instructions, and letter of recommendation forms. Please note that the LSDAS procedures require you to arrange for each undergraduate institution you have attended to send your transcript to LSDAS (NOT to the University of North Dakota School of Law), and that the LSAC will NOT send your LSDAS Report to us until it has received all your transcripts. Because your application file is not complete until we have that Report, you need to be both prompt and careful in complying with LSAC procedures.

You should take the LSAT as soon as possible. We discourage waiting for any test administered so late that you risk the score not being reported to us prior to the April 1 application deadline. The fall semester administrations (usually one in late September or early October, and another in December) present the most advantageous timing for you. Taking the earliest fall test leaves you room, if you are disappointed in your score, to take the test again in December and still have your score reach us by April 1. Each test has a registration deadline well in advance of the test date, so do not delay your testing decisions.

You are responsible for ascertaining that all of your application materials have been received by the University of North Dakota School of Law. Your application file is not complete until we have received your complete application, the nonrefundable application fee or fees, a Law School Data Assembly Service (LSDAS) Report [on which Law Services reports to us your undergraduate academic record and your score on the admission test (LSAT)], and two completed recommendation forms sent to us by your recommenders or included in your LSDAS report.

If you are admitted, you will be required to submit a \$100.00 acceptance deposit to reserve your seat in the class. This fee will not be due until April 1 or later, depending on date of admission, and cannot be waived. In years in which the School of Law determines that it must utilize a wait list, admitted students may be required to pay a second acceptance deposit to maintain the reserved place in the class. The amount of the wait list deposit would not be in excess of \$75.00. Both the \$100.00 original deposit, and any wait list deposit will be returned to the admitted students who register upon full payment of fees.

If you have any questions about the admission process or the application to the University of North Dakota School of Law, do not hesitate to contact us by telephone at (701) 777-2047 or by fax at (701) 777-6447, or e-mail to admissions@law.und.edu.

Ben Hoffman
Director of Admissions and Records

for the _____ semester, 20 _____

I am applying for admission as a first-year student transfer student.

*NOTE: Beginning first-year students may enter **only** in the fall semester.*

Please fill in all blanks that are applicable and mail the application along with a **\$35.00 nonrefundable application fee (plus an additional \$45.00 nonrefundable late fee if your application will not reach us by April 1)** to:

Director of Admissions and Records
 University of North Dakota
 School of Law
 P.O. Box 9003
 Grand Forks ND 58202-9003

The Admissions Committee will not consider your file until it is complete. You should complete your file by **April 1 of the spring prior to anticipated registration**. If your application file is completed **after April 1**, you may be rejected solely because of the number of applicants already accepted. If your file has not been completed by August 1, it will be closed without decision.

Any false or misleading statement by the applicant in connection with this application or an incomplete or inaccurate application may be the basis for denial of admission or dismissal after admission. All questions asked must be answered, and the application must be signed and dated. You must notify the School of Law of any changes to the information you have supplied which occur after the date of signature on this application. If the space provided for the answer of any question is inadequate, please attach a separate sheet with the relevant question number and response.

1. Name _____
LAST FIRST MIDDLE

2a. Present Residence _____
STREET CITY STATE ZIP

2b. Present Mailing Address (if different from residence) _____
STREET CITY STATE ZIP

2c. Present Telephone Number (_____) _____

2d. Present E-mail Address _____

3a. Permanent Address (if different from above) _____
STREET CITY STATE ZIP

3b. Permanent Telephone Number (if different from above) (_____) _____

4a. Social Security Number (optional) _____
(WILL BE USED FOR RECORDKEEPING PURPOSES ONLY)

4b. Date of Birth _____ Place of Birth _____
CITY STATE

5. Name of Emergency Contact Person _____ Phone (_____) _____

6. Address of Emergency Contact Person _____
STREET CITY STATE ZIP

7. Are you presently a North Dakota resident? Yes No If yes, state length of residency. _____
 If no, of which state are you a resident? _____

8. Are you a U.S. citizen? Yes No If no, in which country do you hold citizenship? _____

9. Have you registered with the Law School Data Assembly Service? Yes No
 If yes, give the date that you registered. _____ If no, when will you register? _____
 LSDAS Registration Number _____

10. Have you taken the Law School Admission Test? Yes No If yes, on what date? _____

11. If the answer to Item 10 was "no," have you applied to take the Law School Admission Test? Yes No

If yes, please indicate the date of the test you will take. _____

12. Have you previously applied to the University of North Dakota School of Law? Yes No If yes, in which year? _____

13a. HIGH SCHOOL EDUCATION

Institution and Location	Dates Attended
_____	_____
_____	_____

13b. UNDERGRADUATE EDUCATION

Institution and Location	Dates Attended	Major and Name of Degree	Graduation Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

13c. GRADUATE EDUCATION (including law school)

Institution and Location	Dates Attended	Major and Name of Degree	Graduation Date
_____	_____	_____	_____
_____	_____	_____	_____

14. A) For any law school listed above, are you eligible to re-enter without condition (e.g., no waiting period before re-entering) or probationary status? Yes No If no, please explain fully on a separate sheet.

In addition to transcripts, you must request a letter from the dean of any law school attended, verifying your good standing and eligibility to return.

B) For any graduate education listed above, please have the institution where that credit was earned send us an official transcript showing your graduate record.

15. List, in order of importance, your extracurricular activities, offices held, and accomplishments.

16. List prizes, honors, and scholarships received in college.

17. Were you employed while attending college? Yes No If yes, please indicate the nature and hours per week of employment.

18. List any employment, including your present position, during the past ten years. Do not list employment prior to entering college.

Employer	Location	Nature of Position	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

19. How did you hear about the UND Law School? _____

20. Please indicate two people who will be completing standard law school recommendation forms or who will be sending their recommendations to the Law School Admission Council.

21. Have you ever been reprimanded, placed on probation, disciplined, suspended, sanctioned, or dismissed from any college, university, graduate school, professional school, professional organization or licensing agency for any reason? Yes No

If the answer to this is yes, you must provide a letter or other documentation from the college, university, graduate school, professional school, professional organization or licensing agency describing the events which led to your being disciplined including the sanction imposed. In addition to the documentation from the college, university, graduate school, professional school, professional organization, or licensing agency, you must provide your own personal explanation on a separate sheet describing the events that led to you being disciplined. Your file will not be considered complete and it will not be reviewed until this documentation has been submitted.

22. Have you ever been arrested for, charged with, pled guilty to, been convicted of or adjudicated guilty of, or paid any fines or penalties as a result of any violation of any law, ordinance, criminal or military law? You may omit minor traffic violations such as speeding tickets and parking violations. You may not omit serious traffic violations such as driving under the influence of alcohol or drugs, reckless driving, driving without insurance, damage to property, or driving with a suspended or revoked license. Yes No

Have you ever been accused or charged in a court-martial proceeding or received a less than an honorable discharge from any branch of the armed services of the United States of America? Yes No

If the answers to either of the above questions are yes, you must provide records from the court or military office documenting the charge and the disposition of that charge, including any sanctions imposed. In addition to the documentation from the court or military office, you must provide your own personal explanation on a separate sheet describing the events that led to the charge(s). Your file will not be considered complete and it will not be reviewed until this documentation has been submitted. Failure to submit this documentation in a timely manner may cause your application to be denied or withdrawn.

NOTE: Although the University of North Dakota School of Law is not seeking information about sealed or expunged records, such information ordinarily must be disclosed to bar admission authorities. If you are concerned about your past conduct and the information contained in these records, you should contact the bar admission authorities in the states in which you wish to practice to determine whether your past conduct will hamper your admission to practice.

23. **PERSONAL STATEMENT:** Please submit a personal statement that tells us more about you. The subject matter is up to you but keep in mind that the admissions committee will be seeking a sense of you as a person and also as a potential student and graduate of the UND School of Law. It is an opportunity for you to include any information that will help the Committee act on your application and that sets you apart in a significant way from other applicants. We encourage you to develop a statement that provides the Committee with insights that cannot be obtained from the LSDAS report or other information contained on the application. You may include information addressing any economic, cultural, and/or societal factors, your academic record, or LSAT results, which would provide the Admissions Committee with additional insight into your application.

I understand that because of the high ethical standards to which lawyers are held, the failure to disclose an act or event is often more significant, and leads to more serious consequences, than the act or event itself. I certify that all of the information on this form, and any attachments to this application, are complete and accurate and given for the purpose of having the UND School of Law take action in reliance on the information provided. I understand that any false or misleading statement by me in connection with this application or the submission of an inaccurate or incomplete application may be the basis for denial of admission, for dismissal, or for other sanctions. I also understand that, (if any information provided in this application becomes inaccurate or misleading between the date of signature on the application and the date either of denial of admission or initial registration, I must notify the UND School of Law and correct the inaccurate or misleading information.) I further understand that any information I provide in connection with my application may later be supplied to any bar admission authority to which I make application for admission to the bar without further permission from me and that a complete copy of my application will be supplied to any bar admission authority that requests it.

SIGNATURE

DATE

