



## Application Instructions

### Applying for Admission for the Juris Doctor Degree

Applications for admission to the College of Law should be submitted anytime between September 15 and March 31 of the calendar year prior to the planned date of enrollment; although applications submitted after the preferential deadline of March 31 will be accepted and reviewed on a rolling basis until the office determines applications will no longer be accepted. Regular admission decisions are completed on a rolling basis [though early decision (apply by November 21) and early admission (apply by December 19) options are available]. All applicants will be considered for financial assistance if they are granted admission. Accordingly, students should, to the extent possible, submit their applications in advance of the March 31 deadline.

Applicants to the College of Law are required to apply electronically through the Law School Admission Council (LSAC) at [LSAC.org](http://LSAC.org).

### Requirements for Admission as a First-Year Student

All applicants for admission must possess a bachelor's degree from an accredited college or university prior to enrollment in the College of Law. This requirement may be waived only in exceptional circumstances and upon approval by the Admissions Committee. There is no single major or undergraduate field of study required of an applicant.

Applicants must take the Law School Admission Test (LSAT) and register with the Credential Assembly Service (CAS). The LSAT is offered four times annually: September/October, December, February, and June. The admissions committee will not accept LSAT scores from the June administration the summer preceding enrollment (ex. June 2015 test scores will not be accepted for the August 2015 entering class--except in rare cases in which taking the February LSAT was not possible due to factors outside the applicant's control, e.g. natural disasters).

A completed electronic application will include the following:

- The application for admission and \$60 application fee (\$70 for international applicants)
- Completed character and fitness section
- Resume (generally 1-3 pages)
- Personal statement (generally 2-3 pages)
- Optional - Essays on leadership potential/experience; contributions to a diverse intellectual environment/multicultural experiences, commitment to public interest/public service

The following items must be submitted in addition to the completed application via CAS:

- Official transcripts from all colleges attended
- Two letters of recommendation (faculty letters of recommendation are strongly preferred for those students that are currently in school or have graduated within the past two years)

The Moritz College of Law is committed to enrolling highly motivated individuals with strong academic potential who bring to the College a broad range of personal backgrounds and intellectual experiences. All candidates offered admission should demonstrate likely academic and professional success based upon quantifiable and non-quantifiable indicia. In selecting members of each entering class, the College seeks to enroll men and women who will enhance the intellectual quality of life within the Moritz Community who bring to the college those skills and attributes such as, but not limited to, creativity and innovation; problem solving; practical judgment; empathy; diligence; integrity; honesty; networking and business development; passion and engagement; community involvement and service; strategic planning; and multi-cultural experience/competency that are essential to success in the legal profession.

### Valuing Diversity

The Ohio State University Moritz College of Law believes that diversity, inclusion, equity, and justice are essential to the excellence of our community, culture, and curriculum. We recognize that the pursuit of this excellence requires thoughtful, deliberate, and sustained action and that this effort is critical to our educational mission.

**Community:** We value diversity in all of its dimensions including, but not limited to, gender, race, ethnicity, religion, ideology, sexual orientation, physical and learning abilities and socioeconomic status. We seek to reflect these multiple perspectives, backgrounds, and interests in all facets of our community. We recognize that students who are exposed to and embrace diversity are better prepared to engage in a pluralistic world and successfully navigate the legal profession.

**Culture:** We strive to be an inclusive community in which each individual feels safe, respected, and valued. In building a



community that values similarities and differences among its constituents, we seek to embody in our actions and in our relations with one another principles of equity and justice as well as the values of honesty, respect, compassion, responsibility, and fairness.

**Curriculum:** We believe that exposure to multiple, and even sometimes competing points of view best equips students to explore, understand, and apply complex concepts, building the basis for a rigorous legal education. By weaving diversity into the fabric of our curriculum, we equip our students with the interpersonal and critical thinking skills that are essential to success in the complex, multicultural world in which we live and the society the legal profession serves.

The Ohio State University Moritz College of Law is committed to building and supporting a diverse community. The university embraces human diversity and is committed to equal employment opportunity, valuing diversity in admissions, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Discrimination against any individual based upon protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

For further information, contact the office of human resources at 124 Archer House, 2130 Neil Ave., Columbus, OH 43210-1174, (614) 292-4164 or visit <http://hr.osu.edu/policy>.

## Application Status

Staff members of the Moritz College of Law Office of Admissions and Financial Aid are available to answer questions relating to the application process and admission standards. Due to the high volume of requests, applicants are strongly encouraged to check the status of their application by referring to the Applicant Status Online Page at <http://moritzlaw.osu.edu/admissions/jd/applying/check-your-status/>.

The Office of Admissions will notify applicants by e-mail when their application has been received and processed. The email will include log in information for the online status page. It is important that the applicant provides the office with a current e-mail address and checks their e-mail regularly. While the Office of Admissions seeks to keep applicants informed of their status, it is the applicant's responsibility to make sure the application is received by the relevant deadline.

The Moritz College of Law Admissions Committee renders admissions decisions on a rolling basis after the application file is received and is complete (with supporting documents, such as the CAS report). This process can take anywhere between six to ten weeks, based on the volume of applications. Early decision applicants will receive a decision by December 19. Early admissions applicants will receive their decisions by January 30. Applicants will be notified of their decision via e-mail and decisions will be posted on the online status page. We will not provide decisions over the phone. We will only release information to applicants unless an applicant as indicated in writing a specific individual who may inquire information on their behalf.

Contact with the Moritz College of Law Office of Admissions may be made by phone at (614) 292-8810 or e-mail at [lawadmit@osu.edu](mailto:lawadmit@osu.edu). The Office of Admissions is staffed Monday-Friday 8:30 a.m. to 4:30 p.m. ET.

## International Applicants

Moritz College of Law welcomes applications from citizens of other countries. International applicants should follow the application procedures established for U.S. citizens.

The Moritz College of Law requires that foreign transcripts be submitted through the LSAC Credential Assembly Service (CAS). For any post-secondary work outside the United States (including its territories) or Canada, an applicant must use this service for the evaluation of foreign transcripts (exception if the foreign work was completed through a study abroad or exchange program sponsored by a U.S. or Canadian institution, and the work is indicated as such on the home campus transcript).

This service is included in the CAS registration fee. A Foreign Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into the CAS Law School Report.

Applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL) and earn a minimum score of 600 at the paper-based test, 250 computer-based or 100 internet-based. The test must have been taken within the last two years. Non-native English speakers who have been awarded a baccalaureate or graduate degree from a U.S. university are exempted from the TOEFL requirement.

You must contact the Educational Testing Service (ETS) and request that your TOEFL score be sent to LSAC. LSAC's TOEFL code for the Credential Assembly Service is 0058. Your score will be included in the Foreign Credential Evaluation document that will be included in your law school report. Our office will forward your TOEFL score to the Graduate and



Professional Admissions Office to satisfy the requirement at the university level.

To use CAS, login to your online account and follow the instructions for registering for the service. Be sure to print out a Transcript Request Form for each institution and send it promptly to them. More time is usually required to receive foreign transcripts. Questions about the Credential Assembly Service should be directed to LSAC at (215) 968-1001.

Any non-U.S. citizen seeking admission to the College of Law should be aware of the financial resources required to attend the College of Law for three years. The expected annual costs of law school and living expenses is approximately \$60,000 for non-U.S. citizens. Should admission be offered, the admitted candidate must provide documentation that sufficient funds exist to meet the cost of attendance.

An international applicant who does not wish to obtain a Juris Doctor from Ohio State, but who has undertaken previous legal education in another country, may apply to the graduate degree (LL.M.) program for non-U.S. citizens. Information about the LL.M. program may be found at <http://moritzlaw.osu.edu/programs/llm/index.php>.

## Application for Admission as a Transfer Student

We consider a range of factors in the admissions process, including academic achievement, evidence of a student's ability to contribute positively to the profession and impact the intellectual life of the college.

In assessing an applicant's potential for success, primary consideration is given to an applicant's academic performance during his or her first year. We also consider undergraduate transcripts and LSAT scores. Consideration is given to letters of recommendation, especially those from a 1L professor, and about extracurricular activities, leadership abilities, multicultural experiences, public service activities, work experience, life experience, and contributions to diversity.

Applications for admission as a transfer student are available electronically at [LSAC.org](http://LSAC.org).

In order for the Moritz College of Law to fully consider the application of a student desiring transfer into the Law 2 class, the applicant must have completed one year of study at a school accredited by the American Bar Association. The Moritz College of Law will accept up to, but not exceeding, 31 semester-hours of transfer credit.

There are two options for applying:

### 1) Regular Application

Applications received and completed by July 1 will be reviewed for regular admission. Regular transfer application decisions are made on a rolling basis. As a general rule, final decisions concerning transfer applicants are made in mid-June through early-August.

### 2) Early Action

Applications received and completed by May 1 will be reviewed for early action, if requested, and decisions will be made on a rolling basis no later than June 1. A completed early action application must include an official transcript for your first semester at law school and other requirements as indicated on the transfer applications. Offers of early action admission are conditioned upon the successful completion of all first-year courses at the student's current law school, being in good academic standing, and having no changes to the character and fitness responses. If a student is admitted under this progress, a seat deposit is due by June 25.

Applicants not admitted under the early action option will be deferred to the regular transfer application process and considered for admission upon receipt of an official transcript and letter of good standing for the entire 1L year or denied admission.

A transfer student may enroll any term in which the courses scheduled provide the student with a viable academic program. In all cases where admission is granted, the law school work that has been completed will be evaluated for transfer of credit in light of the curricular offerings of the Moritz College of Law.

A transfer applicant is responsible for making certain that the items below are on file with the Moritz Admissions Office prior to the desired term of enrollment (Applications are accepted March 15 through July 1):

- The completed application and application fee of \$60 (submitted electronically through LSAC)
- Official transcripts of all work completed at all undergraduate and graduate institutions attended and the law school attended
- The applicant's LSAT score (may be forwarded by CAS, the law school of current enrollment, or, if the applicant previously applied to Ohio State, we may still have the score)
- An official letter from the law school attended certifying good standing and class rank



- A letter of recommendation from a law professor who has taught the applicant in class
- A resume including honors, awards, activities, and work experience
- A brief statement (one page or less) giving the reason for transfer to the Moritz College of Law

Admission into the Moritz College of Law as a transfer student is selective and based upon the applicant's academic record at the law school from which the transfer is requested, as well as the applicant's prelaw qualifications under the admission standards for Moritz. Final decisions concerning transfer applicants for the beginning of the academic year are made beginning in late May and will continue through early August.

## Application for Admission as a Visiting/Transient Student

The Moritz College of Law permits students to enroll as visiting or transient students. Visiting students typically have completed the first two years of law classes at another ABA-approved law school.

Prospective visiting students must complete the following to be considered for admission:

- The completed electronic application via LSAC (to be submitted at least 30 days prior to desired date of enrollment) and \$60 application fee
- A letter from the Dean of the law school the applicant is currently attending authorizing the student to enroll at the Moritz College of Law and that all classes taken at Moritz will transfer to the current institution
- A statement explaining the reason(s) for wishing to attend as a visiting student
- An official law school transcript

Visiting students are admitted to the Moritz College of Law for one semester only. Students who wish to attend for a second semester must receive permission to do so from the Associate Dean for Admissions.

## Additional Information

### Financial Aid Opportunities and Application

The decision to attend law school is, in part, a decision to invest in one's future. As with any investment, we advise that you seek financial guidance and make informed decision about debt load. The Moritz College of Law's financial aid philosophy reflects the desire to provide meaningful financial assistance to a broad range of students including through who are likely to excel in their legal studies, who have a record of community/public service, who will contribute to the diversity of the student body, who have demonstrated potential for leadership, or have a significant financial need.

In order to qualify for need-based aid from the Moritz College of Law and Federal Stafford Loans, a Free Application for Federal Student Aid (FAFSA) should be completed at the earliest possible date after the FAFSA becomes available in early January. The FAFSA form may be completed online at <http://www.fafsa.ed.gov>. The Ohio State federal code is 003090. Questions regarding the FAFSA should be directed to the Federal Student Aid Information Center at 1-800-433-2343.

For full information on financial aid, including information regarding scholarships, need-based aid, and loan assistance, please refer to the Moritz College of Law financial aid website at <http://moritzlaw.osu.edu/admissions/jd/scholarships-financial-aid/>.

### Retention of Records, Reapplication, and Deferral Requests

The application and supporting documents become the property of The Ohio State University and may not be returned to the applicant, nor forwarded to another institution. All application material is retained for one year.

An applicant who wishes to apply to the next year's class may do so after submitting a new application fee and new application form. Letters of recommendation and the personal statement may be carried over to the new application year, though the applicant is required to provide the admission committee with a summary of new and/or significant developments since the time the first application was submitted; including but not limited to an updated resume and character and fitness addendum.

Admission applicants who wish to delay enrollment into the College of Law may request a deferral of admission. Such requests must be in writing (e-mail is acceptable) and should outline the reason(s) for the request. Deferral requests are reviewed on a case-by-case basis by the admission committee. An applicant who is granted a deferral will be asked to submit their seat deposit to secure their seat for the following year. In the fall deferred students will be contacted to confirm enrollment and provide updated information.

### Office of Disability Services



Applicants with documented disabilities who may require accommodations and services are encouraged to contact the Office for Disability Services (ODS). ODS offers a variety of services and accommodations for students with documented disabilities, including learning disabilities, hearing or visual impairments, mobility impairments, attention deficit disorders (ADD/ADHD), or psychiatric or medical disabilities. Academic accommodations, auxiliary aids, and support services are individualized and based on disability documentation, functional limitations, and a collaborative assessment of needs. As ODS is the designated campus office to determine appropriate accommodations and auxiliary aids for students with disabilities, documentation of the disability for eligibility determination should be submitted to ODS as early as possible in the admission process.

If you want more information about academic accommodations and services for students with disabilities, contact ODS at (614) 292-3307 (V/T), (614)0292-0901 (TDD), fax (614) 292-4190 or visit <http://ods.osu.edu>.

## Early Decision Agreement

Applicants to The Ohio State University Moritz College of Law frequently indicate that Ohio State is their first choice for a legal education. For those students who have carefully researched their law school opportunities, the Early Decision Option provides an expeditious evaluation and decision by the Admissions Committee. This early notification has the advantage of enabling successful early decision applicants to pursue their educational, professional and familial engagements and responsibilities free of the time, expense and anxiety associated with the typical law school application process. Successful Early Decision applicants will be notified of scholarship awards prior to the deposit deadline. Thus, the applicant should be in a position to commit to attending Ohio State even though they will not have a complete financial aid package at the time of their deposit. It is important to recognize that the benefits associated with admission under the Early Decision Option are accompanied by a reduction in law school choice. Ohio State reserves the right to provide other law schools with the names of applicants accepted under our Early Decision Option.

Applicants wishing to be considered as a candidate for the Early Decision Option must:

- Submit an Early Decision Agreement and an application for admission no later than November 21, 2014 (application does not have to be complete before submission)
- Early Decision applications must be complete (all requirements fulfilled) no later than December 1, 2014. The application is considered complete when all required application materials, including a CAS report, have been received by the Office of Admissions
- Candidates who apply under the Early Decision Option may not apply for early decision consideration at another law school
- Candidates must agree that if admitted to Ohio State under the Early Decision Option, they will withdraw their applications from all other law schools
- Candidates may not initiate any additional law school applications once notified of their Ohio State offer of Early Decision admission
- Candidates admitted under the Early Decision Option will not be eligible for deferral unless exceptional circumstances are demonstrated

Early Decision applicants may be admitted, denied, or held for consideration through the regular rolling admissions process. Applicants who meet the requirements for Early Decision consideration will be notified by December 19, 2014. The seat deposit deadline for applicants admitted under the Early Decision Option is January 30, 2015. Applicants who have not been admitted under the Early Decision process are not bound by this Early Decision Agreement.

The Early Decision Agreement is now an online form that can be accessed by following this link: <https://www.surveymonkey.com/s/58C6XKT>.

## Early Admission Option

The Moritz College of Law encourages students to submit their application, to the extent possible, before the deadline each year. As the Moritz College of Law reviews applications on a rolling basis, students who apply early in the admissions cycle will be able to receive decisions and, if applicable, scholarship notifications earlier than applicants who apply at a later date. For students who wish to submit their applications early, but do not wish to apply under Early Decision, the Moritz College of Law Early Admission Option may be beneficial. Students who indicate they wish to be considered under Early Admission must submit their application and all supplemental materials (including LSAT score, letters of recommendation, personal statement, and resume) no later than December 19, 2014. Students will then receive a decision no later than January 30, 2015. The deposit deadline for students admitted under Early Admission is April 1, 2015. Please note that unlike Early Decision, should the applicant be admitted, the decision is not binding.