

## **Transfer Application Instructions: University of Pennsylvania Law School**

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### **JD ADMISSIONS AND FINANCIAL AID INFORMATION**

We welcome your interest in Penn Law and provide this information to guide you through the admissions and financial aid processes.

#### **Applicant Eligibility Requirements**

All applicants must hold a bachelor's degree to be eligible to enroll in the Juris Doctor (JD) program. Applicants for the JD degree are admitted in the fall semester on a full-time basis only. All applicants must take the Law School Admission Test (LSAT) and must register with the LSAC Credential Assembly Service (CAS). (See LSAT and CAS information below.)

#### **Transfer (Advanced Standing) Admission**

Transfer applications will be considered only when the student has successfully completed all the courses required in the full-time 1L year of the home school. The number of credits transferred will equal the number of credits successfully completed in that program; transfer students who are deficient in any 1L courses required at Penn (Civil Procedure, Constitutional Law, Contracts, Criminal Law, and Torts) will be required to complete those courses as part of their upper-level coursework at Penn. The law school from which the applicant seeks to transfer must be able to certify that the applicant has completed all requirements and credits for that school's full-time first year program. Applicants must fulfill the first year course requirements at their host law school by the completion of the spring semester. Transcripts reflecting grades for all courses taken must be submitted to the Office of Admissions by July 1.

Applicants for advanced standing must be in good standing at a law school that is both a member of the American Association of Law Schools (AALS) and approved by the American Bar Association (ABA). We begin receiving applications for advanced standing on May 1. All applicants for advanced standing must submit the application form by June 15. Supplemental application materials may follow at a later date, such as letters of recommendation and law school transcripts, but all required application materials must be received by July 1. Applicants for advanced standing will not be reviewed until we have received transcripts for both fall and spring semesters of the first year of law school. Decisions are made on a rolling basis beginning in June. **Students enrolled in a part-time or evening division program at any time during their first year of law school are not eligible to apply to Penn Law for transfer.**

Applicants for advanced standing are required to provide the same documents that are required for first-year applicants (i.e., completed application form, application fee, personal statement, résumé, and the LSAC Credential Assembly Service Law School Report, which includes academic transcripts from all institutions attended and two letters of recommendation--preferably from law professors). Additionally, applicants for advanced standing must provide a letter of good standing from the law school dean at the current law school. This letter of good standing

must cover the fall and spring semesters and therefore, should not be obtained until the completion of the spring semester. Transfer applicants are required to submit their application, letters of recommendation, and official transcripts electronically through the LSAC electronic application service.

Transfer applicants are not eligible for need-based financial assistance (grants).

Transfer applicants are not eligible for an application fee waiver.

### **Standards for Admission**

The admissions process at Penn Law is highly selective. Last year, we received approximately 5,000 applications for the approximately 250 places in the first-year class. Students who apply to Penn Law come from every state in the nation, from many countries around the world, from more than 200 undergraduate institutions, and from a broad range of academic, ethnic, cultural, professional, and economic backgrounds.

There is no pre-law educational requirement or even a specific recommended course of study for admission to Penn Law. Strength of character, breadth of knowledge, and intellectual maturity constitute the base upon which our legal education builds. As such, Penn Law seeks to enroll individuals who have demonstrated outstanding academic success, who are intellectually curious, and who possess superior writing, oral communication, and analytical skills. Importantly, we also seek individuals who will positively contribute to the Penn Law community, and ultimately, to the legal profession, based on their diverse backgrounds, their personal and professional experiences, and any challenges or obstacles that they may have overcome.

The Admissions Committee considers numerous factors in the admissions process, including the student's academic record, course selection and grade trends, the LSAT score, letters of recommendation, leadership, community service, extracurricular activities, professional and life experiences, and the applicant's examples of written expression (LSAT writing sample, personal statement, and optional essays). Importantly, the Admissions Committee bases its decision on all material submitted on behalf of each candidate. Though an applicant's academic record and LSAT score are factors in the review process, they are not the sole factors. We do not have numerical "cut-offs" in the application process nor do we employ the use of an admissions index.

Due to the large number of applications from all over the country and other parts of the world, the admissions committee does not grant requests for evaluative or individual informational interviews as part of the review process. However, we invite all applicants to visit Penn Law to become more familiar with the Law School, the University campus, and Philadelphia. Applicants are welcome to take a self-guided tour during our regular office hours.

### **How to Apply**

We **require** you to submit an application using the following format:

LSAC Electronic Application available at [LSAC.org](https://lsac.org)

## **Application Requirements and Instructions**

### **Application Form**

Please provide complete information for each question on the application in the spaces provided. You may attach additional pages (as an upload in Attachments) to complete or elaborate on this information. Please answer all questions fully and accurately. A copy of your law school application will be retained for a minimum period of three years. For those students who matriculate, a copy of your application will be sent to the Committee on Character and Fitness when you apply to take a state bar examination or seek admission to the bar. Please be advised that there are character, fitness and other qualifications for admission to the bar and that as an applicant, prior to matriculation, you should determine what those requirements are in the state(s) in which you intend to practice. More information is available at the National Conference of Bar Examiners: <http://www.ncbex.org/>.

Please answer all questions on the application form unless otherwise noted.

### **Application Fee**

The application fee is \$80 (nonrefundable). You have a choice of paying the application fee by debit or credit card. When you pay the application fee through LSAC with a debit or credit card, you will also sign your application with the electronic signature option.

### **LSAT and Credential Assembly Service (CAS) Law School Report**

Every applicant must take the LSAT and must register with the LSAC Credential Assembly Service (CAS). You may register for the LSAT and/or the CAS online at [LSAC.org](http://LSAC.org) or by phone at 215.968.1001.

If you take the LSAT more than once, all scores will be considered. The admissions committee will consider such information and may, at its discretion, evaluate your application based on the higher or highest LSAT score.

Each applicant must also register with the LSAC Credential Assembly Service (CAS) and arrange to have all transcripts sent from each college or university attended to LSAC. When we electronically receive your application, we will automatically request your Credential Assembly Service Law School Report, and LSAC will send it electronically to us. The CAS Law School Report includes your LSAT score(s), LSAT writing sample(s), copies of your academic transcript(s), an undergraduate academic summary, letters of recommendation, and other information. Please note that your law school report will NOT be released by LSAC until all required transcripts have been received and processed by LSAC.

Penn Law requires that any international transcripts be submitted through the LSAC Credential Assembly Service (CAS) for applicants who completed any postsecondary work outside the US (including its territories) or Canada. You must use this service for the evaluation of your international transcripts. The exception to this requirement is if you complete the foreign work through a study-abroad, consortium, or exchange program sponsored by a US or Canadian institution, the duration of the program is not more than one year, and the work is clearly indicated as such on the home campus transcript. This service is included in the Credential Assembly Service registration fee. An international Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which

will be incorporated into your Credential Assembly Service Law School Report. If we determine that you need to submit a TOEFL score, 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 8395. Your score will be included in the International Credential Evaluation document that will be included in your Credential Assembly Service Law School Report.

To use the CAS, log in to your online LSAC 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 international transcripts.

Applicants are reminded to monitor their LSAC account to ensure that the account is current so that their law school report will be released to us on a timely basis.

### **Recommendation Forms and Letters**

**Penn Law requires that you submit your letters through the LSAC Letter of Recommendation Service.** Your law school report will not be released to us until at least two letters of recommendation are on file with LSAC. This service is included with your Credential Assembly Service registration. You must use the letter of recommendation form available online through the LSAC Letter of Recommendation Service for each letter submitted to LSAC. **Please do not send letters directly to Penn Law.**

Letters of recommendation from individuals who can comment on your intellectual capacity and analytical and written communication skills are extremely useful in a rigorous selection process. Therefore, we require two letters of recommendation from individuals who have served as recent academic instructors or advisors. Note that we will accept up to four letters of recommendation; however, your application is deemed complete with two letters of recommendation.

### **Personal Statement**

The admissions committee requires that every applicant submit an original example of written expression. The purpose of this personal statement is to provide you with as flexible an opportunity as possible to submit information that you deem important to your candidacy. You may wish to describe aspects of your background and/or interests--intellectual, personal, or professional--and how you will uniquely contribute to the Penn Law community and/or the legal profession. Please try to limit your statement to two pages, double-spaced, label it as "Personal Statement", and include your name and LSAC account number on each page.

### **Optional Essays**

If you wish, you may write an additional essay on any of the following topics. These optional essays allow you an opportunity to provide the admissions committee with additional relevant information that you were not able to include in your personal statement. You may answer more than one essay topic if you so choose. Please include your name and LSAC account number on each page and try to limit optional essays to one page, double-spaced.

- Describe how your background or experiences will enhance the diversity of the Penn Law community (e.g., based on your culture, race, ethnicity, religion, sexual orientation, gender identity, ideology, age, socioeconomic status, academic background, employment, and/or personal experience).

- These are the core strengths that make Penn Law the best place to receive a rigorous and engaging legal education: genuine integration with associated disciplines; transformative, forward-looking faculty scholarship; highly-regarded experiential learning through urban clinics and our pro bono pledge; innovative, hands-on global engagement; and a manifest commitment to professional development and collegiality. These qualities define Penn Law. What defines you? How do your goals and values match Penn Law's core strengths?
- Describe a time when, as a member of a team, you particularly excelled or were especially frustrated. What was your role within that team? What was the outcome?

### **Applying for Joint-degree Programs**

Penn Law leads in cross-disciplinary education of law students. Every year, a number of our applicants and students apply to more than 20 formal joint-degree programs, either contemporaneously with the Penn Law application or in the first or second year of their law study. Additionally, on an ad hoc basis, students have successfully combined graduate study outside of these formal programs in other graduate and professional schools at the University of Pennsylvania. If you are interested in supplementing your legal education with study at other programs/schools at the University, we encourage you to discuss that interest with their Admissions Department. Note that you must apply individually to each program; admissions decisions are made by each program independently. You will find a list of most of our available formal joint-degree programs on the Application for Admission. Additionally, detailed information regarding each program may be found on our website at <https://www.law.upenn.edu/academics/crossdisciplinary/>. If you are applying to another graduate program, or intend to, please provide the information requested in the Application Data section of the Application Questions.

### **Application Status/Questions**

The Penn Law Office of Admissions is committed to serving our applicants as efficiently and effectively as we can during the application process. Please be advised that it takes approximately one to two weeks from the date that we receive the application and the Credential Assembly Service Law School Report to process and complete the application file. We will notify you of the date upon which we receive your application and inform you of any missing documents upon receipt of your Credential Assembly Service Law School Report. We will also notify you of the date upon which your application is complete. Once your file is complete, it is placed in a queue for the admissions committee and files are evaluated on a rolling basis. The evaluation process may take up to **four weeks** from the date upon which the application is completed, though you may receive a decision much sooner. Applicants will be able to check the status of their application at any time using Application Status, Penn Law's online application status checker. To access the online status checker, you can go to our website at <https://www.law.upenn.edu/admissions/jd/>. Please be sure that you have allowed adequate time for your application to be processed, completed, and evaluated before calling the Office of Admissions to check on the status of your decision.

### **Email Notification**

**Please note that an email address is required.** We communicate via email with applicants regarding the status of their application; thus, it is imperative that you provide an email address on your application and it remains current throughout the admissions process. You will be

notified by email when your application is received, again when your application file is complete, and possibly at other times to update you on the status of your application.

Please promptly notify us of any changes to your email address or any changes to your other contact information. Applicants should be aware of their service provider's procedures for spam filtering that may affect delivery of any email communications sent from the Office of Admissions. Steps should be taken to ensure that messages will be delivered promptly.

### **TUITION AND FINANCIAL AID**

<b>Cost of Education</b>	<b>(2017-2018)</b>
Tuition	\$59,382
Technology Fee	\$998
General Fee	\$2,984
<b>Total</b>	<b>\$63,364</b>

<b>Living Expenses Budget</b>	<b>(2017-2018)</b>
Room and Board	\$15,415
Books and Supplies	\$1,800
Health Insurance	\$3,482
Health Clinical Fee	\$551
Miscellaneous	\$3,372
<b>Grand Total</b>	<b>\$87,984*</b>

(\*Estimated budget. Budget will be finalized in July.)

The **General** fee is a partial contribution toward the support of the Student Health Service, graduate student activities, recreational facilities, the physical development of the University, and other services not directly associated with specific courses. The Trustees reserve the right at any time to amend the regulations concerning tuition, fees, and method of payment and to make such changes applicable to students currently enrolled in the University as well as to new students. Tuition and fees are adjusted annually. The living expenses estimate will vary according to personal lifestyles.

### **Applying for Financial Aid**

Financial assistance is available to qualifying applicants in the form of the Public Interest Loan Repayment Assistance Program, and federal and private student loans. Admission decisions at Penn Law are made without regard to an applicant's financial need.

### **Toll Loan Repayment Assistance Program (TollRAP)**

Penn Law is committed to promoting the pursuit of public interest careers, and TollRAP offers generous repayment assistance, on an annual basis, to Penn Law graduates working in public

sector careers. A full description of TolLRAP can be found on our website at <https://www.law.upenn.edu/admissions/financing/applicants/pi-toll-loan-repayment.php>.

## **Loans**

Various federal and private loans are available to help students fund their education at Penn (repayment terms and interest vary). Students can borrow through the Federal Direct, Federal Direct Graduate PLUS, and other student loan programs. Application and program details can be found at <http://www.sfs.upenn.edu/loans/index.htm>.

## **International Students**

International students may apply for loans from private student loan lenders. Please note that student loans for international students require a U.S. cosigner. U.S. federal student loans **are not available** to international students. More information on private student loans can be found on Penn's website at <http://www.sfs.upenn.edu/loans/index.htm>.

International students are eligible to participate in our Toll Loan Repayment Assistance Program (TolLRAP).