



Application Instructions

Steps to Applying

Applying as a Transfer Student

UNC School of Law accepts transfer students for full time study only (at least nine credit hours).

Files will otherwise be evaluated using the standards below.

To apply to the UNC School of Law as a transfer applicant, you must have successfully completed one year of law study at a law school approved by the Association of American Law Schools or the American Bar Association Section of Legal Education and Admission to the Bar. No more than 30 credits of work from another law school will be credited. No student will be admitted who is ineligible to return to the institution last attended. To be competitive for admission, transfer applicants should be originally admissible to the UNC School of Law and be performing superior academic work at their current law school.

Transfer candidates must submit the following:

1. Application for admission.
2. \$75 application fee.
3. A statement of your reason for wishing to transfer.
4. A copy of your Credential Assembly Service report from the Law School Admission Council, evidencing your matriculation in law school.
5. A letter of good standing from the dean at your current law school.
6. An official transcript reflecting law courses completed and grades received.
7. Two letters of recommendation.

We will begin accepting applications for transfer applicants for Fall 2017 on May 1, 2017. The application deadline is July 15, 2017, and grades for courses completed after that date must be submitted to the Office of Admissions as soon as they are available. Admissions decisions regarding transfer applications are typically made after mid-July.

Applying as a Visiting Student

A student currently enrolled at another law school as a 2L may apply as a 3L visiting student (nondegree candidate) by submitting the following:

1. Application for admission.
2. \$75 application fee.
3. A statement of the reason for visiting.
4. A letter of good standing from the dean at your current law school.
5. A transcript from all law schools attended.

We will begin accepting applications for Fall 2017 and/or Spring 2018 visitors on May 1, 2017. Applications for visiting students must be submitted by July 15, 2017 and grades for courses completed after that date must be submitted to the Office of Admissions as soon as they are available. Admissions decisions regarding visitor applications are made after mid-July.

Register with the LSAC Credential Assembly Service (CAS)

Carolina Law requires that their applicants register for the Credential Assembly Service (CAS). There is a registration fee of \$175 (if your registration has lapsed) and a fee of \$30 for the report to be sent to UNC. After you register with the Credential Assembly Service, you will need to process all the information listed below through the Credential Assembly Service before you send in your application:

- An undergraduate academic summary
- Copies of all undergraduate, graduate, and law/professional school transcripts
- LSAT scores and writing sample copies
- Copies of letters of recommendation if processed by LSAC

Once you have entered all the required information into the Credential Assembly Service, you can then electronically transmit your application. When we receive your application, the Credential Assembly Service will provide a report for us about you, containing information that is important in our admissions process.



For more information about the Credential Assembly Service, visit the Law School Admission Council's website at www.LSAC.org.

Take the Law School Admission Test (LSAT)

All applicants for admission are required to take the Law School Admission Test (LSAT). Test scores earned after February 2012 will be accepted for admission purposes. If the LSAT is taken more than once, the highest of the scores earned may be used.

Further information can be obtained by contacting the Law School Admission Council (www.LSAC.org).

Transcripts

The most complete version of your law school transcripts (including final grades for every course you have taken) should be sent directly to the UNC School of Law Office of Admissions directly from the registrar's office of your current law school. Copies of the transcript WILL NOT be accepted. We must have an original copy of the transcript in order for your file to be complete.

Submit a Completed Application

Apply to the School of Law using the online application provided through LSAC.

Letters of Recommendation

Two letters of recommendation, submitted through the Credential Assembly Service, are required in order for your application to be considered. A third letter of recommendation is optional. Instructions on how to complete the letters of recommendation can be found on the LSAC website.

Resumé

Carolina Law requires each applicant to include a resumé as part of the application. The page limit is three pages and should be attached in the attachments section of the application.

Paying the Application Fee

Once you have transmitted the application through LSAC, you should pay your \$75 application fee through the LSAC payment portal.

International Applicants

International applicants for admission are required to submit the same materials as any prospective student. See "Steps to Applying" for required materials and submission deadlines.

The University of North Carolina at Chapel Hill School of Law requires that your foreign transcripts be submitted through the LSAC Credential Assembly Service. If you completed any postsecondary work outside the US (including its territories) or Canada, you must use this service for the evaluation of your foreign transcripts. The one exception to this requirement is if you completed the foreign work through a study-abroad, consortium, or exchange program sponsored by a US or Canadian institution, 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 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 0058. Your score will be included in the International Credential Evaluation document that will be included in your law school report.

To use the Credential Assembly Service, log in to your LSAC.org 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 can be directed to LSAC at 215.968.1001, or LSACinfo@LSAC.org.

International applicants must also be prepared to verify financial ability by submitting a form provided by the School of Law Office of Admissions. The Financial Ability Form can be obtained from our website, www.law.unc.edu, or by contacting the Office of Admissions at 919.962.5109. The Financial Ability Form should be completed and submitted with your application materials before the July 15, 2017 deadline.



North Carolina Residency for Tuition Purposes

North Carolina law requires that every student admitted to the University of North Carolina at Chapel Hill (initially or after a lapse in enrollment) be classified as either a resident or nonresident for tuition purposes for the term for which they are applying to enroll. To be classified as a resident for tuition purposes, an applicant must furnish evidence required by the University to enable it to make such a classification on our supplemental application. The Office of Admissions will attempt to determine the applicant's residency for tuition purposes based upon the information provided in the supplemental application, however, it may be necessary to complete the full NC Residency Form. You will be notified if you need to complete the full form.

North Carolina law (GS 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for 12 months immediately prior to his or her classification as a resident for tuition purposes." The information requested by the University must be supplied by every applicant for admission or readmission to the University of North Carolina at Chapel Hill who claims to be eligible for the North Carolina tuition rate.

Supplemental Application

A complete application consists of your E-app, CAS report, and supplemental application. The E-app and CAS report are completed online through LSAC, but the supplemental application must be completed separately. We will process all materials provided through LSAC, and once all required materials are processed, you will receive an email inviting you to complete your supplemental application. Once your supplemental application is processed, your law school application will be complete and eligible for review.

The Decision Process

Admission to the School of Law is competitive and applicants with the strongest records are given priority. Admissions decisions are based on all the information revealed during a careful and thorough consideration of an applicant's entire admissions file. Every file is carefully evaluated. No applicant is granted or denied admission exclusively on the basis of an LSAT score or grade-point average. Every applicant's file is individually assessed on the basis of both quantifiable and qualitative criteria. Applications for admission are examined with the goals of:

- Assessing the overall competitive strength of the applicant's record as compared with all other applicants within that applicant's pool.
- Achieving a class that, as a whole, will have depth in quality, richness of background, a wide variety of experience, breadth of perspective, and substantial diversity of viewpoint.

Such factors contribute positively to the attainment of a stimulating educational environment at Carolina Law and are essential to educational excellence.

Assessment Factors

Assessment factors that influence whether an applicant will be offered admission include, but are not limited to, consideration of the applicant's personal statement, essays, letters of recommendation, and the following interrelated areas:

Applicant's academic background, preparation, and likelihood of success

The quantifiable data and qualitative information regarding the applicant's acquired academic skills are evaluated by considering grades, college attended, major, undergraduate and graduate degrees earned, courses taken, class rank, trend or development in grades or academic program, activities, work or service experience during and after college, LSAT score, graduate work, and the development of strong reading, writing, analytical abilities, and other skills particularly important to successful law study.

Likelihood of contribution to educational environment

The applicant's ability to make a contribution to the diversity of viewpoints and perspectives among the students is evaluated by consideration of:

- factors that contribute to diversity of viewpoint and perspective. These factors would include an applicant's perspectives as expressed in materials submitted with the application; educational, economic, social, and family background; geographic or regional origin; disability or handicap; ethnic identification or race, veteran status, gender, and age.
- the applicant's ability to interact with diverse types of people.
- the applicant's personal experiences, characteristics, and life circumstances that have informed and shaped his or her perspectives.

Applicant's motivation, effort, and desire



The level of the applicant's motivation, effort, and desire to study law and be a successful member of the legal profession is evaluated by considering an applicant's special interest or special preparation for studying the law or participating in the legal profession, and an applicant's experience of having to overcome adversity, disadvantage, or discrimination.

Likelihood of contribution to the legal profession

The applicant's potential to make a contribution to the legal profession and to society is evaluated by consideration of the applicant's maturity; leadership potential; evidence of good character, including assessment of the likelihood that the applicant will be an ethical and honest citizen and member of the legal profession; interest in helping the legal profession improve the quality and availability of legal services for all people, entities, and institutions in society that need access to quality legal services; and special skills or knowledge the applicant would bring to the practice of law or other professional use of his or her legal education.

In evaluating undergraduate achievement, substantial amounts of credit earned in various mechanical or technical courses, correspondence courses, military service, practical or studio arts and music performance courses, may be excluded.

For Additional Information

Any questions concerning admissions or the status of an application for admission should be directed to the Office of Admissions at 919.962.5109.

Application Deadline: July 15

Web: www.law.unc.edu

E-mail: law_admissions@unc.edu



Applicant Status

I am applying for:

Transfer

Visiting

Resident Status

Do you claim North Carolina residency? A completed application for Residence and Tuition Status must be submitted with your application if you believe you qualify for North Carolina Residency for Tuition purposes. The form can be found in the forms section of the application. Please download and mail to the UNC School of Law, Office of Admissions, Van Hecke-Wettach Hall, CB 3380, Chapel Hill, NC 27599-3380.

Yes

No

Biographical

Prefix _____

First name _____

Middle name _____

Last name _____

Suffix _____

Previous (other) name _____

Preferred first name _____

Date of birth _____

Place of birth: City _____

Place of birth: Country _____

Place of birth: State/Province _____

Gender _____

LSAC account number _____

Contact Information

Current Address

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Current mailing address good until date _____

Day phone _____

Evening phone _____



Contact Information continued

Permanent Address

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Permanent mailing address good until date _____

Day phone _____

Evening phone _____

Other Contact Information

Primary e-mail address _____

Secondary e-mail address _____

Permanent e-mail address _____

Mobile phone _____

University of North Carolina School of Law can send text messages to my mobile phone.

Yes

No

Demographics

Citizenship

Citizenship

Non-Resident Alien

US Citizen

US Permanent Resident

Country of citizenship _____

Visa type _____

Visa/SEVIS number _____

Permanent resident number _____

Permanent city _____

Permanent state/province _____

Permanent country _____



Demographics continued

Native language _____

Ethnicity

Are you Hispanic or Latino?

Yes

No

If you selected 'Yes' to the above question, select an ethnicity.

Chicano/Mexican American

Hispanic/Latino Other

What is your race? Select one or more races to indicate what you consider yourself to be.

Aboriginal or Torres Strait Islander Australian

Aboriginal/Torres Strait Isl. Australian

American Indian or Alaska Native

American Indian/Alaskan Native

Asian

Asian

Black or African American

Black/African American

Canadian Aboriginal

Canadian Aboriginal

Caucasian/White

Caucasian/White Other

Middle Eastern

Native Hawaiian or Other Pacific Islander

Native Hawaiian/Other Pacific Islander

Puerto Rican

Puerto Rican

Consent

Decline to respond

Tribal Affiliation

Tribal affiliation or village name _____



Demographics continued

Enrollment number (enrolled members only) _____

Standardized Testing

LSAT

Test Date	Test Score
_____	_____
_____	_____
_____	_____

TOEFL

Test Date	Test Score
_____	_____
_____	_____
_____	_____

Law School Interest

What prompted you to apply to this law school?

Internet

- ABA
- Law School
- LSAC
- Other

Faculty/Alumni/Professional

- Admissions recruiter
- Alumni
- Faculty/acquaintance
- Law school faculty member
- Legal professional
- Prelaw advisor
- Relative
- University/college faculty member

Publications

- Law school publication
- LSAC Official Guide to ABA Law Schools
- Other advertisement
- Princeton Review
- US News & World Report

Recruiting Events

- Campus event
- Current student
- International forum
- Law school direct mail/e-mail
- Law school fair
- LSAC Forum



Law School Interest continued

If you attended any events mentioned in the Recruiting Events section, please list them below:

Have you previously applied to this law school?

Yes

No

If you applied previously, what year was the application for? _____

Were you offered admission?

Yes

No

Are you applying, or have you applied, to other law schools? If so, please list them.



Character and Fitness

Conduct, Character, and Fitness (Please read carefully) You are applying to UNC School of Law and other law schools with the likely goal of becoming licensed to practice law in some state after graduation. When a law school graduate applies to take a bar examination in any state, the bar examiners of that state ask the applicant's law school to provide an evaluation of the student's character and fitness to practice law. Most states are interested in character and fitness issues that include, but by no means are limited to, prior criminal conduct. Typically, state bar examiners compare a student's answers to conduct questions on the applicant's law school application to information provided by the student on the student's bar application when assessing the applicant's character and fitness to practice law. We recommend that, as soon as you know the state in which you intend to practice, you contact that state's Board of Bar Examiners to determine its requirements. The Board of Bar Examiners of a particular state might ask you for information on an application to sit for its bar exam that is not asked for in an application for law school admission. This may include criminal records that have been sealed or expunged by order of a court.

In any state, the act of voluntary, open disclosure is central to the determination of character and fitness to practice law. Because of the high ethical standards to which lawyers are held, failing to disclose an act or event is often more significant, and leads to more serious consequences, than the act or event itself. Similarly, in applying to Carolina Law, we encourage open disclosure of any matters that might bear on an assessment of your character and fitness to practice law. Thus, as part of the admissions process, all applicants to Carolina Law are required to answer the questions below as accurately and completely as possible. If the School of Law determines that your answers are incomplete or inaccurate, your application will be considered incomplete and will not be sent to the Admissions Committee for review until it is complete.

When completing this application for admission, all applicants are required to disclose the details and results of any criminal charges (except for minor traffic violations). Even if charges were dismissed, or a conviction reversed, set aside, or vacated, the matters must be disclosed to the School of Law. Contrary advice by legal counsel does not exempt an applicant from this requirement. Juvenile records that have been sealed or expunged by order of a court need not be disclosed on this application.

Your answers to the questions are confidential, except as may be required by Bar Examiner disclosure, a court order, or other legal process. All applicants are under a continuing obligation to notify the Office of Admissions of any changes in their applications up until the time of enrollment, and to notify the Assistant Dean for Student Services of any changes in their answers to these questions after enrollment. As part of the Honor Code for the University of North Carolina, a student who is found to have falsified or withheld information from answers to an admissions application is subject to disciplinary action, including possible dismissal from the School of Law. If you answer yes to any of the following questions, include a statement providing dates and a complete explanation and description of the circumstances and resolution of each incident.

___ I have read the above

Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any high school, college, university, graduate or professional school? (This includes information listed in your academic records as "FOR INFORMATION ONLY".)

___ Yes

___ No

Have you ever received a citation for, been arrested for, charged with, convicted of, or pled guilty, no contest, nolo contendere, entered an Alford plea, or otherwise accepted responsibility for a crime, or have you received a deferred prosecution or prayer for judgment continued, for any criminal charge other than a minor traffic violation? This would include any charges of driving under the influence or any other drug or alcohol-related offenses. (Juvenile records that have been sealed or expunged need not be disclosed.)

___ Yes

___ No



Character and Fitness continued

Are there any criminal charges pending against you or are you presently under investigation for a crime of any kind? (This includes any charges of driving under the influence or other drug or alcohol-related charges.)

- Yes
 No

Have you ever been involuntarily separated from a job, internship, externship, or as a volunteer for a nonprofit organization, as a result of an accusation that involved dishonesty or moral turpitude?

- Yes
 No

Have you ever been sued for a non-criminal act that was alleged to have been intentional?

- Yes
 No

Have you ever been subject to disciplinary action by a professional association or state licensing board, or had a professional license suspended or revoked?

- Yes
 No

Do you have any adverse financial history, including but not limited to, bankruptcy, foreclosure, or loan default?

- Yes
 No

Please address any other incident involving questions of your character that are not covered by the above questions.

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.



Education

List ALL educational institutions attended.

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____



Education continued

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Have you ever attended any law school?

Yes

No

Did you leave the law school under less than good standing?

Yes

No

If you did not leave the law school in good standing, explain the circumstances.

Has your education in college, university, or professional school been interrupted for one term or more for any reason?

Yes

No

If your education was interrupted, explain the circumstances.

List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.



Education continued

Military Service

Have you served or are you now serving on fulltime, active military duty?

Yes

No

What period did you serve in the military?

Rank

Expected military reserve or National Guard status during law school

Branch

Discharge Type

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?

Yes

No

If you have been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances. (maximum characters 500)



Employment

List all employment including internships.

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____



Employment continued

Employment type ____ Full-time ____ Part-time ____ Internship ____ Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Total number of months full-time work experience.

List your extracurricular, community, or other activities in the order of their importance to you. Give a brief description of your involvement, including any special responsibilities or leadership positions held.

Family

Next of Kin/Emergency Contact

Salutation _____

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

Telephone (include area code) _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____



Family continued

If you have any close relatives who have been students at this university, please provide the following information.

Relative 1

____ Law school ____ University

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Parent/Guardian - 1

____ Choose not to answer

____ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

Relative 2

____ Law school ____ University

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Parent/Guardian - 2

____ Choose not to answer

____ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____



Recommenders

Provide the following information about your proposed recommenders (up to three). Please include name, title, and affiliation.

Honor System at UNC

The Honor System at UNC. It is required that you read about the UNC Honor System before electronically submitting and certifying your application.

Under the University's system of self governance, every student carries the responsibility to obey and to enforce the Instrument of Student Judicial Governance (Honor Code), which prohibits lying, cheating or stealing when those actions involve academic processes or University, student or academic personnel acting in an official capacity and which further prohibits conducting oneself in a manner that impairs significantly the welfare or the educational opportunities of others in the University community.

I certify that the information I have provided is true and complete and that I will uphold the Honor System; that I will notify the Office of Admissions by letter immediately if, after submission of this application and prior to enrollment, there is any change in the information that I have provided in this application; that I will notify the Assistant Dean for Student Services by letter immediately if at any time after enrollment, there is any change in the information asked on this application; that I am the author of the statements or additional information included with this application; and that I understand the statements made herein are the basis upon which my application will be decided.

I understand that falsifying or withholding information in this application violates the policies of the School of Law. A violation of this policy constitutes grounds for immediate withdrawal of my application from further admission consideration or cancellation of my offer of admission or dismissal from the School of Law during my tenure as a law student. In the event I fail to update this information by letter to the Assistant Dean for Student Services subsequent to my matriculation, I understand that I will be subject to an Honor Code proceeding, suspension, and/or immediate dismissal from the University of North Carolina School of Law.

By submitting this application electronically, I certify that all information in this application and any attachments and addenda is complete, accurate and truthful. I further understand that any material submitted will not be copied or returned. I further acknowledge and understand that submitting this application constitutes a waiver of my rights to acquire access to my application or any information contained within either personally or by anyone acting on my behalf.

The University of North Carolina at Chapel Hill is committed to equality of educational opportunity. The University does not discriminate in offering access to its educational programs and activities on the basis of race, color, gender, age, national origin, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. The Dean of Students (CB# 5100, 450 Ridge Road, Suite 1106 [Student Academic Services Bldg.], Chapel Hill, NC 27599-5100 or 919-966-4042) has been designated to handle inquiries regarding the University's non-discrimination policies.

Note: Most jurisdictions have standards of character and fitness to practice law, which must be satisfied by candidates applying for admission to the bar. It is incumbent on any candidate with a record of criminal conviction, therefore, to investigate this in regard to any jurisdiction where he or she contemplates admission.

____ I have read the above

