



Application Instructions

APPLICATION INSTRUCTIONS

CANDOR IN THE ADMISSIONS PROCESS: Florida A&M University College of Law seeks to admit individuals who demonstrate integrity, honesty and moral fitness to practice law. Failure to respond to application questions accurately and completely may result in disciplinary action, including the denial or revocation of admission, dismissal from school, the invalidation of credits, or revocation of the law degree.

FEES

A nonrefundable application fee is required. Please follow the instructions below:

- For online applications, the fee is \$33, which may be paid online by credit card through LSAC.org or paid by money order and sent directly to Florida A&M University College of Law. If paying by money order, please send your payment along with the Payment Form.
- For paper applications, the \$50 fee must be paid by money order payable to Florida A&M University College of Law. Please send payment along with your application and the Payment Form. You must contact FAMU, or visit www.law.famu.edu, to obtain a paper application.
- For FAMU current students and alumni, OR applicants who have received current fee waivers from LSAC, the application fee is waived. (You MUST complete and send the Payment Form if you are receiving a fee waiver. This document cannot be electronically transmitted with your application.)
- Please note that personal checks will not be accepted.

Register with the Law School Admission Council for the Law School Admission Test (LSAT) and for the LSAC Credential Assembly Service (CAS). Transcripts must be submitted directly to LSAC. LSAT scores must be from test administrations within five years prior to the year of enrollment. For more information, contact the Law School Admission Council at 215.968.1001 or at LSAC.org.

LETTERS OF RECOMMENDATION

Request two (2) letters of recommendation and submit them through the LSAC Letter of Recommendation Service. Letters of recommendation will only be accepted through the LSAC Letter of Recommendation Service. Applicants may submit an optional third letter of recommendation. For more information on the letter of recommendation service, please visit LSAC.org.

INTERNATIONAL STUDENTS

Foreign attorneys and international students are required to use the Law School Admission Council's Credential Assembly Service. TOEFL scores are not required.

TRANSFER AND VISITORS

Transfer and visiting students must submit a letter of good standing and transcripts from their current law school. Each transfer/visiting student must respond to the two personal statement questions. Applicants wishing to visit FAMU Law must currently be enrolled and in good standing at an ABA-accredited law school. Applicants may apply to either the part-time or full-time programs for the Fall or Spring semesters or the Summer session. Please visit www.law.famu.edu for application deadlines and requirements.

DEADLINES

The deadline for admission to the entering class is May 31, 2012 and all applications must be complete by June 30, 2012.

APPLICATION CHECKLIST

An application file cannot be reviewed by the Admissions Committee until the file is considered complete. A complete application file consists of the following required elements:

- A nonrefundable application fee: \$33.00 for electronic applications; \$50.00 for paper applications. For paper applications your \$50.00 money order should be made payable to Florida A&M University College of Law. The application fee is



waived for FAMU students/alumni or an LSAC fee waiver (for paper applications, please submit a copy of your current LSAC fee waiver)

- A completed and electronically certified application for admission, if applying electronically, or your original signature on page 6 of the FAMU paper application
- The two required personal statements (Parts A and B)
- Responses (and explanatory statements, if applicable) to all "Character and Fitness" questions
- A minimum of two letters of recommendation submitted via your Credential Assembly Service report
- An official Credential Assembly Service report containing your LSAT score(s) and an evaluation of your transcript(s)
- Residency Affidavit (all applicants must complete and submit the one-page Residency Affidavit available under Forms and at www.law.famu.edu)

Applicants also have the option to submit the following:

- A third letter of recommendation
- A résumé summarizing activities, honors, work experience, accomplishments, etc.

As a courtesy, we will contact you when information is missing that prevents your file from becoming complete. To help facilitate this process, we require that you disclose your e-mail address (and an alternate e-mail address) within your application. If your e-mail address changes, it is also your responsibility to notify us.

APPLICANT SIGNATURE

For online applications, we will accept an electronic signature. When you provide a response to a question on a separate page, please type or print your name and LSAC account number at the top of each page.

To obtain a paper application, please visit the Florida A&M University College of Law website, www.law.famu.edu. Paper applications should be sent to:

Florida A&M University College of Law
Office of Admissions
201 Beggs Avenue
Orlando, FL 32801



Program

How did you first learn about the FAMU College of Law?

- Family/Friend
- FAMU Graduate
- FAMU Law Website
- FAMU Student
- Pre-Law Advisor
- LSAC Website
- News/Media
- Open House
- Other
- Law Forum

Application Type:

- First Year
- Visitor
- Transfer

Program:

- Both -- Preference Full-Time
- Part-Time
- Full-Time
- Both -- Preference Part-Time

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: _____

Social security number _____

LSAC account number: _____



Contact Information

Current Address

Country _____

Current address good until date _____

Street address--line 1 _____

Day phone _____

Street address--line 2 _____

Evening phone _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Permanent Address

Country _____

Permanent address good until date _____

Street address--line 1 _____

Day phone _____

Street address--line 2 _____

Evening phone _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Other Contact Information

Primary e-mail _____

Secondary e-mail _____

Mobile phone _____

Florida A&M University can send text messages to my mobile phone

Yes

No



Residency

SPECIAL NOTE: Each applicant is required to submit the Residency Affidavit, which is located under Forms.

The form is also located on the Florida A&M University College of Law website, www.law.famu.edu, under Prospective Students page, "Applying to the College of Law" section.

Are you a Florida resident?

Yes

No

If you are a Florida resident, please specify the county of your permanent residency:

If you are not a Florida resident, specify the state of your permanent residency:

Demographical Information

What is your citizenship status?

Non-Resident Alien

US Permanent Resident

US Citizen

Please indicate your racial ethnicity.

American Indian/Alaskan Native

Asian

Black/African American

Other

Hispanic/Latino

Native Hawaiian/Other Pacific Islander

Caucasian/White (Non Hispanic/Latino)



Standardized Testing

LSAT

Test Date	Test Score
_____	_____
_____	_____
_____	_____

Education

List ALL educational institutions attended.

Institution name _____	_____
Major _____	Country _____
Start date _____	State/Province _____
End date _____	City _____
Degree _____	GPA _____
Date degree granted _____	Rank _____

Institution name _____	_____
Major _____	Country _____
Start date _____	State/Province _____
End date _____	City _____
Degree _____	GPA _____
Date degree granted _____	Rank _____



Education continued

Institution name _____

Major _____ Country _____

Start date _____ State/Province _____

End date _____ City _____

Degree _____ GPA _____

Date degree granted _____ Rank _____

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 in good standing?
 Yes
 No

Has your education in college, university, or professional school been interrupted for one term or more for any reason?
 Yes
 No

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



Employment

List all employment including internships.

Employer _____
Position _____ Country _____
Hours per week _____ State/Province _____
Start date _____ City _____
End date _____ Employment type (ex. Full time) _____
Reason for leaving _____

Employer _____
Position _____ Country _____
Hours per week _____ State/Province _____
Start date _____ City _____
End date _____ Employment type (ex. Full time) _____
Reason for leaving _____

Employer _____
Position _____ Country _____
Hours per week _____ State/Province _____
Start date _____ City _____
End date _____ Employment type (ex. Full time) _____
Reason for leaving _____

Employer _____
Position _____ Country _____
Hours per week _____ State/Province _____
Start date _____ City _____
End date _____ Employment type (ex. Full time) _____
Reason for leaving _____



Employment continued

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.

Military

Have you served or are you now serving on full-time, active US military duty?

Yes

No

Date of entrance (month/year) _____

Date of discharge (month/year) _____

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.



Character and Fitness

Failure to truthfully respond to and/or disclose the requested information from the following questions may lead to disciplinary action including the denial or revocation of admission, dismissal, the invalidation of credits, or revocation of the law degree from Florida A&M University College of Law.

If you are unsure whether to report an offense, you are strongly advised to answer "yes" and fully explain the incident.

In your entire life, have you ever been arrested, detained, restrained, taken into custody or formally or informally accused of violating a law or ordinance? Please include all matters (including traffic violations resulting in a fine of \$200 or more) regardless of final disposition (dismissal, acquittal, expungment or other resolution).

If you answer "yes," please attach a statement providing detailed information regarding the nature of the offense and its disposition including all relevant material, dates and facts as a Character and Fitness attachment.

Yes
 No

Have you ever been disciplined, warned, placed on academic or disciplinary probation, sanctioned, expelled, accused of an honor code or student conduct code violation or advised or required to withdraw by any college, university, graduate or professional school?

If "yes," you are required to explain each incident in detail as a Character and Fitness attachment.

Yes
 No

Have you ever been the subject of disciplinary proceedings with respect to a professional or occupational license? If "yes," please explain in detail within a Character and Fitness attachment.

Yes
 No

Family

1. Next of Kin/Emergency Contact

First (given) name _____
Middle name/initial _____
Last (family) name _____
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

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

Relative 1
First (given) name _____
Middle name/initial _____
Last (family) name _____
Relationship to applicant _____
School attended _____
Start date (month/year) _____
End date (month/year) _____
Degree awarded _____

Relative 2
First (given) name _____
Middle name/initial _____
Last (family) name _____
Relationship to applicant _____
School attended _____
Start date (month/year) _____
End date (month/year) _____
Degree awarded _____

3. Parent/Guardian - 1

____ 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 _____

4. Parent/Guardian - 2

____ 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 _____



Law School Interest(s)

List the names of the other law schools to which you have applied or intend to apply.

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



Areas of Interest

Please check all that apply:

- Admiralty Law
- Trial Advocacy/Litigation
- Civil Rights Law
- Constitutional Law
- Corporate and Securities Law
- Criminal Law
- Environmental Law
- Estate Planning Law
- Family and Juvenile Law
- Health Law
- Immigration Law
- Intellectual Property Law
- International Law
- Labor/Employment Law
- Other
- Public Interest Law
- Real Estate/Land Use Planning
- Sports and Entertainment Law
- Tax Law
- Torts/Products Liability
- Alternate Dispute Resolution

Please indicate your interest in the International Human Rights Law Fellowship and/or the International Law Scholars Program (ILSP). By checking either or both of the boxes below, you are authorizing the Office of the Associate Dean for International Programs to review your application to determine your eligibility. Please note that consideration for these programs is separate and apart from consideration for admission to Florida A&M University College of Law. You are encouraged to read more about the Center for International Law and Justice and the programs below on our website www.law.famu.edu.

The International Law Scholars Program is a specialized program designed for a select number of students interested in making a substantial commitment to the study and practice of international law and foreign affairs. Selected students receive faculty mentoring and career placement advice and participate in research, international law internships and study-abroad programs. Entering students must have at least a 2.8 cumulative grade point average from their undergraduate and graduate institutions to be considered for this program.

I acknowledge the above statement

The International Human Rights Law Fellowship encourages students, particularly those with international interests, to specialize in international law. The fellowship may consist of a full tuition scholarship, internship placement assistance and research assistantship. The Fellowship aims to evolve the student's intellectual prowess and pragmatic sensibilities about important international law and policy issues through formal instruction, experiential opportunities and one-on-one mentoring. Entering students must have at least a 3.0 cumulative grade point average from their undergraduate and graduate institutions to be considered for this program.

I acknowledge the above statement



Certification

An electronic signature is required for all online applications.
YOU SHOULD NOT SIGN AND SUBMIT THIS APPLICATION UNLESS YOU HAVE READ AND UNDERSTAND THE FOLLOWING CERTIFICATION.

By submitting this application electronically, I certify that I completed this application, along with all attachments, and that the information provided herein is accurate and complete. I understand that inaccurate or incomplete information may result in disciplinary action, the denial or revocation of admission, dismissal from school, the invalidation of credits or revocation of the degree. I further understand that at all times, even after I may be admitted and enrolled as a student, I have an ongoing obligation to update and correct information on this application and to inform the law school of any changed circumstances. If admitted, I agree to abide by the policies of the Board of Trustees and the rules and regulations of the Florida A&M University and the College of Law.

____ I acknowledge the above statement

Applicant Name (electronic signature)
