

# LAW SCHOOL APPLICATION: FREQUENTLY ASKED QUESTIONS

## Dartmouth Career Services

63 S. Main Street, 2<sup>nd</sup> Floor • 603-646-2215 • [www.dartmouth.edu/~csrc](http://www.dartmouth.edu/~csrc) • [career.services@dartmouth.edu](mailto:career.services@dartmouth.edu)

### Q: When should I submit my applications to law school?

A: Law schools utilize rolling admissions, which means they admit students as they review applications. It is to your advantage to submit your application early in the process. We recommend you **submit your applications by December 1<sup>st</sup>**.

### Q: When should I take the LSAT?

A: The LSAT is offered four times per year (February, June, September, and December). You should take the test no later than September in the year you are applying. Think about your D-Plan, course load, and extracurricular activity commitments when choosing when to prepare for and take the LSAT. The LSAT costs \$132.

### Q: How do I choose which schools to apply to?

A: The competitiveness of the admissions process varies among schools. Dartmouth applicants generally apply to 8-12 law schools. Please apply to a range of schools.

Numerical Indicators: Your GPA and LSAT score(s) are two important factors. Each of these numbers should be compared to the median at individual schools and to the grids in *The Official Guide to ABA Approved Law Schools* at (<http://officialguide.lsac.org/>) and the *Boston College Online Law School Locator* at (<http://www.bc.edu/offices/careers/gradschool/law/lawlocator.html>).

Dartmouth College admissions statistics for the previous five years are available in the Career Services Resource Center.

Academic Program: Many schools offer a wide variety of options for specialization and dual degree programs. The annual NAPLA/SAPLA Book of Law School Lists (available in the Career Services Resource Center) contains more information on special programs.

The Law School Environment: Determine what you are looking for in a law school. Participate in the Law School Visit Program at Dartmouth in the fall. Visit law schools, if possible, and make an appointment to sit in on a class. Discussions with law students and professors can help you assess the school. Most schools' websites and catalogs contain profiles detailing percentages of graduates entering major law firms, corporations, law-related positions, the judiciary, federal and state government, and private practice. When you speak with current law students, ask about placement opportunities, including summer jobs available to first-year students. Review alumni Law Student Questionnaires in the Career Services Resource Center.

### Q: How do I open an online LEO Credential File in Career Services to collect letters of recommendation?

A: Go to (<https://leo.dartmouth.edu/>) and click on First Time Users – Create an Account. Read the FAQs and follow the steps to open an account. If you have questions about your LEO file please contact Bonnie Holbrook or Annette Hamilton (646-2215).

### Q: What is the Credential Assembly Service (LSDAS) and Law School Report?

A: Law schools require applicants to subscribe to the **Credential Assembly Service (LSDAS)**. Register for the Credential Assembly Service online through the Law School Admission Council ([www.lsac.org](http://www.lsac.org)). Registering with the Credential Assembly Service costs \$121. The Credential Assembly Service prepares and provides a **Law School Report** for each law school to which you apply. Each Law School Report costs \$12. The report contains information that schools use, along with your application, personal essay, and letters of recommendation to make a decision on your application. Information contained in the report includes an undergraduate academic summary, including copies of all undergraduate and graduate school transcript(s), LSAT score(s) and writing sample(s), and letters of recommendation, if applicable. Please note that nearly all schools require you to use the LSAC Letter of Recommendation (LOR) service. You should register and pay for the Credential Assembly Service only in the year in which you are applying to law school. Credential Assembly Service subscriptions are valid for five years.

### Q: How do I use LEO with the LSAC Letter of Recommendation (LOR) service?

A: Nearly all schools require you to use the LSAC letter service. Be sure to check the letter of recommendation requirements for each law school. To use LEO and the LSAC Letter of Recommendation Service:

1. Go to your LSAC online account. Choose Apply – Credentials – Letters of Recommendation
2. Under the My LORs and Recommenders section, click on the Add Recommender button.
3. Under **Recommender Information** enter the **name of your recommender**.
4. Under **Contact Information** enter the following **Career Services address**: Dartmouth College, Career Services, 63 South Main Street Suite 200, Hanover, NH 03755-2091. **Phone**: 603-646-2215 **Email**: [credentials@dartmouth.edu](mailto:credentials@dartmouth.edu). **DO NOT enter your recommender's address**. Click Submit.
5. Repeat this step for each of your letter writers.
6. Under My LORs and Recommenders click on each letter in the Letter ID/Description column to print the forms.
7. Print the Letter of Recommendation forms for each letter writer and mail them or drop them off to Career Services, 63 South Main Street, Suite 200, Hanover, NH 03755-2091 (on campus HB 6208).
8. **DO NOT GIVE THE LSAC LETTER OF RECOMMENDATION FORM TO YOUR LETTER WRITER.**

9. Go to your LEO account for directions on how to send your letters to LSAC.
10. When LSAC receives and processes your letters the "Date Received" will be listed under My LORs and Recommenders.
11. **IMPORTANT:** You must assign your letters to each law school to which you are applying in order for them to be sent with your Law School Report. You may assign the letters before or after LSAC receives the actual letter.
12. To Assign Letters: Under My Law Schools, click on the Add School/Term button.
13. Choose your schools and review the letter of recommendation requirements.
14. From the Letters of Recommendation main page, go to the My Schools section and click on the Assign Letters button next to each school.
15. Choose your letters and click Submit.
16. When you submit your electronic applications through the LSAC website, LSAC will send the assigned letters to your designated schools.

It takes LSAC approximately two weeks to process a letter of recommendation from the time it is received. After your letters are on file with LSAC, you must go into your account and assign each letter to be sent to specific schools. LSAC will then forward the letters to those schools as part of your Law School Report. You must assign the letters to law schools or they will not be sent. Remember that you can have letters sent to LSAC before you decide on the law schools to which you apply.

**Q: How do I obtain my transcript?**

**A:** Complete the Transcript Request Form available from your LSAC online account. Log into your account and go to Apply/Credentials/Transcripts, and click on Transcript Request Form. Also complete the Dartmouth College Registrar Transcript Request Form available online at ([www.dartmouth.edu/~reg/services/transcripts.html](http://www.dartmouth.edu/~reg/services/transcripts.html)). Submit **both** forms to the Registrar in person (105 McNutt Hall), by fax (603-646-2247), or mail (6014 McNutt Hall, Room 105, Hanover, NH 03755). Questions regarding transcripts should be directed to the Registrar's Office (603-646-2246). Transcripts must be ordered at least one week in advance of the required mailing date. Undergraduates usually send transcripts during the summer before senior fall unless they are taking courses in the summer. Dartmouth does not charge for transcripts. You must order transcripts from every academic institution in which you have been enrolled. Although credit for coursework completed elsewhere is recorded on your Dartmouth transcript, grades are not; consequently, transcripts from all institutions you attended must be sent to LSDAS. It takes LSAC approximately two weeks to process a transcript from the time it is received.

**Q: What is a Dean's Certification?**

**A:** Many law schools require certification of the applicant's undergraduate record. Check each law school application if a Dean's Certification is required. The Dean's Certification includes your dates of attendance at Dartmouth, major, minor, graduation date, SAT score, and current or final GPA. It will include any major disciplinary sanctions (i.e. Conduct: Suspension or Separation; Academic: Probation, Suspension, or Separation). It is not College policy to report the specifics of the proceedings. If you have experienced a major disciplinary sanction please make an appointment with the Pre-Law Advisor.

**Q: How do I obtain a Dean's Certification?**

**A:** At Dartmouth, one of the deans in the Office of the Dean of Undergraduate Students attests to the applicant's academic and personal record as part of the Dean's Certification. All law schools that require a Dean's Certification will accept Dartmouth's standard Dean's Certification form, in lieu of their own forms. LSAC does not process Dean's Certifications. To obtain a Dean's Certification you must open a LEO account. Print out and complete the Dean's Certification request form from LEO and submit the form to Colleen Murphy in the Office of the Dean of Undergraduate Students in person (111 Parkhurst), by fax (603-646-1405), or mail (6003 Parkhurst, Hanover, NH 03755). The Dean's Office will send your Dean's Certification to Career Services to be included in your LEO File. You then use LEO to request Career Services to mail the Form to the appropriate law schools. Current Students: Dean's Certifications are signed by your Dean. If you are required to include the name of your Dean in your application, please contact Colleen Murphy at 603-646-2506 for this information. Alumni: Dean's Certifications are signed by Rovana Popoff, Dean of Undergraduate Students. *Because of the high volume of requests the Class Dean's office receives, expect 2-3 weeks for your Dean's Certification to be processed and forwarded to Career Services. Please plan accordingly.*

**Q: How do I send citations to law schools?**

**A:** LSAC's Credential Assembly Service (LSDAS) forwards citations to law schools with your Dartmouth transcript. You do not need to send your citations to your Career Services LEO account. Please contact the Registrar's Office with any questions about citations. (603-646-2246; [www.dartmouth.edu/~reg/services/transcripts.html](http://www.dartmouth.edu/~reg/services/transcripts.html)).

**Q: How do I make an appointment with the pre-law advisor?**

**A:** Call the Career Services Receptionist at 603-646-2215 to make an appointment. Appointments are not made via Blitz.

**Q: Where can I find more information on applying to law school?**

**A:** Review the Law School section on the Career Services website ([www.dartmouth.edu/~csrc/students/gradschool/law/index.html](http://www.dartmouth.edu/~csrc/students/gradschool/law/index.html)), including the **Law School Application Guide** and **Personal Statement Handout** and the **Applying to Law School Online Workshop**.