

Application Instructions

APPLICATION INSTRUCTIONS

Thank you for your interest in Howard University School of Law (HUSL). Please read all instructions carefully before submitting your application. The Admissions Committee will not review your application until all materials have been received. If you have any questions regarding the application or any of the requirements, please contact the Office of Admissions before you submit your application by phone at 202.806.8008 or by email at admissions@law.howard.edu.

Applicants to HUSL are required to apply electronically through the Law School Admission Council (LSAC) at www.LSAC.org. Once you transmit your law school application via LSAC, LSAC will send an electronic version of your application to our office. All applicants are required to transmit your application electronically and pay your application fee online. Once your application has been received by HUSL, you will be notified via electronic mail (e-mail) of the status of your application.

The information below will assist you in completing your HUSL application.

Application Check List

A completed electronic application will include the following:

- The online application for admission
- Application fee of \$60
- Personal statement
- CV/Résumé
- Answers to ALL questions in the Character and Fitness section
- Addenda explaining any “Yes” responses to questions in the Character and Fitness section

In addition to the completed electronic application, the following items must be submitted via LSAC’s Credential Assembly Service (CAS):

- Official LSAT Score
- Official transcript(s)
- Two letters of recommendations
- Official TOEFL report (if applicable)

Personal Statement

A personal statement is essentially an interview on paper. It provides you an opportunity to describe the uniqueness of your character, abilities, and experience. Your personal statement assists the Admissions Committee in getting to know and understand you as a person, and helps us in our efforts to build a diverse class of students. It is also used to assess your writing proficiency. You should discuss those aspects of your background, experience, talents, achievements, and interests that you believe are important for us to know. Your personal statement should also detail your interest in HUSL and explain how attending HUSL will allow you to realize your dreams and aspirations.

Your personal statement should be typed in a 12-point font, double-spaced with 1-inch margins, and no longer than three (3) pages. Your personal statement must be attached to the attachment section of the online application.

Résumé/Curriculum Vitae (CV)

Your résumé allows you to provide details about your employment history, extra-curricular activities, community service, and hobbies. You should provide comprehensive details about your experiences and include any awards and honors. Your résumé should not include high school information or activities and should explain any periods of time (after high school) that are not accounted for by your educational and employment history.

Your résumé can be more than one page and must be attached to the attachments section of the online application.

Character and Fitness

You are applying to HUSL with the likely goal of becoming licensed to practice law in some state upon graduation. Earning a law degree does not guarantee you the right to practice law. Becoming licensed to practice, in part, requires you to meet the character and fitness qualifications for admission to the bar of the state in which you intend to practice. As a graduate, when you apply to take a bar examination in any state, the bar examiners of that state will ask HUSL to provide an evaluation of your character and fitness to practice law. Additionally, when assessing your character and fitness to practice, state bar examiners will typically compare your answers to character and fitness questions on your law school application to information you provide on your bar application. Accordingly, it is very important that you disclose ALL information that may in any way reflect on your character and fitness to practice law. This includes, but is not limited to, criminal charges and convictions, academic discipline, military discipline, professional/business/trade discipline, and any other disciplinary proceedings.

In your application, you must answer all questions in the “Character and Fitness” section. For each “Yes” response, you must fully disclose each instance and attach an addendum to provide supporting details and documentation (except expunged or sealed records). A “No” response that proves inconsistent with other information you provide in your application materials or through communication with the HUSL Office of Admissions raises issues of misconduct and irregularities in the admission process and may be referred to the LSAC in accordance with its policies. Such inconsistencies may also result in a denial of your application for admission. If you have any question as to whether you should disclose a given incident, you should opt for full disclosure. If you are uncertain, please contact our office with your questions BEFORE you submit your application.

Admission to HUSL does not guarantee that you will meet the character and fitness requirements of the state bar(s) to which you may seek admission. Approval of your character and fitness is one of the most important components of the process of admission to the Bar. We encourage you to review the admission requirements of the state in which you intend to apply for membership prior to matriculation at HUSL. You can do so by consulting the individual state bar websites or by consulting the National Conference of Bar Examiners at www.ncbex.org.

Addenda

Addenda are short pieces (typically one to three paragraphs) that provide objective explanations of anomalies. The purpose of an addendum is twofold: to acknowledge an irregularity or perceived “deficiency” in your application and to account for the context in which the situation arose. In other words, this is your chance to proactively address any potential red flags and succinctly explain why a particular issue in your application should not adversely affect your candidacy. Without listing excuses or justifications, you should state the topic and note the point you are trying to convey as concisely as possible. In general, addenda are optional. However, if you answer “Yes” to any question in the Character and Fitness section of the application, you MUST attach an addendum, as well as any additional supporting documentation.

LSAT and LSAC Credential Assembly Service (CAS) Registrations

You must register with the LSAC for the Law School Admissions Test (LSAT) and LSAC’s Credential Assembly Service (CAS). Your file is not complete and will not be reviewed until HUSL has received your CAS report—including an LSAT score, letters of recommendation, and transcripts from every school attended.

LSAT

All applicants for admission are required to take the LSAT. HUSL does not consider scores from any other graduate admissions test (e.g. GRE, GMAT) when assessing applications for admission. LSAT scores must be no more than five years old at the time of enrollment. Your application is not complete until we receive a valid LSAT score. Please note, if you have an LSAT score on file, but you mark that you are registered for or will take a future test, HUSL will not automatically hold your file for review. It is your responsibility to contact our office, via email, to request that we hold your file for review or simply hold your application until you have received your new scores and are ready for your application to be reviewed. Also note, HUSL does not accept LSAT scores from the June/July administration immediately preceding the fall semester for which you are seeking admission as a first-time test score. For example, if you are seeking admission for Fall 2019, but are scheduled to take the LSAT for the first time in June or July of 2019, your application will not be accepted.

For more information about the LSAT, including registration instructions and test dates, please visit www.LSAC.org.

For help preparing for the LSAT, please visit <https://www.khanacademy.org/prep/lsat>.

Transcripts

After you register for the CAS, you must have a separate transcript, from all undergraduate and graduate institutions you have attended, sent to the LSAC. This includes:

- Undergraduate and graduate schools
- Law/medical/professional schools
- Schools attended for summer or evening courses
- Schools attended even though a degree was never conferred
- Schools from which you took college-level courses while in high school even though they were for high school credit
- Schools that sponsored your exchange or study abroad program even if course credits are listed on your undergraduate transcript

Transcripts must be sent directly from the attended institutions to the LSAC. Transcripts issued to you or sent by you will be returned unprocessed. Be mindful, that most schools charge a fee for forwarding transcripts. You can download the transcript request form at www.LSAC.org. Do not send transcripts directly to the HUSL Office of Admissions.

Letters of Recommendation

Two letters of recommendation, submitted through the CAS, are required in order for your application to be considered. Instructions on how to complete the letters of recommendation can be found at www.LSAC.org. Letters of recommendation should not be mailed or emailed directly to the HUSL Office of Admissions. Your CAS report will not be complete and will not be released to us unless two letters of recommendation are on file and assigned to HUSL through your LSAC account.

Applying as a JD/MBA Student

Applicants interested in obtaining the MBA with their JD must complete and submit separate applications to both the School of Law and the School of Business. The application process and acceptance decisions are separate for each school and admissions to one program does not guarantee admissions to the other.

INTERNATIONAL APPLICANTS

HUSL welcomes applications from citizens of other countries. International students, including those with DACA status, should follow the application procedures established for U.S. citizens.

Foreign Transcripts

HUSL requires that foreign transcripts be submitted through the LSAC 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.

To use the CAS, login to your 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 to them, promptly. More time is usually required to receive foreign transcripts. Questions about the CAS should be directed to LSAC at (215) 968-1001.

Language Proficiency

Applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL) and earn a minimum score of 550 on the paper-based test or 79/80 on the internet-based test. 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. You can contact ETS at www.ets.org. The TOEFL code for LSAC's 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.



Statement of Financial Resources

Any non-U.S. citizen seeking admission to HUSL should be aware of the financial resources required to attend. The current cost of attendance (including tuition and fees) for non-U.S. citizens can be found by visiting the [law school's website](#). Should admission be offered, you must provide documentation that sufficient funds exist to meet the cost of attendance. An international applicant who has undertaken previous legal education in another country, may apply to the Master of Laws (LL.M.) program for non-U.S. citizens. Information about the LL.M. program may be found at <http://law.howard.edu/content/master-laws-llm-program#international>.