Application Instructions

Complete application electronically through LSAC. If not paying the application fee electronically by credit card via LSAC, send the $40 nonrefundable fee to the Law School Office of Admissions, Washburn University School of Law, 1700 SW College Avenue, Topeka, Kansas 66621. If you have been granted an application fee waiver by Washburn University School of Law, enter the fee waiver code during the checkout process through LSAC.org.

Washburn University is an equal opportunity institution. Equal educational opportunity is assured without regard to race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, marital, or parental status. Any grievance regarding possible discrimination should be directed to the Office of Equal Opportunity.

All applicants must register and take the Law School Admission Test (LSAT). If you decide to retake the LSAT after you submit this application, be sure to inform the Law School Admissions Office.

A file will be reviewed by the admissions committee only when it is complete. An application is complete when the Law School Office of Admissions has received all application items and all supporting documents from LSAC.

Questions about registering for the LSAT/CAS, or your LSAC account should be directed to the Law School Admission Council (LSAC) at 215-968-1001 or LSAC.org.

Important Admission and Financial Aid Deadlines:

LSAT: Taken no more than five years prior to the application deadline for any incoming class.

June LSAT: Last test to qualify for admission.

March 15: Application priority date for August admission. Later applications will be accepted but may be at a disadvantage.

April 1: $250 admission seat deposit due for students admitted prior to March 15. (All other admitted applicants will have a seat deposit due date specified in the letter of admission, typically two weeks after admission.)

June 1: Projected date to complete admission decisions.

June 15: Second $250 admission seat deposit due.

June 15: Suggested application deadline for those seeking transfer student status. Later applications will be accepted.

August 17: First week of classes for fall 2015 entering students.

November 1: Application priority date for January admission. Later applications will be accepted but may be at a disadvantage.

In responding to any question on this application, it is always better to err on the side of disclosure. Any questions concerning completion of this application should be directed to the Office of Admissions, 785-670-1185 or toll free 1-800-WASHLAW (800-927-4529).

Failure to provide correct and complete answers to any question on the application or failure to inform the Office of Admissions of any new developments prior to your enrollment that cause your answers to any question to no longer be correct may result in revocation of admission or disciplinary action by this School of Law, including but not limited to exclusion or expulsion. It may also result in denial of permission to practice law by any state in which you seek licensure.

By submitting this application electronically, I certify that the answers to all of the questions on this application and any attachments in response to those questions are correct and complete.
Biographical
Prefix ____________________________ Date of birth ____________________________
First name ________________________ Place of birth: City ____________________________
Middle name ______________________ Place of birth: Country ________________________
Last name _________________________ Place of birth: State/Province ________________
Suffix ______________________________ Gender ________________________________
Previous (other) name ______________ LSAC account number ____________________
Preferred first name ________________

Social Security Number
Social Security Number: ____________________________

Contact Information
Current Address
Country ____________________________ Current mailing 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 ____________________________
Contact Information continued

Permanent Address

Country ____________________________  Permanent mailing 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 address ____________________________
Secondary e-mail address ____________________________
Mobile phone ____________________________

Washburn University School of Law can send text messages to my mobile phone

___ Yes
___ No

Dual Degree Program

Are you applying for a dual degree program? Please note that applicants must make separate applications to the MBA, M.Acc, and MSW programs.

___ Yes
___ No

If yes, which one?

___ JD/M.Acc
___ JD/MSW
___ JD/MBA
Center Related

Are you interested in a Center Scholarship?

____ Yes
____ No

If yes, please indicate which Center.

____ International & Comparative Law
____ Business & Transactional Law Center
____ Center for Excellence in Advocacy
____ Center for Law & Government
____ Child & Family Law Center
____ Oil & Gas Law Center

Please provide a brief explanation for your interest in these Center scholarships.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
**Character and Fitness**

Because of the high ethical standards to which lawyers are held, failure to disclose a matter such as those described in the questions below may lead to more serious consequences than the matter itself. Please make full disclosure even if you have been advised by a lawyer, judge, or any other person that you need not disclose. Even if your record has been expunged, you must report offenses. If you have any doubt whether you should disclose a particular matter, you should disclose the matter. Failure to provide truthful answers or failure to inform the Office of Admissions of any changes to your answers may result in revocation of admission, disciplinary action by the law school, or denial of permission to practice law by the state in which you seek admission.

For any question to which you answer "yes," please provide a full explanation on a separate sheet or electronic attachment. Provide a full explanation of each and every event, and of the circumstances leading to each event. Provide the date, name and location of the court or institution involved, and explain the disposition of the matter.

Failure to provide correct and complete answers to any question on the application or failure to inform the Office of Admissions of any new developments prior to your enrollment that cause your answers to any question to no longer be correct may result in revocation of admission or disciplinary action by this School of Law, including but not limited to exclusion or expulsion. It may also result in denial of permission to practice law by any state in which you seek licensure.

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.

Have you ever been convicted, indicted, charged, arrested, taken into custody, or summoned for any felony, misdemeanor, juvenile offense, or infraction of the law? Offenses involving controlled substances must be reported, including minor in possession or driving under the influence. You must report offenses even if your record has been expunged. Minor traffic infractions, such as parking or speeding tickets, need not be reported.

____ Yes  
____ No

Have you ever been expelled, suspended, placed on probation, or otherwise disciplined by any professional or military organization or had revoked a publicly granted license to practice a trade, business, or profession?

____ Yes  
____ No

Have you ever been dismissed, suspended, placed on probation, or subjected to any other disciplinary action, hearing, or investigation of any type at any institution of higher education? Actions for failure to maintain a minimum GPA need not be reported.

____ Yes  
____ No
# Education

List ALL educational institutions attended.

<table>
<thead>
<tr>
<th>Institution type</th>
<th>High School</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
<th>Other Post Graduate</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Institution name</th>
<th>Major</th>
<th>Country</th>
<th>Start date</th>
<th>State/Province</th>
<th>End date</th>
<th>City</th>
<th>Degree</th>
<th>GPA</th>
<th>Date degree granted</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washburn University School of Law</td>
<td></td>
<td></td>
<td>Fall 2015 - Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

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

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Previous Law School

Have you ever applied to Washburn University School of Law before?

_____ Yes

_____ No

If yes, for what semester and year?

____________________________________________________________________________________

If you attended any other law school, please indicate where and when.

____________________________________________________________________________________

____________________________________________________________________________________

How many semesters did you complete?

____________________________________________________________________________________
Previous Law School continued
Do you seek to transfer credits earned at another law school?
____ Yes
____ No

Standardized Testing
LSAT
Test Date          Test Score
_________________  _______________
_________________  _______________
_________________  _______________

CAS
Indicate the date you registered (or will register) with LSAC’s Credential Assembly Service (CAS).
_________________________________________________________________________________

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 continued**

<table>
<thead>
<tr>
<th>Employment type</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Internship</th>
<th>Unpaid Internship</th>
</tr>
</thead>
</table>

Employer ____________________________

Position ____________________________  Country ____________________________

Hours per week ______________________  State/Province ______________________

Start date __________________________  City ________________________________

End date ____________________________  Reason for leaving __________________

<table>
<thead>
<tr>
<th>Employment type</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Internship</th>
<th>Unpaid Internship</th>
</tr>
</thead>
</table>

Employer ____________________________

Position ____________________________  Country ____________________________

Hours per week ______________________  State/Province ______________________

Start date __________________________  City ________________________________

End date ____________________________  Reason for leaving __________________

<table>
<thead>
<tr>
<th>Employment type</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Internship</th>
<th>Unpaid Internship</th>
</tr>
</thead>
</table>

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.

---
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 ever been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances.
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Letters of Recommendation

Give the names of one or two persons unrelated to you, including, if possible, one former university instructor who you ask to evaluate your academic potential for the study of law. Please ask each to send the recommendation letter to LSAC.

To receive consideration by the admissions committee, your file must have at least one letter of recommendation. Your file will be sent to committee upon receipt of the first letter of recommendation, unless you request us to hold it for the second letter.
Demographics

Citizenship

____ Non-Resident Alien
____ US Citizen
____ US Permanent Resident

Country of citizenship ____________________________

Visa/SEVIS number ____________________________

Permanent resident number ______________________

Permanent city _________________________________

Permanent state/province ________________________

Permanent country ______________________________

Native language ________________________________

Ethnicity and Race

We are asking for your help in responding to a variety of requests from federal and state government agencies for data describing our applicants. If you are willing, please provide the requested demographic information listed below. Reporting this information is voluntary and it will be treated as confidential information.

What is your ethnicity?

____ Hispanic or Latino
____ Not Hispanic or Latino
____ Prefer not to provide this information

What is your race? (Select one or more)

____ American Indian or Alaska Native
____ Black or African American
____ White
____ Asian
____ Native Hawaiian / Other Pacific Islander
Family

Next of Kin/Emergency Contact

Salutation ________________________________
First (given) name __________________________
Middle name/initiaI __________________________
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 ________________________________

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/initiaI __________________________
Last (family) name __________________________
Relationship to applicant ____________________
School attended ________________________________
Start date (month/year) _______________________
End date (month/year) _________________________
Degree awarded ________________________________

Relative 2

___ Law school   ___ University
First (given) name __________________________
Middle name/initiaI __________________________
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/initiaI __________________________
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 ________________________________
**Family continued**

**Parent/Guardian - 2**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country</strong></td>
<td>________________</td>
</tr>
<tr>
<td><strong>Street address--line 1</strong></td>
<td>__________________</td>
</tr>
<tr>
<td><strong>Street address--line 2</strong></td>
<td>__________________</td>
</tr>
<tr>
<td><strong>Street address--line 3</strong></td>
<td>__________________</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>__________________</td>
</tr>
<tr>
<td><strong>State/province</strong></td>
<td>__________________</td>
</tr>
<tr>
<td><strong>Zip/postal code</strong></td>
<td>__________________</td>
</tr>
</tbody>
</table>

**Electronic Certification**

By submitting this application electronically, I certify that the answers to all of the questions on this application and any attachments in response to those questions are correct and complete.

___ I acknowledge the above statement.