



# Application Instructions

Instructions: University of North Dakota School of Law

Congratulations on your decision to apply to the University of North Dakota School of Law. Please follow these instructions carefully to ensure your application is processed in a timely manner.

1. Register with the Law School Admission Council (LSAC) to take the Law School Admission Test (LSAT), if you have not already taken an exam, and to participate in LSAC's Credential Assembly Service (CAS). Register for the LSAT and CAS at [LSAC.org](https://www.lsac.org) or contact LSAC at:

Law School Admission Council  
662 Penn Street  
PO Box 2000  
Newtown, PA 18940-0998

Telephone: 215.968.1001  
Fax: 215.968.1119  
E-mail: [lsacinfo@LSAC.org](mailto:lsacinfo@LSAC.org)  
Internet: [www.LSAC.org](http://www.LSAC.org)

You should take the LSAT as soon as possible. We discourage waiting for any test administered so late that you risk the score not being reported to us prior to the April 1 acceptance deposit deadline. The LSAT administrations early in the application cycle (typically August-December) present the most advantageous timing for you. Taking the exam early allows for time to retake the LSAT if you are not satisfied with your score. Each test has a registration deadline well in advance of the test date, so do not delay your testing decisions. Deadline to apply to the University of North Dakota is July 15th of each year, but it is recommended to apply early in the cycle to ensure space is still available in the incoming class.

2. Complete your application through LSAC's CAS or return the completed University of North Dakota School of Law Application for Admission to: University of North Dakota School of Law, Office of Admissions and Records, 215 Centennial Drive, Stop 9003, Grand Forks, ND 58202

3. Pay your \$35 application fee through LSAC's CAS, or pay online directly to the University of North Dakota School of Law online at [www.law.UND.edu](http://www.law.UND.edu) under future students.

4. UND School of Law participates in the LSAC Letter of Recommendation (LOR) Service which is included in your CAS registration. You may have your letters of recommendation submitted by your recommender to the LSAC following the instructions shown on [LSAC.org](https://www.lsac.org). Letters of recommendation may be emailed directly to [admissions@law.UND.edu](mailto:admissions@law.UND.edu) directly from your recommender or mailed directly to the UND School of Law, 215 Centennial Drive, Stop 9003, Grand Forks, ND 58202.

The most valuable recommenders are college instructors who are in a position to evaluate your writing ability, effectiveness of oral expression, academic performance, and academic potential for the study of law. If it is impossible to have your recommendation letter completed by college instructors, you may select other persons able to evaluate you in the same way. The committee may refuse to consider a recommendation not received directly from its author or from LSAC.

5. Submit all official undergraduate transcripts to the LSAC's CAS.

Please note that the CAS requires you to arrange for each undergraduate institution you have attended to send your transcript to LSAC (NOT to the University of North Dakota School of Law), and the LSAC will NOT send your law school report to us until it has received all your transcripts. Because your application file is not complete until we have that report, you need to be both prompt and careful in complying with LSAC procedures.

You are responsible for confirming that all of your application materials have been received by the University of North Dakota School of Law. Your application file is not complete until we have received your complete application, the non-refundable application fee, a law school report (which LSAC reports to us your undergraduate academic record and your LSAT score), and at least two, no more than four, letters of recommendation sent to LSAC LOR Service or sent directly to the law school by the recommender.

Any false or misleading statement by the applicant in connection with this application or an incomplete or inaccurate application may be the basis for denial of admission or dismissal after admission. All required questions asked must be answered, and the application instructions must be digitally accepted below. You must notify the School of Law of any changes to the information you have supplied which occurs after the submission of the application.

If you are admitted, you will be required to submit a \$300 acceptance deposit to reserve your seat in the class. This fee will



not be due until April 1, or later, depending on date of admission, and cannot be waived. The \$300 deposit will be returned to matriculated students upon full payment of tuition and fees.

If you have any questions about the admissions process or the application to the University of North Dakota School of Law, do not hesitate to contact us by telephone at 701.777.2047 or e-mail [admissions@law.und.edu](mailto:admissions@law.und.edu).

Maggie Melvin, Director of Admissions



## Term

I am applying for admission as a:

1st Time

Transfer

## Biographical

Prefix \_\_\_\_\_

First name \_\_\_\_\_

Middle name \_\_\_\_\_

Last name \_\_\_\_\_

Suffix \_\_\_\_\_

Previous (other) name \_\_\_\_\_

Preferred or chosen first name \_\_\_\_\_

Date of birth \_\_\_\_\_

Place of birth: City \_\_\_\_\_

Place of birth: Country \_\_\_\_\_

Place of birth: State/Province \_\_\_\_\_

Social security number \_\_\_\_\_

LSAC account number \_\_\_\_\_

## Demographics

### **Citizenship**

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 \_\_\_\_\_

### **Ethnicity**

Are you Hispanic or Latino?

Yes

No



## **Demographics continued**

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

Hispanic/Latino

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/Indigenous**

Canadian Aboriginal/Indigenous

### **Caucasian/White**

Caucasian/White

### **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 \_\_\_\_\_

Enrollment number (enrolled members only) \_\_\_\_\_



## 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 \_\_\_\_\_

### 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 Dakota School of Law can send text messages to my mobile phone.

Yes

No



## Standardized Testing

### LSAT

Test Date

Test Score

_____	_____
_____	_____
_____	_____

## 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 \_\_\_\_\_

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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 \_\_\_\_\_

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## 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 \_\_\_\_\_

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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 \_\_\_\_\_

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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.

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## Education continued

### 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.

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### 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 \_\_\_\_\_

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## 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 \_\_\_\_\_

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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 \_\_\_\_\_

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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 \_\_\_\_\_

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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 \_\_\_\_\_

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 \_\_\_\_\_

#### 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 \_\_\_\_\_

### Parent/Guardian - 1

\_\_\_\_ 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 \_\_\_\_\_



## Family continued

### 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 \_\_\_\_\_

## 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

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

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## **Law School Interest continued**

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.

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## **North Dakota resident**

Are you presently a North Dakota resident?

Yes

No

## **UND Law School**

How did you hear about the UND Law School?

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## **Recommendation**

Please indicate two people who will be completing standard law school recommendation forms or who will be sending their recommendations to the Law School Admission Council.

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## Character and Fitness

If the answers to any the following questions are yes, you must provide records from the agency, court, or military office documenting the charge and the disposition of that event, including any sanctions imposed. In addition to the documentation from the agency, court, or military office, you must provide your own personal explanation in the text box or attach an addendum to your application describing the events that led to the charges(s).

Your file will not be considered complete and it will not be reviewed until this documentation has been submitted. Failure to submit this documentation in a timely manner may cause your application to be denied or withdrawn.

NOTE: Although the University of North Dakota School of Law is not seeking information about sealed or expunged records, such information ordinarily must be disclosed to bar admission authorities. If you are concerned about your past conduct and the information contained in these records, you should contact the bar admission authorities in the states in which you wish to practice to determine whether your past conduct will hamper your admission to practice.

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 reprimanded, placed on probation, disciplined, suspended, sanctioned, or dismissed from any college, university, graduate school, professional school, professional organization or licensing agency for any reason? If the answer to this is yes, you must provide a letter or other documentation from the college, university, graduate school, professional school, professional organization, or licensing agency describing the events which led to your being disciplined, including the sanction imposed. In addition to the documentation from the college, university, graduate school, professional school, professional organization, or licensing agency, you must provide your own personal explanation on a separate sheet or electronic attachment describing the events that led to you being disciplined. Your file will not be considered complete and it will not be reviewed until this documentation has been submitted.

Yes

No





## Character and Fitness continued

Please provide an explanation here or attach an addendum with your application.

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Have you ever had a complaint or action (including, but not limited to, allegations of fraud, deceit, misrepresentation, forgery, or malpractice) initiated against you in any administrative forum?

Yes

No









## Character and Fitness continued

Please provide an explanation here or attach an addendum with your application.

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Have you ever been cited for, arrested for, charged with, or convicted of any violation of any law, other than a case that was resolved in juvenile court?

Yes

No



