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](http://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  
   Internet: 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](http://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 recommender 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.

Maggie Melvin, Director of Admissions
Term
I am applying for admission as a:

- 1st Time
- Transfer

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 ________________________________
Previous (other) name ________________________________  Social security number ________________________________
Preferred or chosen first name ________________________________  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**

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<tr>
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## Education

List ALL educational institutions attended.

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<thead>
<tr>
<th>Institution type</th>
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<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
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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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<th>Honor/Award</th>
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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.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**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

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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.

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---
Family

Next of Kin/Emergency Contact

Salutation ____________________________  Country ____________________________
First (given) name ______________________  Street address--line 1 ______________________
Middle name/initial ____________________  Street address--line 2 ______________________
Last (family) name ______________________  Street address--line 3 ______________________
Relationship to applicant __________________  City ____________________________
Telephone (include area code) ____________  State/province ______________________

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 __________________

### Family continued

**Parent/Guardian - 2**

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<td>Zip/postal code</td>
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### 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:

_________________________________________________________________________
_________________________________________________________________________
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.


North Dakota resident

Are you presently a North Dakota resident?
   Yes
   No

UND Law School

How did you hear about the UND Law School?


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.


Character and Fitness

If the answers to any of 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 been named party to any civil action (including family law matters such as continuing orders for child support)?

_____ 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 alcohol or drug-related traffic violation, other than a violation that was resolved in juvenile court?

_____ 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 moving traffic violation during the past 10 years? (Omit parking violations.)

______ 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
Character and Fitness continued

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

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Have you ever been accused or charged in a court-martial proceeding or received a less than an honorable discharge from any branch of the armed services of the United States of America?

_____ Yes
_____ No
Character and Fitness continued

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

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