



UNIVERSITY OF CENTRAL FLORIDA LAW SCHOOL ADMISSIONS PROCESS CHECKLIST FOR SENIORS FALL 2015

If you are applying for admission to law school this Fall semester, you will find the process much easier if you **organize** your efforts, keep **accurate** records, and **monitor** your files. Below is a general timetable of application procedures and, on the reverse side, is a check sheet to monitor your applications.

AUGUST:

1. If you have not already taken the June LSAT, head over to the LSAC website and view other testing dates.
2. Register for the October LSAT test **before the deadline**.
3. Sign up for the Credential Assembly Service (CAS) as per the instructions in the on LSAC.org website if you have not already done so. **Be sure to write on your check exactly what the check was for and keep the canceled check when you get it back (or other records)**.
4. Send for Law Service publications that will aid you (e.g., the Official LSAT Prep Test; The Official TriplePrep-Plus; The Official Guide to U.S. Law Schools; Financial Aid for Law School; The Right Law School for You; or The Whole Law School Package) or search for similar materials in the campus library.
5. Take the PrepTest and, if needed, work through the PrepKit or a comparable LSAT prep manual (e.g., Barron's, Monarch, Arco, etc.) available at the campus Bookstore or many commercial bookstores. Computer software for preparing for the LSAT is also available at the Student Academic Resource Center (SARC).
6. Sign up for a commercial LSAT prep course if you feel that the prep materials in #5 do not help you. A list of vendors is posted at the PreLaw Office.

SEPTEMBER:

1. If you have not already done so, get the latest catalog information on law schools that interest you.
2. Write or email for information, application materials, and financial aid application materials (if applicable from all law schools that interest you).
3. Start entering information on your personal check sheet on page 5.
4. Gather together all information you will need to complete applications and draft a personal statement or essay.

5. Attend the **Law School Admissions Workshop** joint information session offered by the COS Political Science and the COHPA Legal Studies programs. Information regarding date and time will be widely distributed via email, social media, and flyers.

OCTOBER:

1. Take the October LSAT.
2. Get letters of recommendation materials from the LSAC website. Distribute Letter of Recommendation email link or paper form to professors and others (if required by the law school, the **Academic Dean's form** and the **Dean of Students' form** goes to the Office of Student Conduct) along with supporting information and an addressed/stamped envelope.
3. Check the Career Services and Political Science bulletin boards for law school visitation announcements. Information on Law School visits and webinars is distributed to all Political Science and Global and International Studies students through the department student listservs. Make appointments to see individual law school recruiters as appropriate.
4. Fill out your application forms if there are going to be a number of schools to which you will apply.
5. Attend the Career Services Professional/Graduate School Day in October to speak with law school recruiters. Date will be announced by Career Services and the Departments.
6. LSAT scores are sent by email or mail depending on what you choose when you registered for the test. Check the LSAC.org website for specific dates scores released after each test.

NOVEMBER:

1. Apply for the December LSAT exam **before deadline**, if you did not take the October exam.
2. After you get your LSAT score (first week in January or later depending on contact method chosen during registration), check with Dr. Handberg or another prelaw advisor for suggestions about revising list of schools you are applying to, retaking the LSAT, etc. as appropriate.
3. Get law school applications in.
4. If you are applying for financial aid, complete the **GAPSFAS** form (copies available from the Financial Aid Office).
5. Tactfully check on progress of recommendation letters by faculty.

DECEMBER:

1. Take the December LSAT if not already taken.
2. Tactfully check on progress of recommendation letters.
3. Get remaining applications in.

JANUARY - FEBRUARY:

1. If you took the December LSAT, check with Dr. Handberg when score is received (second week in January) as to options if necessary.
2. Tactfully check on progress of recommendation letters.
3. By email or by phone, **monitor your files** at every law school to which you have applied to make sure all items, LSDAS reports, recommendation, transcripts, etc. are in and your file is complete. If not, contact appropriate person or agency.
4. Wait.

February Test Takers:

1. If you have not taken the LSAT yet or are retaking due to previous score, you need to register for the test by **the deadline**.
2. Take the **February LSAT** if not already taken.
3. Scores will be available sometime after the first week of March.
4. Understand taking the test this late eliminates many good schools whose admissions deadlines have passed so your choices for law school may severely limited.
5. Many students who take the February test end up delaying admissions for a year in order to access a wider variety of law schools.

MARCH - APRIL:

1. Repeat January-February items #2 and #3 if necessary.
2. Wait.
3. When you have been accepted to a school that you wish to attend, notify other schools that have

accepted you that you will not be attending.

4. If possible, visit the Law School you plan to attend; remember you have to live there for three years and your family if accompanying you will live there also.
5. Pay deposit to school you will be attending.
6. Order a final transcript (showing graduation) to be sent to the law school you will be attending.

[Adapted from Duke University Calendar and Check sheet, Dr. Gerald L. Wilson, Pre-Law Advisor]

APPLICATION CHECKSHEET FOR PRE-LAW SENIORS (personal use only)

Time Period:

Aug.-Dec.

January

February

Schools	Application Requested	Application Received	Application Completed	Recommendations Given Out	LSDAS Report Requested	January Confirmation*	A	D	WL	DE

*By mid-January, contact each school to which you have applied and LSADS to make sure that all items are in and your file is complete. Before graduation, order a final transcript with a notation of graduation to be sent to the school you enter.

A - Accepted D - Denied WL - Wait List DE – Deferred
 UNIVERSITY OF CENTRAL FLORIDA, College of Sciences: Dr. Roger Handberg, Pre-Law Advisor, HPH 302

LAW SCHOOL ADMISSION COUNCIL

LSAT® Dates

2015–2016 LSAT DATES

**Revised date as of November 2014

Monday, June 8, 2015	12:30 PM
Tuesday, June 9, 2015 (Europe/Middle East/Africa)	8:30 AM
Sunday, June 28, 2015 (Asia/Australia/New Zealand)	8:30 AM
Saturday, October 3, 2015	8:30 AM
Sunday, October 4, 2015** (Asia/Australia/New Zealand)	8:30 AM
Wednesday, October 7, 2015 (Saturday Sabbath Observers)	8:30 AM
Saturday, December 5, 2015	8:30 AM
Sunday, December 6, 2015** (Asia/Australia/New Zealand)	8:30 AM
Tuesday, December 8, 2015 (Saturday Sabbath Observers)	8:30 AM
Saturday, February 6, 2016**	8:30 AM
Monday, February 8, 2016** (Saturday Sabbath Observers)	8:30 AM
Sunday, February 28, 2016** (Asia/Australia/New Zealand)	8:30 AM

2016–2017 LSAT DATES

Monday, June 13, 2016	12:30 PM
Sunday, June 26, 2016 (Asia/Australia/New Zealand)	8:30 AM
Saturday, September 24, 2016	8:30 AM
Monday, September 26, 2016 (Saturday Sabbath Observers)	8:30 AM
Saturday, December 3, 2016	8:30 AM
Monday, December 5, 2016 (Saturday Sabbath Observers)	8:30 AM
Saturday, February 4, 2017	8:30 AM
Monday, February 6, 2017 (Saturday Sabbath Observers)	8:30 AM
Sunday, February 19, 2017 (Asia/Australia/New Zealand)	8:30 AM

Note: The actual test date and reporting time at international centers may vary. The actual date and time will display during the online registration process and will be printed on admission tickets.

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