



# HOFSTRA UNIVERSITY SCHOOL OF LAW

121 Hofstra University  
Hempstead, NY 11549-1210  
Phone: (516) 463-5916

## JURIS DOCTOR PROGRAM APPLICATION PROCEDURES

### ELIGIBILITY REQUIREMENTS

Bachelor's degree and Law School Admission Test. All applicants must have completed or be in the final year of their undergraduate degree program.

### APPLICATION PROCESS

Applications may be submitted on the School of Law's official application form, which can be downloaded and printed from the School of Law's Web site at [www.Hofstra.edu/law](http://www.Hofstra.edu/law). We also accept applications that have been prepared using the Law School Admission Council's *LSACD* or *LSACD on the Web*. All questions must be answered and the application must be signed and dated; if you are applying electronically, the certification box must be checked to validate your application prior to transmission. Please note that it is your responsibility to notify the Law School of any change of status to any part of this application that may occur after the date of signature on this application, and to submit the required document(s) within 30 days of the status change.

### *Early Decision (Binding)*

Hofstra University School of Law is implementing a new Early Decision application process for those applying as first-year J.D. students for fall 2004. The Early Decision process is designed for those who have already researched their law school options and are certain that Hofstra University School of Law is their first choice of schools. This process allows such applicants a means of expressing to the Admissions Committee their commitment to attend Hofstra Law School if admitted. Any candidate for whom receipt of institutional financial aid is a prerequisite for enrolling should apply under the **Regular Decision process** (see below for details), rather than Early Decision.

To apply on an Early Decision basis, the Law School must receive your completed application with all required documentation by December 1. Please be certain to check the "Early Decision" box on your application to indicate your intention to apply under this process and to sign the Early Decision Agreement Form. To meet the deadlines for Early Decision, you must have taken the LSAT by October 2003. Decision letters are mailed by December 22.

Candidates applying on an Early Decision basis commit themselves to matriculate at Hofstra University School of Law if admitted. Because offers of admission extended under the Early Decision process are binding, candidates may not apply to other law schools under similar Early Decision processes. Successful Early Decision candidates may not initiate any new law school applications and must withdraw other applications once notified of their Hofstra Law School acceptance in December. The deposit deadline for Early Decision admitted students will be January 15, 2004. Some Early Decision applicants not offered admission in December will be reviewed again as part of the regular applicant pool; others not admitted in December will be informed that their application for admission has been rejected and will not be evaluated again that year. If your application is deferred or denied, you are no longer bound by the Law School's Early Decision commitment and may proceed with applications at other law schools.

### *Regular Decision*

Applicants should submit an application as soon as possible after September 1, and well before the April 15 submission deadline, of the year preceding their desired matriculation. Doing so allows us to provide you with a decision on your application as soon as possible. Please note that applications will not be reviewed before late December, unless you are applying for the Early Decision Program. Hofstra Law School has a modified rolling admissions process. Applications are considered in the order in which they are completed. We guarantee full consideration for all applications submitted by the April 15 deadline. We will permit applications to be filed after the deadline until we can no longer provide full consideration. Personal interviews are not a formal part of the admissions process.

### FOREIGN-EDUCATED APPLICANTS

Candidates who have received their undergraduate degree from an institution outside the United States or Canada may not be eligible to register with LSDAS (see item 5 under Application Requirements). You must have your transcripts evaluated by credential organizations such as World Educational Services ([www.wes.org](http://www.wes.org)) or the American Association of Collegiate Registrars and Admissions Officers ([www.aacrao.org](http://www.aacrao.org)). Applicants whose pre-college education was in a language other than English are required to present a recent score from the Test of English as a Foreign Language (TOEFL, [www.toefl.org](http://www.toefl.org)). Hofstra University School of Law's institution code is 2295.

### RE-APPLICATION

Candidates who have previously applied for admission may choose to reapply. Although it is highly likely that an applicant will receive the same decision, in some cases, applicants do receive a different determination based upon additional information. Applications are maintained on file for two years only. Please check the previous applicant box; this will allow us to include your previous materials in the review process. The \$60 application fee and an updated application form are required. If applying electronically via the *LSACD* or *LSACD on the Web*, there is no cost to apply. Submitting an updated personal statement or new letters of recommendation is optional. Such applicants must arrange for their LSDAS registration to be active if they have retaken or intend to retake the LSAT.

### TRANSFER APPLICATIONS

Hofstra University School of Law reviews transfer applications once during the academic year. Successful candidates are typically in the top 15 percent of their current class with at least an A-/B+ average. The deadline for transfer applications is July 1. Transfer applicants should have attended at least two semesters at another ABA-accredited law school by the time they enter Hofstra Law School. However, no more than 29 credits should have been completed prior to matriculation at Hofstra Law School. Advanced standing credit is not granted for law school courses beyond the first year. In addition to the application requirements listed below, transfers applicants must submit an official transcript that includes at least one full year of academic work taken at an accredited law school and a letter of good standing from the applicant's law school dean. Persons attending non-accredited law schools do not qualify for transfer.

### ACADEMIC DISMISSAL

Applicants who have been academically dismissed from another accredited law school must wait at least two years before applying for admission to Hofstra University School of Law. Such applicants apply as first-year candidates and must provide complete information and documentation regarding their prior law school enrollment.

## VISITING APPLICATIONS

Students in their final year of studies who are in good standing at an ABA-accredited law school may apply as visiting non-degree students for no more than one academic year to earn credit for transfer back to their degree-granting institution. An application to attend the Law School as a visiting student will not be considered unless the current law school dean authorizes the student's attendance and agrees to transfer the credits earned at Hofstra Law School. A visiting candidate must submit an official law school transcript and a dean's letter of good standing that gives the student permission to attend Hofstra University School of Law.

## APPLICATION REQUIREMENTS

Because the various parts of an application must come from several sources, it is **your responsibility** to see that all required materials reach the Admissions Office. No application will be considered complete for submission to the Admissions Committee until the following materials have been received and processed:

1. **The Application Form.** Please type or print neatly. Ensure that your printed name and Social Security number appear on each document you submit. Answer all questions, sign the form (or certify it electronically) and, if you need more space, attach additional pages. Some questions may require further explanation on a separate page, and you are welcome to include any attachments you would like. All supplementary statements submitted must clearly indicate the question number to which the statement refers, must be signed by the applicant and must have the applicant's name printed or typed at the top of each page. Do not, however, substitute a resume or other attachment in answer to any question requesting a response on the application form. If submitting your application by mail, we suggest you keep a photocopy of your application and essay. If you have not received a letter from us confirming receipt of your application within four weeks of submission, contact us to confirm receipt of your application. Failure to furnish a complete application will result in delays in processing. *Please note: We use e-mail to update candidates on the status of their files whenever we can. We ask for your e-mail address in question #7 on the application form. Please be sure to distinguish between the numeral "1" and the lowercase letter "L."*
2. **Personal Statement.** The Personal Statement provides an opportunity for you to present yourself, your background, your ideas, and your qualifications to the Admissions Committee. Please limit your statement to 500 words. Attach your Personal Statement to the application form, and sign both the form and your statement.
3. **Application Fee.** \$60 check or money order payable to Hofstra University School of Law. This fee is nonrefundable, is not credited toward tuition and is not applicable toward the fee for the LSDAS. If applying electronically via *LSACD* or *LSACD on the Web*, there is no cost to apply; the application fee is waived.
4. **One Letter of Recommendation** is required. Recommendations provide useful information in the selection process. Recommendations should come from those who have had an opportunity to evaluate you carefully and individually over a sufficient period of time to make a reasonable evaluation. If possible, we encourage all letters of recommendation to be sent to LSDAS, to be included with your LSDAS report.
5. **Register with the Law School Data Assembly Service (LSDAS)** and supply it with the data requested if you have not already done so. Have all undergraduate and graduate transcripts sent to LSAC. When we receive and process your application, we will request your LSDAS report, and LSAC will send it directly to us. The LSDAS report includes your LSAT scores and writing sample(s), copies of your academic transcripts, undergraduate academic summary, and other information. *Even if you have previously registered with LSDAS you must register for the current year.* Applicants who received their undergraduate degrees outside the United States, Puerto Rico, and Canada should check the LSDAS section (pages 18-19) of the *LSAT/LSDAS Information Book* to determine whether they can register with LSDAS. If you are not eligible for LSDAS, you must have your recommendations and official university transcripts sent directly to the Hofstra University School of Law Admissions Office and identify yourself as a foreign-educated applicant when registering with LSAC for the LSAT. Those who completed their undergraduate work at Canadian institutions must register with LSDAS. Write LSAC, Box 2000, Newtown, PA 18940-0998, call (215) 968-1001, or visit the LSAC Web site at [www.LSAC.org](http://www.LSAC.org).
6. **The Law School Admission Test (LSAT)** is required. You need not wait until you have taken the LSAT to submit a formal application to Hofstra University School of Law. Application forms for the LSAT can be obtained from LSAC (see contact information above in item 5). The LSAT need be taken only once. If you have taken it within five years, you do not need to repeat it. We recommend that you take the LSAT after your junior year in college. Hofstra Law School accepts all four administrations of the LSAT (June, October, December and February) for each entering fall class. Please be advised that if you choose to take the June LSAT administration in the calendar year prior to the year in which you plan to apply (e.g., the June 2004 LSAT for the 2004 entering class), the class may be filled by the time your application is completed.

## COMMUNICATING WITH THE ADMISSIONS OFFICE

Please be assured that as long as we have accurate telephone, e-mail and mailing address information for you, we will communicate with you regarding the status of your application. We mail notification of status for each stage of the application process: application received, application complete and sent to committee for review, application incomplete and missing a particular item(s), and final decision. If you have not received notification from us confirming receipt of your application within four weeks of submission, contact us to confirm receipt of your application. The Office of Admissions can be reached by phone at (516) 463-5916 or by e-mail at [lawadmissions@hofstra.edu](mailto:lawadmissions@hofstra.edu).



# HOFSTRA UNIVERSITY SCHOOL OF LAW

## Juris Doctor Program

1. Social Security Number:      -      -       
(or LSAC Identification Number – for applicants without Social Security numbers)
  
2. Name: \_\_\_\_\_  

LAST (SURNAME)
FIRST
MIDDLE
MAIDEN
  
3. Title:    Mr.    Ms.    Dr.           Gender:  Female    Male
  
4. Type of Application (select only **one**):  
 Early Decision First Year (deadline December 1, please sign binding agreement form)  
 Regular Decision First Year (deadline April 15)  
 Transfer  
 Visitor
  
5. Program:            Full-time    Part-time Day    Part-time Evening
  
6. Previous Applicant?  Yes            No                           Year (YYYY)      -      -      -

*Please print all information, do not leave any question blank or write "same as above."*

7. Preferred Mailing Address:  
  

NUMBER AND STREET
APT. NUMBER

CITY
STATE
ZIP

COUNTRY (IF OTHER THAN U.S.)

TELEPHONE NUMBER (INCLUDE AREA CODE)
E-MAIL ADDRESS

Good from (MM/DD/YYYY):   /  /  
Good to (MM/DD/YYYY):   /  /

8. Permanent Mailing Address:  
  

NUMBER AND STREET
APT. NUMBER

CITY
STATE
ZIP

COUNTRY (IF OTHER THAN U.S.)

TELEPHONE NUMBER (INCLUDE AREA CODE)
E-MAIL ADDRESS

Good from (MM/DD/YYYY):   /  /  
Good to (MM/DD/YYYY):   /  /

9. Date of Birth (MM/DD/YYYY): \_\_\_/\_\_\_/\_\_\_

10. Place of Birth (City, State, Country): \_\_\_\_\_

11. Are you a U.S. citizen?  Yes  No

11a. If "No," indicate country of citizenship: \_\_\_\_\_

11b. If not a U.S. citizen, are you a permanent resident of the United States?  Yes  No

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If your college education was in a language other than English, you must have an official Test of English as a Foreign Language (TOEFL) score from the Educational Testing Service (ETS).

12. If you have already taken the TOEFL, write the date(s) and score(s) you received:

\_\_\_/\_\_\_/\_\_\_      \_\_\_      \_\_\_/\_\_\_/\_\_\_      \_\_\_      \_\_\_/\_\_\_/\_\_\_      \_\_\_  
MM/DD/YYYY    SCORE      MM/DD/YYYY    SCORE      MM/DD/YYYY    SCORE

12a. If you have applied to take the TOEFL, write the date the test is to be taken: \_\_\_/\_\_\_/\_\_\_ (MM/DD/YYYY)

13. If you wish to identify yourself as a member of a minority group, please indicate your ethnic origin below by marking one or more races. Self-identification by race or ethnic group is entirely voluntary and may be accompanied by an explanatory statement (if applying electronically via LSAC, use an electronic attachment).

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> American Indian or Alaska Native<br>Print name of enrolled or principal tribe:<br>_____ | <input type="checkbox"/> Chinese<br><input type="checkbox"/> Cuban<br><input type="checkbox"/> Filipino<br><input type="checkbox"/> Guamanian or Chamorro<br><input type="checkbox"/> Japanese<br><input type="checkbox"/> Korean<br><input type="checkbox"/> Mexican/Mexican American/Chicano | <input type="checkbox"/> Native Hawaiian<br><input type="checkbox"/> Other Asian<br>Print race: _____<br><input type="checkbox"/> Other Pacific Islander<br>Print race: _____<br><input type="checkbox"/> Other Spanish/Hispanic/Latino<br>Print group: _____ | <input type="checkbox"/> Puerto Rican<br><input type="checkbox"/> Samoan<br><input type="checkbox"/> Spanish/Hispanic<br><input type="checkbox"/> Vietnamese<br><input type="checkbox"/> Other race<br>Print race: _____ |
|--|--|---|--|

14. Why did you apply to Hofstra University School of Law? (Check *all that apply*.)

- |  |  |
|--|--|
| <input type="checkbox"/> National reputation                             | <input type="checkbox"/> Reputation of faculty             |
| <input type="checkbox"/> Hofstra brochure (requested)                    | <input type="checkbox"/> Hofstra brochure (unsolicited)    |
| <input type="checkbox"/> Books/guides (specify: _____)                   | <input type="checkbox"/> Web site                          |
| <input type="checkbox"/> Prelaw advisor                                  | <input type="checkbox"/> Location                          |
| <input type="checkbox"/> Hofstra Law event/visit                         | <input type="checkbox"/> Law school forum (specify: _____) |
| <input type="checkbox"/> Recommendation of Hofstra Law alumnus           | Identify: _____  |
| <input type="checkbox"/> Recommendation of Hofstra Law student           | Identify: _____  |
| <input type="checkbox"/> Recommendation of family member                 | Identify: _____  |
| <input type="checkbox"/> Recommendation of someone other than an alumnus | Identify: _____  |

15. I wish to receive information on the Child and Family Advocacy Fellowship Program.  Yes  No

16. I wish to receive information on the Fellowship Program for Advocacy for the Equality of Lesbian, Gay, Bisexual and Transgendered People.  Yes  No

17. List all dates for which you have taken or plan to take the Law School Admission Test:

\_\_\_/\_\_\_/\_\_\_      \_\_\_      \_\_\_/\_\_\_/\_\_\_      \_\_\_      \_\_\_/\_\_\_/\_\_\_      \_\_\_  
MM/DD/YYYY    SCORE      MM/DD/YYYY    SCORE      MM/DD/YYYY    SCORE

17a. If you plan to retake the LSAT, on what date will you do so? \_\_\_/\_\_\_/\_\_\_ (MM/DD/YYYY)

17b. Do you wish us to delay making a decision on your application until we have received the new LSAT score?  Yes  No

(Note: Early Decision candidates should take the LSAT no later than October 2003.)

18. EDUCATIONAL BACKGROUND, HONORS AND ACTIVITIES

List all colleges, graduate and professional schools attended: (Attach additional sheets or an electronic attachment if necessary.)

	Name of Institution	Location	Dates of attendance		Major Field	Degree Earned	Date of Graduation MM/YY	Rank and Size of Class
			From MM/YY	To MM/YY				
Colleges								
Graduate and Professional Schools								

Scholastic honors: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Extracurricular activities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

19. Please indicate your score and year on the following test(s), if taken:

GRE     /     /                   GMAT     /     /                   MCAT     /     /               
 MM/DD/YYYY      SCORE      MM/DD/YYYY      SCORE      MM/DD/YYYY      SCORE

20. EMPLOYMENT

Previous employment that you consider significant:

From	To	Position Held	Name and Address of Employer	No. Hours per Week	Reason for Leaving

21. If any members of your family graduated from Hofstra University School of Law, please complete the following information (If none, check here ):

\_\_\_\_\_  
 NAME (Maiden, if applicable)      RELATIONSHIP      CLASS YEAR

\_\_\_\_\_  
 NAME (Maiden, if applicable)      RELATIONSHIP      CLASS YEAR

\_\_\_\_\_  
 NAME (Maiden, if applicable)      RELATIONSHIP      CLASS YEAR

22. Parent/Guardian/Emergency Contact:

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NAME

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NUMBER AND STREET

APT. NUMBER

---

CITY

STATE

ZIP

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COUNTRY (IF OTHER THAN U.S.)

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TELEPHONE NUMBER (INCLUDE AREA CODE)

E-MAIL ADDRESS

23.  If you consider your background to have been disadvantaged, please check the box and submit a supplementary statement explaining your reasons (if applying electronically via LSAC, use an electronic attachment).

24. **Personal Statement:** On a supplementary sheet, submit a brief personal essay. Please limit your essay to 500 words, and include your printed name and Social Security number on all attachments (if applying electronically via LSAC, use an electronic attachment).

\*If your answer to any of questions 25a–25d is “Yes,” please attach an explanatory statement (if applying electronically via LSAC, use an electronic attachment).

25a.  Yes\*  No Have you ever been charged with, pleaded guilty to, or found guilty of any crime, offense or violation (other than a minor traffic violation)?

25b.  Yes\*  No Have you ever been subject to any disciplinary action, placed on academic probation, or dismissed from any school, college, university, or graduate or professional school that you have attended?

25c.  Yes\*  No Have you ever registered for or attended any academic course of study at another law school?

25d.  Yes\*  No Have you ever been discharged by an employer or asked to resign?

26. Have you applied on an Early Decision basis to any other law school?  Yes  No

26a. If “Yes,” please indicate school(s): \_\_\_\_\_

27. Have you applied or do you intend to apply to any other law school?  Yes  No

27a. If “Yes,” please indicate school(s) and the action taken on your application:

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# HOFSTRA UNIVERSITY SCHOOL OF LAW

121 Hofstra University  
Hempstead, NY 11549  
(516) 463-5916

## JURIS DOCTOR PROGRAM

The applicant is reminded that he or she should take care in providing accurate answers to each of the questions asked. Upon application for admission to the bar, a copy of this application will be forwarded to a State Committee on Character and Fitness, and the applicant will be held accountable for any false information contained in this application.

*I certify that the information I have provided is true and complete; that I will notify Hofstra University School of Law's Office of Admissions immediately if there is any change in the information that I have provided in this application; that I am the author of the statements and/or additional information included with this application; and that I understand the statements made herein are the basis upon which my application will be decided. In the event that any information is subsequently found to be false, I understand that my acceptance may be voided and my matriculation canceled.*

*I also understand that acceptance is conditional upon meeting the requirements stated in the School of Law's Application Procedures and any further conditions expressed at the time of acceptance. The School of Law does not authorize nor is it bound by any requirements or conditions other than those communicated by Hofstra University School of Law's Office of Admissions.*

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Printed Name

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Signature

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Social Security Number/LSDAS Candidate Registration Number

**SUBMIT THE COMPLETED APPLICATION AND ALL SUPPORTING CREDENTIALS TO:  
Hofstra University School of Law, Office of Admissions, 121 Hofstra University, Hempstead, NY 11549.**

# HOFSTRA UNIVERSITY SCHOOL OF LAW

Hofstra University School of Law  
Juris Doctor Program  
121 Hofstra University  
Hempstead, NY 11549  
(516) 463-5916

## EARLY DECISION AGREEMENT FORM

Note: This Agreement Form is not a necessary part of an application to Hofstra University School of Law. Complete and submit this form only if you want to apply for admission under the Early Decision process.

## EARLY DECISION PROGRAM (BINDING)

Hofstra University School of Law is pleased to implement a new Early Decision application process for those applying as first year JD students for Fall 2004. Candidates who apply under this process commit to attending Hofstra Law if admitted.

Because offers of admission extended under the Early Decision process are binding, candidates may not apply to other law schools under similar Early Decision processes. Early Decision candidates may apply to other law schools under non-binding procedures while applying to Hofstra Law School under the Early Decision process; however, such applicants agree to withdraw all other law school applications when notified of their admissions to Hofstra Law School under the Early Decision process. Admitted Early Decision applicants also may not initiate any new applications to other law schools after notification of their acceptance to Hofstra Law School.

To apply Early Decision, the Law School must receive your completed application with all required documentation by December 1. Decision letters are mailed by December 22. If your application is deferred or denied, you are no longer bound by the Law School's Early Decision commitment and may proceed with your applications at other law schools.

I have read the description of Hofstra University School of Law's Early Decision admissions process in the Application Procedures and this Agreement Form, and wish to be considered as an Early Decision candidate. I will enroll at Hofstra Law if admitted under this process. In addition, if admitted under Early Decision, I agree to withdraw all of my applications pending at other law schools and will not initiate any new applications. Finally, I understand that I may not apply to any other law schools under a similarly binding Early Decision process.

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Signature

Date

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Printed Name

Social Security Number/LSDAS Candidate Registration Number