



Massachusetts School of Law

Law School Application Checklist and Instructions

A complete application file consists of:

- Completed and Signed Application form
- \$40 application fee
- Personal statement
- Three Letters of Recommendation
- Official Transcripts from ALL Undergraduate and Graduate Programs you have attended
- Personal Interview
- Entrance Exam (MSLAT)

**If you are registered with the LSAC please write your LSAC account number on the upper right-hand corner of your application. We will then request your letters of recommendation and official transcripts to be sent to us*

Application Form

Please return your completed application to:

Massachusetts School of Law
Admissions Department
500 Federal Street
Andover, MA 01810

*We will notify you when your application has been received.

Application Fee

A nonrefundable application fee of \$40 must accompany your application.

Personal Statement

Each applicant must submit a personal statement as part of the admission process. The statement should emphasize the applicant's background, suitability for admission, or the reasons for undertaking legal studies. Applicants may write about personal characteristics and circumstances; strengths; work experiences; extracurricular activities; ethnic, economic, and educational background; or any other topic that will help the committee evaluate you. The personal statement may not exceed 550 words.

Letters of Recommendation

Each applicant must submit three letters of recommendation, preferably from college professors who can attest to your ability to enter a competitive professional program. If you have been out of school for a considerable period of time, letters from an employer also can be submitted. Recommenders can use either the form provided or their own letterhead.



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There are three options for submitting letters of recommendation:

1. MSLAW accepts letters sent directly to the school. The envelope must be sealed with the recommender's signature.
2. MSLAW accepts letters that are emailed directly to the Director of Admissions from the recommender.
3. MSLAW accepts letters via LSAC if applicant requests MSLAW to do so.

Official Transcripts

To be considered for admission to MSLAW, an applicant must hold a degree equivalent to a U.S. bachelor's degree. Transcripts from all undergraduate and graduate schools that the applicant has attended must be submitted to the Admissions Department. An applicant who received his or her degree from a college or university outside the United States must have his or her transcript evaluated by World Education Services (WES) or LSAC's Foreign Credential Evaluation Service.

Personal Interview and MSLAT

All applicants must take the Massachusetts School of Law Aptitude Test (MSLAT). This test replaces the traditional LSAT test. All applicants will take the test on the same day they have their personal interviews. The interview will take place first, and the test will be administered immediately following the interview. MSLAW faculty members will review the test and assess both technical writing and analytical skills. MSLAW also uses this test to determine if students meet the required English proficiency needed to complete their legal studies.



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Application

- Full Time
- Part Time

- Spring 2019
- Fall 2019
- Spring 2020
- Fall 2020

Biographical

Name: _____ SSN/TIN: _____

Present Mailing Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Permanent Address: _____ Email: _____

Date of Birth (mm/dd/yyyy): _____ Place of Birth: _____

Demographics

Citizenship: USA Other: _____

Are you a permanent resident of the United States? Yes No

If 'no', what type of Visa will you need while attending school? _____

Education

List chronologically all colleges, universities, graduate and professional schools that you have attended:

Institution	Dates of Attendance	Degree	Major	Cum GPA	Date Degree Awarded (mm/yy)
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____



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Have you ever attended another law school? Yes No Note: If 'yes', please arrange to have an official transcript forwarded to Massachusetts School of Law.

On a separate sheet of paper, you may wish to include details of your academic career that you would like the admissions committee to be aware of- i.e., if your program was unusual in any way or especially rigorous.

List academic honors received (use a separate sheet if necessary): _____

List extra-curricular and/or community activities (use a separate sheet if necessary):

Are you applying, or have you applied for admission to other law schools? Yes No
If so, please list them:

Employment

List your last four positions of full time employment, including summer employment:

Dates	Employer	Position	Reason for Leaving
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____



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Character and Fitness

Please note: Some bar examiners may require this information, more extensive information, and/or other information as a prerequisite for admission to the bar. Applicants are advised to contact the Bar Examiners of the jurisdiction(s) in which they intend to practice to ascertain whether criminal conviction(s) may impede, or prevent, their admission to the practice of law in that jurisdiction. Admission to, or graduation from, law school does not guarantee a registrant that he/she will be eligible to sit for a bar examination and/or be admitted to the practice of law.

Have you ever been issued a disposition regarding a violation of any criminal law that has resulted in a conviction?

Yes No

In answering this question, you may **exclude from your answer** the following matters:

1. An arrest, detention, or disposition for which a conviction has been **vacated**;
2. A **first** conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; and
3. Any conviction of a misdemeanor where such conviction occurred **more than five (5) years prior to the date of this application unless** you were sentenced to imprisonment upon conviction of such misdemeanor.

If **'yes'** please describe the nature of the charge; the circumstances involved; the sentence imposed; and the court in which the case was heard. **Use a separate sheet of paper.**

Are there any unsatisfied judgments or court orders of continuing effect against you? Yes No

If yes, please explain and include the dates.

Have you ever been a party in any legal or administrative proceeding? Yes No

If yes, please explain and include the dates.

Have you ever been adjudged bankrupt or insolvent? Yes No

If yes, please explain and include dates.

Have you ever been placed on probation, suspended or dismissed from any educational institution either for academic or disciplinary reasons? Yes No

If 'yes', **state reasons on a separate sheet of paper to be submitted with this application.**

Signature of Applicant

Date



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R E C O M M E N D A T I O N

To the Applicant: Please complete the information portion of this form and forward the form to your recommender along with a stamped envelope addressed to:

Director of Admissions
Massachusetts School of Law
Woodland Park
500 Federal Street
Andover, MA 01810

Your recommender will send the fully completed form to MSL. Federal law enables you to have access to this recommendation if you enroll at the Massachusetts School of Law. A candidate may waive this right to future access. Should you wish to waive this right, please sign statement 1 below. If you choose not to waive this right to see this recommendation, please sign statement 2.

Candidate's Name: _____

Mailing Address: _____

Phone Number: _____

1. I waive my right to future access to this recommendation and authorize the author of this recommendation to provide an evaluation of me to the Massachusetts School of Law.

Date

Signature

2. I do not waive my right of access to this recommendation but authorize the author of this recommendation to provide evaluation of me to the Massachusetts School of Law.

Date

Signature

To the Recommender: The Massachusetts School of Law appreciates your evaluation of the above-named candidate. It would be helpful if in your recommendation you would include an evaluation of the candidate's character, academic ability, and potential for success in legal study. Please indicate how long you have known the candidate and in what capacity.



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