Application Instructions

Introduction

DePaul University derives its title and fundamental mission from St. Vincent de Paul, who advocated the acceptance of all people and devoted his life to helping the disadvantaged lead dignified lives. At the College of Law, we seek diversity in students' special talents, qualities, interests, and socioeconomic and cultural backgrounds. Having students with different interests, goals, life experiences, and backgrounds is critical in order to ensure the robust exchange of ideas that is called for in training lawyers and potential leaders. Toward this end, we seek a student body that exhibits outstanding academic and professional promise with varied backgrounds and experience.

DePaul University College of Law also is committed to improving the legal community by educating students who will serve the public and legal profession in ways that enhance the social, economic, cultural, and ethical values in the broader community.

It is the policy of DePaul University that no person shall be the object of discrimination or harassment on the basis of race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, pregnancy, parental status, family relationship status, physical or mental disability, military status, genetic information or other status protected by local, state, or federal law in its employment or its educational settings.

Transfer Admission Policy

DePaul University College of Law welcomes applications from students who will have completed, within the preceding two years, at least one year of study at another ABA-accredited law school. Transfer applicants may apply for admission to the day and evening programs during the fall and spring semesters. Transfer applicants admitted to the College of Law may receive up to 30 hours of credit toward the Juris Doctor degree. The determination of applicable credit is made upon admission. DePaul University College of Law does not have an articulation agreement with any university or law school program regarding transfer admission.

Admission to DePaul University College of Law is competitive. In evaluating transfer applicants, the Admissions Committee will consider the applicant's undergraduate academic record, LSAT score, law school grades, personal statement, letter of recommendation or evaluation, and other information requested in the application. The applicant's law school grades are weighted heavily in the process.

Transfer applicants are required to submit the following: transfer application form, one letter of recommendation from a law school professor, personal statement, and current CAS report from LSAC. In addition, transfer applicants must submit directly to the Office of Law Admissions: (1) letter of good standing indicating eligibility to return from all previously attended law schools; and (2) law school transcripts from all previously attended law schools. Class ranks are not required to evaluate an applicant's transfer application.

Although there is no absolute deadline by which applicants should submit their application materials, transfer applicants should have their application and all necessary application documents on file with the Office of Law Admissions at least one month prior to the semester in which they intend to enroll. The vast majority of applicants apply for fall admission. If applying for fall admission, students should submit the application form and required documents during their spring semester of law school. The student should make arrangements for an official transcript to be sent to the Office of Law Admissions immediately after the student's spring grades have posted. While a transcript showing spring grades generally is required to review the application, the Admissions Committee may make an exception and grant a conditional admission based upon an applicant's strong academic performance in the fall semester.

ELECTRONIC TRANSFER APPLICATION PROCESS INSTRUCTIONS

This document provides a general overview of the electronic application process and the materials that should accompany the application for admission. After reading all of the application instructions, please review the "Application Checklist" to obtain a list of the required documents.

Electronic Application

All transfer applicants must submit all materials electronically through the Law School Admission Council (LSAC) and register with the LSAC Credential Assembly Service (CAS). We only accept applications submitted through the LSAC electronic application. We will not accept any paper application materials or paper updates to your application. Paper material and updates will not be retained or reviewed by the Admissions Committee and will be discarded. You are welcome to submit updates to your file electronically. Application update materials may be submitted to lawinfo@depaul.edu. Please include your name and LSAC Account number on each attachment.
Disabled applicants in need of a reasonable accommodation to complete the application process, or other applicants who require a paper application, should contact the Office of Law Admissions at 312.362.6831 or by emailing lawinfo@depaul.edu with their request.

Letter of Recommendation

One letter of recommendation from a law school professor is required for all transfer applicants. Additional letters of recommendation are welcome. Additional letters of recommendation also may be submitted by employers or colleagues who are in positions to make critical and informed appraisals of a transfer applicant's qualifications. Letters of recommendation must be submitted through the Credential Assembly Service (CAS).

Law School Transcripts and Letters of Good Standing

Transfer applicants must have sent to the Office of Law Admissions a letter of good standing indicating eligibility to return from all previously attended law schools. Transfer applicants also must submit to the Office of Law Admissions law school transcripts from all previously attended law schools. A class rank is not required, but may be helpful to the Committee.

No Application Fee

There is no application fee to apply for transfer JD admission.

Personal Statement

A personal statement is required and must be electronically attached to the transfer application for admission. It should not exceed two pages, and may provide the Admissions Committee with information regarding such matters as intellectual interests and pursuits; personal, family or educational background; experiences and talents of special interest; reasons for applying to transfer as they may relate to personal goals and professional expectations; or any other factors that will assist the committee's evaluation of the applicant's candidacy for admission.

Applicants also may describe, either within the personal statement or as an addendum, how their admission would contribute to the diversity of the College of Law.

Résumé

A current résumé is strongly recommended and may be electronically attached to the application for admission. It should not exceed two pages. It should include a complete employment record and identify honors, scholarships, and commendations received; membership in any scholastic, honorary, and professional associations; as well as community, volunteer, and extracurricular activities.

Law School Admission Test / Credential Assembly Service

All applicants must take or have taken the Law School Admission Test (LSAT). In addition, all transfer applicants must register with Credential Assembly Service (CAS). Please visit the Law School Admission Council website (LSAC.org) for additional information.

International Applicant Information

Applicants who have earned degrees or received diplomas from international institutions must submit all materials required of transfer Juris Doctor applicants.

In addition, transfer applicants who have completed coursework or earned degrees from international institutions should submit their international transcripts through LSAC’s Credential Assembly Service. This service is included in the standard Credential Assembly Service fee. International transcripts received will be sent to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) where the transcript will be authenticated and analyzed. The data will be assembled into an International Credential Evaluation document that contains AACRAO's summary, copies of the transcripts (and translations, as necessary), and a TOEFL or IELTS score, if applicable.

Applicants who were educated in international countries, at institutions where English is not the primary language, must also register for the TOEFL (www.toefl.org) or IELTS (www.ielts.org). Applicants who register for the TOEFL must advise Educational Testing Service (ETS) to send their TOEFL score to DePaul University College of Law (institution code number 1165).
LSAC will incorporate the applicant’s International Credential Evaluation, TOEFL or IELTS score and associated documents into the CAS report. While the College of Law strongly encourages international applicants to submit their international transcripts to CAS, we also will accept detailed evaluation reports from Educational Credential Evaluators (www.ece.org), World Educational Services (www.wes.org), or from any other member of the National Association of Credential Evaluation Services.

For additional information, including a copy of the Financial Affidavit of Support Form for International Students, please visit http://international.depaul.edu/admission/.

Tuition and Fees for Academic Year 2016-2017 and Financial Aid

The tuition rate is guaranteed for two consecutive years for full-time transfer students. Tuition figures for fall 2017 will be released in spring 2017. All policies are under continual review. The Board of Trustees reserves the right to change tuition and fees as conditions require.

2016-2017 Tuition

Full-Time Program Package: $45,860  
Part-Time Program: $29,805  
Per Credit Hour: $1,500

General Fees per Semester

Registration: $25  
Law Journals: $25  
Student Bar Association: $20  
Loan Repayment Assistance Program: $10  
Chicago VENTRA U-Pass: $140  
Late Tuition Payment: $100  
Service Fee for Returned Check: $25  
Athletic Fee: $25

Financial Assistance

DePaul University and the College of Law provide a range of financial assistance in the form of loans and scholarships. Should you wish to apply for financial assistance, indicate your intent in the application for admission. Financial aid applications will be available shortly after October 1, 2016.

Need-Based Assistance

To apply for loans, the Free Application for Federal Student Aid (FAFSA) is required and can be obtained after October 1, 2016, at colleges and universities or at the FAFSA website (www.fafsa.ed.gov). The FAFSA code for DePaul University College of Law is 001671. The FAFSA must be complete and on file in the Office of Financial Aid on or before March 1, 2017, in order to receive full consideration for DePaul-administered financial aid.

For additional financial aid and scholarship information, visit the DePaul University College of Law website at www.law.depaul.edu.