



Transforming Lives Changing the World at John F. Kennedy University

College of Law — Juris Doctor (JD) Admission and Application Requirements

ADMISSION STATUS

Individuals may apply for admission to the J.D. program with regular or special status.

Regular Status applies to individuals who:

- (1) Earned a bachelor's degree from an accredited institution; **or**
- (2) Earned an academic associate of arts or science degree (60 semester units) from an accredited institution in California; **or**
- (3) Completed successfully at least two years of college work which shall not be less than one-half of the work acceptable for a bachelor's degree at an accredited institution in California.

Note: Most applicants hold a bachelor's degree, but the Admissions Committee will consider the application of those regular status applicants who do not.

Special Status is available to applicants who do not meet the above criteria for admission with regular status and who, through life and work experience, have demonstrated a level of accomplishment and maturity required to succeed in law school. Special Status applicants have additional application requirements (see below).

Please note that special status applicants are accepted on a very limited basis and are subject to an exceptionally rigorous screening by the Admissions Committee.

APPLICATION REQUIREMENTS

Applicants to the J.D. program are strongly encouraged to submit all required application documents together in one envelope to the Law School Admissions Office. The priority application deadline for fall is **May 15th** and the final deadline is **July 15th**.

Requirements for Regular Status Applicants

- Application Form.** Please type or print legibly on the Application Form, which can be downloaded from our website. Provide all requested information, sign and date the application.
- Nonrefundable application fee: \$90.** This fee must accompany the Application Form. Please make checks payable to *John F. Kennedy University*.
- Personal statement.** No more than 3-5 pages double-spaced about what brings you to law study and what you intend to do with a J.D. degree.
- LSAT (Law School Admission Test).** Visit www.lsac.org for test dates and registration. Register for the LSAT at least six weeks prior to your preferred test date to improve your chance of obtaining your first choice of location, as well as avoid a potential late fee.

October 2011



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APPLICATION REQUIREMENTS - Requirements for Regular Status Applicants (cont'd)

- ❑ **CAS (Credential Assembly Service) Report.** CAS combines transcript, LSAT, and other academic information into one applicant report. You can subscribe to the service two ways:
 - *Full report:* The transcripts in your CAS file will be accepted for admission decision purposes. Applicant is still required to provide a set of transcripts to the University as well.
 - *LSAT-only report:* Application will not be considered until applicant has provided official copies of all required transcripts.

The College of Law will request your CAS report and/or LSAT score once your application has been received. Once you have subscribed to CAS, you do not need to ask CAS to send these to us.

- ❑ **One set of official transcripts (if applicant does not subscribe to the full CAS report, see above).** Applicants with a Bachelor's degree should provide transcripts from the degree granting institution and any post-Bachelor credits or degrees. Applicants with an Associate or no degree should submit transcripts from all post-secondary institutions attended. Applicants should obtain the necessary transcripts and include them with all other application materials — they should not be sent directly to the University. Also, to be official, transcripts must remain sealed. Transcripts then become the property of the University and will not be returned or released to another party.
- ❑ **Letters of recommendation.** Optional.
- ❑ **Resumé.** Optional, but recommended. Information regarding career experience, non-academic accomplishments and special interests is welcome.

NOTE: Regular status students are exempt from taking and passing the First Year Law Student Examination (provided they advance into their second year of study on probation or in good standing).

Requirements for Special Status Applicants

In addition to the application requirements for regular status applicants outlined above, special status applicants must also:

- ❑ Submit at least two letters of recommendation attesting to their apparent ability to study law;
- ❑ Achieve an LSAT score at or above the 50th percentile; and
- ❑ Achieve a score of 50 or higher on three College-Level Examination Program (CLEP) general exams: in English Composition (with or without essay), and in two of the remaining five general exams (Humanities, Mathematics, Natural Science, Social Science, and History). For more information on CLEP, applicants may contact the Law Records Coordinator at 925.969.3338.

After completion of the first year of law study, special status students must take and pass the First-Year Law Students' Examination administered by The Committee of Bar Examiners of the State Bar of California.

ALL application documentation must be submitted directly to:

John F. Kennedy University
Law Admissions Office, Rm N275
100 Ellinwood Way
Pleasant Hill CA 94523-4817

John F. Kennedy University reserves the right to verify the authenticity of a given document through contact with the issuing source. Documentation submitted in support of an application becomes the property of the University and will not be returned. Photocopies of documents submitted to support an application will not be given to applicants, students or outside parties.

John F. Kennedy University does not discriminate on the basis of race, color, height, weight, national origin, religion, age, marital status, gender, sexual orientation, veteran status, or disability. Admissions decisions are made independent of need for financial aid.

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