APPLICATION REQUIREMENTS for JD Program

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.

The College of Law does accept applications under “Regular” and “Special” status. For information on this please see the Frequently Asked Questions.

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: $85.** 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.

- **LSDAS (Law School Data Assembly Service).** LSDAS 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 LSDAS 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 LSDAS report and/or LSAT score once your application has been received. Once you have subscribed to LSDAS, you do not need to ask LSDAS to send these to us.

- **One set of official transcripts.** 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.
APPLICATION REQUIREMENTS for JD Program - Regular Status Applications (cont’d)

☐ Letters of recommendation. Optional.

☐ Resume. 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.

ADDITIONAL APPLICATION REQUIREMENTS for MBA Program

A separate application is not required for the MBA program; the Law application should be used and the ‘JD-MBA’ box selected on the top of the form. The additional requirements for the MBA program are:

☐ Bachelor’s degree from an institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA). The awarding of the degree must be indicated on an official transcript.

☐ Statement of Purpose. A double-spaced essay discussing applicant’s goals, expectations and anticipated contribution to the MBA program. (See attachment for further information.)

☐ Resume/Vitae.

☐ Pre-admission interview with program chair or academic advisor. To schedule an interview, call 925.969.3322. Applicants who live outside the San Francisco Bay Area may arrange for a telephone interview.

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, in admissions or in access to programs, against qualified individuals with disabilities. Admissions decisions are made independent of need for financial aid.
The MBA Statement of Purpose provides vital professional background academic study intentions and serves as an initial opportunity to assess your graduate level writing and analysis skills. If you meet the basic MBA requirements, but need to refine your writing skills, you will be required to take BUS 5000: Management Communications. This requirement also may be applied if during the first three quarters in the program, your writing is deemed to need improvement. With the requirement to take BUS 5000, 51 units are required to complete the MBA program.

Below is the list of topics that your statement should address and items to consider in preparing your statement.

1) Describe your personal qualities and professional experiences and any related responsibilities that qualify you to participate in the MBA program.

   If possible, demonstrate your analytical skills by indicating how you have assessed situations and/or resolved (or assisted in solving) workplace or life issues.

   As you discuss how you will benefit from the MBA program, show your ability to reflect, analyze and make decisions, as well as clearly articulate your conclusions.

2) Explain why JFKU’s MBA program is the best MBA program for you. What about its philosophy, content, instructional style, etc., is right for you? Why will it be a good educational opportunity and experience for you?

3) Discuss how an MBA degree, particularly JFKU’s MBA, will enable you to further develop as a professional and advance your career. Outline how the degree will enable you to grow as a person and a professional and what potential opportunities it could open up for you.

4) Discuss your commitment to studying for an MBA at this time. What are your academic strengths? What knowledge do you need to learn? What academic skills do you need to refine and further develop?

   Indicate how you are both academically and professionally qualified to participate in the program and how you will bring value to the educational experience of other students in the program.

   Include here any past academic courses/programs, professional training, personal reading, and life and work experiences that have prepared you for pursuing an MBA degree.

5) Discuss how you will balance the demands of living, working, and going to school. How will you handle obstacles that will emerge as you pursue your degree.

Before submitting your essay, please proofread it to ensure that the grammar is correct and the essay is free of typos.
Transforming Lives
Changing the World
at John F. Kennedy University

College of Law — JD/MBA Program

Frequently Asked Questions

What is the difference between a “regular status” and “special status” for law admissions?
Individuals may apply for admission to the JD program with regular or special status; however, admission to the MBA program requires a bachelor’s degree.

**Regular Status**
applies to individuals who have one of the following:
(1) a bachelor’s degree from an approved college or university; or
(2) an academic associate of arts or science degree (60 semester units) from an approved college in California; or
(3) successfully completed a minimum of two years of undergraduate coursework which is transferable to an approved, four-year school in California.

Note: Most applicants hold a bachelor’s degree, but the Admissions Committee for the College of Law 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, work, and experience, have demonstrated a level of accomplishment and maturity required to succeed in law school. Special status applicants have additional application requirements.

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.

Do I need to take the LSAT exam?
Yes. You must take the LSAT exam in order to be considered for admissions. If your LSAT score is more than five years old, you will have to re-take the exam. The LSAT is offered four times a year — generally in October, December, February and June. For more information about test dates and registration, go to www.lsac.org. You are encouraged to submit your application while awaiting LSAT score results (which will be provided directly to the College of Law).

What LSAT score do I need to be accepted into the College of Law?
The LSAT is an important criteria for admission; however, the Admission Committee for the College of Law does look at all accomplishments of an applicant in making its decision. If you re-take the exam, we will take the highest score received.

Do I need to take the GMAT exam?
No. We do accept the scores; however, we are interested in the whole person and consider each applicant on his or her own merits, with previous professional experience valued as a part of what the student brings to the program.

How much does it cost to apply to the JD-MBA program?
The nonrefundable application fee is $85. However, if you attend a College of Law Open House, the application fee will be waived. Visit www.jfku.edu or call 800.696.5358 for information about upcoming Open House events.
When is the application deadline?
The priority application deadline for the JD program for fall 2010 is **May 15** and the final deadline is **July 15**. The additional items required for application to the MBA program can be submitted concurrently with the law application or by August 1. Student may also apply for the MBA during their first or second year of the law program. For current College of Law students, the application deadline is April 15.

Do you offer financial aid?
Yes. The Financial Aid Office at JFK University provides financial assistance in the form of loans, grants, and scholarships. Aid is intended to help students who, because of limited resources, would otherwise be unable to attend school, or who, with the aid, are able to take additional courses and graduate at an earlier date. The philosophy underlying administration of federally funded financial aid places primary responsibility for meeting educational costs on students and their families. As a result, most financial aid is available only to help fill the gap between a student’s or family’s expected contribution and a student’s educational expenses.

Students considering applying for financial aid are urged to contact the Financial Aid Office as eligibility for financial aid programs is very individualized. Basic eligibility requirements include half-time enrollment and enrollment must be in an eligible program. In addition, no prior student loans may be in default status.

There also are a limited number of generous scholarships to entering students based on their LSAT score and undergraduate GPA. For more information on financial aid, please contact the Financial Aid Office at 925.969.3385.

Are there day and evening classes?
Yes. In the JD program, students can enroll in either daytime or evening classes. The College of Law offers both Full-time and Part-time programs. The Full-time program allows students to complete the J.D. in three (3) years and part-time allows students to complete the degree in four (4) years. With few exceptions, full-time students will take all their courses during the day. Part-time students may take their courses during the day or evening.

The MBA program offers classes mostly in the late afternoons and evenings, with a growing number of classes available online.

What is the difference between accreditation by the California State Bar and the American Bar Association?
JFK University College of Law is accredited by the Committee of Bar Examiners of the State Bar of California. Accreditation by The Committee of Bar Examiners permits graduates from John F. Kennedy University School of Law to take the California Bar Examination upon graduation and, when the graduate passes and complies with other admission requirements, to practice law anywhere in the state, in both California and federal courts.

As the College of Law is not approved by the American Bar Association, study at, or graduation from, this law school may not qualify a student to take the bar examination in other states or satisfy the requirements to practice law in other states. If a student intends to seek admission to practice law in a state other than California, the student should contact the admitting authority in that state for information regarding the legal education requirements for admission to practice law.

What clinical and internship opportunities does the College of Law provide?
The College of Law offers clinical opportunities to second- and third-year students. The Elder Law and Housing Clinics provide unique, rewarding, and practical legal experience by offering pro bono services to elderly victims of financial abuse and to low-income individuals facing eviction or landlord-tenant litigation. Students are certified through the State Bar to are eligible to appear in court under the Clinic Director’s supervision.

Many students also choose to do internships with practicing attorneys and legal agencies.