

Application for Admission

2010 J.D. Program

INSTRUCTIONS FOR FIRST YEAR APPLICANTS

Application

You may apply to the University of California, Berkeley, School of Law (Berkeley Law) by using one of the following application formats:

Electronic Application (preferred)

You may submit an application electronically to Berkeley Law through the Law School Admissions Council (LSAC) website at www.lsac.org. Submitting electronically reduces our carbon footprint and expedites the processing of your application. LSAC's software will enable you to complete applications for one or all of the ABA-approved law schools. The LSAC Help Desk is available at 215.968.1393 if you have questions or difficulties. Please note that we receive applications electronically, usually within one hour of submission.

Paper Application

You may access and complete the PDF application available at www.law.berkeley.edu. You will need to print the application and mail it to the Admissions Office at Berkeley Law with the application fee and supporting materials.

Paying your Application Fee

A \$75 (USD) non-refundable application fee is required to process your application. The fee must be received before your application will be reviewed. You have the following options to submit payment:

Credit Card

If you are submitting your application electronically you must pay by credit card. Payment by credit card takes place at the time of submission. If you plan to submit a fee waiver, do not pay by credit card (see directions below).

Check or Money Order

If you are submitting a paper application you must submit a check or international money order drawn from a US bank and made payable to UC Regents. Your name and address must appear on the check. Do not send cash. The fee must accompany a completed paper application and be received before your file will be reviewed. Mail paper application and fee to:

Berkeley Law Admissions Office
2850 Telegraph Avenue, Suite 500
Berkeley, CA 94705-7220

LSAT/LSDAS Registration

All law school applicants must register for and take the Law School Admission Test (LSAT), administered by the Law School Admission Council (LSAC), and register with the Credential Assembly Services (LSDAS). Registration for the LSAT and LSDAS can be done separately or at the same time. All information and policies

are available on the LSAC website at www.lsac.org. The LSAT and LSDAS information book is also available in the Berkeley Law Admissions Office as well as at other law schools.

The Law School Admission Test (LSAT)

The LSAT is offered four times each year (June, September, December, and February) at examination centers around the world. Test scores are valid for five years. If you seek admission to begin law school in 2010, and if you took the LSAT between December 2004 and December 2009, then you are not required to take it again. However, you must renew your LSDAS subscription so that your test score(s) and transcripts are sent to us. If you take the LSAT more than once, Berkeley Law's policy is, in most cases, to use the average score. If your second score represents a considerable improvement (i.e., +6 points), then we may use only the highest score. Therefore, you should retake the test only if you are confident that your first score was atypical and that you can improve your score sufficiently to make a net gain. The February 2010 score is not accepted for admission consideration in the current cycle.

When evaluating LSAT scores, the law school may consider whether similar tests that were taken in the past under-predicted your academic performance. If you received very high undergraduate grades, but you can document that you performed poorly on another standardized test (by submitting a copy of your SAT scores, for example), then this factor may be taken into account in evaluating your potential to succeed in law school.

Credential Assembly Service (LSDAS)

All applicants must register with the Credential Assembly Service (LSDAS), which is the division of LSAC that collects and analyzes academic data and transcripts on behalf of all American Bar Association-approved law schools. Your LSDAS registration authorizes LSAC to compile and send LSDAS reports to the law school to which you apply.

Using directions provided by Berkeley Law, LSDAS combines your LSAT score and undergraduate grade point average (GPA) into a single value, called the index number, and prints the index number on your LSDAS report. This report, which contains your undergraduate academic summary, LSAT score(s), copies of transcripts, writing samples, and letters of recommendation, is then sent to Berkeley Law electronically.

Graduate school grades are not calculated into the GPA. However they are considered a "plus" factor during the review process and are therefore required in your LSDAS transcript information. You will be able to monitor your LSDAS status through the LSAC website.

Fee Waivers

LSAC Fee Waivers

Waivers for the LSAT and LSDAS fees are available on a financial need basis directly from LSAC. Information is available on the LSAC website (www.lsac.org). Applicants should act early to obtain a waiver.

If you were approved for an LSAC fee waiver and you apply electronically then your application fee will be waived automatically. If you are submitting a paper application, simply include a copy of your LSAC fee waiver approval letter with your application.

Berkeley Law Application Fee Waivers

A limited number of Berkeley Law application fee waivers are available to applicants based on *financial need only*. To apply, please complete the Berkeley Law Application Fee Waiver Form (<http://www.law.berkeley.edu/39.htm>) and submit it along with supporting financial documents to the Admissions Office. Be sure to read the instructions carefully.

The deadline for fee waiver requests is January 15, 2010. Applicants who are not approved for a fee waiver or who do not meet the deadline must pay the \$75 application review fee. Please do not attach a fee waiver request to your application if you apply electronically via LSAC as it will not be accepted. Instead, send your fee waiver request and supporting documentation directly to the Admissions Office.

If you are applying electronically and want to apply for a Berkeley Law application fee waiver, do not submit your application and pay with a credit card prior to applying for a Berkeley Law fee waiver. We will not refund your fee once you pay by credit card.

Once a decision is reached regarding your request for a fee waiver, you will be notified via email. If your waiver is approved, you will be given an application waiver code. When you submit your application electronically you will be able to enter the code without having to pay the application fee. Waiver codes are nontransferable and can only be used once. A record of your code is kept both with LSAC and the Berkeley Law Admissions Office. If you attempt to provide other applicants with your code your application may not be reviewed and/or the Admissions Office will report you to LSAC.

Transcripts

You must arrange to have a transcript submitted to LSAC from every undergraduate and graduate college or university you have attended. Complete directions are provided when you register for LSDAS.

If you are currently completing undergraduate work, do not wait for fall or winter grades to be posted on the transcripts that you send

to LSDAS. If you wish, you may submit these grades to LSDAS later, and an updated report will be sent to us electronically. Please note, however, that decisions on many applications will have already been made before the Admissions Office receives these grades.

Grade Point Average

In evaluating your undergraduate GPA, the following factors may be considered: the age of the grades, exceptionally high grades, difficulty of course work, time commitments while attending college, dependent care during school, grading patterns at the school attended, and grade trends or discrepancies among your grades.

Personal Statement

You are required to submit a personal statement as part of your application. It should be limited to four double-spaces pages. The subject matter of the statement is up to you, but keep in mind that the reader will be interested in determining your potential to be a law student and a graduate of Berkeley Law. We seek to enroll a class with varied backgrounds and interests.

If applicable, you may describe any disadvantages that may have adversely affected your past performance or that you have successfully overcome, including linguistic barriers or a personal or family history of cultural, educational or socioeconomic disadvantage. If you wish, you may discuss how your interests, background, life experiences and perspectives might contribute to the diversity of the entering class. This discussion may either be incorporated into your personal statement or provided in a short appended statement. You may also include a resume of your past and current employment history, extracurricular activities, and honors.

Letters of Recommendation (LORs)

Letters of recommendation are optional and are not required to complete your application. If you are sending letters, choose recommenders who are familiar with your past academic performance and are able to assess your potential for law study, such as professors or teaching assistants. If you have been away from academia for some time, letters from work colleagues are often valuable. A dean's certification letter is not required.

The Admissions Office will *not* hold your application for review pending receipt of your letters of recommendation. If you want all of your letters to be available to the Admissions Office before your application is reviewed, be sure that your letters are available with your LSDAS report at the time you submit your application.

You are required to use the LSAC letter of recommendation service if you submit letters. This service is included in your LSDAS registration. Your letters will be sent electronically to Berkeley Law with your LSDAS report. *LSAC will transmit a maximum of four letters to Berkeley Law.*

Application Deadline

All application materials must be submitted electronically or postmarked on or before midnight (PST) on February 1, 2010. To receive optimal consideration, the application should be filed as early as possible. We begin to accept applications on October 1 of each year. We do not operate an early decision or early action program. Applications submitted or postmarked after the deadline are not accepted.

Residency and Citizenship

The information requested on the application form regarding residency and citizenship will be used only for admission purposes. If you are admitted, residency determinations for tuition purposes are made at the time of registration. For information, call the UC Berkeley Legal Residence Deputy at 510-642-5990 or visit the university website at <http://registrar.berkeley.edu/residency/legalinfo.html>.

Applicants with Disabilities

Berkeley Law does not discriminate against students with disabilities and is committed to admitting people from all segments of society for the study of law. It is our desire to ensure that each application is reviewed appropriately. The information requested on our application is intended for use solely in connection with the school's voluntary efforts to overcome any conditions that may result in limited participation by persons with disabilities. Thus a disability may be considered as one factor in the evaluation of an application. The information submitted will in no way adversely affect an applicant's candidacy.

Accommodations provided by the law school for students with disabilities are designed and implemented in consultation with UC Berkeley's Disabled Students Program (DSP). For more information, call DSP at 510-642-0518 or 510-642-6376 (TTY/TDD) or visit <http://dsp.berkeley.edu/>. When students with disabilities enroll, they may be assessed by DSP professionals who can recommend specific accommodations to the student services director at Berkeley Law.

International Applicants

The financial resources required for international students to attend Berkeley Law are substantial. Before committing the energy and financial resources required, international applicants should evaluate their ability to meet the total education costs and to obtain a visa. International applicants must be prepared to fund all of their educational and living expenses. Even students who receive some fellowship assistance must be prepared to provide \$70,117.50* (USD) per academic year required for educational and living expenses. If the student is married and/or has children, an additional \$7,000 is recommended for the spouse, and an additional \$4,000 is recommended for each child. These funds must be provided by either the applicant or the applicant's sponsor. Berkeley Law does

not provide full tuition fellowships, tuition waivers, or graduate teaching assistantships.

We require that your foreign transcripts be submitted through the LSAC Credential Assembly Service (LSDAS). This service is included in the LSDAS subscription fee. A credential evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and will be incorporated into your LSDAS report. More time is usually required to receive foreign transcripts.

THE APPLICATION PROCESS

The review process begins in October. If you mail your application, we recommend that you use a delivery confirmation or other tracking method to verify delivery. You are encouraged to have your admission file complete and ready for review as early as possible.

You are responsible for making sure that all materials reach our office by the deadline. Within a week of submitting your application, you will receive access via email to your Berkeley Law Online Status account. This will allow you to track the receipt of your letters of recommendation and the completion of your application. You should also track your LSDAS activity through your LSAC account.

Your application will not be reviewed until we receive the application form, the fee, complete LSDAS report (including all valid test scores), and your personal statement. Review will not be deferred pending receipt of your letters of recommendation.

Contacting Applicants

All decision information will be sent to the email address you provide on your application. Our concern for confidentiality precludes discussion of individual files with anyone other than the applicant. If you expect to be unavailable at any point during the application process, you should appoint someone to act on your behalf and inform the Admissions Office in writing of the appointee's name, email address and phone number.

Evaluation

Once each file is complete, it is evaluated by the Dean of Admissions or by one of his staff members. The Dean of Admissions is instructed by faculty policy to admit a certain number of applicants who, under the governing criteria and on the basis of the Dean's experience, would have a high likelihood of admission if referred to the Admissions Committee. Similarly, applicants who would have a high likelihood of being denied if referred to the Committee are denied. The remaining applicants are given more extended consideration by the Admissions Committee, which is composed of faculty and students.

The student role is entirely consultative and the faculty members' decision is final. Only students who are members of the Admissions

*amount is approximate

Committee are permitted to read files. Applicants may indicate on page 2 of the application form whether or not they consent to have their file read by a student member of the Admissions Committee. In the evaluation of each file, no weight is given to whether or not the applicant has consented to student review. In every case, complete confidentiality of all materials is maintained.

As a result of the Committee's consideration, some applicants are admitted, some are placed on a waiting list and the remaining applicants are denied. If the number of admitted students who accept an offer of admission falls below the number necessary to fill the class, the waiting list is used to fill the remaining places.

Socioeconomic Questionnaire (optional)

The law school seeks to identify students whose ability to overcome disadvantages or obstacles promises success in law school and in the profession. To this end, applicants are invited to complete the socioeconomic questionnaire included with the applicant. Completion of the questionnaire is optional and will in no way adversely affect an applicant's candidacy. If a questionnaire is submitted, it will be used to augment the other factors considered during the evaluation process.

Other Factors

In making admission decisions, substantial weight is given to the undergraduate GPA and LSAT score; yet other factors are also considered. If it appears that an applicant has experienced disadvantages that have adversely affected the applicant's past performance, or that the applicant has successfully overcome such disadvantages, this information will be considered when assessing the applicant's potential to be distinguished in the study and practice of law and to contribute to the educational process and the legal profession.

Race, religion, sex, color, ethnicity and national origin are not used as criteria for admission to Berkeley Law. No weight is given to the political or ideological views of the applicant, how an applicant intends to use his or her legal education, nor to an applicant's need for financial aid or employment during law school.

Notification of Decision

Once you submit your application, you may assume that it is being processed in a timely manner. All decision notifications will be sent by email. We recommend that you add our email (admissions@law.berkeley.edu) to your address book to prevent such emails from being filtered as spam.

Decision emails are sent to applicants as decisions are made. For the majority of applicants, this is usually by mid-March. An admitted applicant has several weeks in which to respond to the offer, but in no case is an applicant required to reply before April 1.

Because we process large numbers of ap-

plications each year, we ask that you do not telephone unless it is urgent. Please email your questions to admissions@law.berkeley.edu.

Acceptance Deposit

Berkeley Law does not require an acceptance deposit. Instead the school relies on the integrity of those admitted to provide candid responses about accepting the offer of admission. The absence of a deposit necessitates reconfirmation of an accepted applicant's intent to enroll during the spring and summer.

Reconsideration

Once an applicant has been denied admission, the file is not reconsidered during that admission cycle. Files are carefully reviewed on a comparative basis. Reconsideration after the conclusion of the process might create an unfair situation more favorable to the individual applicant, since reconsideration would lack the perspective provided by comparison with other files.

Exceptions are made only in unusual cases in which an error, for which the applicant was not responsible and which the applicant promptly brought to the law school's attention, may have affected the decision.

Deferment of Admission

Applicants are encouraged to apply in the year in which they wish to enroll. However, defer-

ment requests may be granted at the discretion of the Dean of Admissions. Examples of reasons a deferment might be granted include: admission to a concurrent or combined degree program, serious illness in the family, award of a fellowship, or another extraordinary opportunity.

Applicants Who Wish To Reapply

Applicants who wish to reapply are required to comply with all regular application instructions. Applicants who last took the LSAT prior to December 2004 must take the test again because these scores are too old to provide a fair comparison to those applicants who have taken the test more recently. You must also register again with LSDAS.

How to Contact the Berkeley Law Admissions Office

Email: admissions@law.berkeley.edu
Phone: 510-642-2274
Fax: 510-643-6222
Mail: 2850 Telegraph Avenue, Suite 500
Berkeley, CA 94705-7220
Web: www.law.berkeley.edu

APPLICATION CHECKLIST - FIRST YEAR APPLICANTS	
The application filing period begins October 1, 2009. Applications for admission must be submitted electronically or postmarked no later than midnight (PST) February 1, 2010.	
<ul style="list-style-type: none"> <input type="checkbox"/> Take the Law School Admission Test (LSAT) between December 2004 and December 2009 (February 2010 scores are not accepted). <input type="checkbox"/> Register with and submit your transcripts to LSAC's Credential Assembly Service (LSDAS) <input type="checkbox"/> Fill out the required information on pages 1, 2, and 3 of the application. <input type="checkbox"/> Enclose the Background Information described on page 3. <input type="checkbox"/> Enclose the Personal Statement described on page 3. <input type="checkbox"/> Optional: Fill out the information on pages 4-6. <input type="checkbox"/> Pay a \$75 application fee. If you are submitting electronically, this can only be done by credit card. Paper applications must be accompanied by a check or US money order. <input type="checkbox"/> Optional: Submit your letters of recommendation using LSAC's Letter of Recommendation Service. <input type="checkbox"/> Submit your application electronically (preferred) through LSAC's website or by printing a paper copy of the application from Berkeley Law's website. We will not accept late applications. 	
DEADLINES	
<ul style="list-style-type: none"> • Berkeley Law Application Fee Waiver Request: • J.D. Program Application: • Free Application for Federal Student Aid (FAFSA): • Need Access Application: 	<ul style="list-style-type: none"> January 15, 2010 February 1, 2010 March 2, 2010 March 2, 2010