COLUMBIA LAW SCHOOL

GENERAL INFORMATION FOR ADMISSION

FALL 2014

*APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH LSAC (WWW.LSAC.ORG), AND QUESTIONS FOUND HEREIN ARE SUBJECT TO CHANGE. HOWEVER, THIS APPLICATION CAN BE USED FOR PREPARATION PURPOSES.
INSTRUCTIONS

*Indicates a required field.

Please note that applications to Columbia Law School must be submitted electronically through LSAC (www.LSAC.org). Paper applications will not be accepted.

To avoid any confusion or delay in the processing of your application, please ensure that you: (1) consistently use your proper name; (2) keep us informed of any mailing address, telephone number, or email address changes during the application process; and (3) write your LSAC account number on all correspondence with the Office of Admissions.

METHOD OF APPLICATION

- **Early Decision Plan**

For Early Decision candidates, the law school application process is simplified and expedited considerably; it is less expensive in terms of time, effort, and money. Early Decision candidates must complete their applications by November 15 and are generally notified of the Admissions Committee’s decision in December. Candidates applying on an Early Decision basis commit themselves to matriculate at Columbia if admitted. Successful Early Decision candidates may not initiate any new law school applications, must immediately withdraw other applications once notified of their Columbia acceptance, and must decline any acceptances they may have received prior to admission to Columbia under the Early Decision Plan. Failure to honor these commitments will result in Columbia revoking its offer of admission. Please be aware that, responding to the request of some peer law schools, Columbia will provide these schools with the names of all applicants accepted under our binding Early Decision Plan.

Some Early Decision applicants not offered admission will be reviewed again in April as part of the Regular applicant pool; others will be informed that their application for admission has been denied and will not be evaluated again that year.

- **Regular Admission**

Candidates for Regular admission should submit their applications as soon as possible after September 1, 2013. Applications are not evaluated by our Admissions Committee until all required materials have been received and are generally evaluated in the order in which they are completed. Candidates who have completed their applications by December may expect to be notified by March. Every effort is made to notify all applicants of the Admissions Committee’s decision by the end of April, provided that their files are completed by February 15—Columbia’s application deadline for Regular admission to the JD program.

LAW SCHOOL ADMISSION TEST (LSAT)

All applicants are required to take the Law School Admission Test (LSAT). The LSAT is administered in many locations throughout the world. Your application will not be considered without the results of the LSAT. For additional information about the LSAT, contact LSAC at 215.968.1001 or visit www.LSAC.org. Candidates applying for admission to the 2014 entering class as regular applicants may submit LSAT scores earned on or after the June 2009 administration but no later than the December 2013 administration. Early Decision applicants must take the LSAT no later than October 2013.

CREDENTIAL ASSEMBLY SERVICE (CAS)

All applicants are required to participate in the Credential Assembly Service (CAS) for processing of transcripts, even if they took the LSAT in an earlier year. For more information about the CAS, please call 215.968.1001 or visit www.LSAC.org.

- **U.S. Transcripts**

Applicants must request that the Registrar of each college (and each graduate and professional school, if applicable) attended send an official transcript to the CAS for processing. If you have participated in summer sessions or studied abroad, you must send these transcripts directly to the CAS, unless such courses and corresponding grades are also included in the other college transcripts being forwarded to the CAS. Please forward updates of your transcripts to the Office of Admissions as soon as they become available. In particular, candidates enrolled in a degree-granting program at the time the application is submitted must also forward their fall transcripts as soon as they become available.
**International Transcripts**

Applicants who have completed over one year of post-secondary work outside the United States and Canada are required to submit such transcripts to the CAS for processing. Such transcripts must be submitted in their original language with an official English translation, if the original language is not English. Please forward updates of your transcripts to the Office of Admissions as soon as they become available. In particular, candidates enrolled in a degree-granting program at the time the application is submitted must also forward their fall transcripts as soon as they become available.

**LETTERS OF RECOMMENDATION**

**Requirements**

Columbia requires two letters of recommendation. Applicants currently matriculated in or recently graduated from a degree program should submit both letters of recommendation from faculty. For applicants currently working on a full-time basis, a letter from an employer or immediate supervisor who most recently supervised your full-time work is required and may replace one of the two faculty letters. In some instances, applicants may find it extremely difficult to obtain one of the required appraisals. If that is the case, applicants must use their best judgment to determine what letters should be submitted to complete their file, with the understanding of how valuable letters of recommendation are to our evaluation of their qualifications for admission.

Additional letters are accepted; however, your application will be deemed complete after we have received two letters unless we are notified otherwise in question 9.2.

**Suggested Content**

Recommenders should address matters of significance that speak to the ability of the applicant to thrive in an intellectually stimulating academic environment. For example, recommenders may address the strength of the applicant’s overall intelligence, analytical skills, independence of thought, problem-solving skills, effectiveness of oral and written communication, motivation, self-confidence, concern for others, emotional maturity, personal initiative, judgment, leadership ability, and organizational skills.

**Submitted Letters of Recommendation**

Columbia Law School strongly prefers that letters of recommendation be sent through the LSAC Letter of Recommendation Service. LSAC sends Columbia letters of recommendation once a week; therefore, your letters of recommendation will essentially be forwarded to us as they become available. Please do not send duplicate letters directly to Columbia Law School.

If need be, recommenders may themselves send letters of recommendation directly to Columbia Law School.

**SUPPORTING DOCUMENTS**

Applicants must submit electronically through LSAC the following documents:

- **Application Form**
  Applicants are required to complete and submit the application for admission.

- **Personal Statement**
  Applicants must submit a personal essay or statement. It must be electronically submitted at the time of the initial application.

- **Résumé**
  Applicants must submit a résumé, detailing significant full- or part-time employment positions they have held. This may include internships, summer employment, and community service. In addition, the résumé should include a summary of written scholarship, presentations, and principal extracurricular activities. It must be electronically submitted at the time of the initial application.

- **Optional Supplemental Statements**
  Applicants, if they wish, may submit brief supplemental statements that will provide useful information to the Admissions Committee in evaluating the application. The Committee especially welcomes addenda that allow it to understand the contribution your personal background would add to the Columbia Law School community.
• **Dean's Letter, if applicable**
  If you answered yes to any question that requires a Dean’s letter, please have the dean or administrative officer in charge of student records forward a detailed explanation of the incident to the Office of Admissions. Should you receive an offer of admission, you are also required to complete the Dean’s Certification Form, which will be made available to you by the Office of Admissions.

• **Application Fee**
  The application fee is $85 (U.S. funds only). Applicants may pay online with a credit card when submitting their applications through LSAC. Applicants who transmit their applications electronically but who can only pay using a check or money order must print out, sign, and mail the Certification Letter to the Office of Admissions along with the check or money order.

**INFORMATION**
Please refer to the Columbia Law School Admissions website (www.law.columbia.edu/admissions/jd) for a full description and exploration of the JD program. You may also access an electronic copy of the Viewbook at www.law.columbia.edu/admissions/jd/learn/viewbook or contact the Office of Admissions to request a copy.

**ADMISSION TO THE JD PROGRAM**
The Admissions program at Columbia Law School is designed to identify and select a student body of diverse backgrounds and interests that shares a discernible commitment to excellence—individuals who have demonstrated unusual promise for distinguished performance at the Law School and, subsequently, for high service to the legal profession and the community.

**NOTICE TO ALL APPLICANTS**
An application is considered complete when all required application materials have been received by Columbia, including receipt of the candidate’s LSAC Law School Report. In taking steps to ensure that his or her application to Columbia is completed before the appropriate deadline, an applicant should factor into his or her planning the few weeks that it will take the Law School Admission Council to produce the LSAC Law School Report.

**SUBMISSION OF ADDITIONAL MATERIALS**
Applicants are expected to be diligent in providing all necessary information for review of their candidacy prior to the completion of their applications. Once an application is complete, please do not submit additional materials unless they convey essential information, as there is no guarantee such materials will be placed in your application prior to the evaluation and may potentially slow down the review of your candidacy. Applicants may submit address changes and letters of continued interest (Hold or Reserve applicants only) through our online upload portal (www.law.columbia.edu/admissions/jd/apply/info-update). Notification of events that are responsive to questions 8.1-8.6 must be emailed to admissions@law.columbia.edu.

**CHECKING ON THE STATUS OF APPLICATIONS**
Applicants are expected to monitor the completion and submission of all application requirements and are encouraged to do so by utilizing our online status check (www.law.columbia.edu/admissions/jd/check-status). In the event that the status check mechanism appears to be unduly delayed, applicants may submit written requests of such status checks by email (admissions@law.columbia.edu) to the Office of Admissions.

Candidates should understand that all Admissions Committee decisions may be communicated to the applicant only in writing. Under no circumstances may an applicant be informed of the outcome of his or her application by telephone. This policy is designed to protect the confidentiality entrusted to our Office of Admissions by each candidate.

**SELECTION CRITERIA**
Evaluation of an applicant for admission to Columbia Law School includes a determination of the candidate’s intellectual and academic qualifications, aptitude for legal study as measured by the Law School Admission Test (LSAT), and assessment of whether or not the candidate has demonstrated personal qualities considered requisite to scholastic success, professional distinction, and public service. In addition, the Admissions Committee examines the applicant’s personal essay or statement and letters of recommendation, as well as the course selection, special honors and awards, fellowship opportunities, publications, extracurricular involvement, community service, political activity, professional contributions, and other work experience.
UNDERGRADUATE PREPARATION
Columbia Law School subscribes to the curricular guidelines provided by the Association of American Law Schools’ “Statements on Prelegal Education.” These guidelines recommend a prelaw program involving education for “comprehension and expression in words, a critical understanding of the human institutions and values with which the law deals, and creative power in thinking.” A review of undergraduate majors of recently enrolled students indicates that approximately 20 percent have backgrounds in political science, 12 percent in economics, 6 percent in pure sciences and engineering, 10 percent in history, 5 percent in Humanities such as Classics and Religious studies, 8 percent in literature, and 4 percent in other social sciences like anthropology, psychology, and sociology. Other concentrations include international relations, business/finance/accounting, philosophy, and policy studies.

SELECTIVITY
Competition for admission to Columbia Law School is exceptionally keen. In recent years, approximately 6,000 applicants have applied for nearly 365 spaces in each year’s entering class. And, in any given year, the majority of applicants to Columbia are highly qualified academically. In addition, admissibility to Columbia is difficult to predict because, as previously described, personal accomplishments, professional achievements, and other nonquantifiable factors that serve to enrich the student body, affect an applicant’s chance of admission. Thus, although Columbia is among a handful of the most highly selective law schools in the country (as measured by grade point averages and LSAT statistics), it is not possible to predict with precision the probability of admission using those numerical indices alone.

COMMITTEE DECISIONS
In addition to its “Admit” and “Deny” decision categories, Columbia Law School maintains “Hold” and “Reserve” groups of candidates.

When an applicant is placed in the Hold category, the Admissions Committee has opted to postpone making a decision on his or her candidacy at the time of initial review; in other words, the Admissions Committee has not yet made a determination on the application, which will be reviewed again by the Committee later in the admissions season. Hold category applicants can expect to receive a decision on their candidacy (Admit, Reserve, or Deny) by the end of April.

Unlike applicants who are “wait-listed” at some law schools, candidates placed on Reserve at Columbia are at no point ranked ordinally. Rather, each application on Reserve is reviewed again in its entirety by the Admissions Committee on a periodic basis during the summer months, as openings in the entering class materialize. Upon each review, some candidates will be offered or denied admission, while others will be asked if they wish to remain in consideration for any future openings in the class later in the summer.

The difference between the Hold and Reserve categories is that the initial review process is completed for candidates placed on Reserve. Reserve candidates will not be reevaluated for admission until the summer months, as openings in the entering class materialize. Applications placed on Hold are still being actively reviewed by the Committee and Hold candidates should expect to receive a decision (Admit, Reserve, or Deny) by the end of April.

Columbia Law School reserves the right to withdraw an offer of admission if an applicant: (1) shows a significant decline in academic performance or fails to graduate; (2) misrepresents any matter in dealing with the Office of Admissions, Financial Aid Office, or any other representative of Columbia Law School; (3) behaves in a manner that indicates a serious lack of judgment, sincerity, or integrity; or (4) reserves a place in our entering class and simultaneously commits to enroll at another law school or submits a deposit to another law school. Columbia Law School further reserves the right to make the continuing validity of an offer of admission contingent upon an applicant providing further information or authorizing the release of information from other parties in connection with any matter relevant to the foregoing.

DEAN’S CERTIFICATION
A Dean’s Certification Form (as distinct from the Dean’s letter referred to in the application) or an equivalent certification of good standing will be required from all students after admission and prior to matriculation at Columbia Law School.

This Form will be mandatory from each educational institution where you are currently enrolled in a degree program; from which you have already earned a degree; and at which you were matriculated toward a degree (regardless of whether a degree was conferred). Please note that it is not necessary that the dean or other administrator responsible for such certification know you personally. He or she may complete the Dean’s Certification Form (or equivalent certification) on the basis of official records.
DEFERRED ADMISSION
An admitted student who wishes to defer matriculation for one or two years should submit his or her request, in writing, to the Dean of Admissions after having been offered admission, but no later than June 1. This request should include a general statement explaining how the intervening time will be spent, as well as whether the student desires a one- or two-year deferral. Permission for such deferrals is generally granted.

TUITION, FINANCIAL AID, AND HOUSING

TUITION
Tuition for 2013–2014 is $55,916. There are additional mandatory fees for health services, student activities, and University facilities, which will be $1,922 for 2013-2014. Insurance for hospital care and standard medical coverage is also required ($2,157) unless students can show proof of comparable coverage. The total budget for the nine month academic year, including tuition, fees, room, board, books, and personal expenses is $82,795 for a single student. Expenses are adjusted annually.

FINANCIAL AID
Admission decisions at Columbia Law School are made without regard to an applicant’s financial need. Therefore, grant applications are reviewed only after a student has been admitted. If you are interested in grant assistance, you must complete your application as early as possible so that it can be evaluated soon after you have been admitted. Students admitted under the Early Decision Plan are reminded that they should not expect to be notified of their financial aid package before the end of March, at the earliest. We strongly recommend that applicants file the required forms by no later than March 1, even if they have not yet received an offer of admission.

The Law School awards grant assistance primarily on the basis of demonstrated financial need. However, there are a number of fellowships which are not based on financial need that are awarded by the Office of Admissions at the time an applicant is admitted to the Law School. There is no separate application for these fellowships. Each year a substantial portion of the entering class receives a Law School grant, which is in the form of a partial tuition waiver. However, by far the largest form of financial aid for all law students is educational loans, with most students borrowing to finance a part, or all, of their educational expenses. To assist JD graduates pursuing public interest and public service careers manage what might be a significant educational loan burden, the Law School provides continuing financial support through its Loan Repayment Assistance Program (LRAP), one of the most generous in legal education.

U.S. citizens and permanent residents may be eligible for Federal Direct Subsidized/Unsubsidized Loans. Currently, the annual limit is $20,500 for this program. In addition, the Federal Direct Graduate PLUS Loan program as well as several private educational loan programs are available to provide financing for law students. Since these programs require applicants to be creditworthy, you are strongly advised to obtain a copy of your credit report to determine if there are any problems that might make you ineligible for such loans. If you have an adverse credit history, and are unable to correct it, you may not have access to important sources of loan funds. If this is the case, you will need to have others borrow on your behalf or find other means to finance your education. Law School funds will not be available to replace unavailable credit-based loans. International students (not U.S. citizens and not those holding a U.S. permanent resident visa) are eligible to apply for Law School grants and for loans from private educational loan programs. They are not eligible for federally guaranteed assistance programs. In addition, they need to provide a U.S. cosigner in order to apply for private educational loan programs. Please visit our website for additional loan information. Since there are no fully funded fellowships for law students in Columbia’s JD degree program, international students needing to finance their education may need to arrange for cosigners for each of the three years of law school.

HOW TO APPLY FOR FINANCIAL AID FOR 2013-2014
The following is a summary of application procedures for the various types of financial aid. For detailed information on financial aid policies and procedures, costs, budgets, and various loan programs, please review the financial aid website (www.law.columbia.edu/finaid).

Before completing any financial aid forms, it is important first to decide which types of aid you are seeking: (1) loans only or (2) loans and Columbia Law School grants.

(1) Loans only

• Submit the following by no later than mid-May to ensure timely processing:
  • Free Application for Federal Student Aid (FAFSA) to the federal processor (U.S. Students)
Columbia Law School Financial Aid Questionnaire to the Financial Aid Office (FAO) (admitted students only)
Loan application(s) to the FAO (admitted students only)

(2) Loans and Columbia Law School grants
Submit the following by March 1 to ensure timely consideration for a Law School grant. Do not wait to receive an offer of admission before filing the FAFSA and Need Access Applications.
• Free Application for Federal Student Aid (FAFSA) to the federal processor (U.S. Students)
• Need Access application to Access Group
• Columbia Law School Financial Aid Questionnaire to the FAO (admitted students only)
• 2013 Federal income tax forms to the FAO for student, spouse, and parents (admitted students only: by March 1 or immediately after admission)
• Loan application(s) to the FAO (admitted students intending to enroll--preferably by mid-May)

Deciding the type of aid will determine which forms you will need to submit, and when. If you are uncertain about whether you should apply for a Law School grant, please refer to the section entitled “Eligibility for a Scholarship Grant” within the section “How to Apply for Financial Aid” on the financial aid website (www.law.columbia.edu/finaid).

FINANCIAL AID DEADLINES
Loans Only—May 15, 2014
Loans and Columbia Law School Grants—March 1, 2014

FINANCIAL AID FORMS
• FAFSA (Free Application for Federal Student Aid): Completed by all U.S. citizens and permanent residents applying for financial aid and submitted to the federal processor to establish eligibility for federal student aid. Apply online at www.fafsa.ed.gov.
• Need Access Application: Required of all applicants who are seeking consideration for Columbia Law School grants. Financial information must be submitted for the applicant, both of the applicant’s parents, and, if applicable, the applicant’s spouse. Apply online at www.needaccess.org. For questions, call 800.334.0540 or 302.477.4000.
• Columbia Law School Financial Aid Questionnaire: Admitted students receive this form shortly after their offer of admission. Admitted students applying for ANY type of financial aid must send the completed form to the Financial Aid Office.
• 2013 Federal income tax forms: Admitted students applying for a Law School grant must submit to the Financial Aid Office complete copies of federal income tax forms for the applicant, both of the applicant’s parents, and, if applicable, the applicant’s spouse. If 2013 returns are not available by March 1, 2014, admitted students should submit complete 2012 returns by March 1, and complete 2013 tax returns by the end of April.
• Loan Application(s): Admitted students intending to enroll at the Law School should submit complete loan applications to the Financial Aid Office, preferably by mid-May in order to ensure timely processing and the availability of loan funds at the start of the school year in August.

THE LOAN REPAYMENT ASSISTANCE PROGRAM
Columbia Law School’s Loan Repayment Assistance Program (LRAP) is one of the most generous programs at any law school nationally. Our LRAP program supports Columbia JD graduates who pursue public interest and public service careers by providing them with financial assistance to service the educational debt they assumed while at the Law School. In addition to the traditional LRAP, participants may elect to participate in both the Columbia Law School LRAP and the Federal Public Service Loan Forgiveness (PSLF) Program. Finally, several fellowships for public interest have been established, and fellowship recipients may receive assistance for all loan payments on their Law School debt. A full description of our LRAP can be found on the financial aid website (www.law.columbia.edu/finaid), or may be requested from the Financial Aid Office.
HOUSING
Housing accommodations for Columbia Law students are excellent in terms of availability, quality, variety, convenience and, relative to other New York City law schools, expense. All admitted first-year law students who apply for housing by May 1, 2014, are guaranteed some type of University housing for all three years of law school. All Law School student housing are apartments owned and managed by the University, and most are located within blocks of the Law School. Rents are significantly lower than New York City market rates, because our housing is heavily subsidized by the University.

Detailed descriptions of the University housing programs are provided to prospective law students at the time of admission. General housing information is also available at the Columbia University Apartment Housing (UAH) website (facilities.columbia.edu/housing).

*I have read and agree to the application instructions. □