



## Application Instructions

Complete application electronically through LSAC. If not paying the application fee electronically by credit card via LSAC, send the \$40 nonrefundable fee to the Law School Office of Admissions, Washburn University School of Law, 1700 SW College Avenue, Topeka, Kansas 66621. If you have been granted an application fee waiver by Washburn University School of Law, enter the fee waiver code during the checkout process through LSAC.org.

Washburn University is an equal opportunity institution. Equal educational opportunity is assured without regard to race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, marital, or parental status. Any grievance regarding possible discrimination should be directed to the Office of Equal Opportunity.

All applicants must register and take the Law School Admission Test (LSAT). If you decide to retake the LSAT after you submit this application, be sure to inform the Law School Admissions Office.

A file will be reviewed by the admissions committee only when it is complete. An application is complete when the Law School Office of Admissions has received all application items and all supporting documents from LSAC.

Questions about registering for the LSAT/CAS, or your LSAC account should be directed to the Law School Admission Council (LSAC) at 215-968-1001 or LSAC.org.

Important Admission and Financial Aid Deadlines:

LSAT: Taken no more than five years prior to the application deadline for any incoming class.

June LSAT: Last test to qualify for admission.

March 15: Application priority date for August admission. Later applications will be accepted but may be at a disadvantage.

April 1: \$250 admission seat deposit due for students admitted prior to March 15. (All other admitted applicants will have a seat deposit due date specified in the letter of admission, typically two weeks after admission.)

June 1: Projected date to complete admission decisions.

June 15: Second \$250 admission seat deposit due.

June 15: Suggested application deadline for those seeking transfer student status. Later applications will be accepted.

August 17: First week of classes for fall 2015 entering students.

November 1: Application priority date for January admission. Later applications will be accepted but may be at a disadvantage.

In responding to any question on this application, it is always better to err on the side of disclosure. Any questions concerning completion of this application should be directed to the Office of Admissions, 785-670-1185 or toll free 1-800-WASHLAW (800-927-4529).

Failure to provide correct and complete answers to any question on the application or failure to inform the Office of Admissions of any new developments prior to your enrollment that cause your answers to any question to no longer be correct may result in revocation of admission or disciplinary action by this School of Law, including but not limited to exclusion or expulsion. It may also result in denial of permission to practice law by any state in which you seek licensure.

By submitting this application electronically, I certify that the answers to all of the questions on this application and any attachments in response to those questions are correct and complete.



## **Biographical**

Prefix \_\_\_\_\_ Date of birth \_\_\_\_\_  
First name \_\_\_\_\_ Place of birth: City \_\_\_\_\_  
Middle name \_\_\_\_\_ Place of birth: Country \_\_\_\_\_  
Last name \_\_\_\_\_ Place of birth: State/Province \_\_\_\_\_  
Suffix \_\_\_\_\_ Gender \_\_\_\_\_  
Previous (other) name \_\_\_\_\_  
Preferred first name \_\_\_\_\_ LSAC account number \_\_\_\_\_

## **Social Security Number**

Social Security Number:  
\_\_\_\_\_

## **Contact Information**

### **Current Address**

Country \_\_\_\_\_ Current mailing address good until date \_\_\_\_\_  
Street address--line 1 \_\_\_\_\_ Day phone \_\_\_\_\_  
Street address--line 2 \_\_\_\_\_ Evening phone \_\_\_\_\_  
Street address--line 3 \_\_\_\_\_  
City \_\_\_\_\_  
State/province \_\_\_\_\_  
Zip/postal code \_\_\_\_\_

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To apply to Washburn Law  
see  
washburnlaw.edu/apply

## Contact Information continued

### Permanent Address

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

Permanent mailing address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_

### Other Contact Information

Primary e-mail address \_\_\_\_\_

Secondary e-mail address \_\_\_\_\_

Mobile phone \_\_\_\_\_

Washburn University School of Law can send text messages to my mobile phone

Yes

No

## Dual Degree Program

Are you applying for a dual degree program? Please note that applicants must make separate applications to the MBA, M.Acc, and MSW programs.

Yes

No

If yes, which one?

JD/M.Acc

JD/MSW

JD/MBA

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## Center Related

Are you interested in a Center Scholarship?

Yes

No

If yes, please indicate which Center.

International & Comparative Law

Business & Transactional Law Center

Center for Excellence in Advocacy

Center for Law & Government

Child & Family Law Center

Oil & Gas Law Center

Please provide a brief explanation for your interest in these Center scholarships.

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## Character and Fitness

Because of the high ethical standards to which lawyers are held, failure to disclose a matter such as those described in the questions below may lead to more serious consequences than the matter itself. Please make full disclosure even if you have been advised by a lawyer, judge, or any other person that you need not disclose. Even if your record has been expunged, you must report offenses. If you have any doubt whether you should disclose a particular matter, you should disclose the matter. Failure to provide truthful answers or failure to inform the Office of Admissions of any changes to your answers may result in revocation of admission, disciplinary action by the law school, or denial of permission to practice law by the state in which you seek admission.

For any question to which you answer "yes," please provide a full explanation on a separate sheet or electronic attachment. Provide a full explanation of each and every event, and of the circumstances leading to each event. Provide the date, name and location of the court or institution involved, and explain the disposition of the matter.

Failure to provide correct and complete answers to any question on the application or failure to inform the Office of Admissions of any new developments prior to your enrollment that cause your answers to any question to no longer be correct may result in revocation of admission or disciplinary action by this School of Law, including but not limited to exclusion or expulsion. It may also result in denial of permission to practice law by any state in which you seek licensure.

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the [National Conference of Bar Examiners](#).

Have you ever been convicted, indicted, charged, arrested, taken into custody, or summoned for any felony, misdemeanor, juvenile offense, or infraction of the law? Offenses involving controlled substances must be reported, including minor in possession or driving under the influence. You must report offenses even if your record has been expunged. Minor traffic infractions, such as parking or speeding tickets, need not be reported.

Yes  
 No

Have you ever been expelled, suspended, placed on probation, or otherwise disciplined by any professional or military organization or had revoked a publicly granted license to practice a trade, business, or profession?

Yes  
 No

Have you ever been dismissed, suspended, placed on probation, or subjected to any other disciplinary action, hearing, or investigation of any type at any institution of higher education? Actions for failure to maintain a minimum GPA need not be reported.

Yes  
 No



## Education

List ALL educational institutions attended.

Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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## Education continued

Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

Have you ever attended any law school?

Yes

No

Did you leave the law school under less than good standing?

Yes

No

List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Previous Law School

Have you ever applied to Washburn University School of Law before?

Yes

No

If yes, for what semester and year?

\_\_\_\_\_  
\_\_\_\_\_

If you attended any other law school, please indicate where and when.

\_\_\_\_\_  
\_\_\_\_\_

How many semesters did you complete?

\_\_\_\_\_

## Previous Law School continued

Do you seek to transfer credits earned at another law school?

Yes

No

## Standardized Testing

### LSAT

Test Date

Test Score

_____	_____
_____	_____
_____	_____

### CAS

Indicate the date you registered (or will register) with LSAC's Credential Assembly Service (CAS).

\_\_\_\_\_

### Employment

List all employment including internships.

Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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## Employment continued

Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Total number of months full-time work experience.

\_\_\_\_\_

List your extracurricular, community, or other activities in the order of their importance to you. Give a brief description of your involvement, including any special responsibilities or leadership positions held.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Military**

Have you served or are you now serving on full-time, active US military duty?

Yes

No

Date of entrance (month/year) \_\_\_\_\_

Date of discharge (month/year) \_\_\_\_\_

Rank \_\_\_\_\_

Expected military reserve or National Guard status during law school

\_\_\_\_\_

Branch \_\_\_\_\_

Discharge type \_\_\_\_\_

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?

Yes

No

If you have been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances.

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## **Letters of Recommendation**

Give the names of one or two persons unrelated to you, including, if possible, one former university instructor who you ask to evaluate your academic potential for the study of law. Please ask each to send the recommendation letter to LSAC.

To receive consideration by the admissions committee, your file must have at least one letter of recommendation. Your file will be sent to committee upon receipt of the first letter of recommendation, unless you request us to hold it for the second letter.

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## Demographics

### **Citizenship**

Citizenship

- Non-Resident Alien  
 US Citizen  
 US Permanent Resident

Country of citizenship \_\_\_\_\_

Visa/SEVIS number \_\_\_\_\_

Permanent resident number \_\_\_\_\_

Permanent city \_\_\_\_\_

Permanent state/province \_\_\_\_\_

Permanent country \_\_\_\_\_

Native language \_\_\_\_\_

### Ethnicity and Race

We are asking for your help in responding to a variety of requests from federal and state government agencies for data describing our applicants. If you are willing, please provide the requested demographic information listed below. Reporting this information is voluntary and it will be treated as confidential information.

What is your ethnicity?

- Hispanic or Latino  
 Not Hispanic or Latino  
 Prefer not to provide this information

What is your race? (Select one or more)

- American Indian or Alaska Native  
 Black or African American  
 White  
 Asian  
 Native Hawaiian / Other Pacific Islander



## Family

### Next of Kin/Emergency Contact

Salutation \_\_\_\_\_  
First (given) name \_\_\_\_\_  
Middle name/initial \_\_\_\_\_  
Last (family) name \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
Telephone (include area code) \_\_\_\_\_

Country \_\_\_\_\_  
Street address--line 1 \_\_\_\_\_  
Street address--line 2 \_\_\_\_\_  
Street address--line 3 \_\_\_\_\_  
City \_\_\_\_\_  
State/province \_\_\_\_\_  
Zip/postal code \_\_\_\_\_

If you have any close relatives who have been students at this university, please provide the following information.

Relative 1  
\_\_\_\_ Law school \_\_\_\_ University  
First (given) name \_\_\_\_\_  
Middle name/initial \_\_\_\_\_  
Last (family) name \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
School attended \_\_\_\_\_  
Start date (month/year) \_\_\_\_\_  
End date (month/year) \_\_\_\_\_  
Degree awarded \_\_\_\_\_

Relative 2  
\_\_\_\_ Law school \_\_\_\_ University  
First (given) name \_\_\_\_\_  
Middle name/initial \_\_\_\_\_  
Last (family) name \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
School attended \_\_\_\_\_  
Start date (month/year) \_\_\_\_\_  
End date (month/year) \_\_\_\_\_  
Degree awarded \_\_\_\_\_

### Parent/Guardian - 1

\_\_\_\_ Choose not to answer  
\_\_\_\_ Deceased  
First (given) name \_\_\_\_\_  
Middle name/initial \_\_\_\_\_  
Last (family) name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Highest level of education \_\_\_\_\_

Country \_\_\_\_\_  
Street address--line 1 \_\_\_\_\_  
Street address--line 2 \_\_\_\_\_  
Street address--line 3 \_\_\_\_\_  
City \_\_\_\_\_  
State/province \_\_\_\_\_  
Zip/postal code \_\_\_\_\_



## **Family continued**

### **Parent/Guardian - 2**

Choose not to answer

Deceased

First (given) name \_\_\_\_\_

Middle name/initial \_\_\_\_\_

Last (family) name \_\_\_\_\_

Occupation \_\_\_\_\_

Highest level of education \_\_\_\_\_

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

## **Electronic Certification**

By submitting this application electronically, I certify that the answers to all of the questions on this application and any attachments in response to those questions are correct and complete.

I acknowledge the above statement.

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