

# Application Instructions

## ADMISSION TO USC GOULD SCHOOL OF LAW

What sets USC Gould School of Law students apart from their peers at other institutions? Extraordinary academic credentials and a rich diversity of background and experience in a law school with a small student body. USC Gould is a small law school on a large and vibrant campus, and the environment is both collaborative and supportive. USC Gould is Southern California's oldest and most prominent law school. Recognized as one of the most diverse top law schools in the United States, USC offers a rigorous and interdisciplinary learning environment that includes a wide range of experiential learning opportunities and public interest offerings.

### Early Transfer Program Terms, Conditions, and Timeline

Each year, USC Gould receives more than 150 transfer applications for a limited number of seats. Transfer applications must be completed online. There will be no application fee for early action/decision transfer applicants.

Applications will become available on February 14, 2017. Applications must be submitted and complete no later than March 19, 2017 for early consideration. It is imperative that all documents, including law transcripts and letters of good standing from your current school, are submitted by the early transfer application deadline of March 19 for timely consideration. Should your application remain incomplete after the March 19 deadline, your status will automatically revert to that of a Regular Decision transfer application. Decision notifications on early transfer applications will be sent via email by early May.

If admitted under the Early Transfer program, the following documents will be required prior to matriculation: Law School Transcript indicating full first-year grades and a Letter of Good Standing and Class Rank indicating completion of the first year. These documents are in addition to your already submitted Personal Statement, Résumé, Letter of Recommendation, CAS report, and transcripts indicating first semester grades. Additionally, acceptance as part of the Early Transfer program is conditional upon maintaining a position in the top 20 percent of the first-year class at the conclusion of your entire first year of the law school program.

All applicants should be aware that USC Gould will host an Early Interview Week (Early OCI) in early August. Students who wish to participate in the Early OCI program and law journal write-on competition must be admitted to the law program and have paid a seat deposit by the first week of July. Early transfer applicants must follow all instructions listed below. Application files that are missing any of the documents listed above will not be completed for review by the Admissions Committee.

#### Transfer Early Action (non-binding)

Applicants who wish to consider multiple transfer offers before making a final decision should mark "Transfer Early Action" in the Application Type section of the electronic application. Early Action acceptances are not binding on the applicant so long as "Transfer Early Action" is indicated. Early Action applicants remain free to choose from whichever transfer offers you receive.

#### Transfer Early Decision (binding)

Applicants who specify "Transfer Early Decision" indicate their agreement to participate in a binding early decision program. In return for 1) your commitment to withdraw all other transfer applications and 2) immediately place a seat deposit if admitted, the admissions committee will take such a commitment as indication of your strong interest in USC Gould and weigh that appropriately in the decision making process.

### Eligibility

Only students who are enrolled in schools approved by the American Bar Association may apply for admission as transfer students.

- To be eligible to apply as a transfer student, applicants must have a weighted overall average that places them, at a minimum, in the upper 20 percent of their first-year class.
- Applicants must have earned a bachelor's degree prior to beginning the study of law. (If the CAS report you have on file with LSAC contains copies of your official transcript indicating degree conferral, that will suffice.)
- Applicants at law schools who do not receive first semester grades are ineligible to apply.
- Part-time law students are ineligible to apply.

USC Gould has a long tradition of striving to provide equal opportunity, and is firmly committed to a policy against discrimination based on ethnicity, national origin, disability, race, religion, political beliefs, gender, sexual orientation or

gender identity, or age.

## Our Admissions Committee

The Admissions and Financial Aid Committee is comprised of members of the faculty, the associate dean, the director of admissions, and an elected student representative. Members of the Committee read each application in the applicant pool thoroughly and considers each application on an individual basis. Committee members pay close attention to the "soft" factors, factors other than LSAT score(s) and undergraduate grade point average.

## Your Personal Statement

Of the qualitative or "soft" factors of the application, the personal statement is of critical importance to the Admissions Committee. This is your primary opportunity to discuss who you are beyond the quantifiable components of your application. We are particularly interested in any special or personal circumstances that the applicant deems relevant to his or her decision to seek transfer to USC Gould. Please note, the personal statement is not the place to repeat items on your résumé.

The personal statement should be 2-3 pages, double-spaced, and at least 12 point font. The Admissions Committee values carefully crafted essays that are clear, concise, and compelling. The personal statement is a writing sample and you should pay particular attention to the details of your composition. You may want to consider including your reasons for seeking transfer and why USC Gould is a top choice. The statement must be electronically attached.

## Résumé

You are required to submit a résumé to illustrate your chronological work history. Indicate hours per week for each activity where applicable. Please remember to update your resume to include your first year of law school including awards, activities, and work experience. Please limit your résumé to no more than two pages, but one is preferred.

## Law School Transcript

Arrange to have your law school send an official copy of your transcript reflecting all first-year courses and grades to USC Gould. We only accept official copies sent directly to us. You may also send a copy to LSAC for your CAS report, but we will not consider your application complete until we receive an official copy from your institution.

## Letter of Good Standing

A Letter of Good Standing must be sent by the Dean or Registrar of your current law school confirming that you are in good standing to continue your studies at that institution. This letter should also include your class rank (if available) if it is not already included on your transcript. This letter must be sent in hard copy form via mail to the USC Gould Admissions Office. An electronic version will not be accepted. Your application will not be considered complete without this letter.

## Letters of Recommendation

One letter of recommendation is required to complete your application. This letter must come from a law school faculty member who knows you well and can evaluate your academic performance at the law school. Letters from non-law faculty will not be accepted. Please do not mail the letter of recommendation to our office; it should be submitted directly to LSAC.

## LSAC Credential Assembly Service (CAS) Report

You must have an active registration with the LSAC's CAS to properly complete your transfer application. For more information, contact LSAC at 215.968.1001. You must request and pay for a CAS report to be sent with your application.

## Contribution to Diversity

USC Gould's admissions process is guided by the view that a student body that reflects the broad and rich diversity of our society provides a superior educational environment for all law students. The primary goal of our admissions process is to enroll students who demonstrate outstanding academic and professional promise and whose background and experience will enrich USC Gould's educational environment or enhance the diversity of our student body and the legal profession.

You may be regarded as potentially contributing to student diversity if your background or experience would not ordinarily be well represented in the student body or the legal profession. Examples include (but are not limited to) students who:

- have struggled against prejudice, economic disadvantage, family or personal adversity, or other social hardships (perhaps as a result of disability, race, ethnicity, national origin, age, gender, sexual orientation, or religious affiliation).
- have lived in a foreign country or who spoke a language other than English at home.
- have unusual career goals, employment history (perhaps military or law enforcement experience), or educational background (including graduate study).
- demonstrate unusual extracurricular achievement (including school or community service).

If you believe your background or experience can contribute to USC Gould's goal of diversity and educational enrichment--and if you would like this factor considered in the admissions process--please include detailed written information about your background or experience in your application (providing such information is voluntary). There is an optional diversity statement in the Attachments section of the application and should be limited to 2 pages, double-spaced, and at least 12 point font.

## Interviews

The Admissions Committee does not grant interviews to candidates as part of the admissions process.

## Requirements for Enrollment

If you are admitted to USC Gould, you are required to pay a single tuition deposit of \$1,000 by the specified deadline in your admission letter. You will not be permitted to participate in Early OCI or the Law Review write-on competition until your seat deposit has been paid.

Prior to matriculation, we must be able to verify your receipt of a bachelor's degree from an accredited college or university. As mentioned above, this requirement is satisfied so long as the transcript contained in your CAS report verifies degree conferral. Otherwise, you will be required to provide such a transcript directly to the USC Gould Registrar. Additionally, you must provide a copy of your official complete first-year law school transcript sent directly from your law school to the USC Gould School of Law. You must also request that a Dean's Letter of Good Standing be sent to USC Gould following the completion of your first year. Your first year final rank must be indicated on one of these documents.

## Acceptance Deferral Policy

Transfer student acceptances are not eligible for deferral.

## Bar Admission Character Considerations

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 directly. Addresses for all relevant agencies are available through the National Conference of Bar Examiners. USC Gould requires applicants for admission to fully disclose responses to the following questions:

- Have you ever been dropped, suspended, warned, placed on academic or disciplinary probation, disciplined, expelled, or requested or advised to resign from any post-secondary school, college, university, professional school, or law school?
- Have you ever been arrested or otherwise charged formally or informally with a violation of the law? (You should not provide information about any criminal proceedings which you believe to have been sealed or expunged).
- Are any charges pending against you?

If the answer to any of the questions is in the affirmative, then a full written explanation must accompany the application. You will be prompted to include your statement within the application, or if you need additional space, you may include your statement via the Attachments section. If the conduct in question is related to discipline taken by a post-secondary school, college, university, professional school, or law school, then in addition to your explanatory statement, we must receive a separate explanatory statement from the institution's dean or authorized school official, providing information about the incident. Any applicable statement or letter must be mailed in hard copy form to the law school admissions office directly from the institution, and not emailed, faxed, or included in the application. Candor is extremely important and appreciated by the Admissions Committee.

## Ongoing Duty to Disclose

All candidates for admission have an ongoing duty to disclose material changes to their application especially as they relate to conduct matters (criminal or disciplinary) to the Dean of Admissions prior to enrollment. Candidates agree that providing inaccurate or misleading information on the admission application, or omitting information will be cause for an investigation of misconduct in the admissions process, rescission of any offer of admission, or for discipline, dismissal, or revocation of

degree if discovered at a later date.

## **Our Nondiscrimination Policy**

USC Gould is firmly committed to a policy against discrimination based upon ethnicity, national origin, disability, race, religion, political beliefs, gender, sexual orientation or gender identity, or age.

## **Questions?**

If you have questions about the admissions process, please call the Office of Admissions at 213.740.2523 or send an e-mail message to [Admissions@law.usc.edu](mailto:Admissions@law.usc.edu).

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## Application Type

Please pay close attention to the following instructions before making your selection from the drop-down menu. The Early Action/Decision is only available to full-time law students who will have an entire semester of reportable grades prior to the Early Transfer deadline of March 19, 2017. This option is not available for first-year part-time law students or students who attend a law school that does not release first-semester grades. Any transfer applicant who does not meet the Early Action/Decision criteria or who does not wish to apply Early Action/Decision is welcome to apply as a Regular Decision Transfer applicant. Visiting students may not apply Early Action/Decision. For additional details on the Early Action/Decision Transfer Program please visit our website: <http://gould.usc.edu/how/transfer/>.

Additionally, if you select the "Transfer Early Decision" option, you agree that if accepted you will immediately withdraw all other transfer applications and place the appropriate seat deposit immediately. Choosing the "Transfer Early Action" option is non-binding and you will remain free to choose between all of your offers until the seat deposit deadline.

Transfer Early Action (non-binding)

Transfer Early Decision (binding)

Are you a re-applicant to the USC Gould School of Law?

Yes

No

If a re-applicant, for what year did you previously apply for the fall semester?

\_\_\_\_\_

What was your final admissions decision?

Admitted

Denied

Withdrawn Before Decision

## Biographical

Prefix \_\_\_\_\_

First name \_\_\_\_\_

Middle name \_\_\_\_\_

Last name \_\_\_\_\_

Suffix \_\_\_\_\_

Previous (other) name \_\_\_\_\_

Preferred first name \_\_\_\_\_

Date of birth \_\_\_\_\_

Place of birth: City \_\_\_\_\_

Place of birth: Country \_\_\_\_\_

Place of birth: State/Province \_\_\_\_\_

Gender \_\_\_\_\_

LSAC account number \_\_\_\_\_

## Contact Information

### Current Address

Country \_\_\_\_\_

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

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

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

City \_\_\_\_\_

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

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

Current mailing address good until date \_\_\_\_\_

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

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

### 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 \_\_\_\_\_

Permanent e-mail address \_\_\_\_\_

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

University of Southern California, Gould School of Law can send text messages to my mobile phone.

\_\_\_\_ Yes

\_\_\_\_ No

## Demographics

### **Citizenship**

Citizenship

- Non-Resident Alien  
 US Citizen  
 US Permanent Resident

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

Visa type \_\_\_\_\_

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

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

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

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

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

### **Ethnicity**

Are you Hispanic or Latino?

- Yes  
 No

If you selected 'Yes' to the above question, select an ethnicity:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Central American | <input type="checkbox"/> Cuban          | <input type="checkbox"/> Mexican               |
| <input type="checkbox"/> Mexican American | <input type="checkbox"/> Other Hispanic | <input type="checkbox"/> Other Hispanic/Latino |
| <input type="checkbox"/> South American   |   |  |

SAMPLE

## Demographics continued

What is your race? Select one or more races to indicate what you consider yourself to be.

### **Aboriginal or Torres Strait Islander Australian**

Aboriginal/Torres Strait Isl. Australian

### **American Indian or Alaska Native**

Alaskan Native  
Native

American Indian

American Indian/Alaskan

### **Asian**

Bangladeshi

Chinese

Chinese American

East Indian

Filipino

Filipino American

Indian

Japanese

Japanese American

Korean

Korean American

Other Asian

Pakistani

South Asian

Thai

Vietnamese

Vietnamese American

### **Black or African American**

Black/African American

### **Canadian Aboriginal**

Canadian Aboriginal

### **Caucasian/White**

White/Caucasian

### **Native Hawaiian or Other Pacific Islander**

Native Hawaiian/Other Pacific Islander

### **Puerto Rican**

Puerto Rican

### **Consent**

Decline to respond

### **Tribal Affiliation**

Tribal affiliation or village name \_\_\_\_\_

Enrollment number (enrolled members only) \_\_\_\_\_



## 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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## Standardized Testing

### LSAT

Test Date

Test Score

_____	_____
_____	_____
_____	_____

## **Conduct Information**

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.

If you answer "yes" to any of the following questions, you are required to submit an explanatory statement below. If you need additional space, please submit your explanatory statement via the Attachments section of the electronic application and indicate that in the box below.

Have you ever been dropped, suspended, warned, placed on academic or disciplinary probation, disciplined, expelled, or requested or advised to resign from any post-secondary school, college, university, professional school, or law school?

Yes

No

You are required to submit an explanation below summarizing the facts, discipline, and outcome of the situation(s). If you need additional space for your statement, please upload your explanation in the Attachments section and indicate so here. Additionally you are required to submit a separate explanatory statement from the institution's dean or an authorized school official, providing information about the incident. (This letter must be mailed in hard copy form to the Admissions Office directly from the institution, and not from you via email, fax, or as an attachment included in the application).

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Have you ever been arrested or otherwise charged formally or informally with a violation of the law? (You should not provide information about any criminal proceeding which you believe to have been sealed or expunged).

Yes

No

## **Conduct Information continued**

You are required to submit an explanation below summarizing the facts and the conclusions of the court and the final disposition. Merely citing the penal code section is not sufficient. If you need additional space, please upload your explanation in the Attachments section and indicate so here.

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SAMPLE

Are there any charges pending against you?

Yes

No

## **Conduct Information continued**

You are required to submit an explanation below providing information about the incident. If you need additional space, please upload your explanation in the Attachments section and indicate so here.

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## **Family**

Have any of your close relatives (parents, grandparents, siblings) attended USC Gould School of Law?

Yes

No

If you have a relative who has attended USC Gould School of Law, please give us information about them.

First (given) name

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Middle name/initial

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Last (family) name

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**Family continued**

Relationship to applicant

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What dates did they attend the university?

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Degree awarded

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Do you have another relative who has attended USC Gould School of Law?

Yes

No

First (given) name

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Middle name/initial

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Last (family) name

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Relationship to applicant

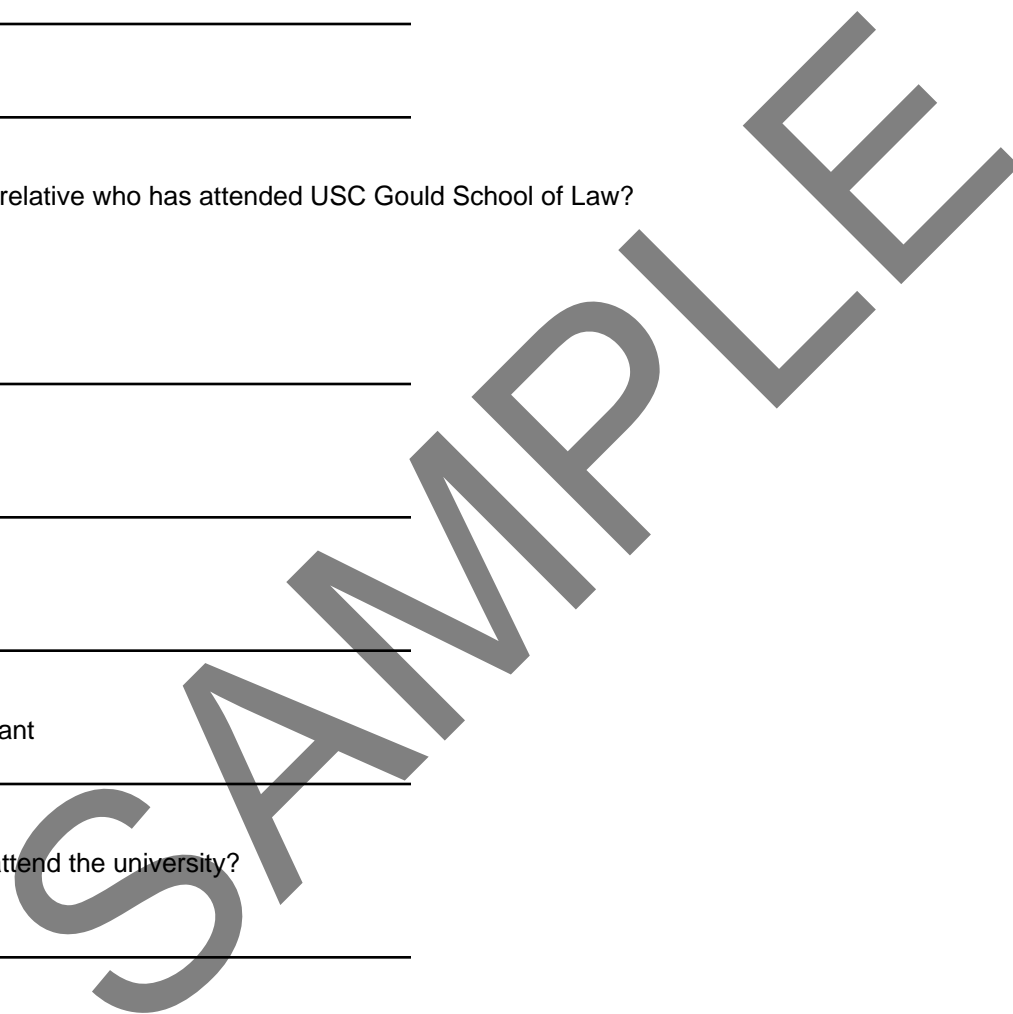
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What dates did they attend the university?

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Degree awarded

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## 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 \_\_\_\_\_

Has your education in college, university, or professional school been interrupted for one term or more for any reason?

Yes

No

If your education was interrupted, explain the circumstances.

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

## Additional Information

Please select all areas of law that interest you:

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Do you believe you were raised in an economically disadvantaged household?

Yes

No

## **Additional Information continued**

If you answered YES to the above question, please explain.

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Are you the first in your immediate family to attend college? (Immediate family refers to either parents or siblings)

Yes

No

Are you a participant in/graduate of the California State Bar Community College Pathway to Law School (CCPLS) Initiative ("2+2+3")?

Yes

No

Please list the name of your community college:

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If your community college provided you with a certificate of completion of the CCPLS program and you'd like to share a copy with the Admissions Committee, please upload it as the Pathways Certificate (in PDF format) in the Attachments section. Including this certificate is optional. Will you include a certificate of completion?

Yes

No

Do you believe your LSAT score accurately represents your past performance or future promise?

Yes

No



**Additional Information continued**

If you answered NO to the above question, please explain.

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Do you believe your college transcript accurately represents your past performance or future promise?

Yes

No

If you answered NO to the above question, please explain.

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## **Additional Information continued**

An applicant who believes that his or her background or experience can contribute to USC Gould's goal of diversity and educational enrichment—and who wishes to have this considered in the admissions process—should provide written detailed information about his or her background or experience as part of the application. Providing such information is voluntary.

USC Gould is firmly committed to a policy against discrimination based upon ethnicity, national origin, disability, race, religion, political beliefs, gender, sexual orientation and gender identity, or age. The primary goal of the admissions process is to enroll students who demonstrate outstanding academic and professional promise and whose background and experience will enhance the diversity of the student body or the profession, or will enrich USC Gould's educational environment. USC Gould's admissions process is guided by the view that a student body that reflects the broad and rich diversity of our society provides a superior educational environment for all law students.

An applicant will be regarded as potentially contributing to student diversity if his or her background or experience would not ordinarily be well-represented in the student body or the profession. Examples of applicants' backgrounds or experiences, which may be considered for diversity purposes, include (but are not limited to) the following: an applicant who has struggled against prejudice, economic disadvantage, family or personal adversity, or other social hardships (perhaps as a result of disability, race, ethnicity, national origin, age, gender, sexual orientation, or religious affiliation); an applicant who has lived in a foreign country or who spoke a language other than English at home; an applicant who possesses unusual career goals, employment history (perhaps military or law enforcement experience), or educational background (including graduate study); or an applicant who demonstrates unusual extracurricular achievement (including school or community service).

If you believe the above applies to your situation, please indicate whether you will submit a diversity statement (via the Attachments section) with your application.

Yes

No

## **Certification**

By submitting this application electronically, I declare under penalty of perjury that the foregoing is true and correct, and that all information on this form and submitted as part of this application is authentic, true, and complete to the best of my knowledge. If any of this information changes, particularly with regard to Conduct Information, prior to my fall 2017 enrollment, I will inform USC Gould School of Law immediately, and will update my application accordingly. I understand and agree that any inaccurate or misleading information, or omission will be cause for an investigation of misconduct in the admissions process; rescission of any offer of admission; or for discipline, dismissal, or revocation of degree if discovered at a later date. I acknowledge that, prior to enrollment, I will be required to provide official documentation that verifies my receipt of a bachelor's degree from an accredited college or university.

Signature:

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Date:

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