

# PEPPERDINE UNIVERSITY

## School of Law

### **Application Instructions**

Applicants for admission to Pepperdine University School of Law should have received a bachelor's degree from a regionally-accredited college or university prior to registration.

### **Filing of Application**

Complete the application for admission. Make certain that each question has been answered correctly, since the failure to do so will result in the application not being reviewed.

You must complete the following:

- Background Questions
- Résumé
- Response to Mission Statement
- Personal Statement
- Registration with the Credential Assembly Service:

First-Year Applicants: Please request that your official transcript(s) and two letters of recommendation be sent directly to LSAC.

Transfer Applicants: Letters of recommendation are not required. Please send the following supporting documents directly to the Office of Admissions:

- Official law school transcript(s)
- Letter of good standing
- Class rank

### **Deadlines:**

- First-Year Applicants (2-year Accelerated Option and 3-year traditional JD program):
  - Priority – February 1
  - Final – April 1
- Transfer Applicants:
  - Final – July 15

### **Law School Admission Test (First-Year Applicants Only)**

The applicant must take the Law School Admission Test (LSAT) and request that the score be reported to the School of Law. Applicants are urged to take the LSAT as early as possible and no later than February of the year in which admission is sought. LSAT scores are valid for five years.

Applications for this examination and information regarding testing centers are obtainable online at [LSAC.org](http://LSAC.org) or by phoning LSAC at 215.968.1001.

Tests are administered four times a year: February, June, September/October, and December.

### **Credential Assembly Service**

All applicants must register with the Credential Assembly Service. You may register through the LSAC website at [LSAC.org](http://LSAC.org). Once you have registered, an official transcript must be sent to LSAC from each educational institution you have attended. Transcripts should be sent to LSAC at:

Law School Admission Council  
662 Penn Street  
Box 2000-M  
Newtown, PA 18940-0993

All transcript updates should be submitted to LSAC – not to Pepperdine University School of Law.

Internationally-educated applicants must use the Credential Assembly Service. All international transcripts should be sent to the address listed above.

## **Letters of Recommendation (First-Year Applicants Only)**

Two letters of recommendation are required. Recommendations should be furnished by those individual who can best assess your ability to succeed in law school. When possible, at least one of the recommendations should be provided by a faculty member with whom you pursued your undergraduate studies. Relatives should not be asked to submit recommendations. The School of Law requires that your letters be submitted through the LSAC Letter of Recommendation Service that serves all member schools. This service is included in your Credential Assembly Service registration. Your letters will be copied and sent to us, along with your law school report, when the Letter of Recommendation Service has received both letters. To use this service, follow the directions for submitting letters outlined on LSAC's website at [LSAC.org](http://LSAC.org).

## **Evaluations**

Evaluations are accepted, but not required. Evaluations can be submitted by the same person you selected as a recommender, if you choose. An evaluation gives law school admission professionals information about your abilities above and beyond what is currently provided via test scores, transcripts, and letters of recommendations. Evaluations rate both cognitive and noncognitive attributes and skills that have been identified as important to success in law school. The evaluation uses a rating scale that represents degrees of a particular characteristic. Evaluators can also include free form text comments. To use the online Evaluation Service, follow the directions outlines on LSAC's website at [LSAC.org](http://LSAC.org).

## **Scholarship Applications (First-Year Applicants Only)**

If you wish to be considered for the Faculty Scholars Award, you must complete the appropriate application and mail it directly to the School of Law's Office of Admissions. Applicants are automatically considered for the Dean's Merit and Dean's Excellence scholarships upon submitting a completed application.

## **Transfer Admission**

Admission with advanced standing may be considered only for individuals who have satisfactorily completed the first year of their studies at a law school that is approved by the American Bar Association. Transfer students must submit an official law school transcript, along with a letter from the dean of each law school previously attended, indicating the student is eligible to continue at such school and stating class rank. The Office of Admissions will request a current law school report from LSAC upon receipt of your application.

The deadline for transfer students to submit a completed application is July 15.

## **Accepting an Offer of Admission**

### **ACCEPTANCE DEPOSIT**

First-Year Applicants: The applicant is required to make two deposits to the School of Law. Unless the deposit is received on or before the date stated in the offer of admission, the acceptance may be cancelled so that the place may be offered to another applicant. The first deposit of \$300 is required by April 15. If written notice of a decision not to enroll is received by the school on or before June 30 preceding the anticipated date of enrollment, \$150 of the acceptance deposit will be refunded to the applicant. Otherwise, the deposit is not refundable. The second deposit of \$300 is required by July 1. The second deposit is not refundable. For those applicants who matriculate, the acceptance deposits will be applied toward the first semester's tuition. Applicants admitted after April 15 will be given a later deposit deadline.

Transfer Applicants: The applicant is required to make one deposit of \$600 to the School of Law. While this deposit is not refundable, the submission of the deposit is not a binding agreement to enroll in the School of Law. For those applicants who matriculate, the acceptance deposit will be applied toward the first semester's tuition.

### **OFFICIAL TRANSCRIPTS**

Each applicant who is admitted must request that a final official transcript showing the award of a bachelor's degree be sent directly to the School of Law. This requirement is in addition to, not instead of, the normal processing of transcripts through the Credential Assembly Service (CAS).