Application Instructions

Instructions: University of Richmond School of Law

This material is to be used by applicants for the two-year J.D. for international lawyers enrolling in 2018.

Key Facts: The University of Richmond is an independent, privately-endowed institution of higher education that provides a comprehensive academic program for men and women. It offers the intimacy of a small university and the diverse educational opportunities that derive from undergraduate degree programs in the liberal arts and sciences and in business, as well as graduate and professional programs in law, business, and arts and sciences. The University of Richmond is considered by many to be one of the finest small, private universities in the nation.

The law school is an integral part of the University of Richmond. The law building is situated near the center of campus and allows easy access to the beautiful university facilities, including the athletic and dining centers. Law students represent the law school on various university committees, and the University Senate provides a means of intercollegiate cooperation between faculties. Founded in 1870, Richmond Law has a proud tradition of graduating expert and distinguished practitioners. We continue this tradition today, with a progressive curriculum and an outstanding intellectual community, preparing Richmond Law students to excel in the 21st century.

Accreditation: The law school is fully accredited by the recognized standardizing agencies in the United States. It is a member of the Association of American Law Schools and is on the approved list of the American Bar Association. Although each state has its own requirements for admission to the bar, a law degree from the University of Richmond School of Law, including the two-year J.D. degree for international lawyers, qualifies the holder to seek admission to the bar of any state in the nation.

Enrollment: Approximately 425 full-time law students from 175 undergraduate institutions, 50 states, the District of Columbia, Canada, and abroad.

Campus: The university’s 350-acre suburban campus is located six miles west of the center of Richmond, the capital of the Commonwealth of Virginia. Adding to the beauty of the campus are a lake, rolling hills, tall pines, and collegiate gothic buildings. The close proximity to the heart of Richmond provides unsurpassed opportunities for observation and participation in the legal processes of various legislative, judicial, and administrative departments within the local, state, and federal governments.

Faculty: 49 full-time, 70 adjunct faculty. The ratio of students to full-time faculty is 7.7:1.

Federal Crime Awareness and Campus Security Act: The security of all members of the campus community is of vital concern to the university. Information regarding crime prevention advice; the law enforcement authority of the university police; policies concerning the reporting of any crimes which may occur on campus; and crime statistics for the most recent three-year period may be requested from PO Box 296, University of Richmond, VA 23173, or accessed at http://oncampus.richmond.edu/administration/police/ccra/. A paper copy of the security report will be provided upon request and may be obtained at the University of Richmond Police Department.

Richmond Law Online: Firmly committed to ensuring that our students will excel in an increasingly computerized legal profession, the law school was the nation’s first, in 1994, to require that entering law students own a notebook computer and personal printer as a condition of enrollment.

Alumni: Some 6,000 alumni in 50 states and 17 countries internationally. A large percentage of our alumni support the law school annually with gifts to their alma mater, exemplifying a deep loyalty to the law school for the legal education they received.

Admission Information:

Lawyers with a first degree in law from outside the United States who are admitted to our program receive one year’s credit toward their Juris Doctor degree. This enables them to graduate in two years but still earn the same J.D. degree that our three-year students receive.

Two-year students are fully integrated into the J.D. program. They take the regular first year curriculum required of all J.D. students and in the second year select from an extensive array of elective courses and seminars.

In addition to a foreign law degree, applicants to the two-year J.D. program must have excellent English language ability (as evidenced by a TOEFL or IELTS exam) and a strong record of academic or professional accomplishment. Applicants are not required to take the LSAT.

The Law School is committed to a policy against discriminatory admission practices based upon race, color, religion, national
origin, sex, age, or disability. The university has developed policies to protect all persons from various forms of harassment.

Information about age, race, and gender of applicants is needed by the school for statistical purposes only. An applicant's age or gender will have no effect on the admissions process. The school believes that an applicant's race or ethnic group is a factor that legitimately can be considered during the admissions process to promote the representation of minorities in the law school and the legal profession. Neither gender, age, nor race will be used in an unlawfully discriminatory manner. You are assured both by school policy and by the Family Educational Rights and Privacy Act that any information you provide will be confidential and accessible only to school officials, government agencies, and others with legitimate educational interest in this information.

Thank you for your interest in Richmond Law. We look forward to hearing from you.

Michelle L. Rahman
Associate Dean for Admissions

Phone: (804) 289-8189; E-Mail: lawadmissions@richmond.edu

APPLICATION FOR ADMISSION PROCEDURES

1. An application processing fee of fifty US dollars ($50) must accompany each application. Check or money order should be made payable to University of Richmond. Do not send cash. Your name should appear on the check or money order. The fee is not refundable and may not be applied to any other university fee.

2. Letters of Recommendation -- It is preferred that applicants use the Letter of Recommendation Service offered through LSAC. When using this service, the letter from each recommender must be sent directly to LSAC along with the Letter of Recommendation Form, which is available via LSAC.org.

3. Narrative Statement -- A short narrative statement (approximately 1—3 double-spaced pages) is required as part of the application process. We encourage you to provide information about yourself not otherwise found in your application. For example, you may wish to highlight your background, personal or cultural factors, achievements, obstacles overcome, goals, or experiences that you believe would contribute to the diversity of the law school community.

If you have a disability which you would like to bring to the attention of the Admissions Committee, or would like to include an addendum to address diversity factors or specific concerns to aid us in better understanding your file, please feel free to use a separate statement for that purpose. We welcome any additional information that will help in our decision-making process.

4. Resume -- Your resume should include detailed information about your academic and professional experience.

5. State Bar Character and Fitness Requirements -- An applicant’s character and fitness to practice law must be established as a prerequisite for licensure to practice law in any state. Therefore, when you apply to sit for the bar exam, you will be required to provide relevant, detailed background information that will be carefully evaluated by the bar examiners in the state in which you apply. Any information discovered during the course of this background investigation that reflects negatively upon your character and fitness to practice law may be treated as cause for further investigation. Information regarding events that occurred both before and during law school is requested as part of this process.

As part of your bar exam application, many states as that you submit a copy of your law school application. The State Bar’s Character and Fitness Committee will compare your answers to its questions with those provided in your law school application. Discrepancies can result in adverse consequences, so it is imperative that the information you provide on your law school application is accurate and complete. If your answers on your law school application are inconsistent with those on your bar exam application, the Board of Bar Examiners will likely initiate a more intensive review of your file. Should that occur, you may suffer sanctions, including: revocation of law school admission; delay in certification of fitness; or the Board may determine that you are not fit to practice law, which means you will be unable to sit for the bar exam and, subsequently, practice law.

In addition, once an application for admission has been submitted, you have a continuing duty to inform the Admissions Office of any changes in the information in the application, or of any new information without which the application as previously submitted would be inaccurate or incomplete. Your duty to inform the Admissions Office of any changes continues until the time you receive a final decision and, if admitted, until the time you matriculate as a student at the University of Richmond School of Law. False, misleading or incomplete answers or statements made in the application, or in any materials submitted to the Admissions Office or the Financial Aid Office, could constitute a basis for denial of admission, rescission of an offer of admission or denial of admission to the practice of law, and may be reported to the Law School Admission Council for investigation of misconduct in the admissions process.

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.

6. Applicants with Special Circumstances -- If there are, or were, any personal, cultural or economic factors which, in your opinion, adversely affected you or your academic performance, you may attach an addendum addressing these issues of which you'd like us to be aware.

7. Applicants with Disabilities -- Some applicants may have disabilities that may not require special consideration in the credential review, but may require planning by the law school to assist students when enrolling. Such disabilities may be mentioned either on the application, or students may notify the school after acceptance. It is useful to have as much advance notice as possible to enable the law school to make necessary accommodations.

8. Interviews and Tours -- Formal interviews are not considered as part of the regular application process. We do invite each applicant to visit the law school to attend a first-year class and take a tour with a Law School Admission Representative (a current law student), who will be happy to answer your questions and give you the benefit of their experience. A member of the admissions staff will also be available to respond to your questions about the law school, financial aid, the application and the selection process.

In order to set up a visit, call 804.289.8189.

9. Notification of Decisions -- Our Admissions Committee reviews files that are completed in accordance with these instructions as they become complete. Decisions are generally released before April 1.

A place in the class is reserved upon receipt of the confirmation of admission form accompanied by a nonrefundable general fee deposit of $800. This fee is applied to tuition costs. It will be essential, therefore, for you to confirm your acceptance as soon as possible after receiving your notice, but no later than the assigned deadline.

10. Housing -- The rental costs in Richmond are moderate and most students prefer to live in the area around the university. There are always a number of housing options, including apartments, houses, and rooms in private homes near campus. Some listings are posted on a bulletin board in the law school and on the admitted student listserv throughout the late spring and summer. A limited number of single-room accommodations are available each year in a law school residence and international students are given priority for on-campus housing. These may be reserved through the Admissions Office on a first-come, first-served basis with the room reservation fee of $250. Contact the Admissions Office for additional housing information.

APPLICANT'S ADMISSION: CHECKLIST

- University of Richmond School of Law application with $50 application fee.
- Personal narrative statement (may be electronically attached).
- Resume of academic and professional experience.
- TOEFL or IELTS score.
- Evaluation of foreign transcripts. Richmond Law requires that international transcripts be submitted through the LSAC Credential Assembly Service's authentication and evaluation feature or through an accredited transcript evaluation service. If you choose NOT to utilize LSAC's Credential Assembly Service for transcript evaluation, do not confirm transcripts when you submit your application.

FINANCIAL AID INFORMATION

For permanent residents and U.S. citizens, the Free Application for Federal Student Aid (FAFSA) is the application for all federal aid at the University of Richmond School of Law. Ideally, the FAFSA should be received by the federal processor by February 25 or as soon thereafter as possible. The FAFSA may be submitted online at www.fafsa.ed.gov/. Parental information is not required on the FAFSA for law students. Student tax returns may be required if the student's application is selected for verification, so please retain a copy of your tax return in case it is needed. Loans are available from the federal government and from alternative sources to finance your law school education. Information on these loan programs is available from the Financial Aid Office at http://financialaid.richmond.edu/law/loans or by contacting the Financial Aid Office, Sarah Brunet Hall at finaid@richmond.edu or 804.289.8438.

CAREER DEVELOPMENT

Students in the two-year J.D. program should anticipate receiving the same support our Career Development Office (CDO) offers our regular J.D. students. They may participate in our on-campus interview (OCI) program with the goal of securing both summer and permanent employment. The Career Development Office's professional staff works with all our students in drafting their resumes and cover letters as well as honing their interviewing skills. With the assistance and support of the
CDO, our students develop successful job search strategies and ultimately reach their goals.
Admission Type
CHECK "YES" TO ONE OF THE FOLLOWING:

Admission to the two-year Juris Doctor (J.D.) for International Lawyers
____ Yes
____ No

Law School Interest
What prompted you to apply to this law school?

Internet
____ ABA
____ Law School
____ LSAC
____ Other

Faculty/Alumni/Professional
____ Admissions recruiter
____ Alumni
____ Faculty/acquaintance
____ Law school faculty member
____ Legal professional
____ Prelaw advisor
____ Relative
____ University/college faculty member

Publications
____ Law school publication
____ LSAC Official Guide to ABA Law Schools
____ Other advertisement
____ Princeton Review
____ US News & World Report

Recruiting Events
____ Campus event
____ Current student
____ International forum
____ Law school direct mail/e-mail
____ Law school fair
____ LSAC Forum

If you attended any events mentioned in the Recruiting Events section, please list them below:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Have you previously applied to this law school?
____ Yes
____ No

If you applied previously, what year was the application for? __________________________________________
Law School Interest continued

Were you offered admission?
____ Yes
____ No

Are you applying, or have you applied, to other law schools? If so, please list them.


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 ___________________________ Social security number ___________________________
Preferred first name ___________________________ LSAC account number ___________________________

Marital Status

What is your marital status?
____ Single
____ Married
Demographics

Citizenship

Citizenship

____ Dual
____ 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

Are you Hispanic or Latino?

____ Yes
____ No

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

____ Hispanic/Latino
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
   ____ American Indian/Alaskan Native

Asian
   ____ Asian

Black or African American
   ____ Black/African American

Canadian Aboriginal
   ____ Canadian Aboriginal

Caucasian/White
   ____ Caucasian/White

Native Hawaiian or Other Pacific Islander
   ____ Native Hawaiian/Other Pacific Islander

Puerto Rican
   ____ Puerto Rican

Consent
   ____ Decline to respond
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 ____________________________
Mobile phone ____________________________

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

_____ Yes
_____ No
# Education

List ALL educational institutions attended.

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<th>Graduate</th>
<th>Law</th>
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<th>City</th>
<th>Degree</th>
<th>GPA</th>
<th>Date degree granted</th>
<th>Rank</th>
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</thead>
</table>

- Have you ever attended any law school?  
  ____ Yes  
  ____ No

- Did you leave the law school under less than good standing?  
  ____ Yes  
  ____ No

  If you did not leave the law school in good standing, explain the circumstances.

- 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.

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

**Family**

**Next of Kin/Emergency Contact**

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<tr>
<td>First (given) name</td>
<td>____________________________</td>
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<tr>
<td>Middle name/initial</td>
<td>____________________________</td>
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<tr>
<td>Last (family) name</td>
<td>____________________________</td>
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<tr>
<td>Relationship to applicant</td>
<td>____________________________</td>
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<tr>
<td>Telephone (include area code)</td>
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<tr>
<td>Country</td>
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<tr>
<td>Street address--line 1</td>
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<td>Street address--line 3</td>
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<td>Zip/postal code</td>
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If you have any close relatives who have been students at this university, please provide the following information.

**Relative 1**

- Law school: ______
- University: ______

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<tr>
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<tr>
<td>School attended</td>
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<td>Start date (month/year)</td>
<td>____________________________</td>
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<td>End date (month/year)</td>
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<tr>
<td>Degree awarded</td>
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**Relative 2**

- Law school: ______
- University: ______

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<tr>
<td>Degree awarded</td>
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Family continued

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 ___________________________

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 ___________________________

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 ________________________
Military continued

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.

________________________________________________________________________________________
________________________________________________________________________________________

Standardized Testing

TOEFL

Test Date  Test Score

___________  ___________

___________  ___________

___________  ___________

IELTS

Test Date  Test Score

___________  ___________

___________  ___________

___________  ___________

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  ________________________________________________________

______________________________________________________________________________
## Employment continued

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<th>Unpaid Internship</th>
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<th>Position</th>
<th>Country</th>
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<th>State/Province</th>
<th>Start date</th>
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<th>Employer</th>
<th>Position</th>
<th>Country</th>
<th>Hours per week</th>
<th>State/Province</th>
<th>Start date</th>
<th>City</th>
<th>End date</th>
<th>Reason for leaving</th>
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<th>Internship</th>
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**Total number of months full-time work experience.**

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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.

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Area of Interest

Is there an area of the law in which you are especially interested?

__________________________________________________________________________

Character and Fitness

Have you ever been charged, arrested, or convicted of any crime other than a minor traffic violation? If yes, give details in a separate statement and attach to this application in the Attachments section.

_____ Yes
_____ No

Have you ever been charged with an honor violation or had disciplinary action (non-academic) taken against you while in school? If yes, give details on a separate statement and attach to this application in the Attachments section. If you are in doubt as to whether or not such action has been taken against you, it is recommended you call your school(s). Failure to disclose is often a more serious infraction than the misconduct.

_____ Yes
_____ No

Were there any personal, cultural or economic factors which, in your opinion, adversely affected your academic performance that you would like to be considered as part of your application? If yes, give details in a separate statement and attach to this application under the Attachments section.

_____ Yes
_____ No

Financial Aid

Will you complete (or have you completed) a FAFSA (Free Application for Federal Student Aid) to obtain need-based loans? The University of Richmond does not consider parental income and highly recommends completion of this form as soon as possible after October 1.

See: www.fafsa.ed.gov

_____ Yes
_____ No

Certification

By signing this application or by transmitting it electronically, I certify that the information provided by me in this application is complete and accurate to the best of my knowledge and belief. While this application is active or until such time as I have matriculated, I shall promptly advise the Office of Admissions of the Law School of any change in any of the facts indicated in this application. I understand that falsifications, misrepresentations, or omissions on this application may be grounds for denial, or, if I am accepted, for suspension or dismissal from the Law School or revocation of a degree.

__________________________________________________________________________