Application Instructions

Concordia University School of Law

Our admission professionals are available to guide you through the law school admission process. Please do not hesitate to contact us with questions or concerns.

Contact Us

lawadmission@cu-portland.edu or http://law.cu-portland.edu/admission-financial-aid/staff
208-639-5440

Deadlines and Application Review Process

• Applications are accepted from September 1 through August 1 or until the class is filled. However, space and scholarships for members of the incoming class are limited and admission is competitive. It is to your advantage to submit your application as soon as possible. Completed files will be reviewed and a decision will be rendered within two weeks.
• The application fee is waived for all applicants. However, be sure that a Credential Assembly Service (CAS) Report is added to your cart before completing the submission of your online application. There is a $30 fee for this required report.
• Applications will be reviewed upon verification that all required documents, including the Credential Assembly Service (CAS) Report, are received.
• The CAS will not be released to Concordia University School of Law until LSAC has received two letters of recommendation, transcripts from all colleges and universities, and a valid LSAT result.
• Completed applications for admission are reviewed weekly, and will continue until the class is filled, or through August 1, whichever occurs first. All official decision notifications will be sent by US mail.

Admission Requirements

As a candidate for admission, you are required to:

• Earn a bachelor's degree from an accredited college or university prior to enrollment as a first-year law student.
• Register for the Law School Admission Test (LSAT) at LSAC.org and take the test. Scores from tests administered no more than five years prior to matriculation (after February 2012) are valid for admission consideration. LSAT scores from tests given prior to June 2012 are not valid unless an exception is granted by the Admission Committee.
• Subscribe to Law School Admission Council's (LSAC) Credential Assembly Service (CAS) and arrange for the following items to be sent to LSAC:
  ◦ A brief cover letter about why you want to be a member of the Concordia Law student body. Please direct this letter to the Admission Committee.
  ◦ Official transcripts from all colleges and/or universities attended.
  ◦ A minimum of two letters of recommendation. Up to four letters will be reviewed by Concordia Law.
• A résumé.
• A personal statement of two to three pages.
• An explanation if you answer "Yes" to any of the questions in the Character and Fitness section.

Cover Letter

As a new law school, our students, your ideas, leadership, and success will set the standard for and influence the character of the school for years to come. We are an institution that values community engagement, problem solving, and ethical values.

Please use your cover letter to provide a brief introduction addressing the following:

• Why have you chosen to apply to Concordia University School of Law?
• How will you enhance or help to create a positive, diverse, and supportive learning environment for your peers?
• What motivates you to be part of a new law school?

Personal Statement

The personal statement is an important aspect of the application for admission as it provides the Admission Committee with insights about who you are beyond your academic record and LSAT score, while providing us with an example of your ability to organize and write a persuasive statement. The personal statement should not exceed three pages and may address any topic, but should include why you are interested in pursuing a law degree. If you are unsure of what to address in your
personal statement, please contact an admission professional at 208-639-5440. You may also find the following list of questions helpful in crafting your statement.

- In what ways have your life experiences prepared you to succeed in law school?
- What personal or professional goals have you established for yourself?
- What experiences or people have shaped or influenced you?
- In what ways have you encountered instances of adversity and how have such experiences contributed to your character, skills, or motivations?
- What skills or personal attributes define who you are?
- What are you passionate about?

Letters of Recommendation

Two letters of recommendation are required, and up to four letters may be submitted through the LSAC Letter of Recommendation and Evaluation Service. Your recommenders should address those aspects of your character, intellect, values, and academic and communication skills relevant to the ethical study and practice of law. They should not be written by family members, unless they have supervised you in a professional setting.

Optional Application Documents

- Supplemental Addendum on LSAT and/or GPA (Optional)
  If you believe that your LSAT or GPA does not reflect your academic potential for success in law school, please provide an addendum that adds context to our evaluation of your prior academic and/or LSAT performance. (It is recommended that applicants with an undergraduate GPA below 2.5 submit an addendum.)
- Diversity Essay (Optional)
  Concordia Law seeks to enroll a class of students that can learn from one another's experiences and we value the diversity that each student can add to the law school community. If your background, life experiences, or personal attributes enhance your ability to contribute to the student body and the legal profession by adding a diverse perspective, we encourage you to share this information within your Personal Statement, or to submit a separate Diversity Essay with your application materials.

Character and Fitness

The law school application includes a number of character and fitness questions. If your response is "yes" to any of these questions, it will be necessary to provide an additional statement of explanation. Affirmative answers to the character and fitness questions do not necessarily preclude or even prejudice admission. However, it is imperative to answer all questions completely and honestly since failure to disclose relevant information can have detrimental consequences not only to your law school admission, but also to your future application to the bar.

NOTE: If any of your responses to questions about character and fitness change after you have submitted your application or after you have matriculated to the law school, it is your duty to notify the appropriate law school administrator. Failure to do so may result in the withdrawal of an admission offer, dismissal from the law school, and/or denial by a state bar of the opportunity to take a bar exam.

Guide to Bar Admissions

Detailed information about various jurisdictions’ character and fitness determinations can be reviewed in the Comprehensive Guide to Bar Admissions, published by the National Conference of Bar Examiners and available directly from the publisher or online at www.ncbex.org. You can also contact a jurisdiction directly for information. Contact information for the various boards of bar examiners can be found at www.ncbex.org or www.barexam.org.

ABA Accreditation

Concordia University School of Law is provisionally approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 North Clark Street, Chicago, IL 60654, 312-988-6738. Concordia University is accredited by the Northwest Commission on Colleges and Universities, affiliated with the Lutheran Church-Missouri Synod, and a member of the Concordia University System. Concordia University is a private, non-profit Christian liberal arts university.
Program Information

Are you interested in:

____ Full-Time
____ Part-Time

Have you previously applied to Concordia University School of Law?

____ No
____ Yes

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 ___________________________

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 ___________________________
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 _________________________________________

Concordia University School of Law can send text messages to my mobile phone.
____ Yes
____ No

Demographics

Citizenship

Citizenship
____ Non-Resident Alien
____ Permanent Resident
____ US Citizen

Country of citizenship ________________________________
Visa type __________________________________________
Visa/SEVIS number _________________________________
Permanent resident number __________________________
Permanent city ______________________________________
Permanent state/province ___________________________
Permanent country _________________________________
Native language ______________________________________
Demographics continued

Ethnicity

Are you Hispanic or Latino?

_____ Yes

_____ No

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

_____ Central American

_____ Chicano/Mexican

_____ Cuban

_____ Other Hispanic/Latino

_____ South American

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

_____ American Indian

_____ American Indian/Alaskan Native

Asian

_____ Cambodian

_____ Chinese

_____ Filipino

_____ Indian

_____ Japanese

_____ Korean

_____ Malaysian

_____ Other Asian

_____ Pakistani

_____ Thai

_____ Vietnamese

Black or African American

_____ Black/African American

Canadian Aboriginal

_____ First Nation

_____ Inuit

_____ Metis

_____ Other Canadian Aboriginal

Caucasian/White

_____ European

_____ Middle Eastern

_____ North African

_____ Other Caucasian/White

Native Hawaiian or Other Pacific Islander

_____ Native Hawaiian

_____ Native Hawaiian/Other Pacific Islander

_____ Other Pacific Islander

Puerto Rican

_____ Puerto Rican
**Demographics continued**

**Consent**

___ Decline to respond

**Tribal Affiliation**

Tribal affiliation or village name ________________

Enrollment number (enrolled members only) ______

**Education**

List ALL educational institutions attended.

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

____________________________________________________________________
____________________________________________________________________
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____________________________________________________________________
____________________________________________________________________
Law School Experience

Have you ever attended any law school?

_____ Yes
_____ No

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

_____ Yes
_____ No

If you left the law school under less than good standing, explain the circumstances.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
Character & Fitness

The review of your application includes a careful review of the following responses to questions about your character and fitness for law school and the legal profession. Affirmative answers to the questions in this section do not necessarily preclude or even prejudice admission. However, discrepancies discovered or failure to disclose information in this section could result in withdrawal of your offer of admission, dismissal after matriculation to the School of Law, or rejection of your application to take a state bar exam. If you answer "Yes" to any question in this section, a written addendum is required.

• Please label this statement as "Character and Fitness Addendum."
• Include your name and the date the addendum is written.
• Reference the number of the question below.
• Include a full descriptive statement of any and all incidents, including the date and location (city/state) of the incident, a full account of the outcome, including, when applicable, the location of the court with jurisdiction over said matter.
• Include any factors you would like considered, such as age, circumstances leading to incident, etc.

If you have any questions about the format for disclosing this information, please contact the Office of Admission at 208-639-5440 or lawadmission@cu-portland.edu.

In addition to a bar examination, there are character, fitness, and other disqualifications 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. A Comprehensive Guide to Bar Admissions, published by the National Conference of Bar Examiners, is available directly from the publisher or online at www.ncbex.org. Contact information for the various boards of bar examiners can also be found at www.ncbex.org or www.barexam.org.

___ I acknowledge the above statement.

Character & Fitness Cont.

Have you ever been cited, arrested, indicted for, or charged with any violation of criminal law?

In answering this question, include all incidents as a juvenile or adult, no matter how minor the charge, whether guilty or not, whether exonerated or not, whether sentencing was withheld, excluding only non-moving traffic violations which resulted in a penalty not exceeding $25. Criminal and/or juvenile matters that have been expunged must be included.

___ Yes
___ No

Are there any criminal charges pending or expected to be brought against you?

___ Yes
___ No

Have you ever been subjected to disciplinary action by any school, college, or university above the high school level (such as reprimand, probation, or suspension) or are there any disciplinary charges or investigations pending or expected to be brought against you?

___ Yes
___ No

Have you ever been subject to proceedings which either sought or resulted in your admonition, reprimand, censure, suspension, discipline, citation for contempt, or fine as a member of any profession or occupation, or as a holder of any license?

___ Yes
___ No
Character & Fitness Cont. continued

Have you ever been terminated or subjected to disciplinary action by an employer?
____ Yes
____ No

Have you ever, in any capacity, been a party to, or named or described in any civil proceeding, action, or suit.
____ Yes
____ No

Have you at any time in the past ten (10) years, either individually or in association with others, been in default on or past due for more than sixty (60) days on any indebtedness, including student loans or those barred by a statute of limitation?
____ Yes
____ No

Are there any facts not disclosed by your answers concerning your background, history, experience, or activities which may cause one to question your character, fitness, or ability to practice law?
____ Yes
____ No

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.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Additional Information

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

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Are you or any member of your family a graduate of Concordia University-Portland?

_____ Yes

_____ No

If "Yes," please indicate the family member's name, relationship to you, the department/college/major, degree, and graduation year.

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Did either of your parents graduate from college?

_____ Yes

_____ No

Did either of your parents graduate from a graduate program or professional (medical, dental, law) school?

_____ Yes

_____ No

Name of next of kin or emergency contact:

____________________________________________________________________

What is your relationship to your emergency contact?

____________________________________________________________________
**Additional Information continued**

**Address of your emergency contact.**

Country ________________________________

Street address--line 1 __________________

Street address--line 2 __________________

Street address--line 3 __________________

City _________________________________

State/province _________________________

Zip/postal code _________________________

Phone number of your emergency contact:

_____________________________________

Please select your religious identification from the list below.

Please note: Concordia University is a private, Lutheran university, open to students of all faiths, and to those unconnected to organized religion. Concordia University does collect data on the religious identification of our students for the purpose of internal reports. This is an optional question. Your response will not prejudice the holistic review of your application.

_____________________________________

**LSAT Information**

If you have taken the LSAT, please list your test date(s) and score(s) below.

_____________________________________

Test Score:

_____________________________________

Additional Test Date:

_____________________________________

Additional Score:
LSAT Information continued

If you are retaking the LSAT, do you want the review of your application delayed until we receive your new test score?

_____ Yes
_____ No

If you are retaking the LSAT, please provide the future test date.

________________________________________

Optional - Concordia Law is interested in how you did on each section of the LSAT. If you would like to share this information with the Admission Committee, please attach a copy of your LSAT Item Response Report that you received by email from LSAC when they provided you with your score and percentile. If you have not yet received your score and Item Response Report, please send it to lawadmission@cu-portland.edu after it is received.

LSAT Item Response Report Logical Reasoning Score
________________________________________

LSAT Item Response Report Analytical Reasoning Score
________________________________________

LSAT Item Response Report Reading Comprehension Score
________________________________________

Standardized Testing

If you have taken any of the following standardized tests, please provide your test results.

ACT
________________________________________

SAT
________________________________________

GRE
________________________________________

GMAT
________________________________________

MCAT
________________________________________
**Standardized Testing**

**TOEFL**

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**Legal Areas of Interest**

At this time, please list any legal areas you are interested in studying during law school.

____________________________________________

**Certification**

CERTIFICATION OF TRUTHFULNESS, ACCURACY, AND DUTY TO SUPPLEMENT. Before submitting your application, please review the following information carefully. Submission of this application, and your electronic signature below, is considered your certification of the truthfulness and accuracy of the contents of your application. Any material misstatements on this application form or its accompanying documents, or any forms of dishonesty, including fraudulent practices relating to the LSAT/CAS, or failure to provide updates to questions may result in your disqualification for admission, and if discovered after matriculation, may result in dismissal from Concordia University School of Law.

I certify that the information herein is complete and accurate and I grant Concordia University School of Law, and its representatives, access to all educational, military, and legal records that may pertain to verification of information I have submitted on this application. I understand that if I replied in the affirmative to any questions in the Character and Fitness section, that I must provide full disclosure of the details, dates, locations, and disposition of any criminal or disciplinary citation, charge, or conviction. I further understand that failure to fully disclose information, or failure to immediately notify the law school of changes or updates to these responses, may be grounds for withdrawal of an offer of admission or dismissal from the School of Law following matriculation. I also understand that these records will be made available to state bar associations for review as part of my bar exam application and that discovery of fraudulent information may result in the denial of my application to sit for a state bar and thereby prevent me from practicing law.

Signature of Applicant:

Date: