JURIS DOCTOR PROGRAM
TRANSFER AND VISITING STUDENT
APPLICATION PROCEDURES

GENERAL INFORMATION
The Admissions Committee appreciates your interest in Hofstra Law School. Admission to the J.D. Program as a transfer or visiting student is highly selective. Applications are reviewed for outstanding law school performance and for evidence that the candidate will contribute significantly to the Hofstra Law School community and to the legal profession.

The Admissions Committee tries to respond promptly to transfer and visiting student applications; most applicants will hear from us within four weeks of completing their applications. Sending together all the materials necessary to complete an application facilitates processing, but those schools and recommenders preferring to send transcripts and letters directly to the Office of Enrollment Management may do so. Facsimile copies of application forms and required documents are not acceptable. In addition to the information requested on these forms, applicants may include any additional material that would help the committee reach a thoughtful and informed decision.

Please note that if you applied previously to Hofstra Law School, you still must submit a new J.D. application form and have an active registration with LSDAS.

ELIGIBILITY REQUIREMENTS
All applicants must have earned a bachelor's degree and must have completed or be in the second semester of a Juris Doctor program.

APPLICATION PROCESS
Applications may be submitted on the School of Law's official application form, which can be downloaded and printed from the School of Law's Web site at law.hofstra.edu. We also accept applications that have been prepared using the Law School Admissions Council's LSACD or LSACD on the Web. To expedite the application process, we suggest that you apply electronically. Additionally, if you apply electronically, we will waive the $60 application fee. All questions must be answered and the application must be signed and dated; if you are applying electronically, the certification box must be checked to validate your application prior to transmission. Please note that it is your responsibility to notify the Law School of any change of status to any part of this application that may occur after the date of signature on this application, and submit the required document(s) within 30 days of the status change. We suggest that you keep a copy of your application and all documents you submit with your application. We cannot return or provide copies of any part of your application, transcripts, letters of recommendation, or supporting material. Personal interviews are not part of the admissions process. Please note: Admission decisions are released only in writing on Law School letterhead under the signature of the Assistant Dean for Enrollment Management, or the Dean of the Law School.

RE-APPLICATION
Candidates who have previously applied for admission to the School of Law may choose to reapply. Although it is highly likely that an applicant will receive the same decision, in some cases, applicants do receive a different determination based upon additional information. Applications are maintained on file for only two years. Please check “yes” to Previous Applicant in question 5; this will allow us to include your previous materials in the review process. The $60 application fee and an updated application form are required. If applying electronically via the LSACD or LSACD on the Web, there is no cost to apply. Submitting an updated personal statement or new letters of recommendation is optional. Such applicants must arrange for their LSDAS registration to be active.

TRANSFER APPLICATIONS
Hofstra Law School reviews transfer applications once during the academic year. Successful candidates are typically in the top 15 percent of their current class with at least an A-/B+ average. Transfer applicants should have attended at least two semesters at another ABA-accredited law school by the time they enter Hofstra Law School. Advanced standing credit is not granted for law school courses beyond the first year. In addition to the application requirements listed below, transfer applicants must submit an official transcript that includes at least one full year of academic work at an ABA-accredited law school and a letter of good standing from the applicant's law school dean. Persons attending non-accredited law schools do not qualify for transfer.

TRANSFER APPLICATION DEADLINES
Hofstra Law School employs both an Early Action and a Regular Decision notification program. Students admitted through our Early Action program are notified of the Admissions Committee's decision earlier than our Regular Decision applicants, but are not obligated to attend Hofstra Law School. Decision letters are mailed on a rolling basis.
EARLY ACTION DEADLINE: MAY 15
If the Law School receives your completed transfer application by May 15 (of the year preceding your desired matriculation), your admission decision will be mailed to you within two weeks. To be eligible for the Early Action program, the Law School must receive complete first semester grades from your law school.

REGULAR DECISION PRIORITY DEADLINE: JULY 15
Admission decisions, under the Regular Decision process, are generally not made before July. All files are reviewed on a rolling basis; therefore, applicants are encouraged to complete their files as quickly as possible. To be eligible for the Regular Decision program, applicants must submit complete first- and second-semester grades from their law school.

CHECKLIST FOR A COMPLETE TRANSFER APPLICATION
- Application
- $60 Application Fee (unless applying online)
- Law School Transcript (including rank)
- LSDAS Report
- Personal Statement
- One (1) Letter of Recommendation from a Law School Professor
- Dean's Letter of Good Standing

VISITING STUDENT APPLICATIONS
Students in their final year of studies who are in good standing at an ABA-accredited law school may apply as visiting non-degree students for no more than one academic year to earn credit for transfer back to their degree-granting institution. An application to attend the Law School as a visiting student will not be considered unless the current law school dean authorizes the student's attendance and agrees to transfer the credits earned at Hofstra Law School. In addition to the application requirements listed below, a visiting candidate must submit an official law school transcript and a dean's letter of good standing that gives the student permission to attend Hofstra Law School.

CHECKLIST FOR A COMPLETE VISITING STUDENT APPLICATION
- Application
- $60 Application Fee (unless applying online)
- Law School Transcript
- Personal Statement
- Dean’s Letter of Good Standing (This letter should approve the transfer of credits from Hofstra Law School toward the J.D. at the law school of the applicant’s matriculation.)

VISITING STUDENT APPLICATION DEADLINES
Enrolling Term Priority Deadline:
Fall - July 1
Spring - November 1
APPLICATION REQUIREMENTS
Because the various parts of an application must come from several sources, it is your responsibility to ensure that all required materials reach the Admissions Office. No application will be considered complete for submission to the Admissions Committee until the following materials have been received and processed:

1. The Application Form. Please type or print neatly. Ensure that your printed name and Social Security number appear on each document you submit. Answer all questions, sign the form (or certify it electronically) and, if you need more space, attach additional pages. Some questions may require further explanation on a separate page, and you are welcome to include any attachments you would like. All supplementary statements submitted must clearly indicate the question number to which the statement refers, must be signed by the applicant and must have the applicant’s name printed or typed at the top of each page. Do not, however, substitute a resume or other attachment in answer to any question requesting a response on the application form. We suggest that you keep a photocopy of your entire application. Failure to furnish a complete application will result in delays in processing. Please note: We use e-mail to update candidates on the status of their files whenever we can. We ask for your e-mail address in question #6 on the application form. Please be sure to distinguish between the numerical “1” and the lowercase letter “L.”

2. Personal Statement. The Personal Statement provides an opportunity for you to present yourself, your background, your ideas, and your qualifications to the Admissions Committee. Please limit your statement to 500 words. Attach your Personal Statement to the application form, and sign both the form and your statement. See question 30 for further details.

3. Application Fee. $60 check or money order payable to Hofstra Law School. This fee is nonrefundable, is not credited toward tuition and is not applicable toward the fee for the LSDAS. If applying electronically via LSACD or LSACD on the Web, there is no cost to apply; we will waive the application fee.

4. One Letter of Recommendation is required. Recommendations provide useful information in the selection process. Recommendations should come from those who have had an opportunity to evaluate you carefully and individually over a sufficient period of time to make a reasonable evaluation. If possible, we encourage that all letters of recommendation be sent to LSDAS, to be included with your LSDAS report.

5. Dean’s Letter of Good Standing. Submit a letter of good standing from the dean of your law school stating that you are in good academic standing and unconditionally eligible to return. Visiting applicant letter of good standing should approve the transfer of credits from Hofstra Law School toward the J.D. at the law school of the applicant’s matriculation.

6. Have an active registration with the Law School Data Assembly Service (LSDAS) and supply it with the data requested, if you have not already done so. When we receive and process your application, we will request your LSDAS report, and LSAC will send it directly to us. The LSDAS report includes your LSAT scores and writing sample(s), copies of your academic transcripts, undergraduate academic summary, and other information. Even if you have previously registered with LSDAS, you must register for the current year. For further information, contact LSAC, Box 2000, Newtown, PA 18940-0998, call (215) 968-1001, or visit the LSAC Web site at www.lsac.org.

FOREIGN-EDUCATED APPLICANTS: Hofstra Law School requires that your foreign transcripts be submitted through the LSAC JD Credential Assembly Service (JD CAS). If you completed any postsecondary work outside the United States (including it territories) or Canada, you must use this service for the evaluation of your foreign transcripts. The one exception to this requirement is if you completed the foreign work through a study abroad, consortium, or exchange program sponsored by a U.S. or Canadian institution, and the work is clearly indicated as such on the home campus transcript. This service is included in the LSDAS subscription fee. A Foreign Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into your LSDAS report. Applicants whose college education was in a language other than English are required to present a recent score from the Test of English as a Foreign Language (TOEFL, www.toefl.org). Contact the Educational Testing Service (ETS) and request that your TOEFL score be sent to LSAC. LSAC’s TOEFL code for the JD Credential Assembly Service is 0058. Your score will be included in the Foreign Credential Evaluation that will be included in your LSDAS law school report.

To use the JD CAS, log in to your online account and follow the instructions for registering for the service. Be sure to print out a Transcript Request Form for each institution and send it promptly to them. More time is usually required to receive foreign transcripts. Questions about the JD Credential Assembly Service can be directed to LSAC at (215) 968-1001 or LSACINFO@LSAC.org.

7. Law School Transcript. Have the Registrar’s Office at your current law school send an official law school transcript directly to the Hofstra Law School’s Office of Enrollment Management. Make sure that the registrar includes your rank either directly on the transcript or in a signed cover letter.

DECISION NOTIFICATION
Decision letters are mailed to the valid address as of the date of decision. Decisions are not released over the telephone, in-person, or through e-mail.

ACADEMIC DISMISSAL
Applicants who have been academically dismissed from another accredited law school must wait at least two years before applying for admission to Hofstra Law School. Such applicants apply as first-year candidates and must provide complete information from their prior law school and documentation regarding their prior law school enrollment.

COMMUNICATING WITH THE ADMISSIONS OFFICE
Please be assured that as long as we have accurate telephone, e-mail and mailing address information for you, we will communicate with you regarding the status of your application. We mail notification for each stage of the application process: application received, application incomplete and missing a particular item(s), application complete and sent to committee for review, and final decision. If you have not received notification from us confirming receipt of your application within four weeks of submission, contact us to confirm receipt of your application. The Office of Admissions can be reached by phone at (516) 463-5916 or by e-mail at lawadmissions@hofstra.edu.