



# VILLANOVA UNIVERSITY CHARLES WIDGER SCHOOL OF LAW

OFFICE OF ADMISSIONS & FINANCIAL AID | 299 NORTH SPRING MILL ROAD  
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## APPLICATION INSTRUCTIONS

### FIRST YEAR JD ADMISSIONS & FINANCIAL AID INFORMATION

Thank you for your interest in Villanova Law! Please use the information provided to guide you through the admissions and financial aid processes.

### APPLICANT ELIGIBILITY REQUIREMENTS

To be considered for admission to the J.D. program, an applicant must have successfully completed a baccalaureate program prior to matriculation at Villanova Law and taken the Law School Admission Test (LSAT). The Admissions Office requires that you [apply online](#). Furthermore, you must participate in the Credential Assembly Service (CAS) and be registered with CAS during the application year. Through this service, you are required to send the Law School Admissions Council (LSAC) official transcripts (including single course or summer school transcripts) from all colleges, universities, junior or community colleges, or professional schools that you have attended.

The application will be available on September 15 and will not be accepted after April 1. Admissions decisions are made on a rolling basis. The Admissions Committee evaluates applications and informs candidates of decisions on a continuous basis, usually beginning in late fall and extending to mid-summer.

For an application to be considered complete, it must include: a \$75 application fee (**fee waived for all new fall 2018 JD applicants**); a personal statement written on any topic that does not exceed two-three typed, double-spaced pages; a resume detailing all employment, extracurricular and community service involvement; LSAT scores; a complete CAS report with all transcripts; and at least one (1) letter of recommendation.

### APPLICATION DEADLINES

#### Early Decision (Binding)

##### Round 1

November 15:	Application must be submitted
December 1:	Application must be complete
December 31:	Receive decision (if not sooner)

## Round 2

February 15: Application must be submitted  
March 15: Application must be complete  
April 1: Receive decision (if not sooner)

**\*Early Decision applications must be submitted through LSAC no later than November 15 for Round 1 or February 15 for Round 2. All other required documents, including the LSAC Credential Assembly Service Report, must be received by December 1 for Round 1 or March 15 for Round 2 Early Decision consideration.**

Once an Early Decision application is deemed complete, the application may immediately go to the Admissions Committee for review, regardless of a Round 1 or Round 2 option. Therefore, a decision could be made at any point and will be considered binding once made.

## **Regular Decision**

April 1: Application must be submitted  
April 15: Application must be complete

*Decisions are rendered on a rolling basis beginning in December and will continue until all seats in the entering class are filled.*

## **Early Decision**

Villanova Law encourages all applicants to apply early in the cycle. If Villanova Law is your first choice of law school, you should apply as an Early Decision applicant. With our rolling admissions process, Early Decision applicants receive first consideration. Early Decision expresses an applicant's commitment to attend Villanova Law, if admitted; hence, Early Decision is binding. An applicant may not submit multiple Early Decision applications.

Early Decision and Regular Decision applicants will complete the same application, but you must elect the Early Decision option in the application. Early Decision applicants also must complete the [Early Decision Binding Agreement](#) prior to December 1 (Round 1) or March 15 (Round 2).

There are three decisions that may be rendered on an Early Decision Application:

- Accepted - if admitted, Early Decision applicants are immediately bound to enroll at Villanova Law and must withdraw all other law school applications. Because offers of admission under the Early Decision process are binding, applicants may not apply to other Early Decision programs. The Law School reserves the right to share a list of admitted Early Decision applicants with any other institution.
- Deferred - deferred applications will be considered in the regular admission cycle. If admitted in the Regular Decision process, it is not binding.
- Denied.

## **Early Decision Financial Aid**

The Early Decision program is designed for applicants who have thoroughly researched law schools, carefully considered their financial options, and concluded that Villanova Law is their clear choice. Early Decision applicants will be considered for scholarships and need-based aid; Early Decision applicants are also eligible for all student loans. Please note, however, that admitted Early Decision applicants will receive a decision prior to any information regarding financial aid.

## **Regular Decision**

The application will be available on **September 15** and must be submitted by **April 1**. Admissions decisions are made on a rolling basis. The Admissions Committee evaluates applications and informs candidates of decisions on a continuous basis, usually beginning in late fall and extending to mid-summer.

## **How to Apply**

The Admissions Office requires that you [apply online](#).

## **APPLICATION REQUIREMENTS AND INSTRUCTIONS**

### **Application Form**

Please provide complete information for each question on the application in the spaces provided. You may attach additional pages (as an upload in Attachments) to complete or elaborate on any of this information. Please answer all questions fully and accurately. A copy of your law school application will be retained for a minimum period of three years. For those students who matriculate, a copy of your application will be sent to the Committee on Character and Fitness when you apply to take a state bar examination or seek admission to the bar. Prior to matriculation in a JD program, the American Bar Association recommends that students determine the character, fitness, and other qualifications required for admission to the bar in the state(s) in which they intend to practice. For more information, please contact the American Bar Association by mail at 321 North Clark Street, Chicago, IL 60654-7598 or by phone at 800-285-2221 or at [www.abanet.org](http://www.abanet.org).

Please answer all questions on the application form unless otherwise noted.

### **Application Fee**

The application fee is \$75 (nonrefundable). You must pay the application fee by debit or credit card when you submit your application through LSAC. When you pay the application fee through LSAC, you will also sign your application with the electronic signature option. **(Fee waived for all new fall 2018 JD applicants)**

## Fee Waiver Application

Villanova Law offers merit, service, and need-based fee waivers. Applicants who qualify for an LSAC need-based fee waiver will automatically have their fee waived. Applicants who have a compelling financial circumstance should e-mail [admissions@law.villanova.edu](mailto:admissions@law.villanova.edu), describing their reasons for requesting a waiver (include all pertinent documentation). These are granted on a case-by-case basis.

Service-based fee waivers are available for alumni and current members of AmeriCorps, Peace Corps, Teach for America, and the United States Military. You must provide documentation of your participation, which should be sent to [admissions@law.villanova.edu](mailto:admissions@law.villanova.edu).

## LSAT & LSAC Credential Assembly Service Report

Every applicant must take the LSAT and must register with the Credential Assembly Service (CAS). You may register for the LSAT and/or the Credential Assembly Service online at [LSAC.org](http://LSAC.org) or by phone at 215-968-1001.

We will accept LSAT results from any exam taken within the last five years prior to fall enrollment, i.e., June 2012 or thereafter for the class entering in fall 2018. We will accept results from the February 2018 test administration.

The Admissions Committee considers all LSAT scores; consideration may be given to the highest score. If you have substantially different scores on multiple testing dates, you should provide an explanation discussing the discrepancy.

Each applicant must also register with the Credential Assembly Service and arrange to have all transcripts sent from each college or university attended to LSAC. When we receive your application, we will automatically request your LSAC Credential Assembly Service Report, and LSAC will send it directly to us. The LSAC Credential Assembly Service Report includes your LSAT score(s), LSAT writing sample(s), copies of your academic transcript(s), an undergraduate academic summary, letters of recommendation, and other information. Please note that your law school report will NOT be released by LSAC until all required transcripts have been received and processed by LSAC.

Villanova Law **requires** that any international transcripts be submitted through the LSAC Credential Assembly Service for applicants who completed any post-secondary work outside the US (including its territories) or Canada. You must use this service for the evaluation of your international transcripts. The one exception to this requirement is if you completed the international work through a study-abroad, consortium, or exchange program sponsored by a US or Canadian institution, and the work is clearly indicated as such on the home campus transcript.

This service is included in the Credential Assembly Service registration fee. An International Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into your LSAC Credential Assembly Service report.

To use the Credential Assembly Service, log in to your online LSAC 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 international transcripts.

Applicants are reminded to monitor their LSAC account to ensure that the account is current so that their law school report will be released to us on a timely basis.

### **Recommendation Forms & Letters**

One letter of recommendation is required, and you must use the LSAC Letter of Recommendation Service. Letters of recommendation must be submitted through the LSAC Credential Assembly Service.

### **Character and Fitness Verification**

The Admissions Committee requires that every applicant answer questions pertaining to character and fitness. If you answer “yes” to any of these questions on the application, you must provide an explanation within your application. We caution you to err on the side of full disclosure.

### **Personal Statement**

A personal statement is required. The personal statement may be written on any topic and preferably in an 11-point font size or larger, double-spaced, and two to three pages in length. The personal statement may be used to describe your interests, qualifications, and background.

### **Résumé**

A résumé detailing all employment (including employment during the academic year as an undergraduate) is required. The résumé should also include extracurricular and community service activities.

### **Optional Essays**

The admissions process consists of a fair and comprehensive review of all applicants to determine potential success at Villanova Law and the legal profession. Admission assessment will consider all achievements, both academic and non-academic, to enroll students with a broad range of characteristics and perspectives. Considerations include, but are not limited to: academic achievement, leadership and collaboration potential, ability to learn from experience, service to the community, ability to address systemic shortcomings, substantial experience with other cultures, and goal-setting.

Therefore, applicants are encouraged to write an optional essay (no longer than 2 pages) to better express their qualifications, talents, perspectives, and goals. Please feel free to incorporate one of the five characteristics described in the application into an optional essay.

### **Additional Information**

Any supplemental information/documentation that cannot be sent through LSAC should be sent as PDF attachments to [admissions@law.villanova.edu](mailto:admissions@law.villanova.edu). Be sure to include your full name and LSAC account number on each attachment.

### **APPLYING FOR JOINT-DEGREE PROGRAMS**

Villanova Law offers several dual degree programs: the [JD/MBA](#); [JD/MPA](#); [JD/LLM in Taxation](#); and the [JD/LLM in International Studies](#). To be admitted to the joint degree program, you must first apply and be admitted to Villanova Law.

#### **JD/MBA**

You must submit a separate application to the [Villanova University Professional MBA Program](#). You may apply before you matriculate to Villanova Law, or you may wait and apply during your first year. The Professional MBA Program requires that you take the [GMAT](#); however, in certain cases, the GMAT may be waived if you achieve a qualifying score on the LSAT. It is strongly recommended that students who are interested in the joint program take the GMAT before entering law school. Given the rigors of the first year, it is not advisable to spend time studying for the GMAT.

Once you have applied and been accepted separately into the J.D. program and Professional MBA program, a determination is made by Villanova Law's Director of the J.D./M.B.A. Program and the Director of the Professional MBA Program at the Villanova School of Business whether you are an acceptable candidate for the joint program.

For more information on the JD/MBA dual degree program, please [click here](#).

#### **JD/MPA**

This program enables students to earn both a J.D. and a Master of Public Administration (M.P.A.) degree simultaneously at Villanova. Applicants are encouraged to apply to both programs before they begin their studies in either program.

For more information about the [JD/MPA program](#), please contact the MPA director at 610-519-7851.

#### **JD/LLM in Taxation**

Students in this program earn both the J.D. and LL.M. in Taxation in less time and at a reduced cost than would be required to earn both degrees separately. Following the award of the J.D. degree, students in this program can complete the LL.M. in one additional semester.

For information on the [J.D./LL.M. in Taxation](#), please call 610-519-7043.

## **JD/LLM in International Studies**

Joint programs offered with Universities in London, Edinburgh, Leiden, the Netherlands, Singapore and Hong Kong allow students to earn both a J.D. and an international LL.M. in three years. After two years at Villanova Law, the third year is spent abroad.

For information on the [J.D./LL.M. in International Studies](#), please email [edelman@law.villanova.edu](mailto:edelman@law.villanova.edu).

## **APPLICATION STATUS/QUESTIONS**

To check the status of your application, please use the online status checker, or [click here](#). You will receive an e-mail with a user ID and password shortly after we receive your application.

The evaluation process typically takes at least **8-12 weeks** from the date upon which the application is completed, though you may receive a decision much sooner.

Please be sure that you have allowed adequate time for your application to be processed, completed, and evaluated before calling to check on the status of your decision.

### **Email Notification**

**Please note that an email address is required.** We communicate via email with applicants regarding the status of their application; thus, **it is imperative that you provide an email address on your application and it remains current throughout the admissions process.**

Please promptly notify us of any changes to your email address or any changes to your other contact information.

*Applicants should be aware of their service provider's procedures for spam filtering that may affect delivery of any email communications sent from the Admissions Office. Steps should be taken to ensure that messages can be delivered promptly.*

## **REAPPLICATION**

Applicants who are denied admission may reapply to Villanova Law in a subsequent year. It should be noted, however, that candidates are unlikely to be admitted unless there is some significant change since their previous application. Previous applicants who wish to reapply must:

- Submit the current application, a new personal statement, and résumé
- Submit the \$75 application fee
- Register with the LSAC Credential Assembly Service if registration is no longer current, and pay for an additional report
- Send updated transcript(s) to LSAC for all academic work—undergraduate, graduate, and/or professional—completed since the last application

- While not required, we strongly suggest that you submit a new letter of recommendation to replace or supplement previously submitted letters

## TUITION AND FINANCIAL AID

The cost of education for purposes of determining financial need includes actual costs for tuition and fees and reasonable estimated costs for such items as rent and food, books and other living expenses. Such items as the cost of purchasing a computer and parking tags may be added onto your budget on an individual basis.

### Law School Budget for 2017-18 Entering Class

	<u>Off Campus</u>	<u>With Parents or Relatives</u>
Tuition/Fees:	\$45,195	\$45,195
Books/Supplies:	\$1,400	\$1,400
Rent/Utilities:	\$12,150	\$2,700
Food/Sundries:	\$4,500	\$3,150
Misc. Expenses:	\$3,592	\$3,142
Loan Fees	\$1,090	\$1,090
Total Budget	\$67,927	\$56,677

### Prospective J.D. Students

Step 1: Complete Financial Aid Paperwork

Step 2: Review your Award Letter

Step 3: Complete Loan Requirements

Step 4: Requirements before Disbursement

Step 5: Monitor your Disbursements

#### Step 1: Complete Financial Aid Paperwork

- [2018-2019 Free Application for Federal Student Aid \(FAFSA\)](#) *(required)*  
Use code E00428 for Villanova Law School. Applications for 2018-2019 will be available after October 1, 2017.

- [Merit-based Scholarships](#)

All applicants to Villanova Law School are automatically considered for merit-based scholarships. Your initial application to the Law School automatically serves as an application; the one exception to this process is the Public Interest Scholars Program, which does require a separate application.

Merit-based scholarships are awarded starting in January and all the through March; admitted students may be evaluated and reevaluated for scholarships at any point during this period.



## **Step 2: Review Award Letter**

After you have been accepted, an initial review of your processed FAFSA and Need Access data (if applicable) will take place and the Office of Financial Aid will prepare an Estimated Award Letter. This letter will outline the types and amount of financial aid that you may receive and it will also provide you with information for completing any additional requirements that may need to be satisfied before your loans can disburse. You will be notified by email when your award letter is ready to view. Award letters are accessed via Villanova Law's secure site known as MyNova.

## **Step 3: Complete Loan Requirements**

If you plan to borrow either the Unsubsidized Loan or Graduate PLUS Loan, you must complete all of the following before any loans can disburse (Note: final approval of all federal loans is determined by the Department of Education). The following requirements can all be completed online at <http://www.studentloans.gov/> (you will need your [\*FSA pin\*](#) to access this site):

- **Master Promissory Notes** – Click on Sign Master Promissory Note at <http://www.studentloans.gov/>. Complete a Master Promissory Note for the Unsubsidized Loan. The maximum Stafford Loan eligibility per academic year is \$20,500 (refer to your Estimated Award Letter for your eligibility). If you have remaining eligibility and need to borrow federal funds in excess of this amount and wish to borrow the Graduate PLUS loan, you must complete a separate Master Promissory Note for that loan. Both of these promissory notes need only be completed once for the duration of the time you will be enrolled at Villanova Law.
- **Graduate PLUS Loan Application** – Click on Complete PLUS Request Process at <http://www.studentloans.gov/> to apply for the Graduate PLUS Loan. This must be completed each time you apply for the Graduate PLUS Loan. Make sure to include the amount you wish to borrow; refer to your Estimated Award Letter for your eligibility.
- **Entrance Counseling** – Click on Entrance Counseling at <http://www.studentloans.gov/> to complete the Entrance Counseling requirement. All first time borrowers for either the Unsubsidized Loan or the Graduate PLUS Loan at Villanova University Charles Widger School of Law must complete the Entrance Counseling requirement before any loans can disburse. This need only be completed once for the duration of time you will be enrolled at Villanova Law.

## **Step 4: Disbursement Requirements**

- **Cash Management Authorization Statement** - (Only needs to be completed once for the duration of time you will be enrolled at Villanova University Charles Widger School of Law).  
All first time borrowers for federal loans must be complete the Cash Management Authorization Statement before any loans can disburse. We are required to obtain your permission to use Federal Title IV funds to pay for educationally related charges other than tuition and fees. These other charges can include, but are not limited to, items such

as parking fees and health insurance fees. This authorization will remain in force for as long as you are enrolled at Villanova University Charles Widger School of Law but can be cancelled or modified at any time with written notice to the Office of Financial Aid. You can complete the Cash Management Authorization Statement electronically by signing into [MyNova](#) and accessing **VIEW MY LAW SCHOOL AWARD INFORMATION** and then **See Cash Management Statement**.

- **Direct Deposit** - Any money that has been received on your behalf that exceeds charges on your account will be refunded by direct deposit. For more information and instructions on how to sign up for direct deposit, please visit the Bursar's Office at [e-Refund](#) page.

### **Step 5: Monitor your Disbursements**

After your loans have been processed, the Office of Financial Aid will notify you via email that you can view your Revised Award Letter by signing into [MyNova](#). If you completed all of the above steps in a timely manner, then your funds will disburse to your student account at the Bursar's Office no earlier than 10 days before the first day of classes each semester.

If you have funds in excess of your expenses, the Bursar's Office will deposit the funds directly into your bank account if you set up [direct deposit](#) through [MyNova](#). The time frame for disbursing loans funds and receiving refunds cannot be changed; therefore, it is recommended that you be prepared for any expenses you may incur before your refund becomes available such as: moving expense, rental deposits, etc.

### **INTERNATIONAL STUDENTS**

Students who are not U.S. citizens are not eligible to receive federal student aid. If you do not meet the eligibility criteria for federal student aid, then it may be possible for you to borrow a private loan provided a U.S. citizen or permanent resident is willing to co-sign the loan.

For more information, please visit the 'Application Steps for International (Non-U.S. Citizen) Students' section on the [Application Steps - Prospective Law Students](#) page .

### **TRANSFER APPLICANTS**

#### **Dates and Deadlines**

July 1:            Transfer application must be received  
July 15:          Transfer application must be complete

Transfer applications will be considered only when the student has successfully completed all the courses required in the full-time 1L year of the home school. Villanova Law will only accept credit or credits for a course in which the student receives a grade of C, its equivalent, or better.

The number of credits transferred will equal the number of credits successfully completed in that program; if there are differences in the 1L curriculum between the home school and Villanova Law, transfer students will be required to complete any required Villanova Law 1L coursework as part of their upper-level coursework. The law school from which the applicant seeks to transfer must be able to certify that the applicant has completed all requirements and credits for that school's full-time first year program. Transcripts reflecting grades for all courses taken must be submitted to the Admissions Office by July 15.

Transfer applicants must be in good standing at a law school that is both a member of the American Association of Law Schools (AALS) and approved by the American Bar Association (ABA). Applicants will not be reviewed until we have received transcripts for both fall and spring semesters of the first year of law school. Decisions are made on a rolling basis. You must [apply online](#).

Transfer applicants are required to provide the same documents that are required for first year applicants (i.e. completed application form, application fee, personal statement(s)); Credential Assembly Service Law School report; academic transcripts from all institutions attended; and one letter of recommendation - preferably from a law professor).

Additionally, transfer applicants must provide a letter from the appropriate dean or administrator at the home law school indicating they are in good academic standing and eligible to continue their studies.

Transfer students are required to pay all applicable fees and tuition, and are eligible for graduation honors and participation in journal and moot court competitions.

## **VISITING APPLICANTS**

### **Dates and Deadlines**

June 1: Fall or Full-Year Visiting application becomes available  
July 15: Fall or Full-Year Visiting application must be received  
September 15: Spring Visiting application available  
November 15: Spring Visiting application must be received

Villanova Law accepts non-matriculated students for a year or a semester depending on an applicant's situation. Applicants applying to visit for the academic year typically begin their studies in the fall. However, in certain circumstances, applicants may be allowed to begin their studies in the spring semester. As a non-matriculated student, credits taken at Villanova will be applied to the degree requirements of your current law school, and the degree will be awarded by that school.

To apply as a visiting student, you must be currently attending an ABA-accredited law school. You must [apply online](#).

For a Visiting application to be considered complete, it must include: a \$75, non-refundable application fee; a personal statement outlining the specific circumstances involved in your wishing to visit at Villanova Law; a copy of your resume; an official transcript from your current law school (this transcript must include all law school grades to date); and a letter from the appropriate dean at your law school indicating you are currently in good academic standing and eligible to continue your studies. This letter should state you have permission to attend Villanova University Charles Widger School of Law as a visiting non-matriculated student, that you will be awarded credit for taking classes at Villanova Law, and what academic conditions, if any, will apply to you while attending Villanova Law. This letter should also indicate that there are no disciplinary actions either pending or expected to be brought against you.

Any supplemental materials, i.e. letters of recommendation, should be sent as PDF attachments to [admissions@law.villanova.edu](mailto:admissions@law.villanova.edu). Transcripts and Dean's certification letters may be mailed to the Admissions Office.

Non-matriculated students are required to pay all applicable Villanova University Charles Widger School of Law fees and tuition. Financial Aid will be handled through your law school.

To visit in the fall or the full academic year, applications can be submitted beginning June 1, but prior to July 15. Applicants will be informed in late July/early August of the decision on their application. If you wish to visit for the spring semester only, an application must be submitted no later than November 15.