Application Instructions

Visiting Student Application and Admissions Information

Gonzaga School of Law may admit visiting student who are currently enrolled in a law school, and plan to transfer credits back to their home law school for graduation. Most visiting students are enrolled in ABA-accredited law schools. It is your responsibility to confirm that credits received at Gonzaga will transfer back to your home school, and will be applied to your law degree.

We require applicants to submit:

• A cover letter stating the reason(s) you would like to visit Gonzaga School of Law addressed to the Associate Dean for Academic Affairs at Gonzaga Law
• A completed application
• A letter of good standing from the Dean or Associate Dean (preferably an academic Dean) of your home law school giving you permission to visit Gonzaga. This letter should include: the semester(s) you are allowed to attend, the number of credits you can take while at Gonzaga, and the grade you must receive in order for the credits to transfer back.
• A complete transcript of law courses from your home law school.

Additional Information

FAFSA

To apply for financial aid, visit [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) and complete the US Department of Education Free Application for Federal Student Aid (FAFSA). We strongly recommend filing a FAFSA as soon after January 1 as possible, and preferably no later than February 1.

International Applicants

The School of Law requires that your foreign transcripts be submitted through the LSAC Credential Assembly Service. If you completed any postsecondary work outside the US (including its territories) or Canada, you must use this service for the evaluation and authentication 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 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 law school report. You will need to submit a TOEFL score, with minimum score of 600, for your application to be complete. You must contact the Educational Testing Service (ETS) and request that your TOEFL score be sent to LSAC. LSAC’s TOEFL code for the Credential Assembly Service is 8395. Your score will be included in the International Credential Evaluation document that will be included in your law school report.

To use the Credential Assembly Service, 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 Credential Assembly Service can be directed to LSAC at 215.968.1001 or LSACinfo@LSAC.org.

Address or Name Updates

You are responsible for informing the School of Law of address, phone number, name, or e-mail updates or changes. The Admissions Office is not accountable for missing deadlines or incomplete files that result in delayed consideration or loss of a seat deposit due to incorrect or old addresses.

Equal Opportunity Policy

Gonzaga is an Equal Opportunity, Affirmative Action University. The university does not discriminate against any person on
the basis of race, religion, sex, national origin, age, marital or veteran status, sexual orientation, a physical or mental impairment that limits a major life activity, or any other nonmerit factor in employment, educational programs, or activities that it operates. All university policies, practices, and procedures are consistent with Gonzaga’s Catholic, Jesuit identity and mission statement and comply with federal and state regulations, including Sections 503 and 504 of the Rehabilitation Act of 1973.

Visiting Gonzaga

We encourage prospective students to visit Gonzaga. A campus visit offers an invaluable firsthand experience and an opportunity to know the school as our students know it. We'll happily arrange a visit tailored to your interests including: meetings with professors and students, time in classes, or conferences with admissions or financial services staff. We want you to make an informed decision; the best way to do so is to meet the people who would become your peers, your mentors, and your friends. To schedule a School of Law visit, contact us at: 800.793.1710, 509.313.5532, or e-mail us at visitgulaw@lawschool.gonzaga.edu.

Additional Questions

If you have any additional questions regarding the application, visit http://www.law.gonzaga.edu/ or contact the Admissions Office at:
PO Box 3528
Spokane, WA 99220-3528
800.793.1710
509.313.5532
http://www.law.gonzaga.edu/
admissions@lawschool.gonzaga.edu
**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 __________________________

**Permanent Address**

Country ___________________________  Permanent 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

Other Contact Information

Primary e-mail address __________________________

Secondary e-mail address __________________________

Mobile phone __________________________

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

___ Yes

___ No

Demographics

Citizenship

Citizenship

___ Non-US Citizen

___ US Citizen

___ US Permanent Resident

Country of citizenship __________________________

Visa type __________________________

Visa/SEVIS number __________________________

Permanent resident number __________________________

Permanent city __________________________

Permanent state/province __________________________

Permanent country __________________________

Native language __________________________

Ethnicity

Are you Hispanic or Latino

___ Yes

___ No
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

**Hispanic/Latino**
___Hispanic/Latino

**Native Hawaiian or Other Pacific Islander**
___Native Hawaiian/Other Pacific Islander

**Puerto Rican**
___Puerto Rican

**Consent**
___Decline to respond

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Education

List ALL educational institutions attended.

Institution type _____ High School _____ Undergraduate _____ Graduate _____ Law _____ Other Post Graduate

Institution name __________________________________________________________

Major __________________________________________________________

Country ____________________________ Start date __________________________

State/Province ____________________________ End date __________________________

City ____________________________ Degree __________________________

GPA ____________________________ Date degree granted __________________________

Rank ____________________________

________________________________________

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Fall 2015 - Application
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## Education continued

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Character and Fitness

If you answer "yes" to any of the below questions, you are required to provide a complete explanation to each question in a clearly labeled separate addendum. Please use an electronic attachment. If no explanation is included, your application will be incomplete. Failure to disclose information may result in the revocation of your acceptance. Your obligation to disclose does not end upon admission and continues throughout your law school career.

Have you ever been dropped, suspended, warned, placed on academic or disciplinary probation, disciplined, expelled, requested or advised to withdraw or resign from any post-secondary school, college, university, professional school, or law school? If yes, address in a separate addendum.

____ Yes
____ No

Have you ever been cited for, charged with, arrested for, convicted of, or pled guilty or nolo contendere to a felony or misdemeanor? This question includes operating a motor vehicle under the influence of intoxicants or self-administered drugs and minor traffic violations. This question also requires disclosure of any juvenile court or other proceeding even though the record was sealed or the matter was diverted. (If you are not sure about the nature or the ultimate disposition of a particular charge, it is your responsibility to check with the courts before you answer.) If yes, address in a separate addendum.

____ Yes
____ No

As a member of a professional organization, as a holder of any professional or work license, or as a holder of any office of trust, have you ever been disciplined or had your right to practice your profession, work, or to hold office suspended or revoked, or is such a disciplinary action pending against you? If yes, address in a separate addendum.

____ Yes
____ No

All state bar associations consider character and fitness to practice law before admitting members. Is there anything in your background which might adversely affect such a decision? If yes, address in a separate addendum.

____ Yes
____ No

Special Circumstances

If you answer “yes” to any of the below questions, you are encouraged to provide a complete explanation to each question in a clearly labeled separate addendum. Please use an electronic attachment.

Have you participated in public service or volunteer activities?

____ Yes
____ No

Are there economic, cultural, social or serious health factors that have presented obstacles you have had to overcome and wish the Admissions Committee to consider in evaluating your application?

____ Yes
____ No

Do you believe there were special factors adversely affecting your GPA? For example, employment, service obligations, family responsibilities, etc.?

____ 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.
____________________________________________
____________________________________________
____________________________________________

Standardized Testing

LSAT

Test Date       Test Score
__________________________
__________________________
__________________________
Standardized Testing continued

TOEFL

Test Date  Test Score

_______  __________
_______  __________
_______  __________

Additional Materials

As a visiting student applicant, your application will not be considered complete until we receive the following.

Has your current law school sent a letter of good standing directly to Gonzaga Law?

____ Yes

____ No

Have you requested that your official law school transcripts including grades for all terms of attendance be sent to Gonzaga Law?

____ Yes

____ No

Legacy

Has any member of your family attended Gonzaga University School of Law? If yes, provide name, relationship, degree in progress or earned, and year (or anticipated year) of graduation.

____ Yes

____ No

Name

__________________________

Relationship

__________________________

Degree

__________________________

Year of Graduation
Certification

By signing this application or transmitting it electronically, I certify that, to the best of my knowledge and belief, I have given complete and accurate responses to all questions, I understand that failure to respond completely and accurately or to provide all information requested may be grounds for denying me admission to the School of Law. Moreover, I understand that if it is disclosed after admission that this application was not complete and accurate, this can be grounds for my dismissal from the School of Law. I agree to notify the Associate Dean of Academic Affairs of any changes occurring subsequent to the application's submission and, if accepted, through the date of my law school matriculation, if the change would cause my application to be incomplete or inaccurate. I agree that after making such notification, I will amend my application to make it complete and accurate if directed to do so by the Associate Dean for Academic Affairs.

I agree to notify the Associate Dean for Academic Affairs of any conduct or incident that occurs subsequent to my matriculation that would have been a required disclosure on the application had it occurred prior to matriculation. I agree that after making such notification, I will add a statement to my student file describing such conduct or incident if directed to do so by the Associate Dean of Academic Affairs.

I understand that information contained in the application may be considered by bar examination authorities during their investigation of character and fitness for the practice of law. I agree that, if admitted to the School of Law, I will abide by the rules and procedures of the School of Law, and acknowledge the fact that the statements and provisions in the catalog are not a contract between an applicant for admission to the School of Law or a law student and Gonzaga University. Gonzaga University and the School of Law, in their sole discretion, reserve the right to change at any time any provisions, academic programs, schedules, rules, regulations, tuition, or fees.

I understand that if an offer of admission is extended, that it will be conditional upon meeting the requirements stated in the School of Law catalog, including the receipt of a baccalaureate degree and any further conditions expressed at the time of acceptance.

Admission to law school does not guarantee admission to a state bar. It is the responsibility of each applicant to consult the rules and regulations of the Committee of Bar Examiners of the state in which they intend to practice to determine whether there is anything that might affect their eligibility to the Bar, and whether they are required to register with the Bar of that state when they commence the study of law. Sign and date below.

Signature

Today's Date

________________________________________________________________________

________________________________________________________________________