UNIVERSITY OF BALTIMORE SCHOOL OF LAW

Application

ub
SCHOOL
OF LAW

ADMISSION PROCESS AND REQUIREMENTS

Applicants are encouraged to complete the online application through the Law School Admission Council (LSAC) at www.lsac.org. Applicants may also file a paper application. The application processing fee is $60 and is nonrefundable.

To apply with a fee waiver, the applicant must apply with a paper application along with a copy of an approved Credential Assembly Service (CAS) fee waiver.

The accurate answering of question 28 (academic, disciplinary and criminal history) is important to the University of Baltimore and to the state bar associations. Answering this question falsely leads to consequences beyond rejection of admission. Attach a detailed explanation if necessary.

Discovery by the admissions committee of any misrepresentation could result in the rejection of an application, revocation of an offer of admission, convening of a misconduct hearing by the LSAC and/or denial of admission to a state bar.

Contact the Office of Law Admissions to determine whether any particular situation falls under the purview of question 28. To ensure accuracy in completing the application, order and review relevant academic transcripts and/or court documents.

The UB School of Law reserves the right to request further information from college officials, law enforcement agencies and the courts.

A Maryland in-state residency determination for admission and tuition will be made by the Office of Law Admissions. To review the Maryland In-State Residency Status Form, visit law.ubalt.edu/apply.

First-Year Applicants: Admission Information

The admission cycle starts Sept. 15, when the Office of Law Admissions begins receiving applications for the class that will enter 11 months later. The responsibility for ensuring that all transcripts, test score reports and letters of recommendation have been received rests with the applicant. Applications are not accepted for the spring term.

There is no application deadline; however, it is recommended that applications be submitted prior to March 1. The University of Baltimore School of Law will admit students on a rolling basis.

Upon receipt of an application, a confirmation will be sent. Applicants will receive a user ID and password to access application status information online.

All applicants must submit an LSAT score and a complete CAS report. LSAT scores are valid for five years. For information concerning the LSAT and CAS, visit the Law School Admission Council website at www.lsac.org.

FIRST-YEAR STUDENT APPLICATION CHECKLIST

- ✔ transcripts from all undergraduate and graduate institutions
  *sent to CAS—**required** for decision*
- ✔ LSAT score
  ***required** for decision*
- ✔ two letters of recommendation, which must contain the author's name, title, address, telephone number, email address and signature. If applicable, letters must be on organizational letterhead.
  *sent with application—not required for decision but **recommended***
- ✔ personal statement
  *sent with application—not required for decision but **recommended***
- ✔ resume
  *sent with application—not required for decision but **recommended***

Applicant files must, at a minimum, contain course hours equivalent to 75 percent of an applicant's undergrad degree and no more than 30 unconverted hours as found on the applicant's CAS report.

Before enrolling, applicants must have earned a bachelor's degree from a regionally accredited institution.

Additional Requirements for International Students and Students Who Attended College/University Outside of the United States

Applicants who attended a post-secondary institution outside of the United States must arrange to have their transcripts sent to the LSAC. Documents will be processed through the Credential Assembly Service.

Decision

Decisions are communicated via letter from the Office of Law Admissions, via email or via the online portal. Under no circumstances will a decision be communicated by telephone.

Only the applicant may inquire about the status of his or her application.

Applicants accepted prior to March 31 must pay an acceptance fee of $300 by April 15 to reserve a place in the entering class. The acceptance fee will be applied to tuition and is nonrefundable.

ADMISSION PROCESS AND REQUIREMENTS

Waiting List

Some applicants will be placed on a waiting list and may be considered for admission as seats become available.

Candidates on the waiting list may not be notified of a final admission decision until mid-August.

The waiting list may be reduced periodically as it becomes apparent that few seats are likely to become available.

Transfer Applicants: Admission Information

Students in good standing at other ABA-approved law schools may transfer after one full year of completed coursework. Students who have completed two years of law school are not eligible for transfer.

Coursework completed with a grade of at least C (2.0) qualifies for transfer. To transfer either half of a two-semester course, both semesters must be completed with a grade of at least C (2.0).

Students may transfer up to 29 credits. Under certain circumstances, the admissions committee may permit a student to transfer up to 45 credits.

Decisions are made after all required materials, including a final official transcript, have been received.

TRANSFER STUDENT APPLICATION CHECKLIST

- ✔ current CAS report
  ***required** for decision*
- ✔ official law transcript reflecting a minimum of 18 credits
  *sent to UB School of Law—**required** for decision*
- ✔ letter of good standing from the dean of current law school
  *sent to UB School of Law—**required** for decision*
- ✔ personal statement
  *sent with application—not required for decision but **recommended***
- ✔ one letter of recommendation
  *sent with application or to CAS—not required for decision but **recommended***

Visiting Applicants: Admission Information

Students who currently attend another ABA-approved law school and have completed one full year of study may apply to take courses as visiting students during the summer term.

Students who have completed two years of coursework may apply to visit for the final year of study.

A visiting student may not earn more than 32 credits at the University of Baltimore.

Visiting Student Application Checklist

Visiting students must supply a letter from the dean of the home institution. The letter must state that the student:

- ✔ is in good standing
- ✔ may visit for the term
- ✔ may transfer all credits successfully completed at the University of Baltimore School of Law.

In addition, the student must submit a letter stating the basis for the request, including any hardship or compelling circumstances.

Applicants With a J.D. From an ABA-Approved Law School: Admission Information

Graduates of ABA-approved law schools may enroll in an upper-level course as special students if space is available. Graduates must complete the application for admission and submit an official copy of their law school transcript with degree granted.

POLICIES AND DIRECTIONS

Nondiscrimination

The University of Baltimore ("UB" or "University") does not discriminate on the basis of—and prohibits discrimination against any member of the University community on the basis of—sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity or other legally protected characteristics in its policies, programs, activities or employment practices; this includes inquiries regarding Title IX of the Education Amendments of 1972 as amended ("Title IX"), Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. Inquiries or complaints regarding sexual misconduct and other gender-based discrimination, including pregnancy, sexual orientation and gender identity, should be directed immediately to the Title IX coordinator, Anita Harewood, vice president, Office of Government and Community Relations, Academic Center, Room 336, phone: 410.837.4533, T9@ubalt.edu; to the dean of students, Office of Community Life, Academic Center, Room 112, phone: 410.837.4755, communitylife@ubalt.edu; or to the assistant vice president, Office of Human Resources, Charles Royal Building, Third Floor, 410.837.5410, mmaher@ubalt.edu. Sexual misconduct and other gender-based discrimination reports will be handled under the following policy and procedures: www.ubalt.edu/policies/administrative/II-7.1.pdf.

Inquiries or complaints regarding other forms of discrimination such as complaints of discrimination on the basis of race, religion, age, disability, national origin, ethnicity or other legally protected characteristics should be directed immediately to the following offices: For inquires or complaints against students, contact the Office of Community Life, Academic Center, Room 112, 1420 N. Charles St., 410.837.4755, communitylife@ubalt.edu; for inquires or complaints against faculty or staff, contact the Office of Human Resources, 1319 N. Charles St., Charles Royal Building, Third Floor, 410.837.5410.

Drug and Alcohol Use

The use or abuse of controlled or illegal substances, including alcohol, poses a serious threat to students' health and welfare, lowering academic performance, damaging social relations, creating mental health and physical problems, and leading occasionally to illness and death. The University of Baltimore Drug and Alcohol Policy is designed to help protect the health and welfare of students and to maintain an atmosphere and environment appropriate for learning.

Drug Policy

The use, possession, sale, distribution or condition of being under the influence of controlled or illegal substances on University premises, except as permitted by law, is strictly prohibited.

Alcohol Policy

The University permits the use of alcoholic beverages in designated areas on campus if such use conforms to all applicable alcoholic beverage law and the specific University regulations set forth in the *Student Handbook*. The use of alcoholic beverages on campus must also be consistent with the maintenance of a high standard of conduct.

Violations

Violations of laws and University policies and regulations regarding the use of controlled/illegal substances and alcohol are subject to prosecution through both civil authorities and the campus judicial system. Penalties through the latter system depend on a careful review of the entire circumstances of each individual case but take into consideration such factors as the accused person's previous record, the nature of the substance and the degree of culpability. The range of University penalties includes, but is not limited to, disciplinary reprimand, loss of privileges, restitution, disciplinary probation, disciplinary suspension, disciplinary dismissal and disciplinary expulsion.

Directions to Campus

The main entrance to UB's John and Frances Angelos Law Center is one block south of Baltimore's Penn Station, which is served by Amtrak and Maryland's MARC train systems. The Light Rail's University of Baltimore-Mount Royal stop is two blocks from the Angelos Law Center, and the State Center Metro stop is four blocks from campus. The Jones Falls Expressway (I-83), which runs through the heart of Baltimore, has two exits at the University.

Updated directions and parking information may be found on the School of Law's website. From the home page (law.ubalt.edu), click on "About the Law School" and select "Location and Directions."

APPLICATION FOR LAW ADMISSION

University of Baltimore
Office of Law Admissions
1420 N. Charles St.
Baltimore, MD 21201-5779

Important: Please read the foregoing admission information before completing this application form. Please type or print, completing all items except as noted.

1. Last name: _____ First name: _____ Middle name:_____

2. Courtesy title: ☐ Mr. ☐ Ms. ☐ Other _____

3. Social Security number: _____ **4.** LSAC account number: _____

5. Date of birth (optional): _____ **6.** Gender (optional): ☐ Male ☐ Female

7. Select appropriate veteran status (if applicable):

☐ Active-duty member ☐ Dependent of active or former member ☐ Reserve or National Guard member ☐ Veteran or former member

8. Is Maryland your legal state of residence? ☐ Yes ☐ No **If yes,** state county of residence: _____

9. Are you a U.S. citizen? ☐ Yes ☐ No **If no,** state your country of citizenship: _____

10. For non-U.S. citizens only: Are you currently residing within the United States? ☐ Yes ☐ No

City and country of birth: _____

Type of visa held or sought:

☐ Permanent Resident: Immigrant Alien Registration

☐ #A- _____ (attach photocopy of both sides of green card)/Nonimmigrant F-1 Student Visa/other classification (refugee, visitor, diplomat, spouse of student, etc.)

11. Do you consider yourself to be of Hispanic/Latino/Spanish origin? ☐ Yes ☐ No

In addition, select one or more of the following racial categories to describe yourself:

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Pacific Islander ☐ White

12. Primary email address: _____

13. Local address (effective until ___/____/_____): _____

Local telephone number: _____ How long have you lived at this address? _____

14. Permanent address (if different from above): _____

Permanent telephone number: _____

15. Term for which you are applying: ☐ Fall 20 __ __ ☐ Spring 20 __ __ ☐ Summer 20 __ __

APPLICATION FOR LAW ADMISSION

16. Division for which you are applying: ☐ Day ☐ Part-time day ☐ Evening

17. Program for which you are applying: ☐ First-year J.D. ☐ Transfer student ☐ Visiting student

18. Are you currently enrolled in an approved undergraduate program at a college in the University System of Maryland, and are you seeking entrance to the School of Law after completing your junior year (90 credits) to pursue the joint B.A./J.D. degree? ☐ Yes ☐ No

If yes, name of college or university: _____

19. Have you previously applied to the University of Baltimore School of Law? ☐ Yes ☐ No

If yes, date(s) and results: _____

20. How did you learn about the University of Baltimore School of Law? _____

_____

21. Date(s) the LSAT was/will be taken: _____ Score(s): _____

Dates of SAT/ACT/similar standardized test (not LSAT): _____ Score(s) (optional): _____

22. Have you considered pursuing an area of concentration? ☐ Yes ☐ No

If yes, which area(s)? _____

23. Are you applying to a joint degree program? ☐ Yes ☐ No

If yes, which program? _____

24. Have you ever attended a law school? ☐ Yes ☐ No

If yes, provide on a separate sheet the name of law school(s) attended, dates of attendance and a detailed explanation of your reason for leaving. Provide a transcript of any grades earned and a letter from the law school dean stating the basis of your withdrawal and your standing when you withdrew.

25. Father's highest level of education (optional): _____

Mother's highest level of education (optional): _____

26. Do you have family members (immediate or extended) who attended the University of Baltimore School of Law? ☐ Yes ☐ No

If yes, please list name(s) and year(s) of graduation: _____

_____

27. List all colleges, universities and graduate or professional programs attended, beginning with the most recent. Use an additional sheet if necessary. (Provide institution/major/location/month and year attended/degree and date.):

_____

_____

28. Failure to disclose fully the information requested in this question can lead to consequences far more serious than the act or event itself. Vague, superficial or untruthful answers, or failure to inform the Office of Law Admissions of any changes in your answers may result in the revocation of admission, disciplinary action by the School of Law or denial of admission to the bar. If you answer **yes** to any of these questions, explain fully and in detail on a separate sheet. The personal statement may not be used to answer this question.

a. Have you ever been dropped, suspended, warned, placed on academic or disciplinary probation, disciplined, expelled, or requested or advised to resign from any postsecondary school, college, university, professional school or law school?
☐ Yes ☐ No

b. Have you ever been charged with a crime, other than a minor traffic violation, for which the charges have not been expunged?
☐ Yes ☐ No

If yes, explain fully on a separate sheet, specifying the nature of the offense(s), date the offense(s) occurred, name and locality of the court(s) and the sentence(s) imposed.

c. Have you ever been or are you now party to a civil suit in which you were the defendant? ☐ Yes ☐ No

If yes, are there any judgments against you that are unsatisfied? ☐ Yes ☐ No

d. Have you ever been discharged from employment/the armed forces under conditions other than honorable? ☐ Yes ☐ No

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.

29. ☐ I am eligible for consideration for in-state status under the Waiver of Certain Residency Requirements for Relocating Defense Contractor Employees or the Waiver of Certain Residency Requirements for Relocating Civilian Employees of the U.S. Armed Forces under BRAC 2005. **I understand that I must provide documentation of a BRAC-related transfer and, if not indicated on the application, a Maryland domicile.**

I certify that the information I have provided on this form and in any related material is true and complete. I will notify the University of Baltimore School of Law promptly if there is any change in any aspect of this application, even after matriculation. I understand that failure to do so could result in dismissal or other disciplinary sanctions. If admitted as a student, I agree to abide by the rules and policies of the University.

Signature of applicant: _____ Date: _____

Responsibility of applicant: Submit this application and the nonrefundable application fee, payable to the University of Baltimore. No final action will be taken on your application until all required credentials and information have been received. Applications will not be processed without the appropriate fee.

Student Right-to-Know and Campus Security Act (Public Law 101-542):
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that colleges and universities publish and distribute an annual security report. You may view and download this document by visiting www.ubalt.edu/ubpolice.

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