

## Leverett House Prelaw Checklist

This checklist is to help you organize your law school application process and materials by highlighting: (1) materials to prepare and submit to Leverett House, (2) materials to prepare and submit to law schools, and (3) materials to be complete for and/or submit to law schools and LSDAS. Please read this document in conjunction with Leverett's Prelaw Student Handbook which provides additional details about the application process and Leverett House's role in that process. The Handbook can be downloaded from the Leverett Website, under Organizations -> Prelaw Committee.

### I. Checklist – Items To Prepare and Submit to Leverett House

Leverett House is committed to helping you get your applications submitted in a timely fashion, however, we can only begin our efforts after you submit materials to us. Law schools will not make a decision about your application until they have received all materials including the House Letter (a.k.a. Dean's/College Certification Form). Your Prelaw advisor will only begin drafting your House Letter when your Leverett House file is complete, and we will send your House Letter to law schools **one month** later. For instance, if you want law schools to receive your House Letter by November 21<sup>st</sup>, your Leverett Prelaw file must be **complete** by October 21<sup>st</sup>.

#### A) Provide the House Office with these items so your file will be complete and your Prelaw advisor can begin drafting your House Letter:

- \_\_\_\_\_ Prelaw Registration. Officially indicate to Leverett that you are applying to law school by emailing Prelaw Resident Tutor Susannah Tobin ([stobin@fas.harvard.edu](mailto:stobin@fas.harvard.edu)), who will assign you an advisor.
  
- \_\_\_\_\_ Leverett House Prelaw Questionnaire (on the Leverett website). Complete the Questionnaire and email it to: (1) Maura Tierney, Assistant to the Resident Dean ([mtierney@fas.harvard.edu](mailto:mtierney@fas.harvard.edu)), (2) Susannah Tobin, a Prelaw Committee Chair ([stobin@fas.harvard.edu](mailto:stobin@fas.harvard.edu)), and (3) your assigned Prelaw advisor. Submit your Questionnaire by the **October 15th**.
  
- \_\_\_\_\_ Updated Resume. Email an updated version of your resume (at the same time you email your Questionnaire) to: (1) Maura Tierney, (2) Susannah Tobin, and (3) your assigned Prelaw advisor. Submit your resume by the **October 15th**.
  
- \_\_\_\_\_ Grade Report or Official Transcript. Print a grade report from the Registrar at [http://www.fas.harvard.edu/registrar\\_grades/](http://www.fas.harvard.edu/registrar_grades/) and send it to the House Office, or have the Registrar send an official transcript, which you can request at: <http://www.registrar.fas.harvard.edu/fasro/common/transcripts.jsp>. Send your grade report or transcript to:

Office of the Allston Burr Resident Dean  
Leverett House  
Attn: Prelaw Committee  
Leverett F-5  
Harvard University  
Cambridge, MA 02138

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Letters of Recommendation. Submit at least two letters of recommendation to Leverett House. For more details about the letters of recommendation, see the Prelaw Student Handbook. The House Letter, which is drafted by Leverett House, does not count as one of the two required letters of recommendation. **Your Prelaw Advisor will not begin drafting your House Letter until the House Office receives final versions of your other letters (sent to us by your writers, each accompanied by an LSAC Recommendation Form that you downloaded from lsac.org).** Please note that this step is the one which most often causes a delay in students' submission of applications, so remember to ask your letter-writers **early**. It is proper etiquette to give letter-writers **one month** to draft and submit a recommendation letter.

**Despite what other documents may state, do NOT send your letters of recommendation directly to LSAC/LSDAS; send them to Leverett House.** After we receive the letters we keep copies for your House file and to help us draft the House Letter, but the originals get sent to LSDAS, which then forwards copies to all law schools to which you are applying. For more details on why Leverett House uses this system, see our Prelaw Student Handbook. When you ask a letter-writer to draft a letter of recommendation on your behalf, we recommend that you provide them with the following materials:

- \_\_\_\_\_ Memorandum prepared by the Leverett House Prelaw Committee entitled "Guidelines for Submitting Law School Letters of Recommendation," which is posted on the prelaw website. This memo clarifies the process for your recommenders and helps avoid confusion which could result in unnecessarily delays.
- \_\_\_\_\_ Your updated resume.
- \_\_\_\_\_ Brief statement detailing why you are applying to law school.
- \_\_\_\_\_ Copies of any other helpful information (e.g., copies of papers you wrote for letter-writer, paper comments, grades in course taught by professor, information you'd like your letter-writer to address in the letter).
- \_\_\_\_\_ Date by which you need the recommendation letter completed (preferably at least one month after you ask letter-writer).
- \_\_\_\_\_ Addressee Information.

Letters should be addressed as follows: “Dear Law School Admissions Committee,” or “To the Members of the Law School Admissions Committee,” or simply “To Whom It May Concern”

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Mailing Information.

Tell letter-writer to mail your completed letter to (this information is also included in the above-reference memo we suggest you give your letter-writer):

Office of the Allston Burr Resident Dean  
Leverett House  
Attn: Prelaw Committee  
Leverett F-5  
Harvard University  
Cambridge, MA 02138

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LSAC Recommendation Form. Leverett House needs an LSAC Recommendation Form for each letter of recommendation that you plan to submit to law schools. To download the LSAC Recommendation Form, register online at [www.lsac.org](http://www.lsac.org). After you indicate your letter-writers in this account, the forms will print out pre-populated with your writers’ information and with your name. The form allows you to waive future access to the recommendation, which is recommended by both Leverett House and law schools. Despite what laws schools indicate, your letter-writers do **NOT** need to fill out individual recommendation forms from each school; providing Leverett House a signed recommendation letter, with an LSAC Recommendation Form, will suffice.

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LSDAS Envelope. Please give Maura Tierney in the House Office a standard business-sized envelope (4 1/8” x 9 1/2”). Place two first-class stamps on the envelope. Maura will use this envelope to mail all of your letters of recommendation, along with your LSAC Recommendation Forms, to LSDAS. Address the envelope to:

LSDAS  
Box 2000-M  
Newtown, PA  
18940-0993

**B) Provide Leverett House these materials so that we can mail your House Letter to law Schools:**

\_\_\_\_\_ Law School Mailing Form (on the Leverett website). When you have finalized: (1) the schools to which you are applying, and (2) the recommendation letters that you want us to forward to LSDAS, e-mail this Mailing Form to: (1) Maura Tierney in the House Office (mtierney@fas.harvard.edu), (2) Susannah Tobin (stobin@fas.harvard.edu), and (3) your Prelaw advisor.

\_\_\_\_\_ Law School Envelopes. Give Maura a standard business-sized envelope (4 1/8" x 9 1/2") for each school you are applying to. Place two first-class stamps on each envelope. Write "Re: [Your Name]" in the bottom left corner of each envelope.

\_\_\_\_\_ College Certification Forms. Give Maura signed copies of the "Dean's/College Certification Form" for each school to which you are applying. We attach your House Letter to this form. Resident Dean Catherine Shapiro will sign the Certification Form. N.B. Not all law schools have dean's certification forms. However, we will send a house letter to every school to which you apply, so please make sure that you submit stamped, addressed envelopes for each law school, regardless of whether it has a dean's certification form.

\_\_\_\_\_ Stuffed Envelopes. Place the appropriate College Certification Form in each envelope for Maura, but do not seal the envelope, as we have to include your House Letter.

**C) After you have sent your other materials to law schools and LSDAS (see sections II and III below), you can do the following.**

\_\_\_\_\_ Notification and Verification.

\_\_\_\_\_ Notify Susannah Tobin (stobin@fas.harvard.edu) that you have submitted your applications to law schools.

\_\_\_\_\_ Verify with Maura Tierney in the House Office that Leverett House has sent the appropriate materials to each law school and LSDAS.

\_\_\_\_\_ Receive verification from law schools and LSDAS that they have received your materials.

\_\_\_\_\_ Prelaw Exit Form. When you have heard back from law schools and have finalized your plans for the upcoming year, fill out the online Prelaw Exit Form. (Email Jessica Budnitz at [jbudnitz@fas.harvard.edu](mailto:jbudnitz@fas.harvard.edu) and she can send you the link to the form.)

## II. Checklist – Items To Complete For and/or Submit To Law Schools and LSDAS

In addition to providing Leverett House the above information, you should do the following.

- \_\_\_\_\_ LSDAS. Register with LSDAS, as soon as possible, at LSAC.org
- \_\_\_\_\_ LSAT. Register for and take the LSAT.
- \_\_\_\_\_ Law School Applications. Request law school applications directly from individual schools or register for LSAC's electronic application service.
- \_\_\_\_\_ Official Transcript. Request that the Harvard College Registrar send your official transcript to LSDAS. (Note that this is different from sending a transcript or grade report to Leverett House to complete your House file.)
- \_\_\_\_\_ Package to Law Schools. Prepare large envelopes (9" x 12") for each school to which you are applying. Include proper postage and your return address. Place the following materials in that envelope and mail it directly to each law schools to which you are applying. (Please note that if you use the LSDAS electronic application service, you will not need to include all the below materials in that envelope; follow the electronic service instructions instead.)
  - \_\_\_\_\_ Law school postcards and other specific forms.
  - \_\_\_\_\_ Your personal statement.
  - \_\_\_\_\_ Your resume.
  - \_\_\_\_\_ A check for the law school application fee.
  - \_\_\_\_\_ Any other required materials.

## III. Checklist – Items LSDAS Sends to Law Schools

LSDAS will send the following items for you to each law school to which you are applying.

- \_\_\_\_\_ LSAT. LSDAS will send your LSAT score to law schools.
- \_\_\_\_\_ Grade Report. LSDAS will send a grade report to law schools. (Note that you will have to have the Registrar send an official transcript to LSDAS up to three weeks before LSDAS can send this grade report to law schools.)
- \_\_\_\_\_ Letters of Recommendation. After your writers send letters to Leverett House, we forward them to LSDAS, and then they are sent to the law schools.