

Pre-Law Checklist

Leverett House

This checklist is to help you organize your law school application process and materials. 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 at http://leverett.harvard.edu/wiki/Prelaw:Prelaw_Student_Handbook.

I. Preparing to Apply to Law School

a. Register with Pre-Law Committee

_____ Pre-Law Advisor. Officially indicate to Leverett that you are applying to law school by emailing the Prelaw Resident Tutors at leverettprelaw@gmail.com, who will assign you an advisor.

_____ Updated Resume. Send a current version of your resume to your assigned pre-law advisor.

_____ Student Record/Unofficial Transcript. Download a copy of your student record, which is your unofficial transcript from the Registrar's website at <https://registrar.fas.harvard.edu/transcript/order-transcript> (scroll down and select "Unofficial Transcript") and send it to your assigned pre-law advisor.

b. Register for CAS, LSAT/GRE, and Select Law School

_____ CAS. Register with the Law School Admissions Council (LSAC), as soon as possible, at LSAC.org. Register for the LSAC's electronic application service, the Credential Assembly Service (CAS), and select the schools that you are interested in applying to.

_____ LSAT or GRE. Register for the LSAT, or for those schools accepting GRE scores, the LSAT or GRE. Note that you cannot take the LSAT any later than December of the academic year in which you are planning to apply to law school.

II. LSAC Electronic Application Service

_____ Application Information. Complete the required information for each law school through LSAC's electronic application.

_____ Official Transcript. Request that the Harvard College Registrar send your official transcript to CAS.

_____ LSAT. CAS will send your LSAT score to law schools once you have

taken the exam. Your LSAT will be keyed to your application through your LSAC number. If you are using a GRE score instead, consult the website of the relevant law school.

_____ Letters of Recommendation. At least two letters of recommendation are required by each school and certain schools may permit a third letter. Please see the next section for information about submitting recommendation letters to CAS.

III. **Recommendation Letters**

Submit your recommendation letters directly to CAS as provided below. Also, we strongly encourage you to have your recommender send an electronic copy of their letter to Leverett House. This way the House Office can keep the letters on file as a back-up, for future applications, or for future reference.

a. **Required Materials for Recommender**

_____ LSAC Recommendation Letter Registration. Submit the name and contact information for your recommenders using your LSAC online account. Indicate the number of letters each recommender will submit and describe each letter's use. Click "Submit Request" and your recommender will receive an email with instructions to upload a digital copy of their letter. If your recommender prefers, LSAC also accepts paper letters of recommendation. You must print out the Letter of Recommendation form available at LSAC.org and provide it to any person submitting a paper letter of recommendation.

_____ Due Date. Date by which you need the recommendation letter completed (preferably at least one month after you ask recommender).

_____ 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"

_____ File Letter with Leverett. Instruct the recommender to email an additional copy of the recommendation letter to the Leverett Academic Coordinator at leverettcoordinator@fas.harvard.edu.

b. **Supporting Materials for Recommender**

_____ Resume. Include an updated copy of your resume for your recommender.

_____ Student record/unofficial transcript. Send a copy of your transcript to your recommender in order to remind them how you performed in their class and to give more context to your application.

_____ Statement of Interest. Brief statement of one or two paragraphs detailing why you are applying to law school.

_____ Reference Materials. Copies of any other helpful information (e.g., copies of papers you wrote for your recommender, paper comments, grades in the course taught by the professor, information to address in the letter).

IV. Dean's Certification Letters (Note: Only Required for Certain Schools)

Certain law schools require a Dean's Certification Letter as part of your application. Since this varies by school, please check the requirements for each law school's application very carefully. These schools will not consider your application to be complete without this letter. In order for Leverett House to provide a Dean's Letter, you must submit the following materials to the Assistant to the Resident Dean.

_____ College Certification Forms. The Dean's Certification Letter form will be provided directly by the law school if it is required for your application. Provide the Resident Dean with copies of the letter for each school that requires it.

_____ Envelopes and Mailing Information. Provide envelopes with appropriate postage to the Leverett Academic Coordinator and address the envelopes to schools that require the Dean's Letter.