



APPLICATION INSTRUCTIONS

STEPS TO APPLYING

1. Register with the LSAC Credential Assembly Service (CAS)

All applicants must register with the Law School Admission Council's (LSAC) Credential Assembly Service (CAS). The registration fee for 2015-2015 is \$165.00. After you register with the CAS, you will need to process all of the information listed below through the CAS as part of the application process:

- Copies of all undergraduate, graduate, and law/professional school transcripts
- LSAT scores and writing sample copies
- Copies of letters of recommendation if processed by LSAC

Once you have entered all the required information in the CAS, you may then send your application to the Nashville School of Law either electronically or by mail. When we receive your application, the CAS will provide a report for us about you containing information that is important in our admissions process.

For the purpose of registering with LSAC, the school code of the Nashville School of Law is 1974.

For more information about the CAS, visit the Law School Admission Council's website at www.LSAC.org.

2. Take the Law School Admission Test (LSAT)

All applicants for admission are required to take the Law School Admission Test (LSAT). Test scores earned after January 2010 will be accepted for admission purposes. If the LSAT is taken more than once, the highest score earned will be used. Although we will accept the June 2016 LSAT, we encourage all students to take one of the earlier exams so that your application is completed in a timely fashion.

Future LSAT dates:

- Saturday, October 3, 2015
- Saturday, December 5, 2015
- Saturday, February 6, 2016
- Monday, June 13, 2016

Additional information can be obtained by contacting the Law School Admission Council at www.LSAC.org.

3. Submit Your Transcripts

After you have registered for the CAS, you must have a separate transcript sent to LSAC for each undergraduate or graduate institution you have attended. The transcripts you should send include:

- Undergraduate and graduate schools from which you received a degree
- Undergraduate and graduate schools which you attended but did not receive a degree
- Law/medical/professional schools from which you received a degree
- Law/medical/professional schools which you attended but did not receive a degree

The transcripts must be sent directly from the attended institutions. Transcripts issued to you or sent by you will be returned unprocessed. Most schools charge a fee for forwarding transcripts. The LSAC generally requires two (2) weeks to process transcripts from the time they are received.

Prospective students who have not completed their undergraduate education before being accepted to law school are responsible for requesting their undergraduate institution to send an official transcript to the Nashville School of Law reflecting that their baccalaureate degree was conferred. These prospective students will not be permitted to register until their final transcript has been received.

Transcripts should be mailed to:

Law School Admission Council
662 Penn Street
Box 2000-M
Newtown, Pennsylvania 18940-0993

You may download the transcript request form from the LSAC website at www.LSAC.org.

4. Submit a Completed Application

Apply to the Nashville School of Law either by completing and electronically filing the PDF version of the application available on the school's website (www.nashvilleschooloflaw.net) or by completing the PDF version of the application available on the school's website, printing out the completed application, and mailing the application directly to the school at

Admissions Committee
Nashville School of Law
4013 Armory Oaks Drive
Nashville, Tennessee 37204-4577

Remember to sign and date the application form before submitting it to the school by the June 15, 2016 deadline.

5. Letters of Recommendation

Applicants must submit at least three letters of recommendation. One of these letters must be from a person who is licensed to practice law in Tennessee. You may mail the letters of recommendation directly to the school or you may submit the letters through the CAS. If you decide to submit the letters of recommendation through the CAS, you can find instructions on how to upload them on the LSAC website (www.LSAC.org). The CAS will permit you to process only three (3) letters of recommendation. Additional letters of recommendation must be sent directly to the school at

Admissions Committee
Nashville School of Law
4013 Armory Oaks Drive
Nashville, Tennessee 37204-4577

6. Personal Statement

Applicants must submit a personal statement as part of the application process. The personal statement provides prospective students an opportunity to share their perspective on a number of specified topics. Please refer to the personal statement question on the application for specific information regarding the personal statement requirement and the topics to be addressed.

7. Paying the Application Fee

The fee for filing an application to the Nashville School of Law is \$50.00. The application will not be deemed complete until this fee has been paid. Applicants have the following four options for paying this fee:

- Applicants who submit their application electronically to the school may pay the application fee by credit card by providing the appropriate information requested on the application form.
- Applicants who submit their application electronically to the school may pay the application fee by credit card by providing the requested information by telephone. The telephone number for providing this information is 615.256.3684.
- Applicants who complete their application on the school's website and then print and deliver a hard copy of the completed form to the school may include a check for the application fee with their application.

- Applicants who complete their application on the school's website and then print and deliver a hard copy of the completed application to the school may include the appropriate credit card information on their completed form.

8. The Application Deadline

The deadline for submitting an application for admission to the class entering in August 2016 is Wednesday, June 15, 2016. The application and all supporting documents must be filed with and received by the Nashville School of Law by 6:00 p.m. (Central Time) on June 15, 2016.

FOREIGN-EDUCATED APPLICANTS

International students and applicants with foreign degrees are required to submit the same application materials as any prospective student. However, foreign transcripts alone will no longer be accepted. Applicants who completed any post-secondary education (undergraduate, professional, or graduate) outside of the United States (including its territories) must submit a course-by-course evaluation from either the World Education Services (www.wes.org) or Educational Credential Evaluators, Inc. (www.ece.org).

The Nashville School of Law does not offer an LL.M. program for foreign-educated students.

TRANSFER STUDENTS

Applicants who have attended other ABA-accredited law schools and who desire to transfer to the Nashville School of Law are required to submit the same application materials as any prospective student. These applicants, if accepted, may submit a written request for credit for law school courses they have already completed. Their request must be supported by a certified copy of their transcripts sent directly to the Nashville School of Law by the school or schools the applicant has attended. Transcripts issued to you or sent by you will be returned unprocessed. Most law schools charge a fee for forwarding transcripts.

No more than sixteen (16) credit hours will be approved. The number of transfer credits toward a Nashville School of Law degree will be determined by the Dean and the Registrar. Their decision will be based on an assessment of comparability to each course for which credit is sought with the course offered by the Nashville School of Law. Credit will be given only for courses passed with a grade of C or above. The decision of the Dean and Registrar is final.

THE DECISION-MAKING PROCESS

Admission to the Nashville School of Law is very competitive. In recent years, the number of qualified applicants for admission has far exceeded the number of seats available in each entering class. Applicants with the strongest records are given priority. Admission decisions are based on all the information revealed during a careful and thorough consideration of each applicant's entire admissions file. Every file is carefully evaluated, and no applicant is granted or denied admission exclusively on the basis of an LSAT score or grade-point average. Every applicant's file is individually assessed on the basis of both quantifiable and qualitative criteria. Applications for admission are examined with the goals of

- Assessing the overall competitive strength of the applicant's record as compared with other applicants within that applicant's pool and
- Achieving a class that, as a whole, will have depth in quality, diversity in background, a wide variety of experience, breadth of perspective, and substantial diversity of viewpoint.

These factors contribute positively to the creation of a stimulating educational environment at the Nashville School of Law and are essential to attaining educational excellence.

ASSESSMENT FACTORS

The assessment factors that influence whether an applicant will be offered admission to the Nashville School of Law include, but are not limited to, consideration of the applicant's personal statement, essays, letters of recommendation, and the following inter-related areas:

- The applicant's academic background, preparation, and likelihood of success.
- The likelihood of the applicant's contribution to the educational environment at the school.
- The applicant's motivation, effort, and desire.
- The potential of the applicant's contributions to the legal profession.

ACCEPTANCE AND ENROLLMENT

The deadline for submitting an application for the class entering in August 2016 is June 15, 2016. The Committee will first confirm that each application is complete. If an application is not complete, the school will inform the applicant that his or her application is not complete and will provide the applicant a reasonable opportunity to complete his or her application.

Throughout the application period, the school will send notices of acceptance to applicants whose superior credentials clearly fall within the admissions criteria. Completed applications requiring further consideration or applications that are incomplete are placed on hold. In the late spring of 2016, the Admissions Committee will complete its admissions decisions and will notify the persons whose applications are pending either that their application has been accepted or that it has been denied.

Except in extraordinary circumstances, applications are accepted and admission granted for the upcoming academic year only. Applicants who have been accepted may request a one-year deferment by submitting a written statement to the Registrar, detailing the reasons for requesting a deferment. Deferments are approved on an individual basis.

The Nashville School of Law expects students who receive notice that they have been accepted and that they will be admitted to the class beginning in August 2016 to provide prompt written confirmation of their intention to enroll. This confirmation must be received by the school by no later than July 1, 2016. The school will contact admitted students who have not confirmed their enrollment to confirm that they intend to register for the entering class.

SUPPLEMENTAL MATERIALS

Applicants desiring to update or amend their application or supporting materials may do so at any time prior to receiving notice of the school's decision regarding their application.

FOR ADDITIONAL INFORMATION

Any questions concerning admissions or the status of an application should be directed to Joe C. Loser III, the Admissions Coordinator, at 615.256.3684 or chip.loser@nashvilleschooloflaw.net.

THE APPLICATION DEADLINE

The deadline for submitting an application for admission to the class entering in August 2016 is Wednesday, June 15, 2016. The application and all supporting documents must be filed with and received by the Nashville School of Law by 6:00 p.m. (Central Time) on June 15, 2016.



NASHVILLE SCHOOL OF LAW

APPLICATION FOR ADMISSION

Please Type or Print

2016 Juris Doctor Program

1. Biographical

Prefix _____ Name _____ Suffix _____
LAST (FAMILY) FIRST (GIVEN) MIDDLE NAME/INITIAL

Preferred First Name _____

Previous (Other) Name _____

Birthplace _____
CITY STATE/PROVINCE

Birth date _____ Social Security Number _____ (U.S. applicants only)
MM DD YYYY

Gender: Male Female

LSAC Account Number L_____ (Required)

2. Contact Information

A. Current Home Address

STREET ADDRESS OR POST OFFICE BOX

CITY STATE ZIP/POSTAL CODE

B. Other Contact Information

Daytime Telephone Number (____) _____

Evening Telephone Number (____) _____

Mobile Telephone Number (____) _____

Primary Email Address _____

Secondary Email Address _____

D. Emergency Contact Information

Name _____ Relationship _____

STREET ADDRESS OR POST OFFICE BOX

CITY STATE ZIP/POSTAL CODE

Daytime Telephone Number (____) _____

Evening Telephone Number (____) _____

Mobile Telephone Number (____)_____

Primary Email Address _____

3. Demographics

A. Citizenship

Non-Resident Alien

U.S. Citizen

Visa/SEVIS Number _____

U.S. Permanent Resident

Permanent City _____

Country of Citizenship _____

Permanent Country _____

Visa Type _____

Permanent State _____

Permanent Resident Number _____

What is your native language? _____

4. Race/Ethnicity

The information below is optional. Please respond to questions 4.A and 4.B for Department of Education record-keeping and reporting requirements. Your answer or decision not to answer is optional and will have no bearing on your law school admission decision.

I acknowledge the above statement.

I decline to respond.

A. Are you Hispanic or Latino (person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)? Yes No

B. What is your race? Select one or more of the following five categories:

American Indian/Alaskan Native Asian Black or African American Native Hawaiian or Pacific Islander White

C. Additional Information: This section will allow you to tell us more about your background as identified above. Self identification is voluntary. Please check the most appropriate box.

1. Aboriginal Torres Strait Islander Australian

2. American Indian Alaskan Native

Tribal Affiliation _____

3. Asian: Cambodian Chinese Filipino Indian Japanese Korean Malaysian
 Other Asian Pakistani Thai Vietnamese

4. First Nation Inuit Metis Other Canadian Aboriginal

5. European Middle Eastern North African Other Caucasian/White

6. Native Hawaiian Other Pacific Islander

5. Employment/Community Service

A. Current Employment

Company/Firm Name _____

_____ CITY STATE _____

Position _____ Years Employed _____

B. Previous Employment (last 10 years)

Employer Position Dates of Employment Reason for Leaving

C. Community Service

Please describe the significant community service, charitable, or civic activities you have engaged in during the past ten years:

6. Education

A. List ALL colleges, universities, graduate schools, and professional schools you have attended.

INSTITUTION NAME	CITY/STATE	COUNTRY	DEGREE	MAJOR	GPA/RANK	START DATE/END DATE

B. Please list any honors or awards you received at any of the educational institutions you attended.

C. Have you previously applied to or attended the Nashville School of Law? Yes No.

If your answer is "Yes,"

When did you apply? _____

What action was taken on your application? _____

If you were admitted, why did you leave school? _____

D. Have you ever registered at or attended any law school other than the Nashville School of Law?

Yes No

If your answer is "Yes," please identify the school(s). _____

If you registered at or attended another law school, did you leave that law school(s) in good standing?

Yes No

If your answer to the previous question is "No," please attach a detailed, complete, and truthful explanation in the "Attachments" section of the application.

E. Has your education in college, university, or professional school been interrupted for one term or more for any reason? Yes No

If your answer to the previous question is "Yes," please attach a detailed, complete, and truthful explanation in the "Attachments" section of the application.

7. LSAT

A. Indicate the date(s) you have taken or plan to take the LSAT:

MM/YYYY

MM/YYYYY

MM/YYYY

MM/YYYYY

8. Character and Fitness

If you answer "Yes" to questions within this Character and Fitness section, you must attach a detailed, complete, and truthful explanation in the "Attachments" section of the application. When in doubt, you should err on the side of full disclosure because subsequent discovery of a failure to fully and accurately answer these questions may have serious consequences. 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 that jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

A. Have you ever been placed on probation or academic probation, suspended, expelled, dropped, asked to resign, found to have committed an honor code violation, or subjected to any other disciplinary action for scholastic or other reasons by any college, university, or graduate or professional school you have attended?

Yes No

- B. Are there any disciplinary charges currently pending or expected to be brought against you by any college, university, or graduate or professional school you are currently attending?
 Yes No
- C. Have you ever, either as an adult or as a juvenile, been cited, arrested, charged with, indicted, convicted or tried for, or pleaded guilty to the commission of any felony or misdemeanor or the violation of any law, except minor traffic or parking violations, or been the subject of any juvenile delinquency or youthful offenders proceeding? This should include matters that may have been expunged from the records or subject to a diversionary program. Please note that you should have available and be prepared to submit or exhibit copies of police and court records regarding any matter that you disclose in reply to this question. If you answer "Yes," please include your explanation in the "Attachments" section of the application that includes a statement of the charge(s) , the disposition thereof, and the underlying facts.
 Yes No
- D. Are there any criminal charges currently pending or expected to be brought against you?
 Yes No
- E. Have you ever been a party to a legal proceeding or a proceeding before a civil administrative agency?
 Yes No
- F. Have you ever been subject to a disciplinary action by a professional organization?
 Yes No
- G. Have you ever been denied admission to the Bar of any other state?
 Yes No
- H. Have you ever been found delinquent in any financial obligations?
 Yes No

9. Family

1. *Parent/Guardian 1*

Parent/Guardian's Full name _____ Relationship _____

Age _____ U.S. Citizen? _____ Deceased? _____ Birthplace _____
CITY STATE

Employer _____ Occupation (please be specific) _____

College attended (if any) _____
COLLEGE/UNIVERSITY DEGREE YEAR OF GRADUATION

Professional/Graduate School attended (if any) _____
COLLEGE/UNIVERSITY DEGREE YEAR OF GRADUATION

2. *Parent /Guardian 2*

Parent/Guardian's Full name _____ Relationship _____

Age _____ U.S. Citizen? _____ Deceased? _____ Birthplace _____
CITY STATE

Employer _____ Occupation (please be specific) _____

College attended (if any) _____
COLLEGE/UNIVERSITY DEGREE YEAR OF GRADUATION

Professional/Graduate School attended (if any) _____
COLLEGE/UNIVERSITY DEGREE YEAR OF GRADUATION

10. Military

This section does not apply to me.

A. Have you served or are you now serving on full-time, active U.S. military duty? Yes No

B. Have you retired or have you been discharged from full-time, active U.S. military duty? Yes No

If your answer to the previous question is "Yes," please provide your dates of entrance and discharge.

DATE OF ENTRANCE / - / DATE OF DISCHARGE
(MM/YYYY) (MM/YYYY)

C. Have you ever been separated from any branch of the U.S. armed forces under less than honorable conditions?

Yes No.

If your answer to the previous question is "Yes," please attach a detailed, complete, and truthful explanation in the "Attachments" section of the application.

D. Do you expect to serve in the Reserve or the National Guard during law school? Yes No.

11. Letters of Recommendation

A. Applicants are required to submit at least three (3) letters of recommendation, one of which must be from a person who is licenced to practice law in Tennessee. You may submit letters of recommendation directly to the Nashville School of Law. Alternatively, you may submit up to three (3) letters of recommendation using the Credential Assembly Service (CAS) offered by the Law School Admission Council. You may register for this service when you register to take the Law School Admission Test (LSAT). Please indicate whether you have submitted letters of recommendation directly to the school or whether you will use the CAS. If you intend to submit more than three letters of recommendation, you must submit all letters of recommendation directly to the school without using the CAS.

Submitted directly to the school Submitted through the CAS

B. You may submit more than three (3) letters of recommendation. Have you submitted or do you intend to submit more than three letters of recommendation? Yes No

C. If you plan to submit more than three letters of recommendation, how many recommendation letters will you submit? _____

D. If you intend to submit more than three letters of recommendation, should the school delay consideration of your application until all the recommendation letters have been received?

Yes No

12. Personal Statement

- A. Applicants are required to submit a personal essay or statement to provide the Admissions Committee with information regarding such matters as: personal, family, or educational background; experiences and talents of special interest; extracurricular activities in undergraduate or other professional schools; business or career accomplishments; civic or charitable involvement; or any other factors you think should inform the Committee’s evaluation of your candidacy for admission.

I confirm that I have submitted my personal statement with this application.

Yes No

- B. In making admissions decisions, the Nashville School of Law gives consideration to diversity factors (including but not limited to racial or ethnic group identification; cultural, linguistic, or economic group; sexual orientation; or other factors), obstacles that applicants have overcome, and/or discrimination that they have experienced. If you choose, you may submit an optional separate statement (in addition to the required personal statement) discussing any or all of these issues to the extent they apply to you. If you decide to submit this optional statement, please include it in the “Attachments” section of the application.

13. Additional Information

- A. Why have you chosen to apply to the Nashville School of Law? _____

- B. Please provide the names of individuals who particularly influenced your decision to apply to the Nashville School of Law. _____

- C. Please list any relatives who are current students or who have graduated from the Nashville School of Law, including their dates of graduation and their relationship to you. _____

14. Attachments

Please include all required attachments immediately following this page.

15. Payment of Application Fee

The fee for filing an application to the Nashville School of Law is \$50.00. Your application will not be deemed complete until this fee has been paid. You may pay the application fee (1) by completing the required credit card information on this application, (2) by telephoning the school at 615.256.3684 and providing the required credit card information to a member of the staff, or (3) by mailing your check made payable to the Nashville School of Law to the following address:

Admissions Committee
Nashville School of Law
4013 Armory Oaks Drive
Nashville, Tennessee 37204-4577

Credit Card Payment Information:

Type of Card (MasterCard, Visa, etc.): _____
Card Number: _____
Name on Card: _____
Billing Address Zip Code: _____
Month & Year Card Expires: _____
Verification/Security Code: _____

- I have included the required fee with this application. I desire to pay by credit card and have provided the required information on my application.
 I desire to pay by credit card and will telephone the school to provide the required information.

16. Certification

By submitting this application, I certify that the information furnished is true and correct and that all information submitted as part of my application is true and complete to the best of my knowledge. I also certify that my personal statements and all other written documents are my own work. I understand that I am obligated to notify the Nashville School of Law promptly and to amend my application should there be a change in any of the facts contained in my application.

I understand that the application and all supporting materials become the property of the Nashville School of Law and will not be returned. I also understand that the Nashville School of Law will retain this application and all supporting material and will, when requested, make these documents available to the Tennessee Board of Law Examiners or other similar committee in another state charged with the responsibility of ascertaining character and fitness.

I acknowledge and agree that any material misrepresentation in my application or in the supporting materials will be grounds for an examination of misconduct in the admissions process, disciplinary action, expulsion, or revocation of a degree if discovered at a later date. I further agree that by submitting this application, I am authorizing the Nashville School of Law to undertake an investigation of my credit should the Nashville School of Law determine that such credit investigation is warranted.

Applicant's Signature _____

Date _____