Applying for Admission

College of Law Admissions Standards and Policies

The College of Law’s admissions policies are consistent with the objectives of its educational program and are designed to enroll the most qualified applicants and a diverse student body. The College of Law will not admit applicants who do not appear capable of satisfactorily completing its legal education program.

An applicant to the College of Law must have a baccalaureate degree from a regionally accredited college or university and a satisfactory undergraduate record. An application for admission filed during the final year of undergraduate studies, prior to receiving a degree, can be approved by the College of Law, subject to the applicant’s receipt of the degree prior to matriculation in the College of Law. Also, an applicant must present a satisfactory score on the Law School Admission Test (LSAT). If taken multiple times, the highest score will be used.

The selection process is based on a number of different factors. The two principal factors are the applicant’s cumulative undergraduate GPA and LSAT score. Other factors that may be considered include: undergraduate and graduate institutions; cumulative graduate GPA; majors and/or disciplines; activities in school and professional organizations; community service; and employment experiences.

The College of Law has two application processes: Regular Decision and Early Decision.

For Regular Decision applicants, the College of Law conducts a rolling admissions process and applicants are notified of their admission status once their application files are complete. All applicants are encouraged to apply as early as possible during the admission cycle.

Applicants who have concluded that Belmont is their first-choice for law school can select an Early Decision option. The Early Decision option requires candidates to apply no later than November 15 and complete their application by December 1. Within two weeks of the time their applications are complete, Early Decision candidates will be notified either of their admittance, denial, or deferral for further review with the Regular Decision applicants. Early Decision candidates may apply to other law schools, but are not permitted to apply to other binding early decision programs. Admitted Early Decision candidates agree to immediately withdraw their applications at other law schools, refrain from submitting new applications, submit a non-refundable seat deposit of $500 (which will be applied to your fall semester tuition) within 30 days of being accepted into the Early Decision program, and to matriculate to Belmont University’s College of Law. Early Decision candidates who are deferred for further review to the Regular Decision cycle will no longer be bound by the terms of the Early Decision agreement. The College of Law reserves the right to provide other law schools with the names of candidates admitted through the binding Early Decision program.

Application Steps for College of Law (J.D.) Applicants

1. Complete the entire Graduate Degree Seeking Application thoroughly. An incomplete application cannot be considered and will be returned to the applicant.

2. Complete the entire College of Law Supplemental Application thoroughly. An incomplete supplemental cannot be considered and will be returned to the applicant.

3. Submit the non-refundable application fee of $50. Checks or money orders should be made payable to Belmont University.

4. Register with the LSAC Credential Assembly Service (LSDAS) - The Credential Assembly Service is administered by the Law School Admission Council and serves as a central collection agency of college transcripts required for law school admissions decisions. The Credential Assembly Service analyzes undergraduate work, combines the analysis with LSAT scores, and produces a LSDAS report for the College of Law. Registration with the Credential Assembly Service can be completed at the Law School Admission Council’s website at www.LSAC.org. You must submit all academic transcripts from any college or university attended to LSDAS.

5. Take the Law School Admission Test (LSAT)

6. Submit a personal statement - This statement should be a one or two page essay detailing why you are uniquely qualified to be a successful law student at Belmont University College of Law. You may cite experiences that have led you to the study of law and/or illustrate how you want to benefit the legal profession upon completing the Juris Doctor degree. The personal statement should be well written, thoughtful, and original.

Admissions Requirements

Admission requirements are program specific. For a list of the admissions requirements, please visit the admissions website (http://www.belmont.edu/prospectivestudents/graduate/index.html) and click on the program you wish to view. Applications for admission are also program specific so be sure to download and submit the application of the program to which you intended to apply. You can find a list of program applications at (http://www.belmont.edu/prospectivestudents/graduate/index.html).

International Applicants

1. International applicants whose native language is not English must demonstrate proficiency in the English language by submitting official TOEFL scores (required minimum of 550 PBT or 80 iBT) or by successful completion of ELS Language Center Level 112.

2. International applicants with college level course work from foreign institutions must have their transcripts evaluated by a credential evaluation service such as World Education Services (www.wes.org) or Joseph Silny & Associates (www.jsilny.com).

3. In order to be issued an I-20 for the desired entry term; international applicants must be admitted, no later than, June 1 in order to enroll for the fall term.

Please send all application materials to:
Belmont University
Office of Admissions
1900 Belmont Blvd.
Nashville, TN 37212
615-460-5434 Fax

Questions about your application
and/or requirements should be directed to:
Belmont University College of Law
1900 Belmont Boulevard
Nashville, TN 37212-3757
Phone: 615-460-8400
law@belmont.edu
Belmont University
Degree Seeking Application for Graduate Admission

Applicant Information

Term you are applying for: Fall 2011
Degree you are applying for: Juris Doctor
Program you are applying for: Law
Program Track/Concentration: Not Applicable

Have you previously applied for admission to Graduate Studies at Belmont University? ¨ Yes ¨ No
If yes, what program? __________ for what term? __________

Have you previously attended Belmont University? ¨ Yes ¨ No If yes, for what term? __________

Personal Data

First Name __________________________ Middle Name __________________________ Last Name __________________________
Preferred First Name __________________________ Former Last Name (if any) __________________________
Social Security Number: __________________________ Email Address __________________________
Mailing Address Line 1 __________________________
Mailing Address Line 2 __________________________
City __________________________ State/Province __________________________ Zip/Postal Code __________________________ Country __________________________
Home Phone (____) ______________ Work Phone (____) ______________ Cell Phone (____) ______________

Please select your citizenship status:
¨ US Citizen  ¨ Dual US Citizen  ¨ Permanent US Resident  ¨ Other

If you are not a US Citizen, please fill out the International Supplement.

The following information is requested for statistical purposes only; completion is optional

Date of Birth MM/DD/YYYY Gender ¨ Male ¨ Female

Are you a US Armed Services Veteran? ¨ Yes ¨ No

Marital Status ¨ Single  ¨ Married  ¨ Separated  ¨ Divorced  ¨ Remarried  ¨ Widowed

Religious Preference __________________________

Ethnic Background: Are you Hispanic or Latino? ¨ Yes ¨ No

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member.

¨ American Indian or Alaska Native  ¨ Asian  ¨ Black or African American

¨ Native Hawaiian or Other Pacific Islander  ¨ White
**Education Information**

List the names and locations of all colleges/universities at which you have taken courses (including Belmont if you are a former student) and the degrees you have been awarded starting with the most recent. Please attach Additional Education Information Sheet, enclosed in this application packet, if needed. All official transcripts must be mailed directly to the Belmont University Office of Admissions from each institution. In addition, students with postsecondary course work from foreign institutions must have their transcripts evaluated by a foreign credential evaluation service such as World Education Services (www.wes.org) or Joseph Silny (www.jsilny.com).

**Institution Attended 1**

College/University Name ________________________________________________

City __________________________________ State/Province __________ Country __________

Date attended from (MM/DD/YYYY): ________ to: ________ GPA earned at this college (on a 4.00 scale): ________

Degree earned/expected _____________________________________________ if no degree earned/expected, please leave blank

**Institution Attended 2**

College/University Name ________________________________________________

City __________________________________ State/Province __________ Country __________

Date attended from (MM/DD/YYYY): ________ to: ________ GPA earned at this college (on a 4.00 scale): ________

Degree earned/expected _____________________________________________ if no degree earned/expected, please leave blank

**Institution Attended 3**

College/University Name ________________________________________________

City __________________________________ State/Province __________ Country __________

Date attended from (MM/DD/YYYY): ________ to: ________ GPA earned at this college (on a 4.00 scale): ________

Degree earned/expected _____________________________________________ if no degree earned/expected, please leave blank

**Employer Information** *(if applicable)*

Employer Name __________________________________ Current Position __________________________

Address ____________________________________________________________

City __________________ State/Province __________ Zip/Postal Code __________ Country __________

Former Employer Name ______________________________ Position __________________________

Address ____________________________________________________________

City __________________ State/Province __________ Zip/Postal Code __________ Country __________

**In case of emergency, notify the person below**

First Name __________________________________ Last Name ______________________ Relationship __________________

Address ____________________________________________________________

City __________________ State/Province __________ Zip/Postal Code __________ Country __________

Phone (____) __________________
Background Information

Have you ever been expelled or suspended from any high school or college?
☐ Yes  ☐ No  If yes, please describe in detail:

Have you ever been convicted of (or is any charge now pending against you for) any crime other than a traffic violation?
☐ Yes  ☐ No  If yes, please describe in detail:

References

College of Law applicants are not required to submit letters of reference.

For all other applicants, please list the name and address of two persons who know you (professionally and/or academically) and are willing to address your ability, interest and motivation for pursuing this program. Give each person a recommendation form and instruct them to return it directly to the admissions office. Your application cannot be reviewed until all references have been received.

1. 

2. 

I certify that all information given is complete and accurate. I understand that my failure to provide complete and accurate information may result in dismissal from the university or other appropriate disciplinary action. If admitted to Belmont University, I agree to abide by the policies and provisions stipulated in the university catalog.

Signature of Applicant __________________________________________ Date ____________

For information regarding Belmont University’s campus security record and policies, please contact the Belmont University Office of Safety and Security at (615) 460-6617. In compliance with the Student Right to Know Act, Belmont’s persistence (retention) rates are available at the Institutional Research Office. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Sections 504 of the Rehabilitation Act of 1973, Belmont University does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service, or sexual orientation in its administration of education policies, programs or activities; its admissions policies; or employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purposes. The university has appointed the director of the Office of Human Resources to serve as coordinator of compliance with Title IX. Inquiries or complaints should be directed to the Office of the Provost or the Office of Human Resources.

Visit www.belmont.edu/prospectivestudents/graduate/ in order to confirm individual program requirements. Please forward all materials, including a $50 application fee, to: Belmont University, Office of Admissions, 1900 Belmont Blvd., Nashville, TN 37212-3757, or fax to 615-460-5434.

How did you learn about Belmont University’s Graduate Programs? (please check all that apply)

☐ Academic Advisor  ☐ Advertisement  ☐ Another College/University  ☐ Belmont Alumnus
☐ Belmont Current Student  ☐ Belmont Faculty/Staff  ☐ College Fair  ☐ Employer
☐ Friend  ☐ GRE  ☐ Internet  ☐ Letter or Email from Belmont
☐ Professional Association  ☐ Publications  ☐ Other

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**Belmont University**  
*College of Law Supplement*

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**Applicant Information**

- **Early Decision**  
  *Early Decision applications may be submitted at any time before November 15 and must be complete by December 1. Admission under the Early Decision program is binding.*

- **Regular Decision**  
  *Regular Decision applications will be accepted through July 31 and considered on a rolling admissions basis as long as seats are available in the class.*

**Contact Preference**
- E-mail
- Mobile Phone
- Home Phone

**Permanent Address**

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Place of Birth: _______________________

List any scholastic honors you have received and any involvement in extracurricular activities or community service.

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**Employment Information**

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Military Experience

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LSAT Information

LSAC Account Number \((L\#\#\#\#\#\#)\): L ________________

Have you taken the LSAT? ☐ Yes ☐ No If yes, when? ______________ Score ______________

List any other dates on which you took the LSAT and the score you received

__________________________________________________________________________

If you have not taken the LSAT, when do you plan to take it? _______________________________________________________________

If you plan to retake the LSAT, when are you planning to take it? _______________________________________________________________

Registration with the Law School Data Assembly Service (LSDAS) is required by the law school. Please make sure you complete this registration in a timely fashion. For LSDAS registration information you may visit the Law School Admission Council’s website at www.LSAC.org.

General Information

Do you intend to practice law in Tennessee? ☐ Yes ☐ No ☐ Possibly

If no, in what jurisdiction(s) do you intend to practice? ______________________________________________________________

If you intend to apply to other law schools, which schools are you considering? ______________________________________________________________

__________________________________________________________________________

How do you plan to finance your legal education? ______________________________________________________________

__________________________________________________________________________

Please check the area(s) of law that interest you:

☐ Business ☐ Commercial ☐ Constitutional ☐ Criminal
☐ Employment/Labor ☐ Entertainment/Music Business ☐ Estate Planning ☐ Environmental
☐ Family ☐ General/Solo Practice ☐ Government/Public Sector ☐ Health
☐ Insurance ☐ Intellectual Property ☐ International ☐ Litigation
☐ Public Services ☐ Real Property ☐ Tax ☐ Other _______________________
Character and Fitness

If you answer any of the following questions in the affirmative, you must provide a written and detailed explanation including dates, charges, contact information of arresting agency and court, sentencing information, and/or resolution. Please note that there are character, fitness and other qualifications for admission to the bar; and the College of Law encourages each applicant to determine what those requirements are in the state(s) in which the applicant intends to practice.

1. Were you ever dismissed, suspended, expelled, placed on probation, or requested to withdraw for any reason (academic or non-academic) by any school, college, or university?
   - Yes [ ] No [ ]

2. Have you ever as a juvenile or adult been served with a criminal summons, questioned, arrested, taken into custody, indicted, charged with, tried for, pleaded guilty to or convicted of, or even been the subject of an investigation or inquiry concerning the violation of any law, regulation or policy, including but not limited to any internal investigation conducted by an employer or public agency? No statute, court order, or legal proceeding expunging the information required herein from any record, or dismissing, vacating, or setting aside any arrest, accusation or conviction, or purporting to authorize any person to deny the existence of such matter shall excuse less than full disclosure.
   - Yes [ ] No [ ]

3. Have you ever been cited for any traffic violations (exclude parking offenses)?
   - Yes [ ] No [ ]

4. Have you ever been a party to or otherwise involved in ANY legal proceeding, civil or criminal?
   - Yes [ ] No [ ]

5. Have you ever filed a petition for bankruptcy?
   - Yes [ ] No [ ]

6. Have you had any debts of $500 or more (including credit cards, charge accounts, and student loans) which have been more than 90 days past due within the past three years?
   - Yes [ ] No [ ]

7. Have you ever been denied a license for business, trade, or profession or had such a license suspended or revoked?
   - Yes [ ] No [ ]

8. Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?
   - Yes [ ] No [ ]

9. Have you ever been addicted to or had a problem with, or have you undergone treatment or counseling for the use of narcotics, drugs, or intoxicating liquors?
   - Yes [ ] No [ ]

10. Have you ever been dismissed, discharged, or requested to resign by an employer?
    - Yes [ ] No [ ]

11. Were you discharged or dismissed from the Armed Forces with other than an honorable discharge?
    - Yes [ ] No [ ] Not Applicable [ ]

12. While in military service, were you ever charged with violating the Articles of War or any provision of the Uniform Code of Military Justice?
    - Yes [ ] No [ ] Not Applicable [ ]
Nondiscrimination Statement

Belmont University College of Law is committed to the principle of equal opportunity for all applicants without regard to race, color, veteran status, religion, national or ethnic origin, political affiliation, gender, sexual orientation, age, or disability in the administration of educational policies, admission policies, financial aid, or any other university program or activity.

Accreditation Statement

For information about the College of Law’s accreditation status, please visit www.belmont.edu/law/accreditation.html. The Dean is fully informed as to the Standards and Rules of Procedure for the Approval of Law Schools by the American Bar Association. The Administration and the Dean are determined to devote all necessary resources and in other respects to take all necessary steps to present a program of legal education that will qualify for approval by the American Bar Association. The College of Law makes no representation to any applicant that it will be approved by the American Bar Association prior to the graduation of any matriculating student.

Early Decision Agreement

I certify that I am applying for admission through the binding Early Decision option and understand fully the policies and requirements of this option. If admitted to Belmont University College of Law, I agree to immediately withdraw my applications at other law schools, refrain from submitting new applications, submit a non-refundable seat deposit of $500 (which will be applied to your fall semester tuition) within 30 days of notification of admission, and to matriculate to Belmont University College of Law. Furthermore, I understand that the College of Law may inform other law schools that I have committed to enroll at Belmont.

Certification

I hereby certify that to the best of my knowledge the information provided by me on this application is complete. I understand that any misrepresentation or material omission may be cause for denial or cancellation of admission or expulsion from the College of Law. Furthermore, I understand that I have an ongoing obligation to update my application post-submission.

I agree to respect, and conduct myself in a manner consistent with, the tenets of professionalism and ethical responsibility expected of all members of the legal community.

For basic consumer information, please refer to the College of Law’s website at www.belmont.edu/law or contact the College of Law’s Admissions Office at law@belmont.edu. Documents should be sent to: Office of Admissions, Belmont University, 1900 Belmont Blvd., Nashville, TN 37212-3757, or fax to (615) 460-5434.
Belmont University
Graduate Application Fee Form

Applicant's Name ___________________________________________________________________________________

First Name ___________________ Middle Name ___________________ Last Name ___________________

Preferred Name ___________________________ Date of Birth ____________________

Program Applying for _______________________________ Term Applying for ______________________

Instructions: The $50.00 non-refundable application fee may be paid by check, money order, or credit card. Check or money orders should be made payable to Belmont University.

Please indicate your method of payment:

☐ Check (Payable to Belmont University)    ☐ Money Order (Payable to Belmont University)
☐ VISA        ☐ MasterCard       ☐ Discover ☐ American Express

If you are paying by credit card, complete the credit card authorization below

Card Number:__________________________________________________________
Expiration Date (MM/YYYY):__________________________________________

Amount to be charged: $50.00

Cardholder's Name:_____________________________________________________

Cardholder's Signature:_______________________________________________
College of Law  
1900 Belmont Boulevard  
Nashville, TN 37212-3757

Phone: 615-460-8400

Email: law@belmont.edu  
Web: www.belmont.edu/law

*Belmont University does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service, or sexual orientation.*