

## **Prelaw 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](http://leverett.harvard.edu/wiki/Prelaw:Prelaw_Student_Handbook).

#### **I. Preparing to Apply to Law School**

##### **a. Register with Prelaw Committee**

\_\_\_\_\_ Prelaw Advisor. Officially indicate to Leverett that you are applying to law school by emailing the Prelaw Resident Tutors at [leverettprelaw@gmail.com](mailto:leverettprelaw@gmail.com), who will assign you an advisor.

\_\_\_\_\_ Updated Resume. Send a current version of your resume to your assigned prelaw advisor.

\_\_\_\_\_ Student Record/Unofficial Transcript. Download a copy of your student record, which is your unofficial transcript from the Registrar's website at <http://www.registrar.fas.harvard.edu/certifications-transcripts-student-records/student-records> and send it to your assigned prelaw 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 LSDAS.

\_\_\_\_\_ 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 also email a copy of the recommendation letter to the Assistant to the Resident Dean in the Leverett House office at [leverettassistant@fas.harvard.edu](mailto:leverettassistant@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.

\_\_\_\_\_ Leverett House Dean’s Letter Waiver Form. Leverett House needs a signed “Dean’s Letter Waiver Form” in order to provide you with a Dean’s Letter. By signing this form, you waive your rights to access the Dean’s Letter that Leverett House may draft on your behalf. The form can be downloaded from the Leverett House website:  
[http://leverett.harvard.edu/w/media/d/d2/Prelaw\\_Letter\\_Waiver.pdf](http://leverett.harvard.edu/w/media/d/d2/Prelaw_Letter_Waiver.pdf).

\_\_\_\_\_ 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 Assistant to the Resident Dean and address the envelopes to schools that require the Dean’s Letter.