CAS
(Credential Assembly Service)
APPLICATION
WALKTHROUGH
2021-2022
Do your own research!

- This presentation is meant to serve as a resource during the application cycle. It does NOT cover all aspects of the application.
  - Review the LSAC [JD Application Guide](#) for more info.
  - **Phone:** 215-968-1001
  - **Email:** LSACinfo@lsac.org
  - [LSAC Help Form](#)
  - **Hours:** M-F, 8:00am-6:00pm ET
When to contact LSAC?

- Contact LSAC if you have questions about:
  - LSAT test registration and accommodations
  - LSAT/CAS fee waiver
  - CAS and law school reports
  - Question about transcripts
  - To request an update to your contact info
  - Paying the CAS and LSAT Fees
When to contact a program directly?

- Contact law school programs with questions about:
  - Admission requirements and policies
  - Law school application fee and waivers
  - Deadline requirements
  - Personal statement and resume format
  - Supplemental essays
  - Application status
  - Admissions decisions
  - Options if waitlisted
Application Timeline

JD applications open
AUG-SEPT 2021

Feb/March 2022

Some JD applications close

June-July 2022

Application cycle ends

Check the application dates on each law school’s website!
Warning about application submission dates!

- Most law schools admit candidates on a rolling basis. The later you apply in the cycle, the fewer spots there will be available. Plan to submit your applications as early as possible in the cycle. Submitting by Thanksgiving is usually a good guide to follow.
JD Application Checklist

- You must have a clear path to graduating with at least a Bachelor's degree at the time of applying (a Bachelor's degree is required to enter law school).
- An application for each law school
- Transcripts from all institutions attended including for dual enrollment credit
- A LSAT score (or GRE in some cases) + LSAT writing (on-demand test)
- At least TWO letters of recommendation
- Personal statement (500-750 words)
- Resume or CV
- Optional essays & addenda
Submission FAQ

• How much does it cost to apply to law school?
  o You will pay a series of fees to apply to law school. In most cases LSAC will process all of the fees related to your JD application.
    o The 2021-2022 CAS fee=$195
    o You will pay for a Law School Report for EACH law school at a rate of $45
    o Each law school will have a separate application fee that you will pay when you submit your application through LSAC. These range from $0-$100.
Applying Early vs. Early Decision

- **Early Decision**= an admission process where you commit to attend that law school if accepted.
  - Application deadline earlier in the cycle (sometimes)
  - You can receive a decision quicker than through standard admissions.

- **Applying early**= getting your application in early while there are still many seats available.

***It is your responsibility to know the various dates and deadlines for each law school as they will vary.***
Submission FAQ

• I don’t know my LSAT score yet...
  o Any update to your LSAT score will be automatically sent to the law schools that you applied to via an updated Law School Report. Try not to put yourself in a situation where you are rushing to apply without having a full picture of where your potential as a candidate stands.
LSAC Account

- To register for the Law School Admission Test (LSAT) you will have to create an account on LSAC’s website.
  - You will use this account to apply to law schools as well.
  - Select “JD Account”
  - Make sure to sign up for the LSAT well in advance (registration closes six weeks before the testing date).
  - Do not make multiple accounts.
Verify Under My Account....

Once you’ve logged into your LSAC account, you will want to verify some of your settings. Click on “My Account” in your top right corner. This will give you a list of items.
Profile – Biographical Information

Select “Profile.”

Make sure that all your information is correct.

IMPORTANT: Put an accurate permanent address. This cannot be changed after application submission.
Candidate Referral Service (CRS)

A free service that has advantages for you.

The right law school might be the one that finds you! Registering for the Candidate Referral Service makes it easy for law schools to search for you. Law schools may recruit potential applicants on the basis of specific characteristics, such as:

- Don't miss the opportunity to be found by law schools you might not otherwise have considered. Use the button below to register for the Candidate Referral Service.

Register for CRS
LSAC Fee Waiver

The fee waiver includes:

1. 2 LSATS
2. 1 CAS registration
3. 6 Law School Reports
4. A year of LSAT Prep Plus
5. Score Preview
LSAC Fee Waiver

- LSAC awards need-based fee waivers for those with an extreme need and inability to pay.
- Good for two years
- Apply for this fee waiver prior to registering for the LSAT
  - FEE waiver will not apply to previously paid fees.
  - Give LSAT time to process your fee waiver request.
  - You may appeal the fee waiver denial.
- You are not eligible if you have any instance of personal or criminal misconduct.
Credential Assembly Service (CAS)

- Most ABA-approved law schools require that an applicant uses CAS to compile components of their JD application.
  - You only have to submit documents **one time** to LSAC.
  - Sign up for CAS at least EIGHT weeks before you plan to submit applications—you **don’t** need to sign up for CAS in order to take the LSAT.
Credential Assembly Service (CAS)

- What is included in CAS?
  - Transcript summarization (Academic Summary Report)s
  - Admission Index – LSAC Undergraduate GPA
  - Letter of recommendation processing
  - Electronic application processing
  - LSAT score report—includes every score/cancellation
  - LSAT Writing
Credential Assembly Service (CAS)

- You may perform any of the tasks below in any order you choose, however, your law school report will not be released until:
  - Credential Assembly Service (CAS) is purchased
  - information about the schools you've attended is submitted
  - transcripts for schools attended are received and processed
  - LSAT score exists in your file, if required by the law school requesting your report
  - required letters of recommendation are received
Law School Reports

- What is a Law School Report?
  - A summarization of your CAS and all included documents, which is sent to each law school that you apply to upon submitting an application.

- How much does a Law School Report cost?
  - Law School Report fee = $45

- When do law schools receive my Report?
  - Upon application a completed CAS file will be sent
  - If one of the following events occurs during the **same admission cycle**:
    - You repeat the LSAT
    - LSAC receives an updated transcript
    - An error is reported
    - LSAC receives an additional letter of recommendation
    - NOTE: LSAC does not send Law School reports at an applicant’s request.
Credential Assembly Service (CAS)

CAS Status:
- Not Purchased

Institutions Submitted Status:
- Not Submitted

Transcripts
- No transcripts processed

Letters of Recommendation (LORs)
- No letters indicated
You will pay the CAS fee by clicking on the “Purchase CAS” button. Ensure that you check out by clicking on the shopping cart in the top right corner.
Paying the CAS Fee

You can confirm payment by checking “My Status.”

My Status

CAS: in cart
Institutions attended: not submitted
Transcript Submission

- Each transcript must be submitted **DIRECTLY** to LSAC
- Which type of transcript does an applicant have to submit?
  - Community colleges
  - Undergraduate and graduate institutions
  - Law, medical, or professional institutions
  - Institutions attended for summer or evening courses
  - Institutions attended even though a degree was never earned
  - Institutions at which you earned dual-enrollment credit during high school
  - Institutions that clearly sponsored your overseas study
  - International transcripts
Study Abroad and Transcript Submission

• Clear Sponsorship Meaning
  o You received credit from the sponsoring institution (not transfer credit).
  o You were directly enrolled at an institution outside the US or Canada and the total amount of work completed exceeds one year of undergraduate study.

• Transfer Credit
  o In most cases of study abroad or exchange programs, your grades and GPA would not appear on the sponsoring institution’s records. They simply contribute credit toward a degree as long as a grade of C or higher was earned.

• You will ONLY submit study abroad transcripts if clear sponsorship is evident.
Transfer Credit?

Transfer Credit will appear on your DegreeWorks or Unofficial Transcripts.
Add Institutions

- Select “Manage Institutions & Transcripts” under your CAS.
- You will see the disclaimer below. Select “institutions added.”
Add Institutions Cont.

- Read the directions closely – make sure you are adding ALL institutions.

**My Institutions Attended**

Once all the institutions you have attended are listed, select the **Continue** button.

- **Step 1:** Enter Institutions Attended
- **Step 2:** Confirm

You must list every undergraduate, graduate, professional, and law school you attended in the US, its territories, its associated states, or Canada.

For institutions outside the US, its territories, its associated states, and Canada, see the detailed [International Institutions Instructions](#) below.
Add Institutions Cont.

- You will add the following for Bachelor’s degree:
  - Location
  - Institution
  - Dates attended
  - Degree date
  - Degree type – select BA for and AB
  - First Major Category – a humanities degree might be under social sciences helping professions – check both categories.
  - First Major
  - Financial Obligation – you will not be able to send a transcript if you have financial holds.
Add Institutions Cont.

- Bachelor’s Degree-Granting Institution – university/college that did or will grant you a Bachelors Degree.
- Graduate Degree-Granting Institution – any graduate work
- Other Institutions – dual enrollment or places where you earned credit, but did not receive a degree
- International Institutions – see LSAC to know if study abroad applies her. Ask each law school program if you are unsure. Study abroad sponsored by UGA will not require a transcript.
- Select CONTINUE once you’ve added all institutions.
Request Transcript(s)

• Under each Institution you will see a Transcript Request Form link.

• You will be directed to the UGA Registrar’s page to complete a eTranscript request via Parchment.

• Have your LSAC ID# ready to complete the request.

• Not all schools use approved electronic services. You may have to request the school’s Registrar mail the transcript directly. Check here to verify.

• DO NOT MAIL YOUR OWN COPY TO LSAC. IT MUST BE SENT BY THE REGISTRAR DIRECTLY TO THE LAW SCHOOL.
Letters of Recommendation (LORs)

- In your LSAC account provide the name and contact info for each LOR writer.
- Describe each LOR’s use
  - Program/Specialty specific
  - School Specific
  - General (most will be this)
- Assign the LOR a use.
- The status of your letters will be available on your LSAC homepage.
Letter of Recommendations

- Select “Manage LORs”

Credentials and CAS™

Your Credential Assembly Service Evaluation

⚠️ Based on the information that you have provided, you are required to register for LSAC’s Credential Assembly Service if you are US/Canadian educated. Internationally educated applicants may be exempt from this requirement. Please check the requirements of each school to which you are applying to determine whether or not you need to use the Credential Assembly Service.

Go to School Search >>

Actions and Information

- Purchase CAS
- Add Institutions
- Manage LORs
- Law School Report Information
- LSAC Fee Waiver Information
Letters of Recommendations

- Under “My Recommenders” select “Add/Edit My Recommenders.”
- Select “Add NEW Recommender.”
- Waive your access rights by selecting YES.
Recommender Information

- Add the following info for your recommender:
  - First and Last Name
  - Email address – confirm with letter writer.
  - University mailing address
  - Number of letters – usually one
- Letter description - The letter description you enter will be printed on your Letter of Recommendation form. Law schools will receive both your LOR form and the letter, so write your description carefully. Examples: Use "for all law schools" if you want to assign the letter to multiple schools; use "for X law school" if it is intended for one specific school; use "for schools with (health) law programs" if intended for schools with specialized programs.
- Hit “Submit.” Select email or print form depending on your LOR writer’s preferences.
My LOR Assignments

- You must assign each letter to a specific school. Unassigned letters will NOT be sent.
- Choose "Add School/Term" under My LOR Assignments and add the school(s) and terms to your school list.
- Choose "Add Term" next to the school’s name to select the Term/Program. This means the law school program you are applying to enter.
- Choose "Assign", then select the L number(s) you wish to have included with law school reports to those schools.
# My LOR Assignments

- **Institution**: University of Georgia School of Law
- **Term**:
- **Letter ID**: Add Term

[Add School/Term button]
My LOR Assignments

- Select “First Year Application” under “Select Term/Program.”
Verify Your CAS Status

Credential Assembly Service (CAS)

- Manage Institutions & Transcripts
- Manage Letters of Recommendation

CAS Status:
- In Cart

Institutions Submitted Status:
- Not Submitted

Transcripts
- No transcripts processed

Letters of Recommendation (LORs)
- Received 0 of 1 letters

Not Received

<table>
<thead>
<tr>
<th>Letter of Recommendation</th>
<th>Recommender</th>
<th>Status</th>
<th>Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1 - all law schools</td>
<td>Ashley Roseberry</td>
<td>Not printed/requested</td>
<td>No</td>
</tr>
</tbody>
</table>

How do I access LORs?
Applying to Law Schools

You will need to open a law school application for each law school that you plan to apply to!
Applying to Law Schools

Select “Add Member Schools” – this will take you to a list of ABA-approved law schools.
Applying to Law Schools

Choose your law schools and select “Save Selections to School List.”

- You must open an application for each law school on your list.
Applying to Law Schools
The University of Alabama School of Law

Introduction

The University of Alabama School of Law, the only public law school in Alabama, offers students a nationally recognized, progressive legal education. The law school has served as the training ground for state and national leaders in the legal profession, business, and government. Law students are provided with an abundance of cultural, academic, and athletic opportunities through the university. The curriculum is traditional but diverse. The law school is student-centered; faculty and administration are accessible to students. Although the faculty's first priority is teaching, the professors are actively engaged in scholarly research and writing. Alabama is accredited by the ABA and the AALS.

Library and Physical Facilities

The law school building, which sits on 23 acres of the University of Alabama’s campus in Tuscaloosa, was designed by George A. Dean Architects and Associates.
Applying to Law Schools

Most law schools require you to submit an electronic application.

- Select “Apply and Submit Online.”
Applying to Law Schools

You will pay an application fee and a law school report fee for each application.

- Each application will state the fees up front.

<table>
<thead>
<tr>
<th>Fees</th>
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</thead>
<tbody>
<tr>
<td>- Application fee: $0</td>
</tr>
<tr>
<td>- Report fee: $45</td>
</tr>
<tr>
<td>- Did you know that this school will waive application fees for all students that have received an LSAC fee waiver. Learn more about Fee Waiver.</td>
</tr>
</tbody>
</table>
Active Application

Select “Application” under Step One - Complete application forms.

Active Applications

Member Law School

US School

In Progress  Arizona State University -- Sandra Day O'Conner College of Law - Fall 2022  Deadline: 08/01/2022

Prepare to Apply

Credential Assembly Service

The Credential Assembly Service (CAS) is already in your shopping cart.
If you purchase CAS, your law school report will not be released until you add and submit the institutions you've attended, have an LSAT score on file, and all school specific requirements have been received.

Law School Reports

Report fee will be charged at checkout

Applications

Step One - Complete application forms

0% completed

Step Two

Preview application

Application

Credentials

Transcripts

View or edit your transcripts.

Letters of Recommendation (LORs)

- Required: 0
- Accepted: 2
- Total accepted cannot exceed: 2

View or edit your LORs.
Law School Application
Active Applications

- Complete each question.
- Attach all required material
  - Personal Statement
  - Resume
- You may also attach optional information.

### Questions

1. Biographical
2. Contact Information
3. Program
4. LSAT Information
5. Demographics
6. Racial/Ethnic Background
7. Tribal Affiliation
8. Family Education
9. Military Service
10. Law School Interest
11. ASU Law Affiliation
12. Emergency Contact
13. Local Emergency Contact
14. Character and Fitness
15. Arizona Residency
16. Certification

### Attachments

- AZ Residency Form
- Character & Fitness Stmt
- Resume
- Personal Statement
- Optional Addendum 1
- Optional Addendum 2
- Optional Addendum 3
- Diversity Statement
- Indian Law LeadershipStmt

Not completed
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Optional
Optional
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Optional
Optional
Optional
Optional
Early Decision and Joint Degrees

If you are applying to specific admissions process or program, make sure to select that and follow all the instructions.
Law School Application

- Read the instructions for each attachment closely.
1. Under which admission program would you like to be considered?

- [ ] Regular Admission Program

2. Please check the appropriate box(es) to indicate the focus areas you are interested in.

- [ ] Alternative Dispute Resolution
- [ ] Business Law
- [ ] Criminal Law
- [ ] Environmental Law and Sustainability
- [ ] Intellectual Property
- [ ] Health Law
- [ ] Indian Law
- [ ] International Rule of Law and Security
- [ ] Science & Technology Law
- [ ] Sports Law and Business
- [ ] Trial Advocacy

3. Please list any focus area(s) you are interested in that are not listed in the question above. (maximum characters 200)

- **200 characters left**

4. You can pursue a JD concurrently with other degrees from ASU. Are you applying to another graduate program at ASU? (If “yes,” you must submit a separate application to the appropriate graduate admissions office for that program.)

- [ ] Yes
- [ ] No

5. If “yes,” to which other graduate program are you applying?

- [ ] Select Item

6. Have you used a paid admissions consultant to help with any aspect of this application?

- [ ] Yes
- [ ] No
Submit Application

From your homepage scroll down to Applying to Law Schools -> Active Applications-> View

Active Applications

What is Active?

Member Law School

US School

In Progress Arizona State University--Sandra Day O'Connor College of Law - Fall 2022 Deadline: 08/01/2022

Prepare to Apply

Credential Assembly Service

The Credential Assembly Service (CAS) is already in your shopping cart. If you purchase CAS, your law school report will not be released until you add and submit the institutions you've attended, have an LSAT score on file, and all school specific requirements have been received.

Law School Reports

Report fee will be charged at checkout

Applications

Step One - Complete application forms

Application

0% completed

Step Two

Preview application

Previews Application (PDF)

View or edit your transcripts.

Letters of Recommendation (LORs)

- Required: 0
- Accepted: 2
- Total accepted cannot exceed: 2

View or edit your LORs.
Submit Application

- STEP ONE: Verify you’ve completed all the law school application components. PRINT A COPY OF EACH APPLICATION.
- STEP TWO: Preview your application. Review the preview copy of your application closely.
- STEP THREE: Pay fees and submit the application.