CAS
(Credential Assembly Service)
APPLICATION WALKTHROUGH

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

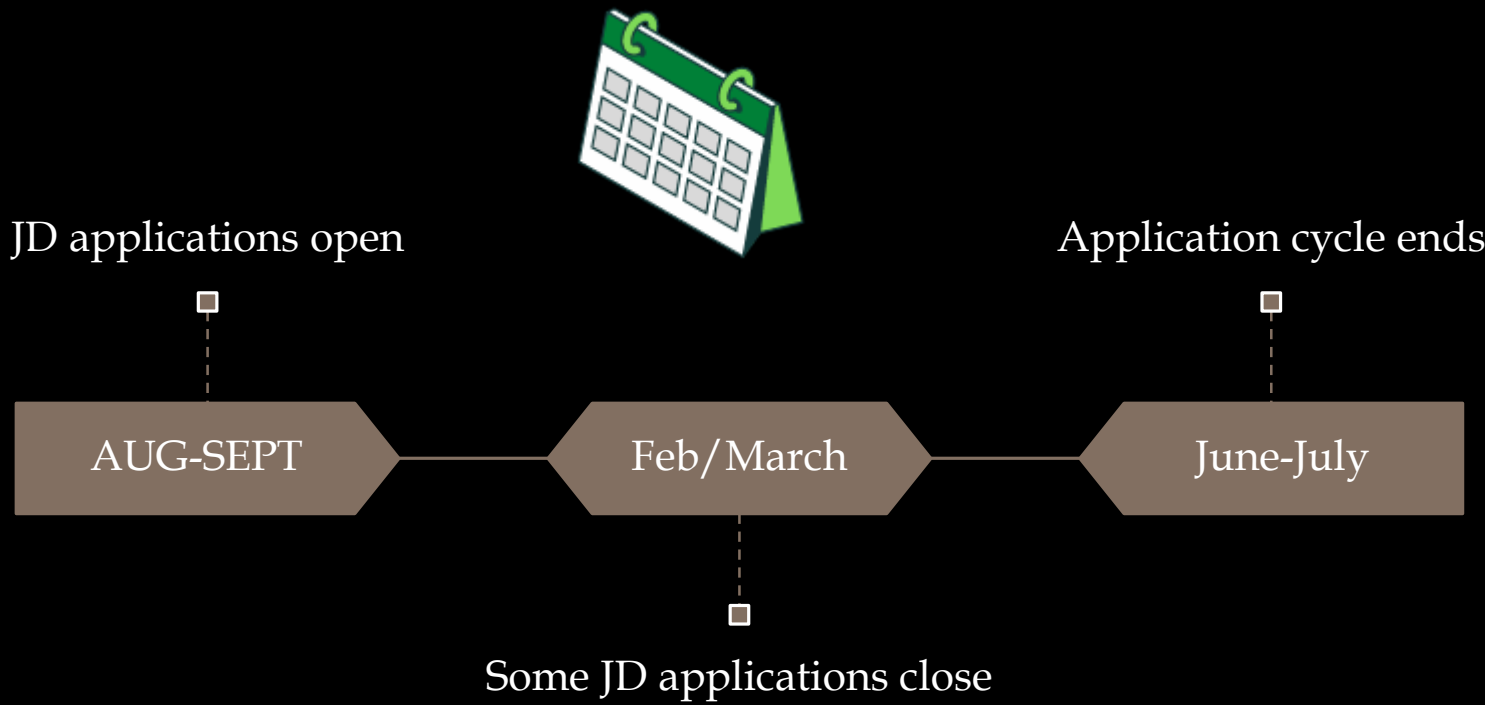
When to contact LSAC?

- 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



Check the application dates on each law school's website! Make sure you note the priority deadline for scholarships

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 Bachelors degree at the time of applying (a Bachelors 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 (2-pages, double-spaced)
- Resume or CV
- Optional essays & addenda

Submission FAQ

- **How much does it cost to apply to law school?**
  - 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.
    - The CAS fee is $200
    - You will pay for a Law School Report for EACH law school at a rate of $45
    - 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.

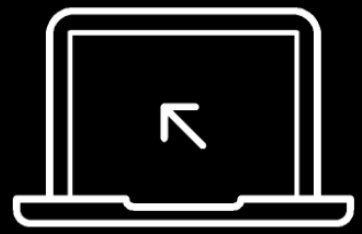
***It is your responsibility to know the various dates and deadlines for each law school as they will vary.**

Submission FAQ

- **I don't know my LSAT score yet…**
  - Any update to your LSAT score will be automatically sent to the law schools that you applied to via an updated Law School Report. **You can request a law school accept your application prior to having a score.** 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.

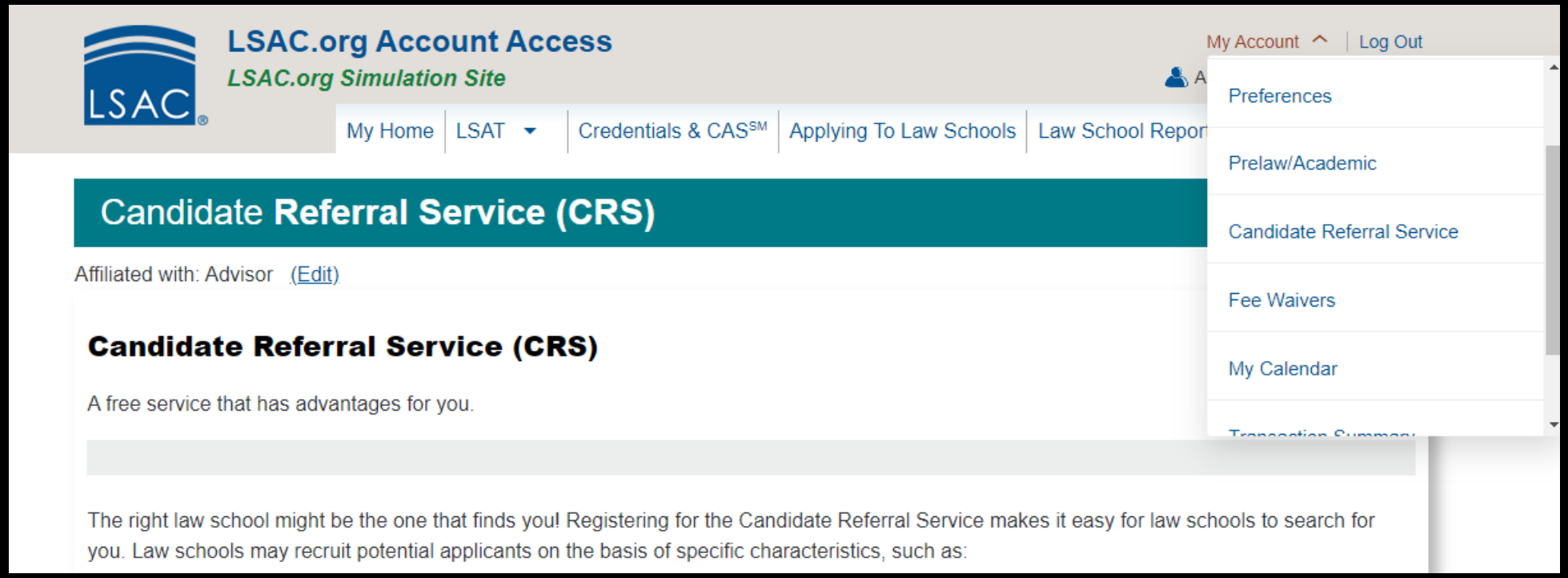
Profile – Biographical Information

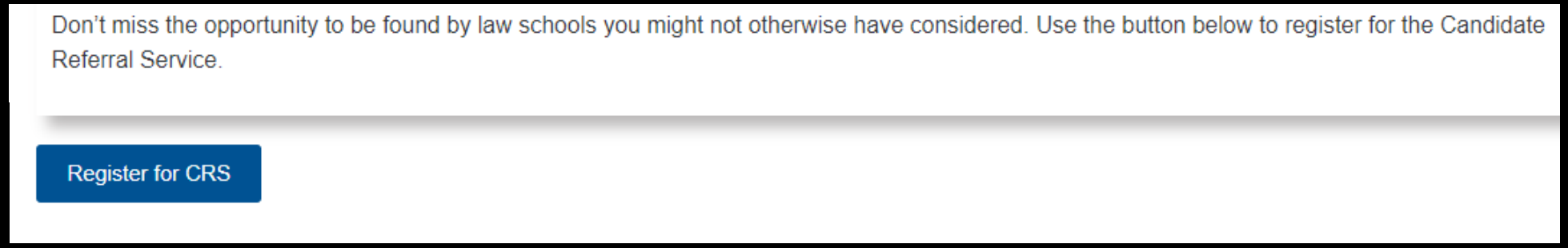
Select “Profile.”

Make sure that all your information is correct.

IMPORTANT: Put an accurate permanent address. This cannot be changed after application submission.

Candidate Referral Service

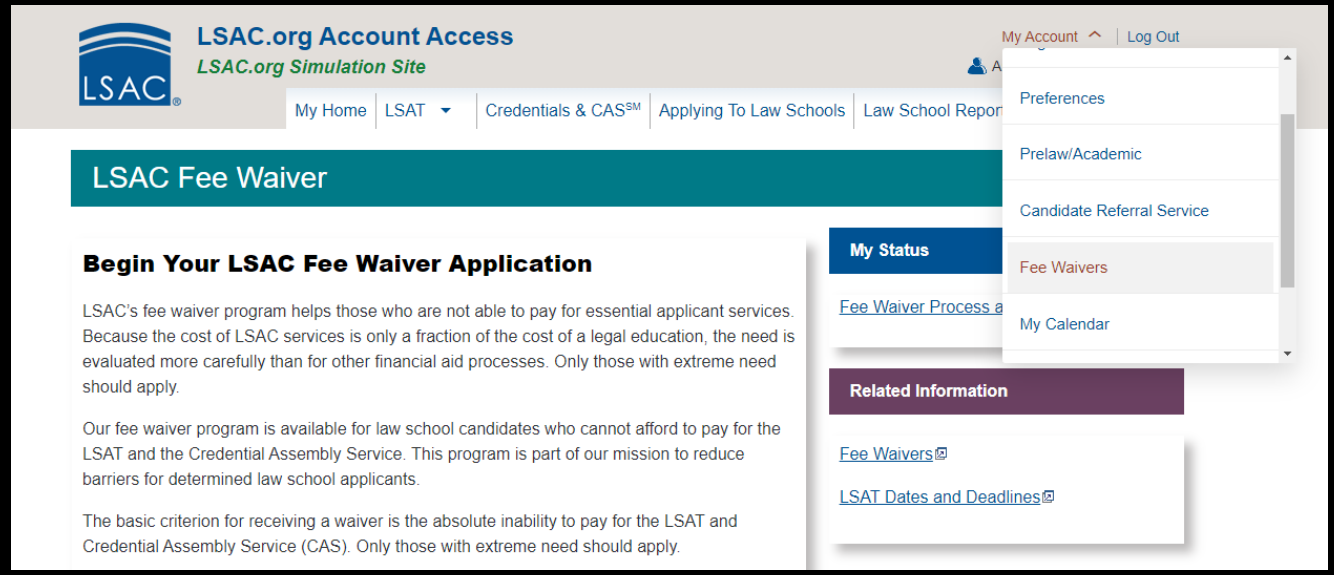




LSAC Fee Waiver

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 a 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

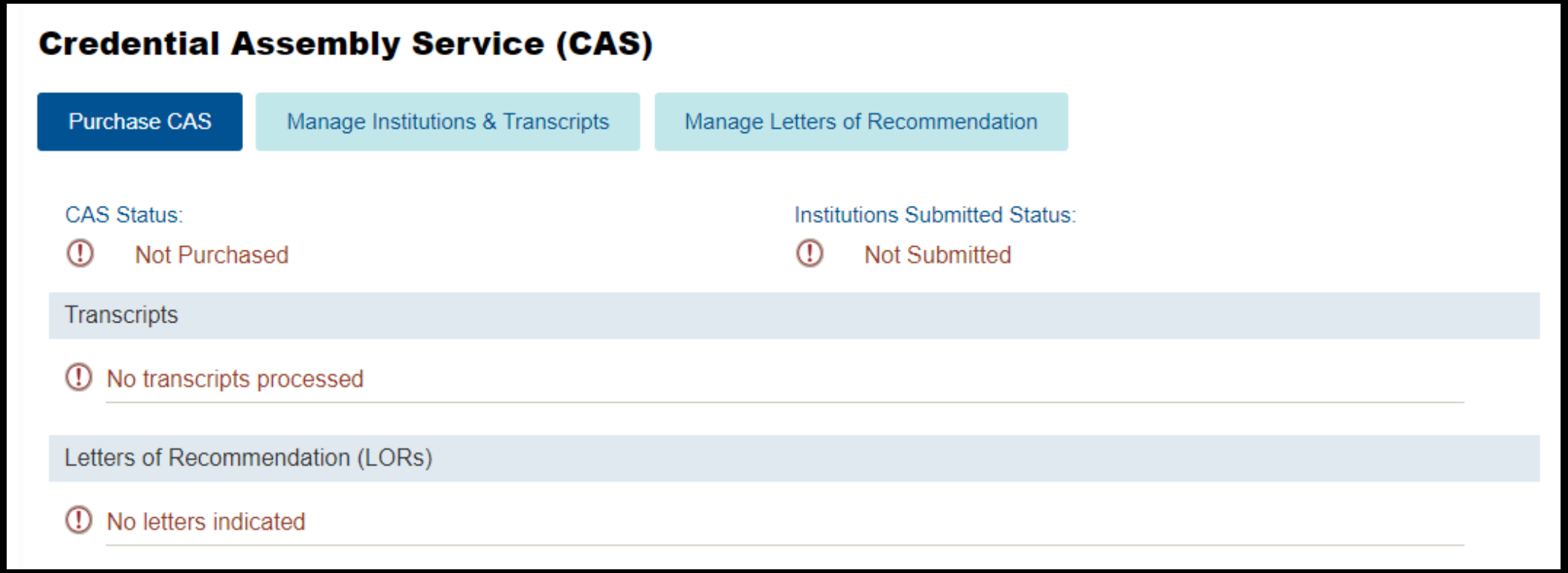
Credential Assembly Service (CAS)

- 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.

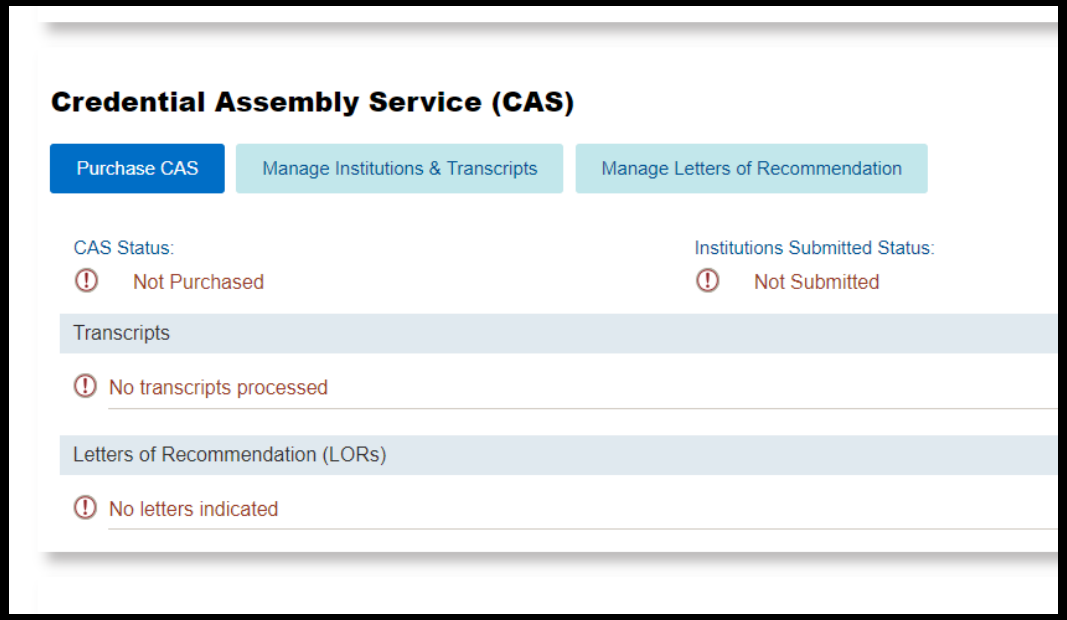
Credential Assembly Service (CAS)

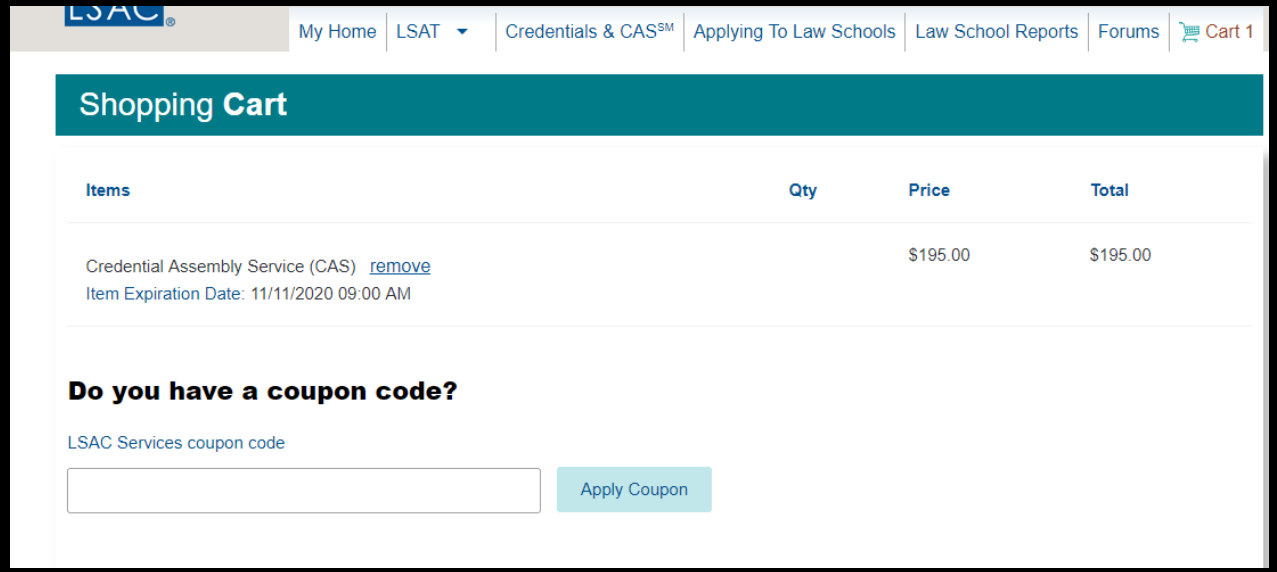


PAYING THE CAS FEE

You will pay the CAS fee by clicking on the "Purchase CAS" button.

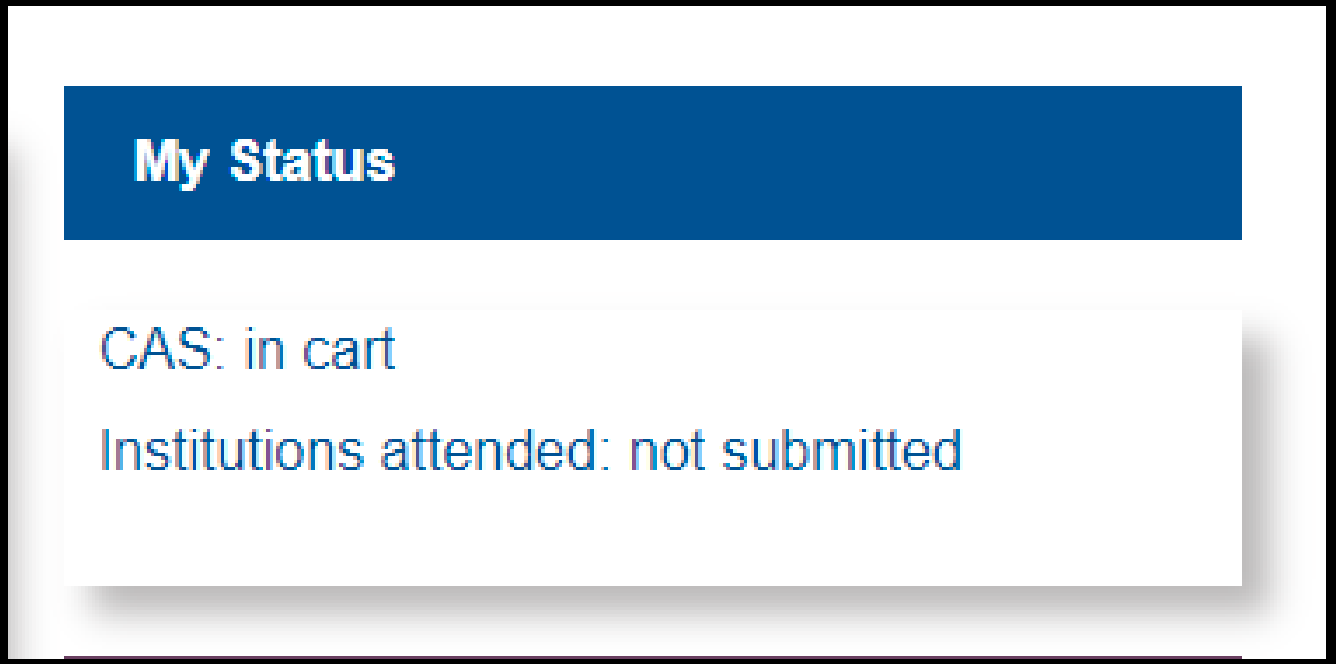
Ensure that you check out by clicking on the shopping cart in the top right corner.





PAYING THE CAS FEE

You can confirm payment by checking **"My Status."**



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

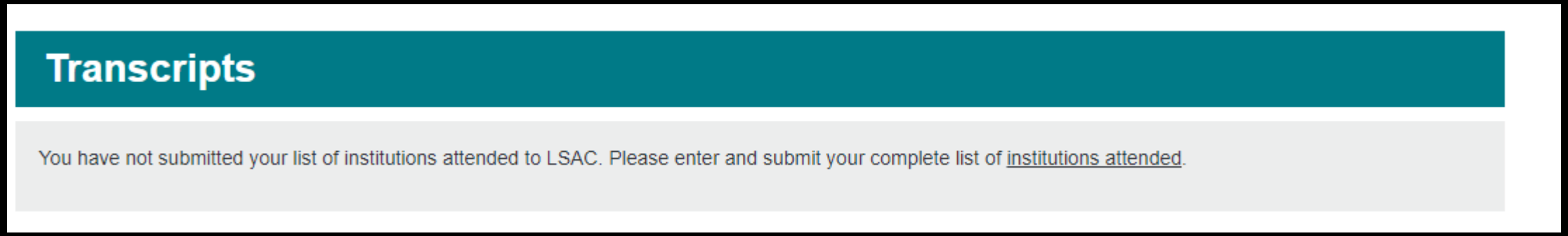
Study Abroad and Transcript Submission

- Clear Sponsorship Meaning
  - You received credit from the sponsoring institution (not transfer credit).
  - 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.**
- You will ONLY submit study abroad transcripts if clear sponsorship is evident.

- Transfer Credit
  - 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.

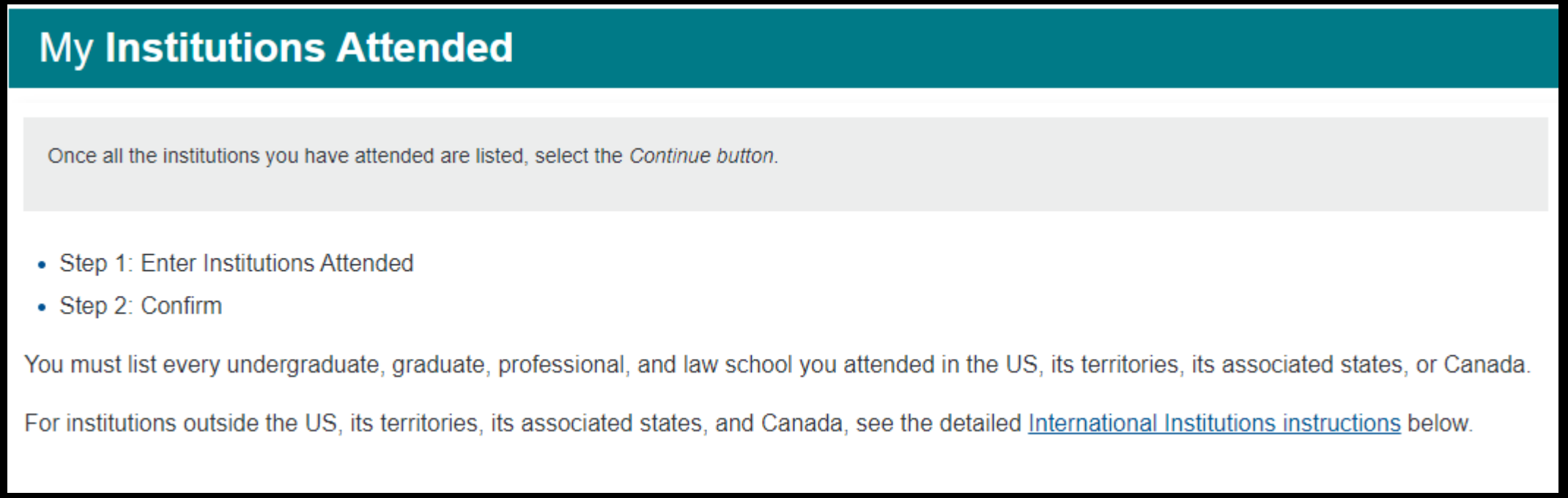
Add Institutions

- 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.



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)

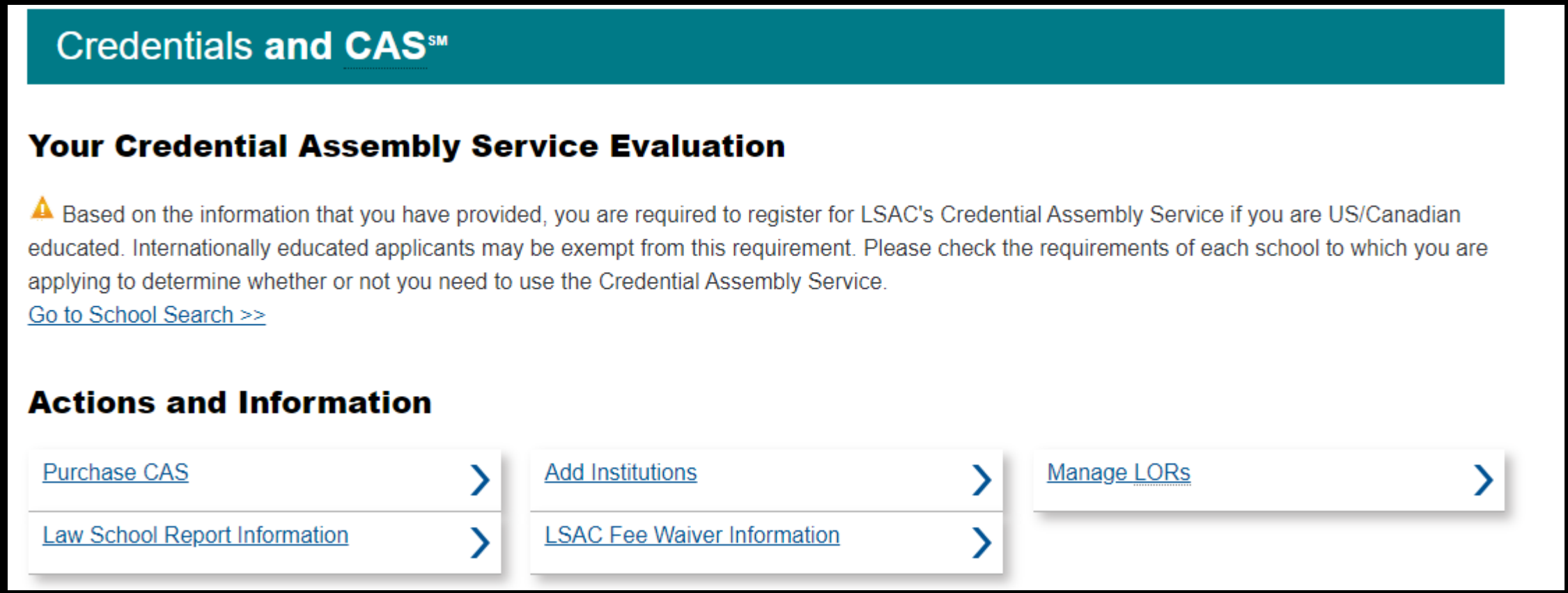
- Under each Institution you will see a **Transcript Request Form** link.
- You will be directed to the UGA Registrar's page to complete a eTranscript request via Parchment.
- Have your LSAC ID# ready to complete the request.
- Not all schools use approved electronic services. You may have to request 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"**



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

My LOR Assignments

☐ Hide Past Terms

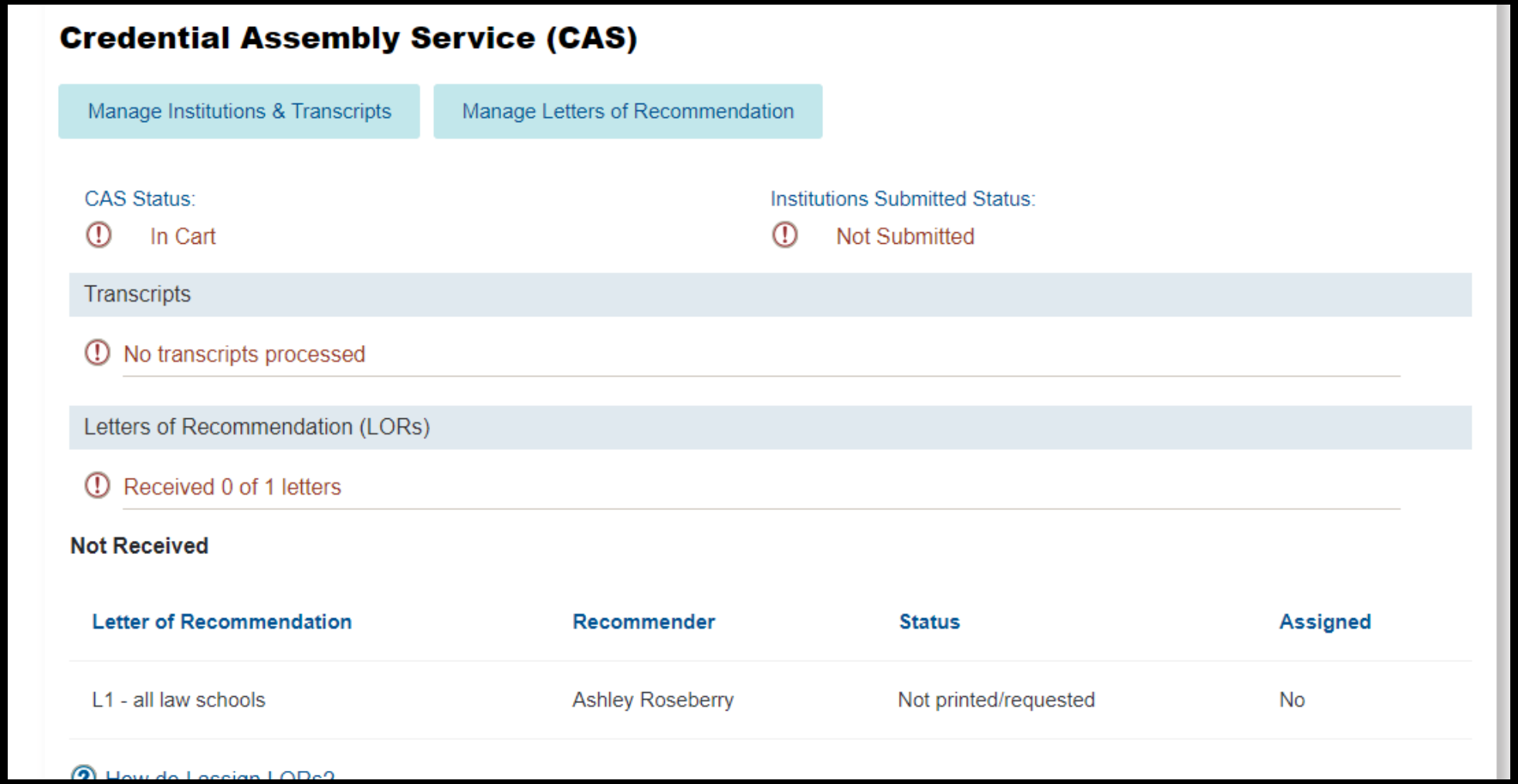
Institution	Term	Letter ID
University of Georgia School of Law	Add Term	

Add School/Term

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

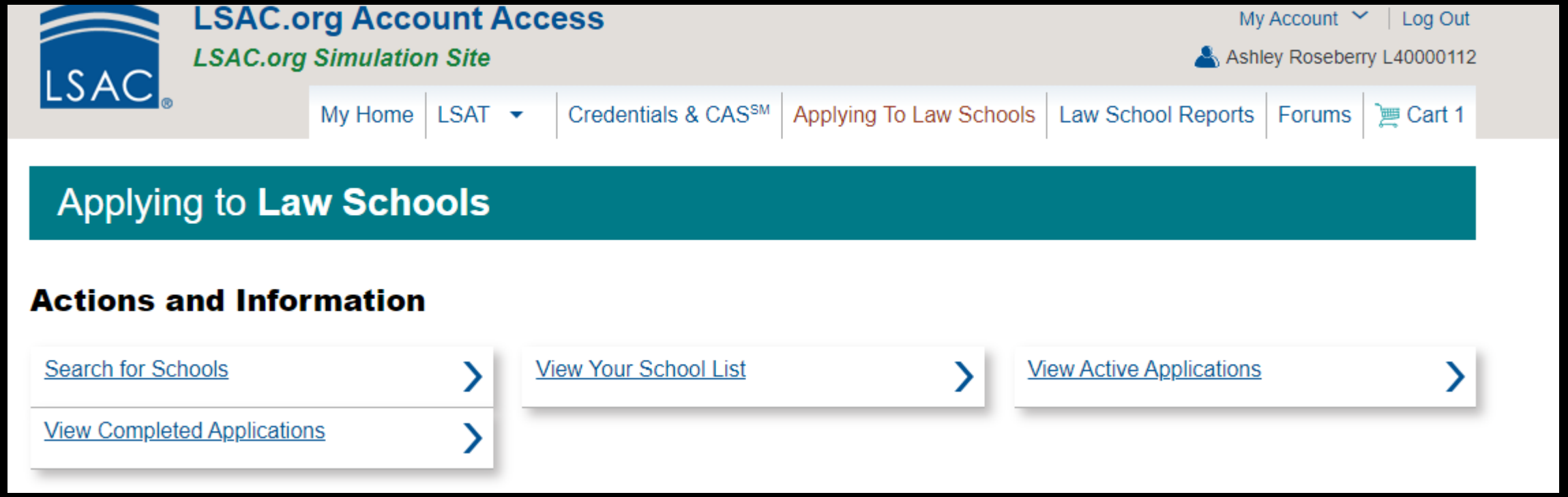
Not Received

Letter of Recommendation	Recommender	Status	Assigned
L1 - all law schools	Ashley Roseberry	Not printed/requested	No

How do I assign LORs?

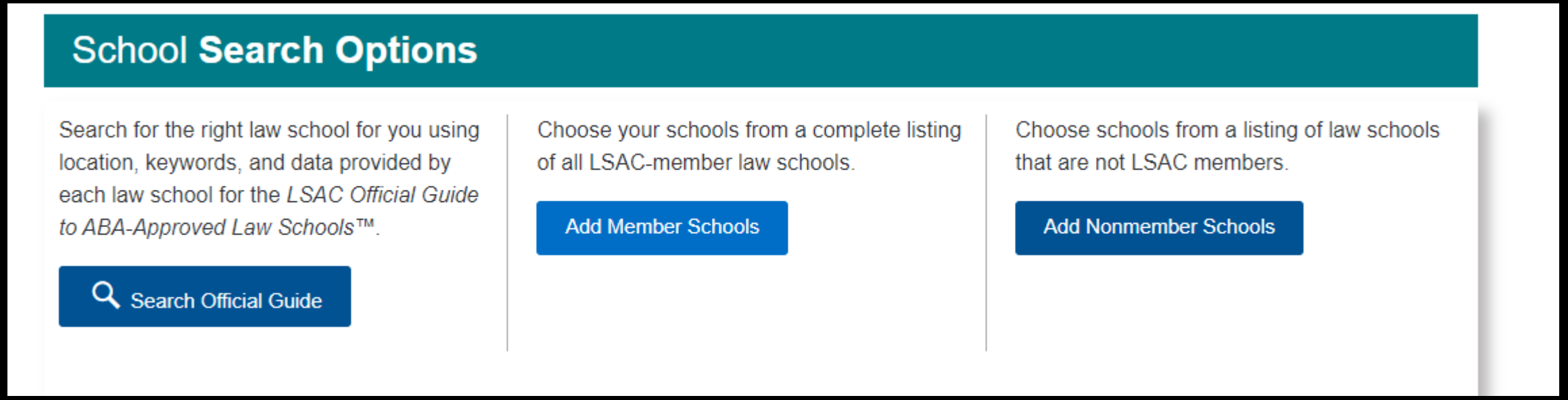
Applying to Law Schools

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



Applying to Law Schools

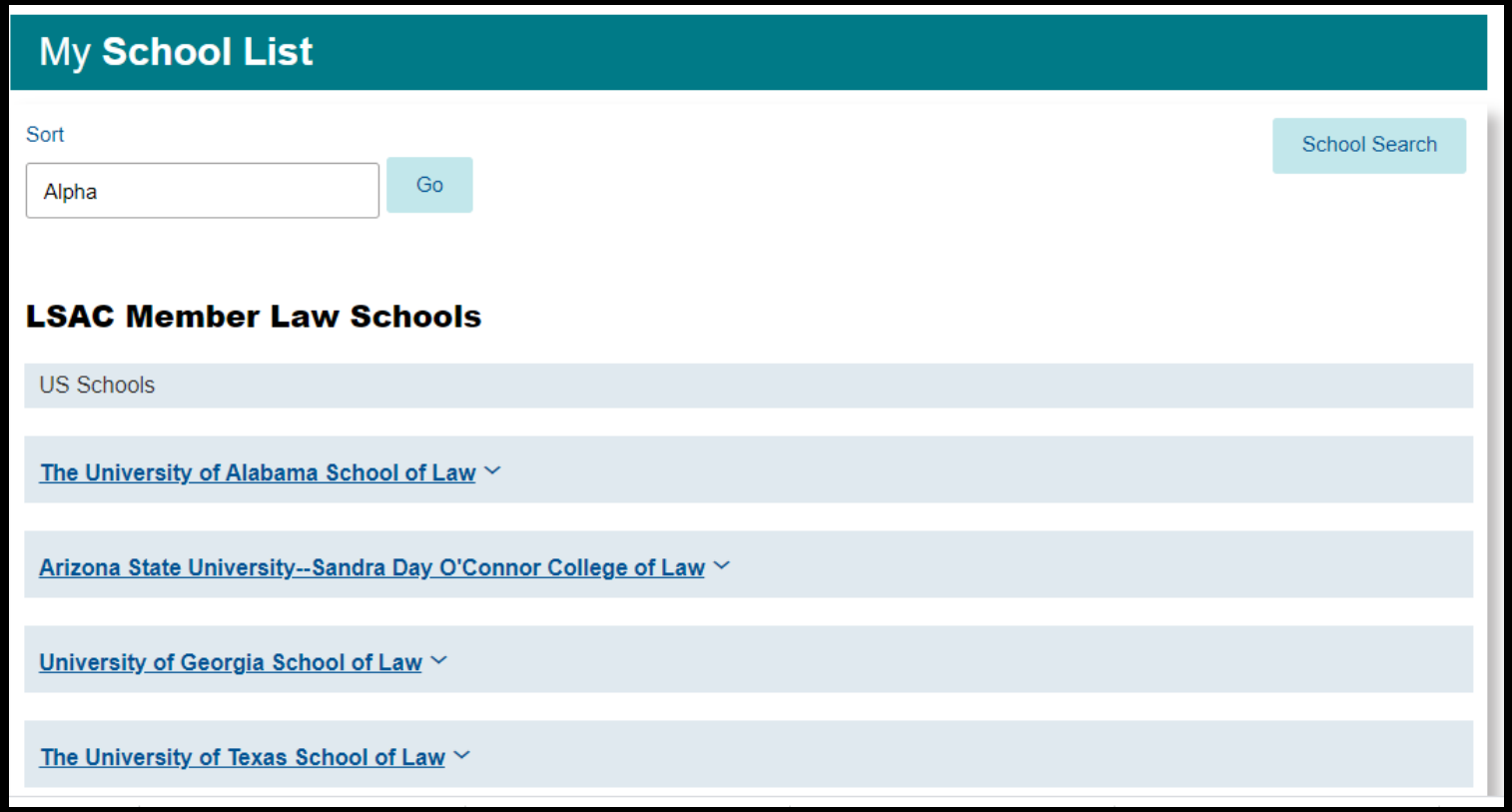
Select "**Add Member Schools**" – this will take you to a list of ABA-approved law schools.



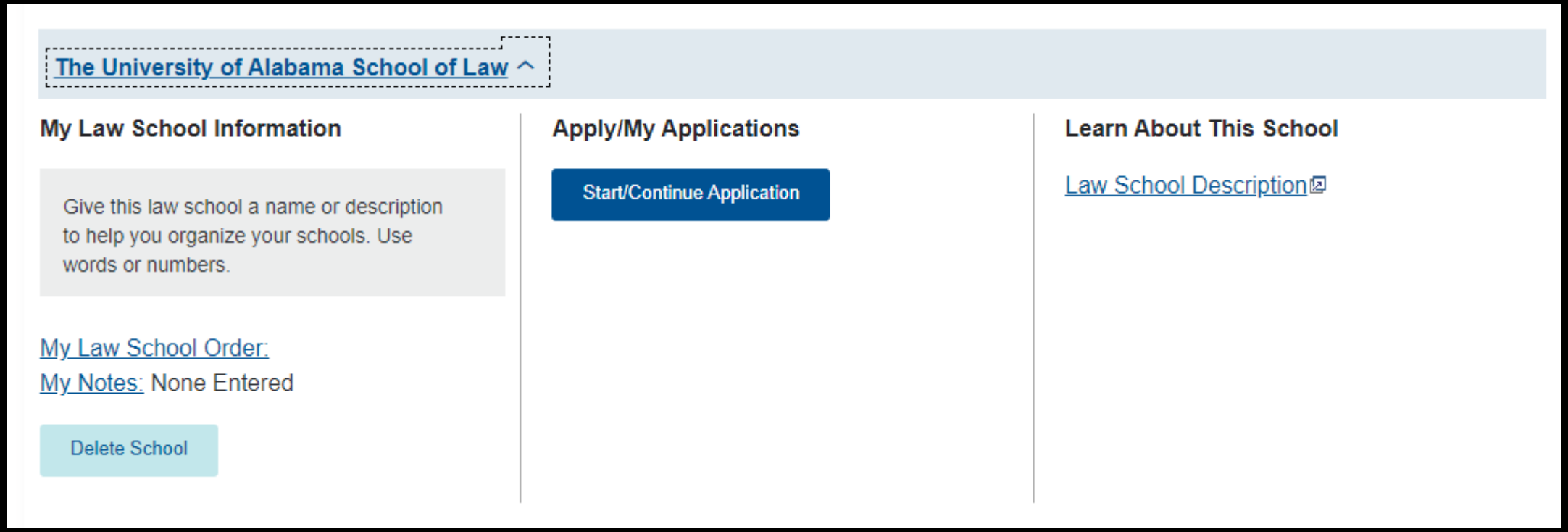
Applying to Law Schools

Choose your law schools and select **"Save Selections to School List."**

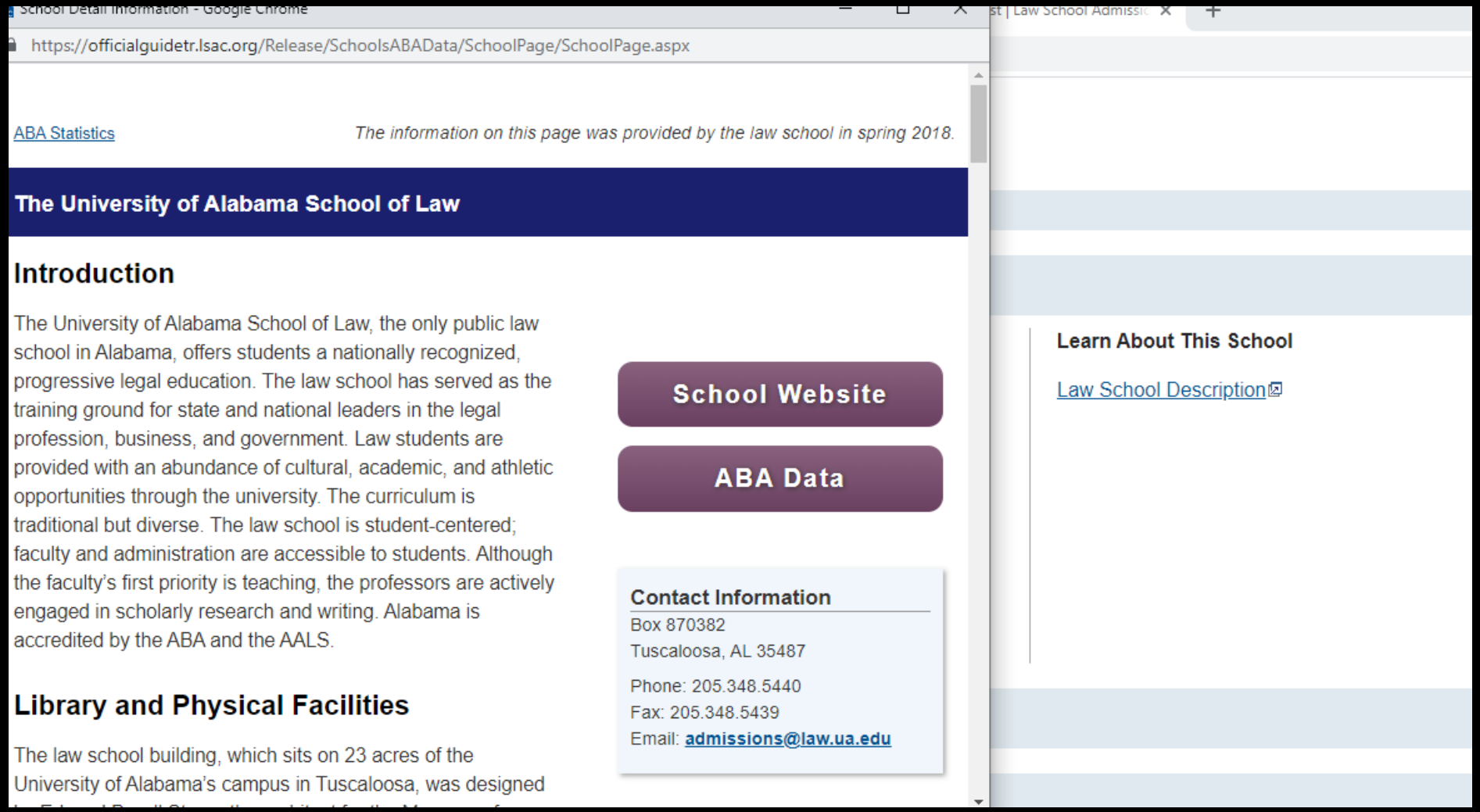
- You must open an application for each law school on your list.



Applying to Law Schools



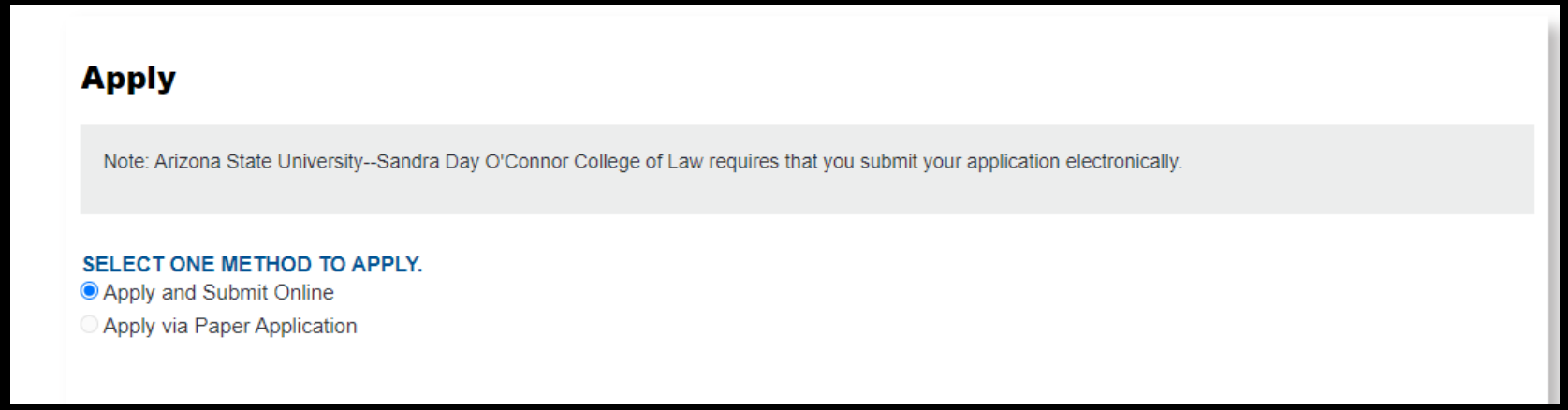
Law School Description



Applying to Law Schools

Most law schools require you to submit an electronic application.

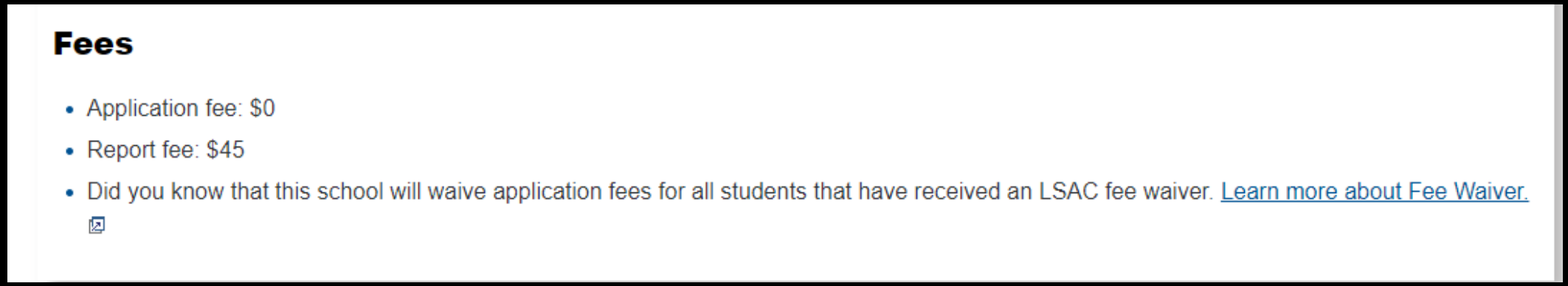
- Select **"Apply and Submit Online."**



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.

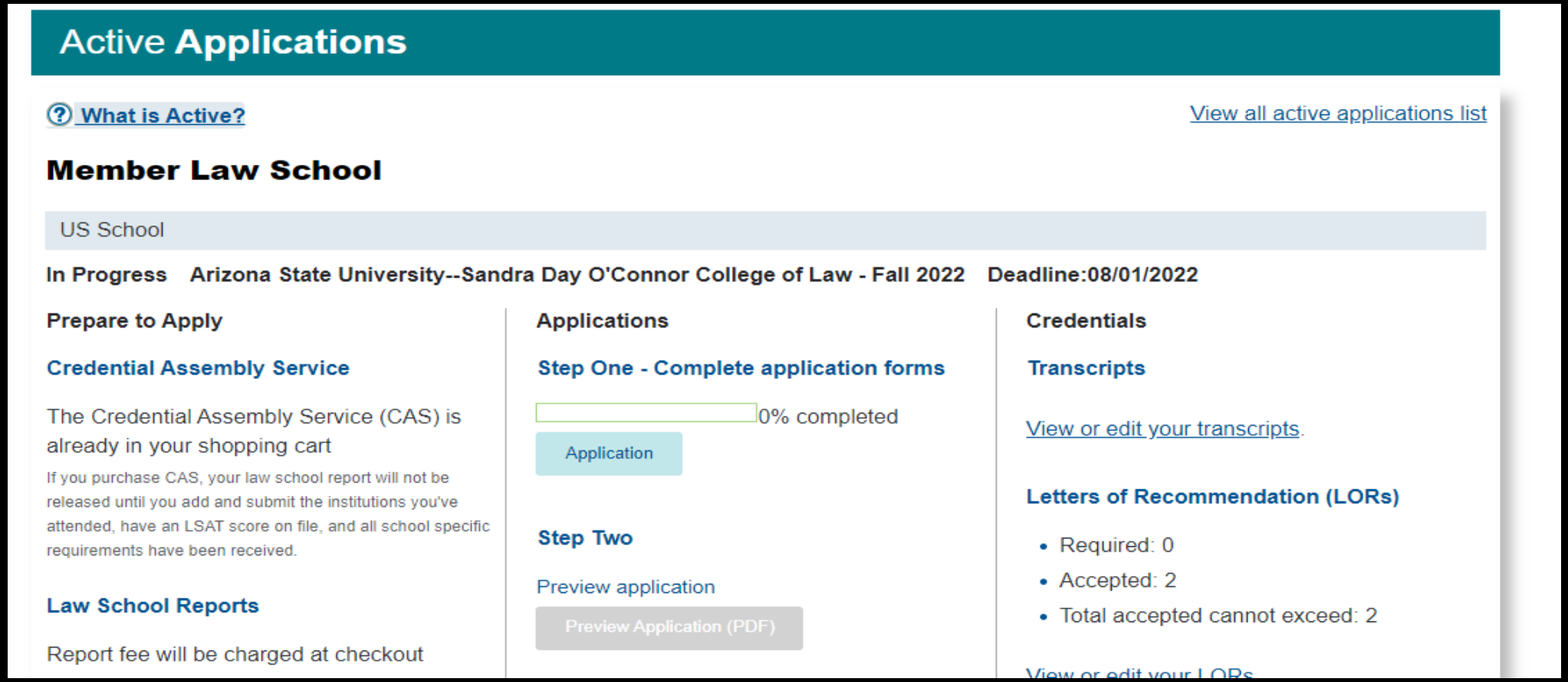


Fees

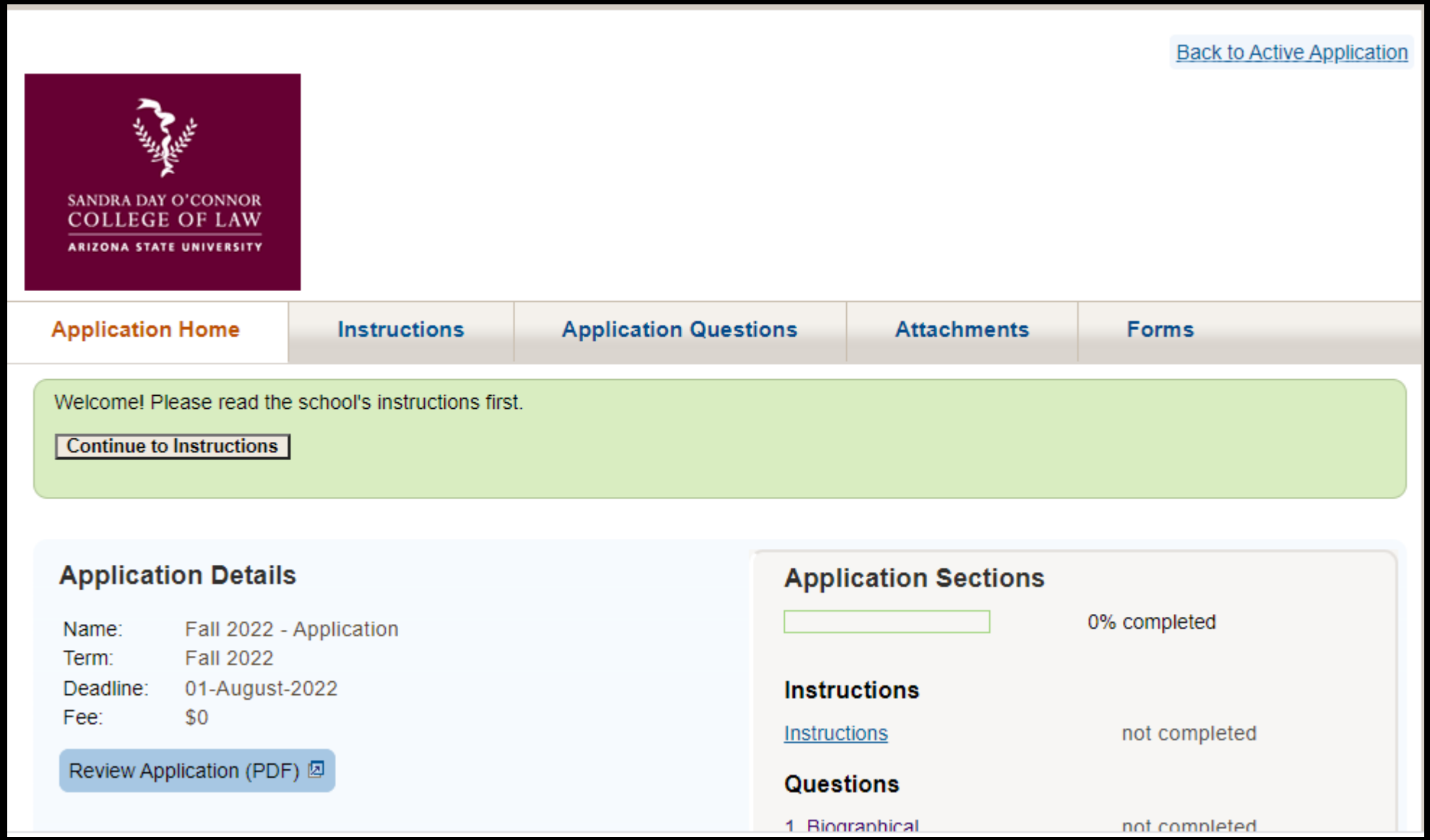
- Application fee: $0
- Report fee: $45
- Did you know that this school will waive application fees for all students that have received an LSAC fee waiver. Learn more about Fee Waiver.

Active Application

Select "**Application**" under Step One – Complete application forms.



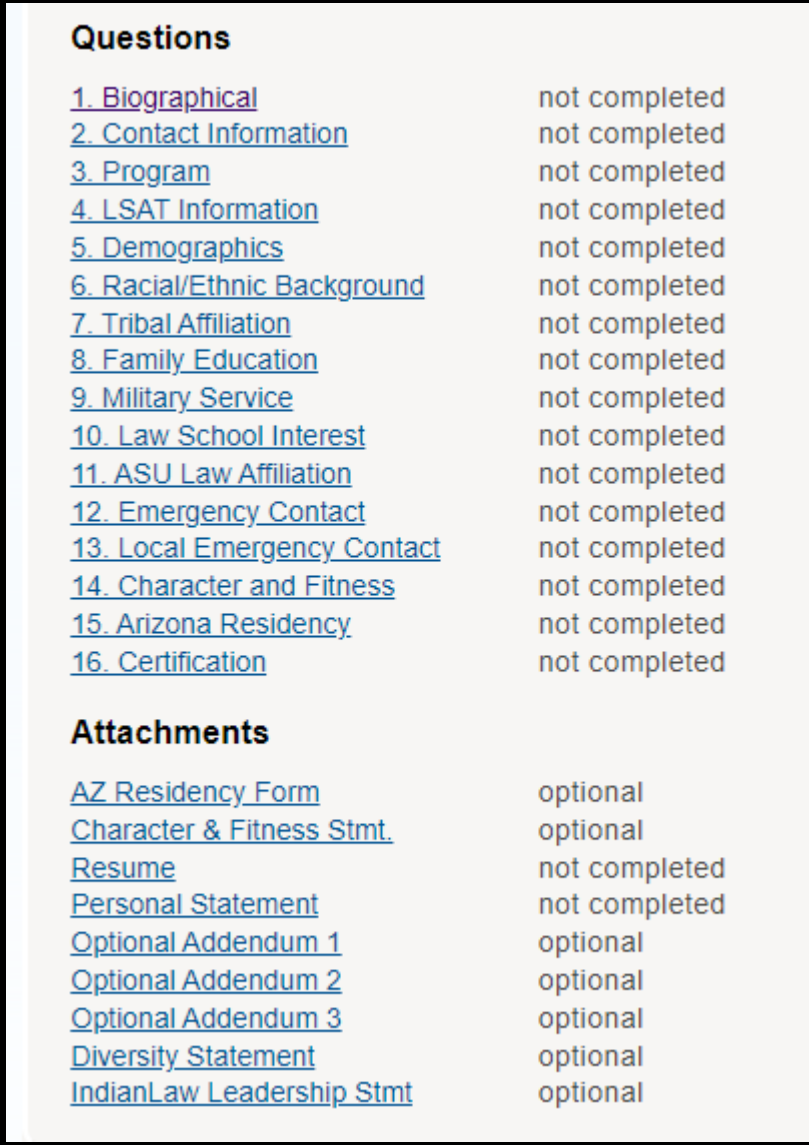
Law School Application



Active Applications

- Complete each question.
- Attach all required material
  - Personal Statement
  - Resume

You may also attach optional information.



Questions

1. Biographical	not completed
2. Contact Information	not completed
3. Program	not completed
4. LSAT Information	not completed
5. Demographics	not completed
6. Racial/Ethnic Background	not completed
7. Tribal Affiliation	not completed
8. Family Education	not completed
9. Military Service	not completed
10. Law School Interest	not completed
11. ASU Law Affiliation	not completed
12. Emergency Contact	not completed
13. Local Emergency Contact	not completed
14. Character and Fitness	not completed
15. Arizona Residency	not completed
16. Certification	not completed

Attachments

AZ Residency Form	optional
Character & Fitness Stmt.	optional
Resume	not completed
Personal Statement	not completed
Optional Addendum 1	optional
Optional Addendum 2	optional
Optional Addendum 3	optional
Diversity Statement	optional
IndianLaw Leadership Stmt	optional

Early Decision and Joint Degrees

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

3. Program

* Indicates a required field.

The admissions committee reads files in the order they are completed and it is in your best interest to apply early in the cycle well in advance of the March 1, 2022 priority deadline.

Please visit our website at (https://law.asu.edu/admission/apply/jd) for a complete description of ASU Law's admission programs.

Binding Admission - O'Connor Honors Program
The O'Connor Honors Program is a binding program tailored for applicants with exceptional credentials — **applicants must have a LSAT score of at least 167 *and* a cumulative undergraduate GPA of at least 3.85 as calculated by LSAC.**

Binding Admission - O'Connor Merit Scholars Program
The O'Connor Merit Scholars Program is a binding commitment program designed for those applicants who are certain they want to attend ASU Law. There are no minimum requirements to apply to this program.

Binding Admission - Indian Law Leadership Program
The Indian Law Leadership Program is a binding program tailored for applicants with experience in Indian Country, ties to a tribal community, and an interest in pursuing a job in Indian law in the future. There are no minimum LSAT and GPA requirements to apply to this program.

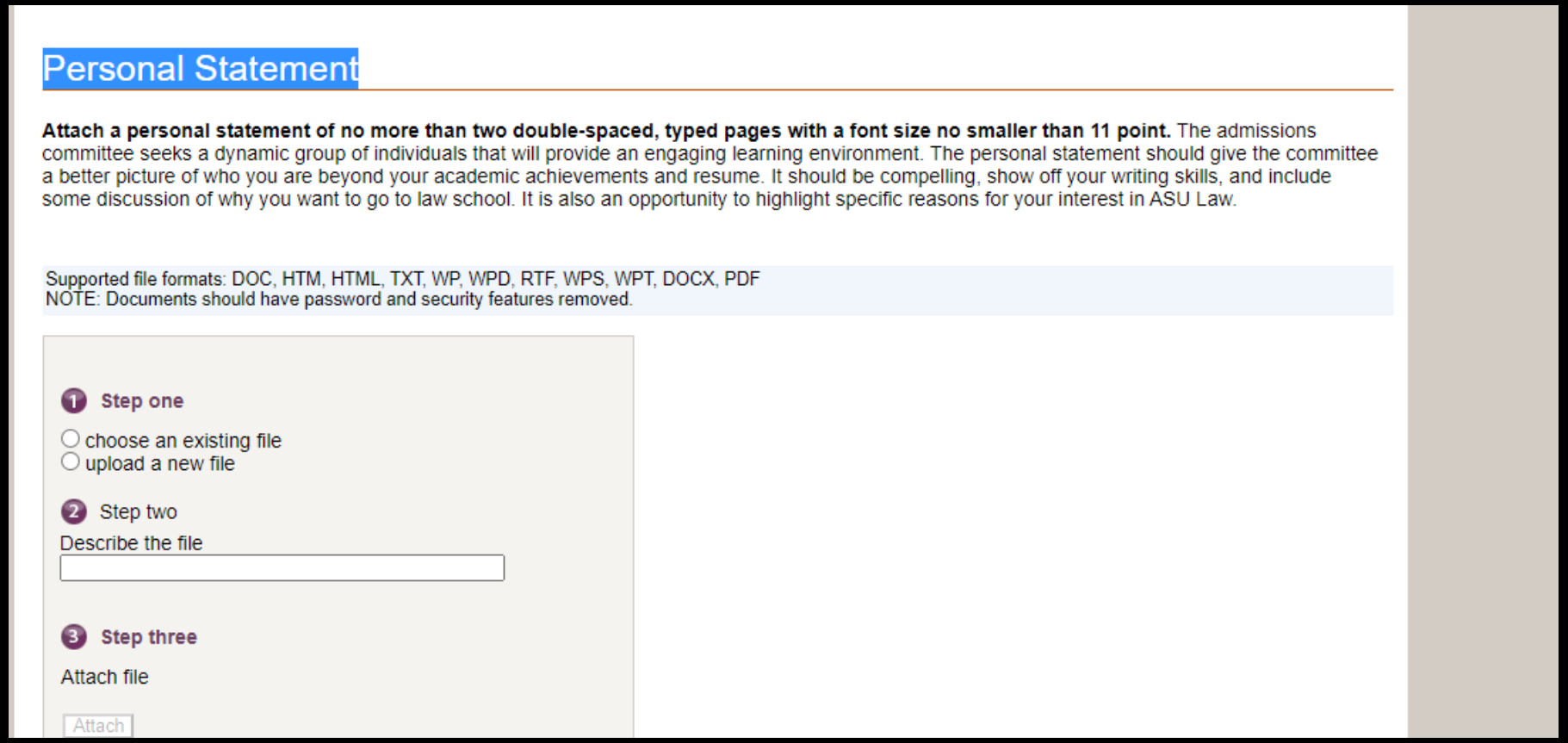
Non-Binding Regular Admission Program
There are no minimum requirements to apply to this program.

ASU Achievement Program
In order to be eligible for this program, the applicant must satisfy all requirements listed below:
(a) Bachelor's degree from ASU must be awarded after August 15, 2021, but before August 15, 2022; a cumulative undergraduate GPA of 3.85 or above through six semesters of academic work at ASU; a final cumulative undergraduate GPA of 3.85 as calculated by LSAC; and scored at or above the 85th percentile on the ACT or SAT if you are applying as an ASU undergraduate student, **or**
(b) Must have earned a bachelor's degree from an accredited four-year institution and be applying as a joint degree candidate to the JD program in combination with another graduate degree at ASU*; a cumulative undergraduate GPA of 3.85 or above through six semesters of academic work; and scored at or above the 85th percentile on the GRE or GMAT if you are applying as a joint degree candidate.

Any ASU Achievement applicant with a valid LSAT score on file with the LSAC or who registers for the LSAT will have their application and/or offer of admission withdrawn. *Any joint degree applicant admitted to the JD program (under (b) above) who does not also earn admission to the other graduate program for joint enrollment will have their admission to ASU Law rescinded. If you are interested in applying to the ASU Achievement Program please contact our office prior to applying or registering with LSAC.

Law School Application

- Read the instructions for each attachment closely.



Personal Statement

Attach a personal statement of no more than two double-spaced, typed pages with a font size no smaller than 11 point. The admissions committee seeks a dynamic group of individuals that will provide an engaging learning environment. The personal statement should give the committee a better picture of who you are beyond your academic achievements and resume. It should be compelling, show off your writing skills, and include some discussion of why you want to go to law school. It is also an opportunity to highlight specific reasons for your interest in ASU Law.

Supported file formats: DOC, HTM, HTML, TXT, WP, WPD, RTF, WPS, WPT, DOCX, PDF
NOTE: Documents should have password and security features removed.

1 Step one

choose an existing file
upload a new file

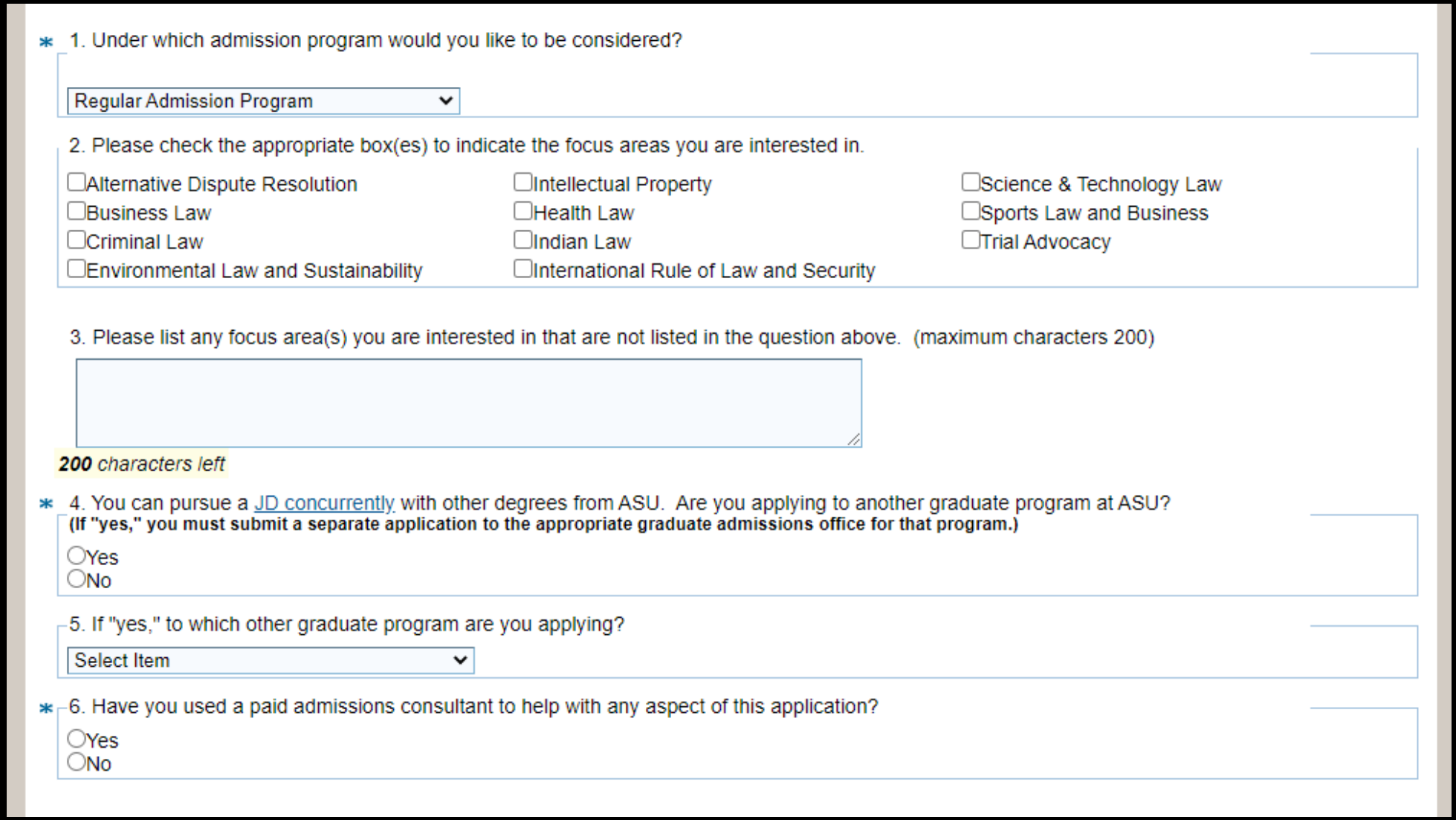
2 Step two

Describe the file

3 Step three

Attach file

Attach



* 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

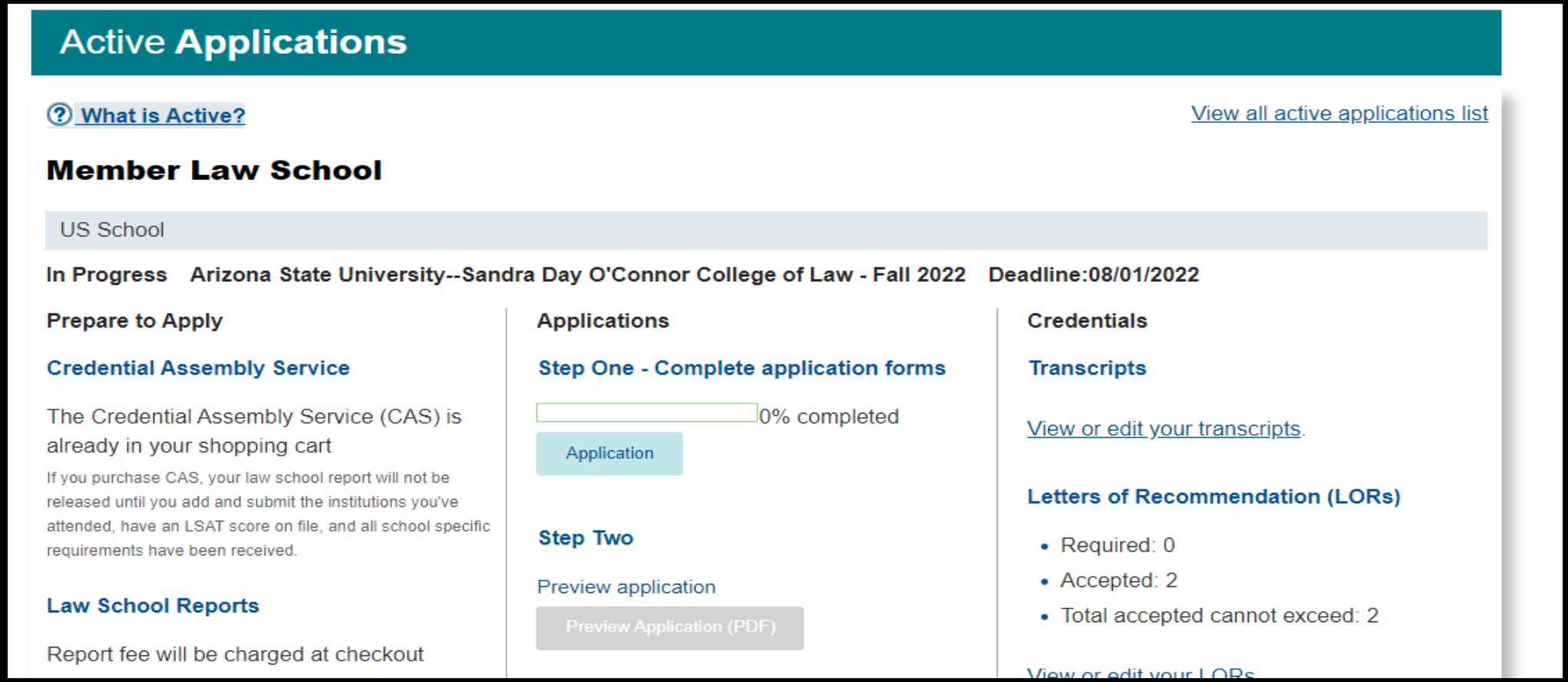
* 6. Have you used a paid admissions consultant to help with any aspect of this application?

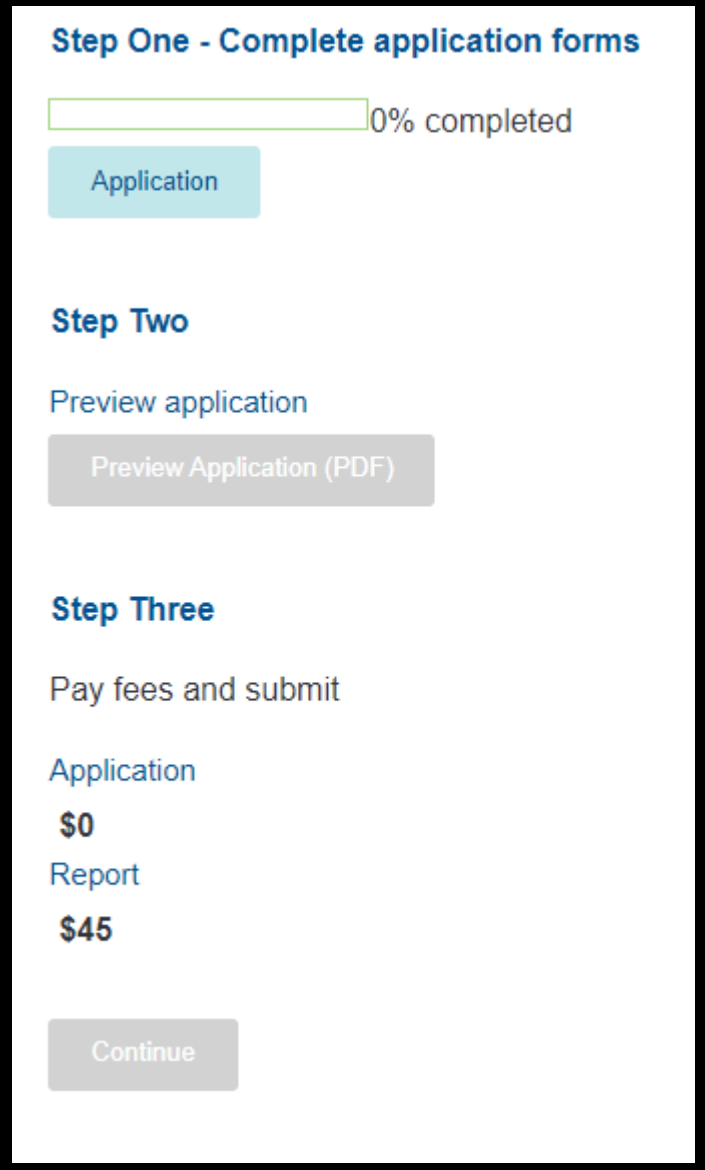
- ○ Yes
- ○ No

This applications asks you to disclose if you paid a consultant to advise you on aspects of your application.

Submit Application

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



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.