



GEORGETOWN LAW

**TRANSFER APPLICATION REQUIREMENTS**

Georgetown Law only accepts transfer students from ABA-accredited JD programs who will have only completed their first year of study (full-time or part-time) by the time of matriculation into Georgetown Law. Part-time students who started law school in the Fall should apply for Fall transfer admission (i.e., to transfer at the end of their 1E year).

Students are not eligible to transfer if they will have earned in excess of 35 credits at the time of matriculation. Students who will have earned 36 credits or more at the time of matriculation are eligible to apply as a Visiting Student.

**Please note the following instructions for proper submission of your application materials.**  
**All application requirements MUST be submitted electronically.**

	<b>APPLICATION REQUIREMENTS</b>	<b>NOTES/METHOD OF SUBMISSION</b>
1.	<b>Application</b>	Our preferred application is our online version, through <a href="#">LSAC</a> .  If you are unable to submit your application through LSAC, please contact us at <a href="mailto:lawspecialprograms@georgetown.edu">lawspecialprograms@georgetown.edu</a> .
2.	<b>Application Fee</b>	A nonrefundable \$85 fee must be submitted at the time you apply. This can be done by credit card through LSAC. If you are unable to submit your application through LSAC, please contact us at <a href="mailto:lawspecialprograms@georgetown.edu">lawspecialprograms@georgetown.edu</a> .
3.	<b>Transfer Certification Form</b>	The completed certification form should be e-mailed BY YOUR SCHOOL to <a href="mailto:lawspecialprograms@georgetown.edu">lawspecialprograms@georgetown.edu</a> . We <u>will not accept</u> a certification form or letter of good standing submitted directly by an applicant.  <a href="#">DOWNLOAD THE FORM from the Application Requirements page</a>  Please complete the first two sections of the Transfer Certification Form and have your current law school complete the third section. Your current law school should then send the form to Georgetown Law directly.  Georgetown Law does not require you to submit a letter of good standing from your current law school; however, a letter of good standing can be submitted in place of the Transfer Certification Form. The letter should include class rank and description of any disciplinary action.
4.	<b>Resume</b>	Upload in your Eapp via LSAC.  Your resume should describe your work experience, extracurricular or volunteer activities, academic institutions attended, and any academic honors or awards. There is no page limit, though we recommend a one to two page resume.

5.	<b>Personal Statement</b>	<p>Upload in your Eapp via LSAC.</p> <p>Your personal statement should describe your background, goals, and reasons for requesting to transfer. You should include any information that you feel will assist the Admissions Committee in making their decision.</p>
6.	<b>Law Transcript</b>	<p>Upload in your Eapp via LSAC. Your transcript must include all required grades (see below) and your cumulative GPA. If all grades are not available at the time of application, e-mail a copy of your law transcript to <a href="mailto:lawspecialprograms@georgetown.edu">lawspecialprograms@georgetown.edu</a> once all required grades have been issued.</p> <p>We will accept an official transcript or an unofficial transcript obtained from your online student portal.</p> <p>An <b><i>Early Action applicant</i></b> must submit a transcript that includes all Fall semester grades. In addition, an applicant must have at least 3 reported grades on their Fall semester transcript to apply Early Action. Mid-term grades that are not reported on a transcript will not meet this requirement.</p> <p>A <b><i>Regular Action applicant</i></b> must submit a transcript that includes all first-year grades. You may submit your application and all other materials prior to the receipt of your Spring grades and then, once of all of your first-year grades are available, e-mail a copy of your law transcript to <a href="mailto:lawspecialprograms@georgetown.edu">lawspecialprograms@georgetown.edu</a>. If all of your grades will not be available until after the application deadline, we will still review your application whenever all application requirements have been received.</p> <p>A <b><i>Spring applicant</i></b> must submit a transcript that includes all grades earned from the Spring semester and, if applicable, from the Summer semester. Please note that the Spring transfer admissions process is designed for applicants who started law school in the Spring. Part-time students who started law school in the Fall should apply for Fall transfer admission (i.e., to transfer at the end of their 1E year).</p>
7.	<b>CAS Report</b>	<p>Submit via LSAC.</p> <p>All applicants must register with the Credential Assembly Service (CAS). Georgetown Law will not accept copies of this report from the applicant's current law school. Once an applicant's Eapp has been received, we will request your CAS Report from LSAC.</p>
8.	<b>Letter of Recommendation from a Law School Professor</b>	<p>The preferred method of submission for a letter of recommendation is electronic submission through LSAC, but letters may be e-mailed to <a href="mailto:lawspecialprograms@georgetown.edu">lawspecialprograms@georgetown.edu</a>. The letter must be submitted by the recommender, not the applicant.</p> <p>Your letter of recommendation should come from a law school faculty member who taught you in a JD program course.</p> <p>While you are only required to submit one letter of recommendation, you are welcome to submit additional letters of recommendation.</p>