

## Transfer Applicant Checklist

To be considered for admission and potential scholarship opportunities, transfer applicants must submit the following items:

- An application for transfer admission (available through the LSAC's website)
- Two letters of recommendation
  - Remember, you must assign each letter of recommendation to the law school from your LSAC account. They will not be sent automatically.
- A Credential Assembly Service (CAS) Report from the Law School Admission Council (LSAC)
- At least one LSAT Writing Sample
- Official transcripts from every educational institution attended, at least one of which must indicate a baccalaureate degree from a regionally accredited school recognized by the United States Department of Education
- An official transcript from the law school from which you are seeking to transfer
  - An official transcript must be sent to the LSAC's Credential Assembly Service. An unofficial transcript law school transcript can be submitted for evaluative purposes until an official transcript is received and processed by the Credential Assembly Service. In terms of grades and credit, the official transcript governs.
- A statement of good standing from an administrator at the law school(s) from which the applicant seeks to transfer credit
- A statement of why a transfer is requested
- A specific list of courses for which the student seeks to obtain credit with the number of credit hours for each course, e.g. Torts I 3 Credits
  - Credit for a particular course can be transferred only for grades of "C" or higher.
- A syllabus for each course in which the student seeks to obtain credit
  - At discretion of the associate dean for academic affairs and/or the Academic Standards Committee, an official course description for a course may satisfy this requirement if a particular syllabus is unavailable.

After submitting your application, you will receive a confirmation email and link to the Applicant Status Online (ASO) Portal. Your file will not be considered until ALL ITEMS have been received. Transfer applicants should upload the requested items to their applications through the ASO Portal. If an item or items cannot be uploaded, then the item(s) can be sent to [law.admissions@LMU.net](mailto:law.admissions@LMU.net).

If you have any questions, please call (865) 545-5303 or (865) 545-5304. You can also email the Office of Admissions at [law.admissions@lmunet.edu](mailto:law.admissions@lmunet.edu).