

## Application Instructions

All applications to the Master of Science in Legal Studies program MUST be completed online. Paper applications are not accepted. **To begin the application please sign in and create a password at [www.albanylawschool.smapply.io/](http://www.albanylawschool.smapply.io/).**

## Application Deadlines

The application deadline for the Spring (January) entering class is **November 15**. However, supporting documents, including transcripts and letters of recommendation must be received no later than December 1.

The application deadline for the Fall (August) entering class is **July 15**. However, supporting documents, including transcripts and letters of recommendation must be received no later than August 1.

## Checklist of Required Items—

- Completed online application
- No application fee required
- Two letters of recommendation, preferably from faculty who can address your academic and intellectual abilities. Letters from employers are also acceptable, especially from applicants who received their undergraduate degree five years prior
- Official transcripts from all colleges, graduate, professional or technical schools you have attended, either as a matriculant or non-matriculant mailed to The Office of Admissions, Albany Law School, 80 New Scotland Avenue, Albany, NY 12208
- Personal statement: The personal statement should be written in your own words and limited to no more than two, double-spaced pages describing your interest in the program

## Character & Fitness

The Character & Fitness section is very important. If your answer is "yes" to any of the questions in this section, a detailed explanation of the circumstances is required on a separate addendum. Please make a note to submit this information along with your application.

## Additional attachments

Law School Admission Test (LSAT) or Graduate Record Examination (GRE) is optional but may support your application.

Including a résumé is optional but may support your application.

Applicants may submit brief, electronic attachments to this application to explain gaps in education or work history, or other information not disclosed elsewhere in the application that may be of assistance to the admissions committee during the application review process.

Books, writing samples, photos, and videos will not be forwarded to the admissions committee for a final review.

## **Certification**

By clicking submit all applicants are electronically certifying that the information provided in this application, and all supporting documents and attachments, is correct and true, and is subject to verification. The applicant understands that any offers of admission and/or financial assistance is contingent upon its accuracy and completeness. The applicant has an ongoing obligation to promptly notify the Albany Law School Admissions Office if there is any change in the information included in this application, supporting documents and attachments.

## **Questions**

Contact the Albany Law School Admissions Office at 518-445-2326 or [admissions@albanylaw.edu](mailto:admissions@albanylaw.edu) .

*It is the policy of Albany Law School not to discriminate on the basis of race, color, national or ethnic origin, sex, handicap or disability, age, religion, marital or parental status, veteran status, sexual orientation or gender identity or expression, in admissions or employment in its programs and activities. Inquiries regarding the nondiscrimination policy may be directed to the Office of Human Resources, Albany Law School, 80 New Scotland Avenue, Albany, N.Y. 12208-3494, 518-445-2311.*