



Pre-Law Outreach Program

UC Irvine School of Law's Pre-Law Outreach Program ("POP") is sponsored by the **Orange County Bar Association Charitable Fund** and **Kaplan Test Prep, Inc.** POP helps students from disadvantaged backgrounds understand the demands of law school, prepare for the law school application process, and be inspired to one day use their legal skills to give back to the community.

There is **NO CHARGE** for students admitted to POP, which will provide:

- A certificate for a **free LSAT Review course provided by Kaplan Test Prep, Inc.**
- Detailed information on the law school admissions process
- Detailed information about the costs of law school and available financial aid
- Advice about excelling in law school from law students, faculty, and recent graduates
- Information about careers in law from practicing lawyers in many fields
- Limited scholarships for transportation and/or housing costs

ELIGIBILITY REQUIREMENTS: If you have questions, please see FAQ's on pg. 3-4

- 1) You are a full time undergraduate student at an accredited college or university (this includes a community college);
- 2) You do not plan to submit any applications to law school until Fall 2017 or later;
- 3) You have a cumulative GPA of 3.0 or higher;
- 4) You are from a disadvantaged background, which may include **one** or more of the following factors (you only need to meet *one* of these requirements):
 - Family income within 200% of the federal poverty guidelines per <http://aspe.hhs.gov/poverty>
 - First generation college student
 - Limited familial exposure to post-college education and career opportunities
 - English is not the primary language in the home of origin
 - Overcoming educational hardships and challenges
- 5) You must attend all six programs 9am-2pm: June 18 & 25; July 9, 16, 23 & 30th. There are no exceptions for those studying abroad.

APPLICATION DUE DATE: Friday March 18, 2016 at 5:00 p.m.

Questions: First read the FAQ's on pages 3-4, and then email glee@law.uci.edu

Application Instructions:

REQUIRED DOCUMENTS:

- 1) Complete the application in one of three ways:
 - a. Print out the form and hand-write your answers in blue or black ink, OR
 - b. Save the PDF document to your computer. Then fill out the PDF, and print it for submission. **If you cannot save the PDF to your computer, you will need to complete and then print the application in one session.**
 - c. Save the form as a PDF, if your computer will allow it, and email the application with all necessary documents.
- 2) Complete the requested essay.
- 3) Review the Checklist on page 17 for details on the following required documents:
 - a. Tax information
 - b. Financial aid letter
 - c. Transcripts

OPTIONAL DOCUMENTS: The following documents are not required, but are strongly recommended for those wishing to improve their chances of admission to POP.

- 1) Resume
- 2) Letter(s) of Recommendation, including the required waiver and forms.
- 3) Lodging and/or Transportation Scholarship Form, which provides a limited number of POP participants with reimbursement for travel expenses (gasoline, bus fare, or train fare), and the opportunity to stay on-campus at UCI each Friday night before the POP sessions.

SUBMITTING YOUR APPLICATION

- 1) Send in your completed Application either by US Mail to the address below, **OR** scan and email the application to glee@law.uci.edu with "POP APPLICATION" in the subject. Send all attachments as digital documents (do not send photos of documents), and **include them in as few attachments as possible.**

Pre-Law Outreach Program Application
UC Irvine School of Law
401 East Peltason Drive, Suite 1000
Irvine, CA 92697-8000

Application Deadline: **Friday, March 18, 2016 at 5 p.m.**

Questions: First read the FAQ's on pages 3-4, and then email glee@law.uci.edu

Frequently Asked Questions

Q: What if I am no longer an undergraduate student? Can college graduates apply?

A: Although you have already completed your undergraduate studies, you may apply to the program. However, priority will be given to current undergraduates. One goal of the program is to educate undergraduates about the law school application process and give them an opportunity to make changes to their GPA and extracurricular activities in order to be competitive for law school. Obviously you are not able to do that. However, if you are a very strong candidate you may still be able to participate in POP. It is impossible to know at this point how competitive the pool of applicants will be.

Q: What if I do not have a 3.0 GPA?

A: Those with less than a 3.0 GPA should not apply unless there is a serious life event that caused a significant drop in the applicant's GPA. If this is the case, you must submit an explanation of the life event, and know that priority will be given to students with a GPA of 3.0 or higher. The further your GPA is from a 3.0, the less likelihood you will have of being accepted. You should also provide all optional documentation, including letters of recommendation. **Please also be aware that if you truly want to attend law school, you should be striving to significantly improve your GPA. Having a lower GPA will make you much less competitive for top law schools, and will make it extremely difficult to get financial aid assistance.**

Q: I am applying to law school this year (Fall 2016), why am I strongly discouraged from applying?

A: We strongly discourage applicants for POP that plan to apply to law school in 2016 (to attend in Fall 2017). It really is not in your best interest. By the time you complete POP and receive the certificate to attend an LSAT program, it will be the beginning of August. You will then have only a short time to take the course, study, and take the LSAT. Additionally, preparing your application for law school is a huge undertaking, and you should give yourself several months to prepare—more if you are a current student. Students that receive the most benefit from POP are those that have the opportunity to make changes in their academics and extra-curricular activities in order to make themselves more competitive for law school.

Q: If I send in my application by E-mail, how do I submit my attachments with my application?

A: You should submit as few attachments as possible. We prefer to receive one PDF with several documents rather than having to open and print multiple files. All attachments should be digital files (Word documents or PDF's)—not photos (.jpeg) of documents.

Q: Are undocumented students allowed to participate in POP?

A: Yes.

Q: What year in college is best to attend POP?

A: Rising juniors (current sophomores) get a lot out of the program. However, all undergraduates that are not applying for law school in Fall 2016 are welcome to apply. Those that have just completed their first or second year of undergrad will have more time to use the skills learned during POP to improve their competitiveness for law school.

Q: Do I need to meet all of the qualifications to be considered a disadvantaged student?

A: No. Only one of the factors is required, but you should mention all that apply to your situation.

Q: What if I cannot attend one of the six Saturday sessions?

A: We are sorry, but you should not apply unless you can and will attend all 6 sessions. Being absent or tardy will prevent you from receiving a certificate of completion, and you will not receive your certificate for a free LSAT course. If there is a significant life event that prevents attendance, you must contact the POP advisor, Grace Lee, immediately. If you know that you cannot attend one date, but feel that it should be excused, you should contact Grace Lee (glee@law.uci.edu) for approval before applying. Please note that participation in a study abroad program is NOT grounds for missing a session.

Q: What if neither my parents nor I have any tax documents to submit with the application?

A: You may still apply, but you will need to submit tax information for any person that is providing financial support for you as well as a summary of the income of all members of the household, as **requested on page 7**. If no tax information is available at all, you will need to **submit a letter explaining why**. We are trying to get a sense of your financial situation so try to provide any documentation that would assist with that determination, or at the very least an explanation of your household's financial situation.

Q: I do not have access to a car, or I will not be in Southern California this summer, may I still travel to participate in POP?

A: Yes, but you need to be very careful about your travel plans. A limited amount of travel funding is available to those that specifically apply for it, but the maximum is \$500 per participant. Thus, POP cannot reimburse you to fly back and forth multiple times during the summer to attend. Also, public transportation is very difficult to UC Irvine, and is basically impossible on Saturday mornings. Those travelling by public transportation will need to do so on Friday evening (arriving by 8pm), and stay in the dorms at UCI on Friday night. Those travelling long distances (i.e. from the Central Valley or Northern California), should be prepared to depart on Fridays by 12pm in order to safely arrive in Irvine by 8pm.

What is the name of the college or university where you are currently enrolled as a student?

What month and year did you begin college? This would be your first college experience after graduating high school. _____

What month and year do you expect to graduate from college? _____

Beginning with your current school, please list in chronological order all of the colleges, universities, or other educational institutions you have attended since your graduation from high school. If needed, attach a separate sheet of paper listing additional schools.

Name of college or university	Entered Month/Year	Withdrew Month/Year	Total Units	Cumulative G.P.A.	Degree Conferred and Date Received/Expected

LANGUAGE SKILLS: Please tell us about your degree of proficiency in each language (other than English). Can you speak, read, and write any other language(s)? If yes, list all languages and your skill level. Please explain where you learned these languages, including whether English was the second language in your home growing up.

RACIAL/ETHNIC IDENTIFICATION: Please list all racial or ethnic groups to which you belong. Please note a response to this question is optional.

PERSONAL IDENTIFICATION: Please list any personal identification factors that you consider significant. Examples may include, but are not limited to, identifying as a member of a religious group; a physical or learning disability; or identifying as Gay, Lesbian, Bi-sexual, Transgender, or other. Please note that a response to this question is optional.

ACCOMMODATION REQUEST: Please tell us about any disability for which we might need to make an accommodation to facilitate your participation in the UCI Law School Pre-Law Outreach Program. Please attach a separate sheet of paper, if needed.

FINANCIAL AID: Are you currently receiving educational financial aid?

Yes _____ No _____

***If yes, please attach a copy of your financial aid award letter for the 2014-15 academic school year, or other equivalent documentation.

EMPLOYMENT: Please list your employment since you graduated from high school, beginning with your current or most recent job. Include dates and the number of hours you worked – attach a separate sheet of paper if necessary. If you have been out of high school for a significant period, please indicate the most recent jobs that you have had, going back at least five years.

***Optional: You are strongly encouraged to attach your resume at the end of the application.

NAME OF EMPLOYER	Begin Month/Year	End Month/Year	Hours Per Week	Position

Please check the box that best describes the number of hours you worked for pay during a typical week for each academic year of college:

First Year:	<input type="checkbox"/> None	<input type="checkbox"/> 1-10	<input type="checkbox"/> 11-20	<input type="checkbox"/> 21-30	<input type="checkbox"/> 31-39	<input type="checkbox"/> 40+
Second Year:	<input type="checkbox"/> None	<input type="checkbox"/> 1-10	<input type="checkbox"/> 11-20	<input type="checkbox"/> 21-30	<input type="checkbox"/> 31-39	<input type="checkbox"/> 40+
Third Year:	<input type="checkbox"/> None	<input type="checkbox"/> 1-10	<input type="checkbox"/> 11-20	<input type="checkbox"/> 21-30	<input type="checkbox"/> 31-39	<input type="checkbox"/> 40+
Fourth Year:	<input type="checkbox"/> None	<input type="checkbox"/> 1-10	<input type="checkbox"/> 11-20	<input type="checkbox"/> 21-30	<input type="checkbox"/> 31-39	<input type="checkbox"/> 40+
Fifth Year:	<input type="checkbox"/> None	<input type="checkbox"/> 1-10	<input type="checkbox"/> 11-20	<input type="checkbox"/> 21-30	<input type="checkbox"/> 31-39	<input type="checkbox"/> 40+
Sixth Year:	<input type="checkbox"/> None	<input type="checkbox"/> 1-10	<input type="checkbox"/> 11-20	<input type="checkbox"/> 21-30	<input type="checkbox"/> 31-39	<input type="checkbox"/> 40+

FAMILY INFORMATION:

What is the highest level of education attained by each parent or legal guardian?

Parent / Legal Guardian #1: _____

Parent / Legal Guardian # 2: _____

What are/were the primary occupations of your parent(s) or legal guardian during their working years?

Parent / Legal guardian #1: _____

Parent / Legal guardian # 2: _____

If your parent / legal guardian #1 is deceased, how old were **you** when s/he died? _____

If your parent / legal guardian #2 is deceased, how old were **you** when s/he died? _____

How many brothers _____ and /or sisters _____ do you have?

How old are they? Brothers _____ Sisters _____

Have any of your siblings attended college, either presently or in the past? If yes, please list their first name, college(s) attended, and degree received, including graduate degrees.

Did you ever live in a single parent home? Yes _____ No _____ **If yes**, what ages were you during your time in a single parent home: _____

Do you currently live with a parent or legal guardian while attending school? _____

Do you live with a parent or legal guardian during breaks and holidays from school?
_____. If no, what year did you last live with a parent or legal guardian? _____

If you reside with your family during holidays or schools breaks, please list the **approximate total income of all the persons living in your parent or legal guardian's household during 2015**. This is the gross income, computed by totaling the amount of income (before taxes) earned by each individual in the household: _____

***Please note that the first two (2) pages of your family's most recent tax documents must be sent in with this application. Please see the Checklist on Page 17 for more details.

How many brothers _____ and /or sisters _____ do you have?

How old are they? Brothers _____ Sisters _____

Have any of your siblings attended college, either presently or in the past? If yes, please list their first name, college(s) attended, and degree received, including graduate degrees.

STANDARDIZED TESTS AND PRE-LAW PROGRAMS:

If you plan to take the LSAT, please list your intended test date (month & year): _____

*****Please note that students planning to take the LSAT in Fall 2016 should not apply for POP. Participants in POP should not be planning to apply to law school until Fall 2017 or later.**

Are you currently enrolled in, or have you taken, an LSAT Preparation Course? _____

If yes, please list the course date and name of the LSAT course provider: _____

Have you ever taken the LSAT (Law School Admissions Test)? Yes _____ No _____

If yes, when did you take the LSAT? _____ What was your score? _____

Have you taken the SAT? _____ If yes, how many times? _____

What was your highest score? Verbal: _____ Math: _____

PRE-LAW OUTREACH PROGRAMS: Have you ever participated in a pre-law outreach program in high school or college? If yes, list the name of each program and the dates you attended: _____

CONDUCT INFORMATION: If you answer yes to any or all of the following questions, it does not mean that you will be denied admission to the Pre-Law Outreach Program. You should follow the rule that full disclosure is the best option. Failure to provide full, accurate information may result in the Pre-Law Outreach Program rescinding your admission, or denial of a free LSAT Prep course. **If you answer yes to either of the following questions, you must explain the circumstances on a separate sheet, including the date(s) and disposition.**

Have you ever been dismissed, suspended, placed on probation, or disciplined by a college and/or university? Yes _____ No _____

Have you ever been convicted of a felony or a misdemeanor: Yes _____ No _____

EMERGENCY CONTACT INFORMATION:

Emergency Contact Name: _____

Contact's Phone Number: (____) _____ Cell Number: (____) _____

Street Address _____ City _____ State _____ Zip Code _____

Contact's email address: _____

What is the relationship between you and this person? _____

ESSAY REQUIREMENT: Write an essay of 500 to 1,500 words, typed, using 12-point font, double-spaced, and on white paper. Include the essay with your application. Please be sure to address all components of the Essay Prompt. Please note that the essay is an important aspect of the POP application the writing of which should be done with appropriate time and care, and all instructions (including font and spacing) should be closely followed.

Essay Prompt (answer both parts):

- a) Why do you believe that you qualify as a disadvantaged student? Please provide specific information, including the challenges and hardships that you have faced during your educational experience that differs from other college students.

- b) Provide specific information regarding why you may want to become a lawyer, including whether there is a field of law that interests you. If you went to law school, how would you use your law degree?

*****OPTIONAL*****

REQUEST FOR TRANSPORTATION AND/OR HOUSING SCHOLARSHIP:

The Orange County Bar Association Charitable Fund is able to fund limited scholarships for students in need of reimbursement for travel costs (gasoline, train fare, or bus fare)—not to exceed \$500 total (not per week), but the amount may be significantly less depending upon travel distance. Additional funds are available for some POP participants, who are travelling long distances or are using public transportation, to stay on-campus at UCI the Friday night before each Saturday morning program. Students staying on campus will be responsible for providing their own food.

- Yes! I am in need of transportation reimbursement in order to attend POP. I will be travelling by (circle one) car / train / bus / other _____, and am requesting reimbursement for such costs. I will be travelling from (provide address) _____
-

Attach a separate page and in 50-200 words describe your transportation plan, and include information regarding the reasons that you are in need of reimbursement of your travel costs. If you plan to travel by public transportation, you must research and describe how you will get to UCI. You will need to allocate enough time to travel and arrive at UCI on time either on Friday night (by 8pm) or Saturday morning. Please be aware that public transportation is almost impossible on Saturday mornings in order to arrive by 9am.

- Yes! I am in need of housing on-campus on Friday nights prior to POP sessions. I will be travelling from the following location (provide address): _____
-

Please note that housing is only available to students travelling more than 1 hour each way. You must check in to the housing unit by 8:00 p.m. on Friday nights, **and if you commit to staying in on-campus housing, YOU MUST DO SO!** Please note that if you will be travelling a long distance by public transportation, you must be certain that you will arrive on campus by 8:00 p.m., and that the costs of such transportation (including taxis from the train station) will only be reimbursed up to \$500. Research your travel plans now to be sure that times will work.

Attach a separate page and in 50-200 words describe the reason that you require housing, including the hardship that you would suffer if you are not provided with housing. Please explain your exact travel plans, and how you plan to arrive at UCI by 8:00 p.m. on Friday nights.

*****OPTIONAL*****

PROFESSOR LETTER OF RECOMMENDATION

You are encouraged to ask a Professor to submit a letter of recommendation on your behalf. Such recommendations usually improve your application and provide a broader view of you and your academic credentials. However, this portion of the application is not required. You should strive to get a recommendation from a professor. If you wish to provide a letter of recommendation from an employer, coach, or other source, it should be in addition to a letter from a professor. **Remember, when you apply to law school you will need professor recommendations so it is a good idea to begin making those connections now.**

INSTRUCTIONS:

- 1) Read, fill out and sign the Waiver Form for Letter of Recommendation.
- 2) Take your signed Waiver Form for Letter of Recommendation and Instructions for Recommender to one of your professors.
- 3) Ask your professor to write a Letter of Recommendation and mail it with your signed Waiver Form to UC Irvine School of Law (our address is on the Instructions for Recommender Form).

Remind your professor that the Recommendation Form is due
no later than 5 p.m., March 18, 2016

Please provide the name of your recommending professor and his/her e-mail address so that we know whether to expect a letter on your behalf:

Print Name

Email Address

**WAIVER FORM FOR LETTER OF RECOMMENDATION
UNIVERSITY OF CALIFORNIA, IRVINE SCHOOL OF LAW
2016 PRE-LAW OUTREACH PROGRAM**

Applicant's name: _____

Applicant: *You must sign and date the bottom of this form before handing it to your recommender.*

Under federal law, students have the right to inspect and review the recommender's form / letter in their educational records. However, the applicant may waive her or his right of access and the letter of recommendation will remain confidential between the Pre-Law Outreach Program and the recommender. Applicants are not required to waive their right of access as a condition of admission to the Pre-Law Outreach Program. All letters of recommendation / forms, whether written confidentially or not, will be given careful consideration for admission to the Pre-Law Outreach Program. The applicant alone must decide whether to waive her or his right of access.

A recommendation is most useful when it contains the recommender's candid and objective assessments of the applicant. The Pre-Law Outreach Program believes that a recommender should know in advance whether the recommender's form will be held in confidence.

The Pre-Law Outreach Program asks that you, the applicant, fill out, sign, and date the declaration below and provide this completed form to your recommender.

APPLICANT'S WAIVER DECLARATION:

I have read the statements above and I understand that I am not required to waive my right of access under the Family Educational Rights and Privacy Act ("FERPA") as a condition for admission to the Pre-Law Outreach Program at UC Irvine School of Law.

PLEASE CHECK THE APPROPRIATE RESPONSE:

_____ I hereby waive my right of access to the recommender's form as provided by FERPA

_____ I do not waive my right of access to the recommender's form as provided by FERPA

Signature of Applicant _____ **Date:** _____

INSTRUCTIONS FOR RECOMMENDER

UNIVERSITY OF CALIFORNIA, IRVINE SCHOOL OF LAW 2016 PRE-LAW OUTREACH PROGRAM APPLICATION

The Law School's Pre-Law Outreach Program would like to have your candid assessment of the applicant.

Here are the three steps to follow:

- 1) Before writing a Letter of Recommendation, the applicant should hand you his / her signed and dated Waiver Form.
- 2) Place the student's Waiver Form and your completed Letter of Recommendation in an envelope and mail the items to the address below OR scan and email all documents to glee@law.uci.edu with "Recommendation Form" in the subject.

**Pre-Law Outreach Program
University of California, Irvine School of Law
401 East Peltason Drive, Suite 1000
Irvine, CA 92697-8000**

Alternatively, if you choose to have the applicant return your **Letter of Recommendation on your behalf**, please place the Waiver Form and Letter of Recommendation in a sealed envelope with your signature across the seal before returning the sealed envelope to the applicant.

Thank you.

Questions: Email Grace Lee at glee@law.uci.edu

**Please note that Recommendation Letters are due
no later than 5 p.m., March 18, 2016**

*****REQUIRED*****

UCI Pre-Law Outreach Program – Certification & Permissions

I certify that my application and supporting documents for admission to the Pre-Law Outreach Program at University of California, Irvine School of Law are true and correct to the best of my knowledge.

If requested, I will provide any additional information or documentation to verify any portion of my application.

I understand that any false statement or misrepresentation or omission on my application may result in cancellation of my acceptance to the Pre-Law Outreach Program, or if discovered after my admission, may be grounds for dismissal from the Pre-Law Outreach Program or may be grounds for voiding the certificate to attend an LSAT Preparation course.

I authorize University of California, Irvine School of Law to contact the colleges, universities, employers, and the recommender named in my application to verify any information in my application form and accompanying materials.

I understand that missing information may result in my application not being processed.

I understand that the Pre-Law Outreach Program will retain my application form and materials, and that I have a right to have access to my files with the exception of my recommender's letter if I have chosen to waive my right to view it.

If I am accepted to the UCI Pre-Law Outreach Program, I will participate fully in each Saturday program and I will abide by all the requirements of the program, including my attendance at all classes, workshops, and events. I understand that tardiness or absence may also result in my dismissal from the UCI Pre-Law Outreach Program or cancellation of my LSAT Course Scholarship.

If accepted to the UCI Pre-Law Outreach Program, I grant permission to the Director of the Pre-Law Outreach Programs to: 1) access and review my transcripts, Degree Progress Report, and any other relevant academic documentation for counseling and statistical reporting purposes, and 2) to use my name, photograph, and image in various UCI Law School promotional materials (web site, brochures, and other such materials).

Signature of Applicant

Date

Print Name

CHECKLIST OF APPLICATION MATERIALS:

- 1) _____ Completed Application Form either completed in a PDF fillable format or printed out and completed with blue or black ink. **Only pages 5-10 need to be provided.**
- 2) _____ Essay. **See page 11.**
- 3) _____ Your 2014 Federal Income Tax Information. For dependent students (under age 24), you are required to submit the first 2 pages of your parents' 2014 tax forms, or if not available, their 2015 W-2 forms plus the first 2 pages of their 2014 tax forms. If you are an independent student (over 24), then you must provide the first 2 pages of your 2015 tax forms, or if not available, your 2015 W-2 and the first 2 pages of your 2014 tax forms. See page 6. If no tax information is available see the FAQ on page 4.
- 4) _____ Your Financial Aid Award Letter for the 2015-16 academic year. **See page 7.**
- 5) _____ Your College or University Transcripts for all listed schools **on page 8.** Unofficial transcripts are acceptable. If you are unable to secure a transcript, please provide an explanation.
- 6) _____ Completed Certification & Permissions – Signed and Dated. **See page 16.**
- 7) _____ *OPTIONAL*: Your Current Resume. **See page 10.**
- 8) _____ *OPTIONAL*: Completed Request for Transportation and/or Housing Scholarship form. **See page 12.**
- 9) _____ *OPTIONAL*: Recommendation Form and Statement, which must be submitted by your recommender. **See pages 13-14.**

Your application cannot be processed without the required Checklist items.

APPLICATION DEADLINE: Friday, March 18, 2016 at 5:00 p.m.

Send in your completed Application and all required documents, listed above, either by US Mail to the address below, OR scan and email the application and all required documents to glee@law.uci.edu with "POP Application" in the subject. **Important: Read about attachments in FAQ on page 3 before emailing.**

**Pre-Law Outreach Program Application
UC Irvine School of Law
401 East Peltason Drive, Suite 1000
Irvine, CA 92697-8000**