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**I. Instructions for using the LSAC’s Online Applications**

Applying to a particular law school(s) using the LSDAS Electronic Application feature is essentially a two-step process (explained in detail below). In short, first you will complete the “Common Information Form”, which contains basic information about you that virtually all law schools ask for. Next, you go to each school’s individual application. The information contained on the Common Information Form has magically been transferred to the proper place in the application. You’ll then proceed through the rest of the application, answer its unique questions, upload up to 15 documents (may include such things as: personal statement, resume, letters of addendum, additional essays, cover letter, etc. Not all of these items are necessarily required by any particular law school, however), pay for the LSDAS report, pay the application fee, and sign the application.

About 18% of schools ask for a “Dean’s Certification” form. If your major is in the College of Arts and Sciences, take a hard copy of this form to the Academic Assistant Deans’ Office in Kirkwood Hall 012; telephone (812) 855-8245; Fax: (812) 855-2060. All others should take it to the Office of Student Ethics, 705 E. 7th Street, phone # 812-855-5419. Both will send it to the law school for you.

To fill out the “Common Information Form” for LSDAS Electronic Applications:

First, **Be sure your popup blocker is turned off for this site!** For Internet Explorer, click the “Tools” folder. For Firefox, click “Tools,” then choose “Options,” then go to the “Content” tab, and uncheck the first box (entitled “Block pop-up windows”).

1. Log into your account with username and password. You should arrive at your “My Home” page. Turn off your “pop-up blocker!!”
2. Click the blue tab at the top entitled “Apply,” and choose “Overview” from the drop-down menu.
3. Go to the bottom of that page on the left under the section entitled “My Applications.” Click on the last link called “The Common Information Form.”
4. If you do not complete this form in one sitting, you can save your work and retrieve it anytime later.

To apply to a specific school, you must first formally create a list of the schools to which you will likely be applying. You can add to this list at anytime, and you do not have to
actually submit applications to the schools you have chosen. It’s tentative until you do submit the application, which you will do school by school.

1. Log into your account with username and password.
2. If you have NOT yet selected any schools to which you will apply, go to the section entitled “My Law Schools/Applications, and click the “School Search” tab. (If you already have a list, skip to #5 below.)
3. Select your schools by clicking on the appropriate tab. If you know the schools you want already, click “Add Member Schools” to choose from a list of every US law school.
4. After you “check” your schools, click “Save Selections to School List.” Your list will appear.
5. If you already HAVE selected your schools, click “View School List.” Your list will appear.

Once you have a list, you can start to fill out the individual application for any particular school. Simply click on the name of one school: three short columns under the school’s name will appear. Under the middle section entitled “Apply/My Applications”, click the dark blue box called “Start/Continue Application.”

It’s pretty self-explanatory from there. First, you will check the semester for which you intend to begin your studies—usually the fall of the following year. Then click “Continue with Application”.

A very large “drop down” menu will appear with the following three “arrows:”
1. “Application Form”---with subparts for the “Common Information Form” and “Primary Application.” Many schools, but not all, also have a “Supplemental Form” tab. Start with the CIF, then the Primary, then Supplemental (if any—note that there may in fact be more than one form in the “Supplemental Form” section, so be sure to scroll through the entire document!).
2. “Upload Additional Documents” [click the “View or Edit” button to do so]. You can do this part before or after you complete #1 above (it’s normal to do these in order, however). This is where you attach your personal statement, resume, and any other essays or optional letter of addendum, etc. Thus these documents must be uploaded separately (i.e., over and over again) for every individual school’s application you fill out.
3. “Submit/Pay Fees” [click “Submit Application” when you’re ready for this action]. This comes last, when you’re absolutely sure you’re ready. However, clicking “submit” at this point does not actually result in an instantaneous submission, but instead begins a series of final steps by which you pay the application fee and sign the application, for example.

A few schools ask for a “signature page” or “certification page,” which you are to print out as a hard copy, sign, and mail under separate cover to the law school (sometimes, but not always, with a check for the application fee). This page will only appear AFTER
you submit the application itself (it contains the date and time you applied—and it can’t know that until after you have actually submitted the application). Thus you will not be able to find it before you click the “submit” button. Then it will appear on its own right afterwards.

That’s it! Congratulations!

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II. **Letters of Recommendation and the Credential Assembly Service (LSDAS)**

Note: in the summer of 2009 the Law School Data Assembly Service (LSDAS) changed its name to the “Credential Assembly Service” (CAS).

**Introduction:** Each letter of recommendation (LOR) in your CAS account must be accompanied by its own CAS LOR form with the author’s name on it. In other words, you will need to print out a separate LOR form created specifically for each of your writers. If you have 3 LOR, you will need 3 forms—one for each letter. Below are the instructions on how to obtain them. [Note that currently there may be problems printing out these forms on a MAC computer].

**Preface:**

a. [IF you have a LOR file with the Health Professions and Prelaw Center (HPPLC) office, you must bring (or fax: 812.856.2770) these CAS forms to the HPPLC receptionist in Maxwell Hall 010 and s/he will put them in your HPPLC LOR file. With a HPPLC file, you do NOT give these forms to your writers. When you later forward your letters from HPPLC to the Credential Assembly Service, the secretary will make sure that the proper CAS form accompanies each letter. (Note: you will still have to give each writer the HPPLC “waiver” form that they will return to HPPLC with their letter.)]

b. [IF you do NOT have a LOR file with HPPLC, then you must give this CAS LOR form to your individual LOR-writers. They in turn MUST mail their form together with their letter in the same envelope to the Credential Assembly Service. The address is on the top of the form. We suggest that you provide a pre-addressed, stamped envelope for each writer. (Note: if you do NOT have a HPPLC file, you would NOT give your writers the HPPLC “waiver” form referred to in the previous paragraph.)]

**Instructions:** You will build your own individual “master list” of potential letter-writers on your LSAC LOR account. This list can be as long or as short as you like. Note that just listing a person does not mean that you are committed to even asking this person for a letter, let alone sending it to any particular law school. These names will be only your potential sources for future letters. Only you will see this list.
Later in the process, you will also assemble a list of law schools to which you will potentially be applying. For each individual school you will have to designate specific letters it will receive from your “master list” of all letters that you have accumulated. Thus you will decide later which letters will go to which schools. Again, the list of letter-writers that you will be building is only for potential future use. As you enter the LSAC site and attempt to follow the instructions below on your computer, these procedures should become more clear and make more sense. It is complicated, but hang in there!

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☐ First, log onto your LSAC account with your username and password: https://os.lsac.org/Release/Logon/Access.aspx.

☐ Be sure your popup blocker is turned off for this site! For Internet Explorer, click the “Tools” folder. For Firefox, click “Tools,” then choose “Options,” then go to the “Content” tab, and uncheck the first box (entitled “Block pop-up windows”).

☐ On the next page, see the section entitled “Credential Assembly Service.” Click the second link under this section, called “Letters of Recommendation.”

☐ You will be taken to your own personal “Letters of Recommendation” page.

☐ Find the section on that page called “My LORs and Recommenders”.

☐ Click on the first blue box on the right side of the page, called “Add Recommender.”

☐ Fill out the form that appears next—it consists basically of contact information for the writer (NOT YOU!). They also ask for your own “description” of the letter—note that this will be seen by the law schools! So keep this in mind. Also, once you “submit” the form, you will NOT be able to edit or change any information on it, except for this description (but do NOT change even this after you have given the form to the writer—the CAS may be confused if the description on the form they receive does not match with what is written by you on your online account). You only have 30 characters available for this description. If you have a letter that is designed only for one particular school, the description might read: “For DePaul Law School.” However, you can use any description that might be useful to you, for example: “Professor Simon;” “Internship;” “Middle Way House”, etc. Note that a single writer can submit more than one letter—one to be used for all law schools, and another targeted for one specific school. Again, however, each such letter must be accompanied by a unique CAS LOR form. For the LSAC’s instructions on how to complete this webform, see: http://www.lsac.org//Applying/letters-of-recommendation.asp. Note that most writers will submit only one letter, which will be sent to all of your law schools after it arrives and is process by the Credential Assembly Service.

☐ When you have completed this form, click the “Submit” button.
You will then arrive back at your “Letters of Recommendation” page—but the “Recommender Name” column should now contain the name of the writer for whom you just filled out the webform. The “Letter ID/Description” column should also now contain your description of the letter, which will be in blue and underlined as a weblink. Click on this link, and the LOR form should finally appear! **You can now print out a copy of this form.**

**If you are using the HPPLC LOR service, bring this form to our office and give it to the receptionist.**

**If you are NOT using the HPPLC service, give the letter to your writer, who MUST send it together with the letter (in the same envelope!) to the CAS.**

Eventually (this can be done much later)—you’ll select a tentative list of law schools to which you’ll possibly be applying, and this list of schools will also appear on your “Letters of Recommendation” page, underneath your list of LOR writers.

To begin the process of assigning specific letters to be delivered to individual law schools, you’ll first have to click on the “Add Term” button for each individual school on the list and then select the “term” or semester that you’ll be applying for admission (the term you want to actually begin your studies at the law school—usually the fall).

After you “submit” this information, you’ll be able to designate which of the letters listed on this page (your so-called “master-list”) will go to which law schools. You do this individually for each law school by clicking on each school’s “Assign Letters” tab (this tab will suddenly appear only after you click the “Add Term” button, above). When you do that there will be a short explanation of that school’s LOR requirements and policies (for example, the number of letters that they want you to select). Then just click on the letters from the drop-down menu on the next page, click submit, and the “Letter ID” on your “Letters of Recommendation” page will now indicate your LOR assignments for that school.

**Note: most applicants will send the same letters to all schools** (the one variable would be the number of letters that each school will accept).

That’s it!

The above will make much more sense if you actually follow along on your actual LSAC account online and try to duplicate the procedures.

If the above procedure doesn’t work, call the LSAC directly at 215.968.1001 (options 5, then 0, to speak to a human being). They should be able to walk you through it.
Please keep in mind that this system is still a work in progress. Please let the LSAC (and HPPLC) know about any problems you encounter. Meanwhile, do not hesitate to send us your questions!

Finally…..good luck!!

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III. Transcripts and Applying to Law School

The Credential Assembly Service (“CAS”—formerly known as the Law School Data Assembly Service or LSDAS) needs original transcripts from every undergraduate institution you have attended. (All IU campuses are covered by IUB’s transcript, and any study abroad programs only require transcripts from the domestic sponsoring institution. But otherwise, even if your courses and grades have transferred and appear on your IUB transcript—you’ll need to get an original. They are very strict about this.). To obtain transcripts, you will need to give each institution its own individual “Transcript Request Form”.

First, you must register and pay for an account with the CAS. This is NOT automatic when you register and pay for the LSAT, or when you create an account with the LSAC. You must specifically register for the CAS and pay an additional $125 fee (approximately—note that registration with the CAS is absolutely required of all applicants—no exceptions).

Note as well that you can obtain LOR forms without paying or registering for the CAS. Not true for Transcript Request Forms. Therefore, if you cannot reach the page upon which you’d find the link for the Transcript Request Form, it is quite likely that you have not yet officially registered and paid for the Credential Assembly Service. All applicants must use the CAS—unfortunately, the law schools require it—again, no exceptions.

Here’s how to obtain a Transcript Request Form:

First, be sure your popup blocker is turned off for www.lsac.org! For Internet Explorer, click the “Tools” folder. For Firefox, click “Tools,” choose “Options,” go to the “Content” tab, and uncheck the first box (entitled “Block pop-up windows).

Next, log onto your LSAC account with your username and password: https://os.lsac.org/Release/Logon/Access.aspx.

This will take you to your LSDAS “My Home” page.

Look for the section on that page entitled: “Credential Assembly Service” Under this will be a link: “Transcripts”. Click on that.
[If a pinkish box appears at the top of the next page that says: “You will not be able to add institution information to your account because you are not subscribed to the Credential Assembly Service (LSDAS),” you must first click on that link to register and pay for the service.]

If you have already registered and paid for the CAS, you should have no problem getting to the next page with the list of institutions. If you can’t reach it, be sure you have actually registered and paid for the service. If you have done so and it still does not work, call the LSAC at 215.968.1001 (options 5, then 0, to speak to a human being).

When you click on your undergraduate institution’s name—note that we do not have actual access to actual page that will appear next—but if it’s like the older version, the UNIVERSITY OR COLLEGE NAME should be there, and it should be in the form of a link. When you click on it, the Transcript Request Form for that particular institution should appear. Print out a copy (note—some MAC users occasionally report problems in being able to print out a valid copy). In any case, you’ll need a separate Transcript Request Form for each institution you have attended (exceptions listed in first paragraph above).

For IUB transcripts, take this form to the registrar, in Franklin Hall 100, and have them forward your transcripts to the Credential Assembly Service according to the instructions and address on the form. The CAS will not accept transcripts sent from applicants.

Note that it may take the registrar a few days to process your request. If the delay is too long, you can jump to the head of the line by paying for a FedEx mailing.

You will need to similarly arrange for original transcripts to be sent from every undergraduate institution you have attended that is outside of the IU system, EVEN IF these grades transferred and appear on your IU transcript! For study abroad programs, you will only need the original transcript from the domestic sponsoring institution, not the foreign university.

If you are outside Bloomington, you can still arrange for IUB transcripts to be sent to the CAS. Go to the IUB Registrar's website at http://registrar.indiana.edu/transcript.shtml.

If you need help, call the Registrar's Transcript Information Line at (812) 855-7505.

If you encounter any problems with the above procedures, call the LSAC directly at 215.968.1001 (options 5, then 0, to speak to a human being). They should be able to walk you through it.