



**Application for Admission**  
**Master of Studies in Law (M.S.L.)**  
washburnlaw.edu/msl/

**Application Instructions**

It is the policy of Washburn University School of Law to provide equality of opportunity in legal education for all persons without discrimination on the basis of race, color, religion, national or ethnic origin, sex, age, handicap or disability, or sexual orientation.

**Academic Eligibility.** To qualify for admission, you must have completed a four-year college course of study and hold a four-year baccalaureate degree from an institution accredited by a regional accrediting association. Preference will be given to students who have a strong undergraduate record and substantial prior professional experience.

**Deadline.** Applications are considered on a rolling basis. Priority is given to applications received by March 15th for the Fall semester start and by October 15th for the Spring semester start.

**Required Application Materials.** Your application must include the following:

- Completed Washburn Law M.S.L. application form.
  - In responding to any question on the application, it is always better to err on the side of disclosure.
  - Answering “yes” to any of the Character and Fitness items in question 11 does not preclude you from being admitted to the M.S.L. program.
- Personal statement (300-1,000 words) explaining how Washburn Law’s M.S.L. program would relate to your chosen career path, work experience, or personal or professional goals.
- Resumé (see M.S.L. application form for list of items to include).
- Two (2) letters of recommendation and official transcripts, sent directly to:  
Washburn University School of Law, Attn: Law Admissions M.S.L., 1700 SW College Ave., Topeka, KS 66621.
  - Submit both letters of recommendation from individuals, unrelated to you, who can evaluate your academic potential. *If you are seeking a waiver of the standardized test score requirement*, one of your recommenders must be a current or former employer with personal knowledge of your intellectual ability, character, work ethic, and substantial work experience.
  - Submit official transcripts directly from *all* universities, colleges, or professional schools that you have attended, whether or not you graduated, *to* Washburn Law.
- A score on the Law School Admission Test (LSAT). An LSAT score may be substituted with a score on the Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), an advanced degree, or a minimum of five years of experience related to the projected field of study.

**How to Apply.**

Submit materials by mail to:

Washburn University School of Law  
Attn: Law Admissions M.S.L.  
1700 SW College Ave.  
Topeka, KS 66621

OR

E-mail completed PDF, personal statement, resumé, etc., to:

admissions@washburnlaw.edu  
In Subject line include: M.S.L. Application for [your name]

**Interview.** All applicants for Washburn Law’s M.S.L. program will be interviewed, either in person or through teleconference technology, by a member of the M.S.L. Admissions Committee.

**Tuition.** Cost per credit hour for M.S.L. students will be the same as that for J.D. students.

**Questions.** Any questions concerning completion of the M.S.L. application should be directed to the Office of Admissions at (785) 670-1185 or admissions@washburnlaw.edu.



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Term Beginning: Spring Fall YEAR

1. Name (select one): Mr. Ms.

FIRST MIDDLE LAST SUFFIX

PREFERRED FIRST NAME PREVIOUS NAME

2. SOCIAL SECURITY NUMBER 3. BIRTHDATE (MM/DD/YY) 4. AGE 5. STATE OF LEGAL RESIDENCE

6. Current Address

Permanent Address

STREET 1

STREET 1

STREET 2

STREET 2

CITY STATE/PROVINCE

CITY STATE/PROVINCE

ZIP CODE COUNTRY

ZIP CODE COUNTRY

PRIMARY E-MAIL

SECONDARY E-MAIL

CELL PHONE NUMBER

CELL PHONE NUMBER

OTHER PHONE NUMBER

OTHER PHONE NUMBER

7. Citizenship Status. U.S. Citizen U.S. Permanent Resident Non-Resident Alien

Country of citizenship

Place of Birth CITY STATE/PROVINCE COUNTRY

8. Standardized Test. Have you taken or plan to take the LSAT, GRE, GMAT? Yes No

TEST TYPE DATE SCORE TEST TYPE DATE SCORE

TEST TYPE DATE SCORE TEST TYPE DATE SCORE

Do you wish to have a standardized test score waived because you completed a graduate or professional degree, or you have significant professional or other experience? Yes No

9. Emergency Contact.

Name Relationship

ADDRESS CITY STATE/PROVINCE COUNTRY

Phone E-mail

**10. Washburn Connection(s).** If any member of your immediate family or other close relative is a graduate of Washburn University School of Law, please indicate that person's name, relation, and year of their law degree.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

**11. Character and Fitness:** If you answer "yes" to any part of this question, provide a full explanation of each and every event on separate sheets, including the circumstance leading to the event; date; name and location of the institution/entity involved; and disposition of the matter. Answering "yes" does not preclude you from being admitted to the M.S.L. program.

a. Have you ever been dismissed, suspended, placed on probation, or subjected to any other disciplinary action, hearing, or investigation of any type at any institution of higher learning? Actions for failure to maintain a minimum GPA need not be reported.  
Yes      No

b. Have you ever been convicted of any felony or misdemeanor? Offenses involving controlled substances must be reported, including minor in possession or driving under the influence. Minor traffic infractions, such as parking or speeding tickets, need not be reported.      Yes      No

c. Have you ever had a judgment against you in a civil action or proceeding involving a claim of fraud, conversion, breach of fiduciary duty, professional malpractice, or other wrongful conduct?      Yes      No

d. Have you ever been expelled, suspended, placed on probation, or otherwise disciplined by any professional or military organization or had revoked a publicly granted license to practice a trade, business, or profession?      Yes      No

**12. Personal Statement:** Attach a brief essay (300-1,000 words) explaining how Washburn Law's M.S.L. program would relate to your chosen career path, work experience, or personal or professional goals.

**13. Resumé:** Attach a current resumé that lists, **preferably in this order**, the following information:

- Education (all colleges, universities, graduate, and professional schools attended, including dates of attendance, degree expected or earned, year degree awarded, major field of study, and grade point average/scale).
  - If you previously attended a law school, and did not leave in good standing, attach a separate sheet explaining the circumstances.
- Academic honors, awards, or other recognition; explain the reason(s) upon which the awards were made.
- Employment (including employer, position, city/state/country, dates of employment, hours per week, and reason for leaving).
- Extracurricular, community, or other activities listed in their order of importance to you. Describe your involvement, including any special responsibilities or leadership positions held.
- Duty with U.S. armed forces (including whether currently serving, branch, whether full-time or part-time, date of entrance, date or expected date of separation, and the type of discharge received). If separation was for less than honorable conditions, attach a separate sheet explaining the circumstances.

**14. Letters of Recommendation:** List two individuals, unrelated to you, who are submitting references that evaluate your academic potential. *If you are seeking a waiver of the standardized test score requirement*, one of your recommenders must be a current or former employer with personal knowledge of your intellectual ability, character, work ethic, and substantial work experience. Letters should be submitted directly to: Washburn University School of Law, Attn: Law Admissions M.S.L., 1700 SW College Ave., Topeka, KS 66621.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**15. Certification.** *By typing or signing my name, entering the date, and submitting this application to Washburn Law, I certify that the information on this application and any attachments, which you are authorized to verify, is true and correct, and I agree to notify the school of any change in the facts.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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**Optional Information**

**Ethnicity and Race**

We are asking for your help in responding to a variety of requests from federal and state government agencies for data describing our applicants. If you are willing, please provide the requested demographic information listed below. Reporting this information is voluntary and it will be treated as confidential.

**Ethnicity:**

Hispanic or Latino

Not Hispanic or Latino

Prefer not to answer

**Race** (select one or more):

American Indian or Alaska Native

Black or African American

White/Caucasian

Asian

Native Hawaiian or Other Pacific Islander

Prefer not to answer

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**How did you learn about Washburn Law's Master of Studies in Law program?**

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FIRST NAME

LAST NAME