

ST. JOHN'S UNIVERSITY SCHOOL OF LAW  
QUEENS, NEW YORK

**Request to Amend Application to Law School**

**INSTRUCTIONS**

To request an amendment to your law school application, type (do not handwrite) your responses within each field. Once complete, print the form, sign it, scan and email it to Kristina Ebanks at [ebanksk@stjohns.edu](mailto:ebanksk@stjohns.edu) from your SJU email address with the subject line “[LASTNAME] Request to Amend Application.” If you cannot physically sign and scan the document with your signature, you may electronically sign it so long as you also include a photo of your student ID along with the e-signed document.

It is critical that you provide as much detail as possible, in keeping with the expectations of state character and fitness committees. This includes detail on (i) what happened and when, (ii) what the ultimate disposition was, and (iii) any supporting documentation that is obtainable.

For example, "I received a ticket in 2016 for speeding" is not sufficient.

However, an appropriate disclosure might include: "On May 12, 2016 while driving in Sullivan County, New York, I was issued a ticket for speeding 15 miles over the speed limit. I appeared in the county's traffic court to contest the ticket on November 3, 2016. The judge ultimately dismissed the citation for lack of evidence, and no points were accrued on my driving record. Attached please see a copy of the original citation and notice of dismissal."

**Two additional items** of note:

- Before finalizing your request, you must ensure that all of your text fits squarely within the text fields for each question. If you require additional space, you are welcome to write out your full answer in an addendum document. Be sure to note in the text field for a question that the full response is in an attached addendum; i.e., “Please see response to #2 in Addendum A attached to this request.”
- Any addenda or supporting documents must be added to the request form to create a **single PDF file**.

It will take time to process these electronic submissions; we appreciate your patience.

Note: Be sure to keep copies of any original documentation and subsequent correspondence for your personal records.

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**Request to Amend Application to Law School**

Name:

Address:

Phone:

E-Mail:

X #:

I request to amend my Law School application as follows:

1. Which portion of your application do you wish to amend?

**Disciplinary History:** "Have you ever been subject to any disciplinary action, placed on academic probation, or dismissed from any school, college, university, or graduate/professional school, or is any such action pending or expected to be brought against you? ... Please note: although a disciplinary action may have been expunged or dismissed, it nevertheless should be disclosed in answer to this question."

**Criminal History:** "Have you ever, either as an adult or a juvenile, been cited, arrested, taken into custody, charged with, indicted, convicted or tried for, or pleaded guilty to, the commission of any felony or misdemeanor or the violation of any law, except minor parking violations, or been the subject of any juvenile delinquency or youthful offender proceeding? ... Please note: although a conviction may have been expunged or sealed by an order of the court, it nevertheless should be disclosed in answer to this question."

**Armed Services Separation:** "Were you ever separated from any branch of the armed forces of the United States under conditions other than honorable?"

**Other:**



Print your name:

I certify that the answers to the above questions are complete and accurate. I understand that the failure to provide truthful answers to any of the questions, or the failure to inform the Law School of any changes in, or additions to, the information contained in my answers, may result in dismissal, revocation of admission, or rescission of an awarded degree from St. John's University School of Law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**FOR LAW SCHOOL USE ONLY**

Received: \_\_\_\_\_

Action:

Request to amend granted. Amendment materials to be included with application. No further action to be taken.

Matter referred to the Associate Dean for Admissions and Student Financial Services for determination as to whether student would have been admitted to this Law School had timely disclosure been made.

Other:

By: \_\_\_\_\_