

St. John's University School of Law
Law School Application Access & Amendment Processes
Revised November 2021

How to Request a Copy of Your St. John's Law Application

The fastest way to obtain your original application to St. John's Law is through your Law School

1. Admission Council (LSAC) account.

This should be the first resource you consult to obtain your original application.

2. The Law School also retains a copy of original applications and all amendments.
 - a. You can view your records in the Office of the Registrar.
 - b. You are not permitted to print these documents, take pictures of them, or email them to yourself or anyone else.
 - c. To request to view your records, email lawregistrar@stjohns.edu from your St. John's email account
 - d. Indicate the specific type of records you would like to review,
 - i. Example: your application or your application and any supporting documents or any amendments to your application.
 - e. You will receive an email acknowledging receipt of your request. You should then call the Registrar's Office at 718-990-6600 to make an appointment to review your records.
 - i. The date of the appointment must be at least two weeks (10 business days) after we acknowledge receipt of your request.
 - ii. Please note that it may take longer to accommodate requests during certain periods of the semester.
 - iii. no appointments to review files will be made during the final exam period.

If you are in the process of submitting your Character and Fitness application. **Please wait until you have a response to your amendment request before submitting any bar forms for processing.** This will ensure that your paperwork is complete when submitted to the Bar.

How to Request an Amendment to Your Law School Application to Include Additional Disclosure(s)

To request an amendment to your law school application,

1. Please complete [the amendment application available on the Online Student Center](#) (type, do not handwrite)
 - a. sign it
 - b. scan
 - c. email it to Kristina Ebanks at ebanksk@stjohns.edu from your SJU email address with the subject line “[LASTNAME] Request to Amend Application.”
 - d. 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.

2. 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
 - (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:

3. Before finalizing your request,
 - a. you must ensure that all your text fits squarely within the text fields for each question.
 - b. If you require additional space, you are welcome to write out your full answer in an addendum document.
 - c. Be sure to note in the text field for a question that the full response is in an attached addendum, i.e.,
 - d. “Please see response to #2 in Addendum A attached to this request.”
4. Any addenda or supporting documents must be added to the request form to create a single PDF file.
 - a. It will take time to process these applications; we appreciate your patience.
 - b. Be sure to keep copies of any original documentation and subsequent correspondence for your records.