



## ***APPLICATION INSTRUCTIONS FOR VISITING STUDENT ADMISSION***

**Please read the instructions below carefully and remember to keep a copy of them for your records.**

### **THE APPLICATION PROCESS**

Samford University's Cumberland School of Law accepts visiting student applications for summer, fall and spring admission.

***Who May Apply*** Students currently attending ABA-accredited law schools are eligible to apply for visiting student status. Applications from students who have been or are in the process of being academically dismissed from an ABA-accredited law school will not be considered. Students attending non-ABA-accredited law schools may be granted special permission to take coursework at Cumberland School of Law. This determination is made by the Assistant Dean for Admission on a case-by-case basis.

***How Applications Should be Submitted*** Applicants must download an application from the Samford University's Cumberland School of Law website. This application is not available through the Law School Admissions Council.

***What Completes an Application*** A complete application includes, a completed and signed Visiting Student Application, a personal statement that addresses why the applicant desires to take classes at Samford University's Cumberland School of Law; a \$50 application fee, an official letter of good standing from the applicant's ABA-accredited law school, and an official letter stating both that the applicant is authorized to take courses at Cumberland School of Law AND that those credit hours will count toward the applicant's law degree.

***When are Decisions Made*** Admissions decisions on complete applications are made on a rolling basis. It is common for decisions to be made within two weeks of an application's completion.

***Where Correspondence is Sent*** Decision letters are mailed to the permanent mailing address listed on the application. Other correspondence, including

updates, reminders and other important information will be emailed throughout the admissions process.

### **FINANCIAL AID AND SCHOLARSHIPS**

After submitting an application, those applicants who wish to receive federal aid should update their FAFSA profile to include "Samford University" (**federal school code: 001036**) among the universities to receive their information. This will expedite the processing of any financial aid awards once admitted. The University's Office of Financial Aid assists students with finding the appropriate financial aid. The Law School's merit, need-based, leadership and peer scholarships are not available for visiting students.

### **REGISTRATION AND TUITION**

Once admitted, visiting students will be allowed to register for classes. Currently enrolled Cumberland students who have pre-registered in a timely manner will receive priority if a course is over-subscribed. After registration, tuition will post to the student's Samford account. The University assigns every admitted student an SUid number that can be used to access financial aid information and E-bills. The SUid and corresponding password will be mailed by separate letter after an applicant is admitted.

### **QUESTIONS**

Inquiries should be directed to the Law Admissions Office at 800-888-7213 or [lawadm@samford.edu](mailto:lawadm@samford.edu).

### **EQUAL OPPORTUNITY**

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status in admission or access to, or treatment or employment in, its programs or services.

Inquiries and concerns regarding this policy may be directed to the vice president for business affairs or general counsel, Office of Business Affairs, 200 Samford Hall, Birmingham, AL 35229, 205-726-2811. This notice is available in alternative formats upon request.