

Making an Amendment to the Application to the School of Law

Students who may need to file an amendment to their law school application should follow the basic principles outlined below:

- (1) The statement must be a formal one, typed and in good form.
- (2) The statement should consist of three major parts:
 - a. The first part of the statement should clearly indicate that pursuant to the meeting of (date) that the writing is to be included as an amendment to the law school application.
 - b. The body of the statement should contain the facts; that is, all the pertinent information about the matter which was omitted from the original application. This section should be as complete as possible, giving the dates, circumstances, outcome, etc.
 - c. Finally, the statement should state for the record why this material was not included on the original application to the School of Law.
- (3) If the matter is regarding an incident that occurred after the initial application to the School of Law was filed, then the reasoning for the amendment should so state.
- (4) Supporting documents may also be submitted—e.g., traffic citation; letter from a school authority; completion of court-imposed sanctions, etc.
- (5) It is suggested that Amy Perez, Assistant Dean of Students and Interim Assistant Dean, Career Development, review a draft before the statement is submitted.
- (6) The statement must be submitted directly to Dean Perez. The statement will be entered into your file as an amendment to your original law school application. Upon request, it will be forwarded for review by the requesting state bar admission entity.

For additional information, contact Dean Perez at aperez@law.miami.edu or (305) 284-1880.