



# Santa Clara University School of Law

## Application and Registration for Summer Visiting and Special Students

**TO THE APPLICANT:**

- § Fill out this application COMPLETELY, in ink or type, and forward to the Law Records Office.
- § Sign the application.
- § Payments should be made directly to the Bursar's Office, Santa Clara University, Santa Clara, CA 95053

Social Security Number \_\_\_\_\_ Application date \_\_\_\_\_

Name (in full) \_\_\_\_\_

Permanent Address \_\_\_\_\_ Current Address (until \_\_\_\_\_)  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_

U.S. citizen?  Yes  No If not a U.S. citizen, are you a permanent resident/resident alien?  Yes  No

Country of citizenship \_\_\_\_\_ Visa status/type \_\_\_\_\_

Name of person who will always know your permanent address \_\_\_\_\_

Relationship \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Are you currently employed?  Yes  No If yes, Work Phone (\_\_\_\_\_) \_\_\_\_\_

List here ALL college-level schools at which you earned credit.

Name of Institution	Location	Dates of Attendance	GPA	Degree	Credit	Major

Under which category are you applying?

- Special Student: students not seeking credit toward a JD degree who fit into one of the following categories:
  - persons admitted into and currently enrolled as a degree seeking student in a graduate program at SCU. Which program? \_\_\_\_\_.
  - persons holding a professional degree in law
  - persons with a bachelor's degree from an accredited educational institution who can demonstrate appropriate background or qualifications to successfully complete the course, and who have a particular career need for the course.
- Visiting Student: candidates for a law degree at another law school.
- Visiting Scholars: graduates of foreign law schools.

**FOR SPECIAL STUDENTS ONLY**

1 - Attach a current resume. 2 - Obtain the necessary signatures below. 3 - Pay all tuition and fees. 4 - Present this application and payment receipt to the Law Records Office. Applicants are responsible for knowing the *Guidelines for Enrollment of Special Students* at the end of this application.

Relevant Employment Experience: \_\_\_\_\_  
\_\_\_\_\_

Reason for wanting to take course: \_\_\_\_\_  
\_\_\_\_\_

1st Approval: Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_  
2nd Approval: Dean or Designate \_\_\_\_\_ Date \_\_\_\_\_  
3rd Approval: Bursar's Office \_\_\_\_\_ Date \_\_\_\_\_  
4th Approval: Law Records \_\_\_\_\_ Date \_\_\_\_\_

**FOR VISITING STUDENTS ONLY**

Visiting students must attach a letter of good standing from the home school. As a visiting student you are responsible for ordering a transcript for your home school once grades have been reported. You are responsible for reading the *Guidelines for Enrollment of Visiting Students* at the end of this form.

Are you currently attending another law school?  Yes  No  
Name of school: \_\_\_\_\_ Are you in good standing?  Yes  No  
If yes, what year are you?  first year  second year  third year  fourth year

How many units will you have completed before enrolling at SCU? \_\_\_\_\_

Expected graduation date \_\_\_\_\_

REGISTRATION REQUEST		
Course Number	Course Title	Units

**TUITION**

Tuition will be charged at the rate listed in the current Bulletin and registration book. Full payment of tuition is due prior to enrollment.

Late payment fee of \$75.

Please see the Bursar's Office Information in the registration book for an explanation of the refund policy.

<http://www.scu.edu/bursar/>

**PARKING**

Students who intend to park on campus must purchase a parking permit from the Public Safety Office. (408) 554-4441

**APPLICANT CERTIFICATION**

I hereby certify that the information I have given in this application is complete and correct to the best of my knowledge and belief. I agree to provide updated information if my answer to any of the application questions should change between now and the start of the academic session.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return Original Application to: Santa Clara University School of Law, Law Records Office, 500 El Camino Real, Santa Clara CA 95053-0420 or fax to (408) 551-1851.

Santa Clara University does not discriminate on the basis of race, color, national and/or ethnic origin, sex, marital status, sexual orientation, disability, religion, veteran's status, or age in the administration of any of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered policies and programs, as well as employment-related policies and activities. If you have a disability and require a reasonable accommodation, please call the Law Records Office at 408-554-4766.

**OPTIONAL INFORMATION - FOR STATISTICAL PURPOSES ONLY**

Date of Birth \_\_\_\_\_ Sex  Male  Female

National origin or ethnic identity:  Caucasian  Black/African American  Mexican American

Hispanic (specify) \_\_\_\_\_  Asian/Pacific Islander (specify) \_\_\_\_\_

Native American/Alaska Native (tribal affiliation) \_\_\_\_\_

- Middle Eastern (specify) \_\_\_\_\_  Other (specify) \_\_\_\_\_

### ***Guidelines for Enrollment of Special Students***

- Students must secure the approval of the instructor of the course. The instructor remains free to deny permission to any special student applicant who the instructor believes would not be capable of meeting the expectations of the course, or whose presence in the course might undermine the instructor's educational goals.
- Special students must pay the current Law School tuition and fees applicable to the course.
- Special students should familiarize themselves with the regulations of the School of Law, the grading system, and the Law School calendar prior to enrolling. In particular, note that as the School of Law is on the semester system, classes will have beginning and ending dates different from the University's. As class schedules also differ from the University's, be alert to possible time conflicts.
- Enrollment as a special student will not be a method by which a student secures admission into the School of Law. Successful completion of a course as a special student will not be considered in the law school admission process.
- A special student who is later admitted as a candidate for the JD degree will not receive credit toward the JD degree for any course taken as a special student.
- A student may not retake for credit toward the JD degree in the School of Law any course previously taken as a special student.
- The following courses will not be available to special students: First year courses, clinics, internships, externships, skills training courses (such as Trial Practice, Appellate Practice, Moot Court, etc), courses that have limited enrollment and are fully subscribed by law students, courses that have enrollment that meets or exceeds room capacity, or are believed by the instructor or Dean of the Law School to be over enrolled, and courses in which the instructor has limited enrollment to students seeking a JD degree.

### ***Guidelines for Enrollment of Visiting Students***

- As a visiting student, please ignore the e-campus registration instructions in the registration booklet.
- Return your application and a letter of good standing from the home law school.
- Visiting students must pay the current law school tuition and applicable course fees.
- Late payment fee: \$75.00.
- Please read the instructions in the registration packet before completing this registration form.
- Mail application to Santa Clara University School of Law, Law Records Office, 500 El Camino Real, Santa Clara CA 95053-0420 or fax to (408) 551-1851.