



## 2012–2013 Fee Waiver Checklist

This is the 2012–2013 LSAC Fee Waiver Packet. Please read carefully the instructions that are included. If you do not carefully and completely follow the instructions, your materials will be returned to you **unprocessed**, and you may not meet the deadline for registering for a particular LSAT® administration. **Please remove this checklist and instructions before submitting your request for a fee waiver.**

When submitting your request, be sure to include (together) the following documentation (each must be completed in its entirety **and** signed):

- an official 2012–2013 LSAC Fee Waiver Application
- the required 2011 federal tax form(s) and/or LSAC Verification of Nonfiling Form
- your 2012–2013 LSAC Registration Form (optional)—fee waiver applicants can opt to register online at LSAC.org

If using the registration form, use the preaddressed envelope provided. If not using the registration form, mail your request to LSAC, 662 Penn Street, PO Box 2001, Newtown, PA 18940-0981, or fax your request to 215.504.1432.

Items received separately at the Law School Admission Council (LSAC) may be returned **unprocessed**.

### Use the following checklist before submitting your request:

If submitting a **completed** 2012–2013 LSAC Registration Form for any services you are ordering that are waivable, leave the dollar line(s) for that item(s) blank.

If registering online, you will need to wait until your fee waiver has been processed and approved for your fees to be waived.

Did you complete your fee waiver application in its entirety? Do not leave any items blank. Enter “0” or “N/A” in all items that do **not** apply to you.

Did you enter the appropriate information in the correct item number on your fee waiver application? Do **not** duplicate information inappropriately; this may cause your fee waiver to be denied.

Does the information you entered on your fee waiver application match the corresponding line item(s) from the tax form(s), where applicable?

Did you include **all** (your, your spouse’s, and your parents’, if applicable) appropriate, completed 2011 **federal** tax form(s) and/or LSAC Verification of Nonfiling Form? Do not include state tax form(s) or W-2 form(s); we will **not** use them.

Are all forms signed—fee waiver application, tax form(s) and/or LSAC Verification of Nonfiling Form, and 2012–2013 LSAC Registration Form (if submitting)?

Are you allowing yourself enough time to meet deadlines? LSAT test dates and deadlines can be found online at LSAC.org or by calling 215.968.1001.

If you answered “No” to all questions #16 through #20 on the fee waiver application, **be sure Section D is also completed and your parents’ 2011 federal tax form(s) and/or LSAC Verification of Nonfiling Form are included. Refer to the attached instructions for more information.**

If you are also ordering any services with the registration form that are **not** covered by a fee waiver, did you include a check, money order, or credit card information as payment? For online registrants, a credit card is required for any fees **not** covered by a fee waiver.

If you have any questions, please feel free to contact LSAC at 215.968.1001.