



# KING HALL OUTREACH PROGRAM (KHOP)

The UC Davis School of Law is recognized for leadership in legal education and for its efforts to diversify the legal profession. Within the walls of Martin Luther King, Jr., Hall, named for a man associated with social justice, the law school provides a uniquely supportive environment for the study of law. From top to bottom it is committed to graduating lawyers who achieve the highest standards of professional excellence, ethics, public service and social responsibility.

KHOP is an intensive law school preparation program for high potential undergraduates whose educational and economic background or the community in which they were raised has not adequately prepared them to attain admission to law school. KHOP requires a two-year commitment of time throughout your junior and senior years of college. The program is specifically designed to assist participants in attaining knowledge necessary to become a competitive law school candidate and eventually, a law student. Emphasis is placed on developing the academic skills needed to be successful in both undergraduate and law school.

Please visit our website for a full program description <http://www.law.ucdavis.edu/prospective/outreach/KHOP.html>.

## ELIGIBILITY CRITERIA

You are eligible to apply if you meet all of the following criteria:

- You currently attend a four-year college in northern California as a sophomore or have two summers remaining before college graduation. This includes students who will be transferring from a community college to a four-year college/university this Fall semester/quarter.
- You have a cumulative GPA of 3.0 or higher as calculated on a 4.33 scale.
- You are considered a first generation college student (no parent or legal guardian has a bachelor's degree) **OR** you come from an economically disadvantaged background (200% federal poverty guidelines).
- You intend to apply to law school, but no earlier than the Fall of your senior year.

Higher consideration given to students previously identified by enrollment in TRIO or other college outreach programs such as STEP, PUENTE, EOP(& S), etc.

## APPLICATION CHECKLIST & SUBMISSION INSTRUCTIONS

- ELECTRONIC APPLICATION FORM
- 2 LETTERS OF RECOMMENDATION
- 2011 FEDERAL INCOME TAX INFORMATION
- PERSONAL STATEMENT
- ALL UNIVERSITY/COLLEGE TRANSCRIPTS
- FINANCIAL AID AWARD LETTER

- Complete applications and all supporting materials must be received by the Outreach Office no later than April 15, 2012. Complete applications submitted by April 7 are given priority review.
- If you have questions regarding your eligibility or the program, please contact our office during normal business hours. Phone: 530.754.7776 | Email: [outreach@law.ucdavis.edu](mailto:outreach@law.ucdavis.edu).
- We expect that all application materials be submitted as PDF email attachments unless a physical or other disability precludes your ability to do so. We do not accept .htm, .odt or .webarchive files. If you are unable to create a PDF of a document, you must submit a hard-copy directly to our office.
- Save your PDF as "Your Last Name, Your First Name - Document Name KHOP12." John Doe's personal statement, for example, should be saved as "Doe, John - Personal Statement KHOP12.pdf." Please include your name on ALL documents and submit any hard-copy documents as one packet to the Outreach Office.
- Letters of recommendation and hard-copy materials should be mailed or delivered in person to:  
UC Davis School of Law | ATTN: Admission Outreach Office, Rm. 1380A | 400 Mrak Hall Drive | Davis, CA 95616

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscriminatory policy covers admission, access to and treatment in University programs and activities. Inquiries regarding the University's student-related nondiscrimination policies may be directed to Student Judicial Affairs at 530.752.1128.

# KHOP APPLICATION INSTRUCTIONS

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## 1 ELECTRONIC APPLICATION

The application form must be completed using the PDF application form on our website and submitted via your primary email. Do NOT submit a paper copy of your application. To complete the application form, you will need to use a computer that has the program Adobe Reader installed or you will need to download the program for free at <http://get.adobe.com/reader/>. You will receive an email confirmation when your application has been received within 1-2 business days. Do NOT double-space your application responses.

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## 2 COLLEGE/UNIVERSITY & COMMUNITY/JUNIOR COLLEGE TRANSCRIPTS

Please provide PDFs of all unofficial transcripts from all colleges/university attended, including junior/community colleges. However, if the admission committee requests an official transcript, you should be prepared to submit one. Even if you only took one class, transcripts from that college are required. This includes college courses taken while in high school. Your name must appear on all transcripts. If you are admitted to participate, official transcripts from ALL colleges/junior colleges you have attended including Spring term grades still evidencing a 3.0 cumulative GPA are due by program Orientation.

About GPA calculations: Your cumulative GPA is calculated using the Law School Admission Council's method where by a GPA is calculated on a 4.33 scale (A+= 4.33, A=4.0, A=3.67, etc.) and grades indicating failure of course including F, no pass (NP), and no credit (NC) grades convert to 0.00 points.

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## 3 COPY OF 2011 FEDERAL INCOME TAX RETURN

If you are claimed as a dependant on anyone's 2011 Federal Income Tax return (1040, 1040A, 1040EZ) **you must submit a PDF of pages 1 & 2 of the return form.** Additional tax form pages will not be included with your application. If a PDF cannot be submitted electronically, a photocopy of that document must be mailed to the Outreach Office. If you are considered independent, submit a copy of your own return form. If you or your parents/legal guardians did not file taxes during the last two years, you must submit a copy of your financial aid award letter. Please submit a brief explanation as to why you are submitting the financial aid information in lieu of tax information. If you or your parents have not filed taxes and you have not received financial aid in the past two years, you must submit a brief explanation as to how you have paid for your college education.

DO NOT SEND COPIES OF YOUR W2 FORMS.

Please black-out ALL social security and tax ID numbers on all tax pages.

If you do not submit a tax form or financial aid award letter with your application, we cannot consider you as having met the eligibility criterion. If you are unsure of which forms you need to submit, please contact our office.

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## 4 PERSONAL STATEMENT (MAXIMUM 2 PAGES)

Please provide a separate essay not to exceed two double-spaced pages. Your statement should be saved as a PDF and submitted with your application. Please see page 3 of the application for the essay prompt.

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## 5 LETTERS OF RECOMMENDATION (2)

Two sealed letters of recommendation, Waiver Forms and Evaluation Forms are required.

**AT LEAST ONE RECOMMENDATION MUST BE COMPLETED BY A FACULTY MEMBER, PREFERABLY IN YOUR MAJOR.**

1. Download, complete and print the Waiver Form from the program website. Give the completed Waiver Form to the person you are asking to submit a letter of recommendation. Each recommendation letter and Evaluation Form must be accompanied by the Waiver Form.
2. Your recommender must download the Evaluation Form from the program website. The recommender must complete the Evaluation Form electronically and return it with the Waiver Form that you have provided and his/her letter of recommendation.
3. The Waiver Form, Evaluation Form and letter of recommendation must be submitted to the Outreach Office in a sealed envelope. If the recommendation packet is returned to the applicant for submission, the recommender must sign across the envelope flap before returning to the applicant.

Please remember to give the form to your recommenders early enough so that they can return them to you in time for inclusion in your application packet or for them to mail directly to our office. Recommendations without a Waiver Form will not be processed.