



2017–2018 Fee Waiver Checklist

This is the 2017–2018 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.

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

- an official 2017–2018 LSAC Fee Waiver Application
- the required 2016 federal tax form(s) and/or LSAC Verification of Nonfiling Form (with proof of nonfiling from the IRS) or the Deferred Action for Childhood Arrivals (DACA) documentation

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:

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?

If you have been granted (or applied for) deferred action under the Deferred Action for Childhood Arrivals (DACA), be sure you include the required DACA documentation. **Refer to the instructions for more information.**

Did you include **all** (your, your spouse's, and your parents', if applicable) appropriate, completed 2016 **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 and tax form(s) and/or LSAC Verification of Nonfiling Form?

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' 2016 federal tax form(s) and/or LSAC Verification of Nonfiling Form are included. Refer to the instructions for more information.**

When using the paper fee waiver application, you will need to wait until your fee waiver application has been processed and approved for your fees to be waived when registering online.

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.