

# Credential Assembly Service (CAS)



CENTER FOR  
Pre-Law Advising  
UNIVERSITY OF WISCONSIN-MADISON



## To Do List for CAS

- Create an LSAC.org account if you have not yet done so at <https://os.lsac.org/Release/Logon/Access.aspx>.
- Sign up for the Credential Assembly Service a minimum of 4–6 weeks before submitting your law school applications.
  - To sign up for CAS, log in to your LSAC account and click on Credentials under the Apply tab
  - At the bottom of the Credentials page is a button labeled Pay for CAS
  - Once you click on Pay for CAS, the registration fee will be added to your LSAC shopping cart. Check out to complete the purchase.
- Add all institutions of higher education that you have attended for which you need to submit transcripts (see *Requesting Transcripts* handout) by clicking on Add Institutions at the bottom of the Credentials page.
- Submit the application components necessary to complete your CAS file, including:
  - Transcripts should be requested using the LSAC Transcript Request Form available in your LSAC account after you pay the CAS fee (see *Requesting Transcripts* handout)
  - Letters of recommendation should be submitted directly to LSAC by your recommenders (see the *Requesting Letters of Recommendation* handout)
  - At least one LSAT score—after taking the LSAT, no further action is necessary on your part to add the score to your CAS file.
- Pay the \$25 Law School Report fee for each law school to which you intend to apply (can be paid when you submit each application).
- After submitting your applications, check your LSAC account periodically in order to confirm that LSAC sends a Law School Report to each of your schools. To do so, go to Applications then LSAC Completed. See the following sites:

[www.lsac.org/jd/apply/cas.asp](http://www.lsac.org/jd/apply/cas.asp)

[www.lsac.org/jd/help/faqs-cas.asp](http://www.lsac.org/jd/help/faqs-cas.asp)

## What is CAS?

The Credential Assembly Service is a mandatory fee-based service provided by LSAC. For a one-time fee of \$160 (as of 2013), LSAC collects an applicant's required documentation (LSAT score, LSAT writing sample, letters of recommendation, and transcripts) and uses it to create a Law School Report for the applicant that is forwarded to law schools upon the schools' request. A CAS account is active for 5 years.

## What is a Law School Report?

Once an applicant submits a completed application to a law school, the school then requests a Law School Report for that applicant from LSAC. The report includes a cover sheet summarizing the applicant's academic credentials (including all LSAT scores and a detailed breakdown of GPA) and encloses copies of the applicant's transcript(s), letters of recommendation, and LSAT writing sample(s). A law school application file is not considered complete until it contains a Law School Report.

LSAC recommends that applicants sign up and pay for CAS at least 4–6 weeks before they plan to submit applications. Applicants should also try to submit their transcripts and letters of recommendation to LSAC several weeks before applying to law school. It typically takes 2 weeks for LSAC to process a transcript or letter of recommendation once received.

In addition to the CAS fee, LSAC charges \$25 for each Law School Report that it sends. See the following websites for more information:

[www.lsac.org/jd/apply/cas-law-school-reports.asp](http://www.lsac.org/jd/apply/cas-law-school-reports.asp)

[www.lsac.org/jd/help/faqs-cas.asp](http://www.lsac.org/jd/help/faqs-cas.asp)