

## Application Instructions

### Application Instructions for the Creighton University School of Law

Creighton Law School provides a quality education, which begins with the selection of a diverse, motivated, and accomplished student body. Each application to the Law School receives the personal attention of the Admissions Committee. Final selection of applicants to be admitted is made by the Admissions Committee, which reserves the right to deny admission to any applicant for any lawful reason.

### Eligibility for Admission

To be eligible for admission, you must hold a baccalaureate degree from an accredited college or university. In addition, you are required to take the Law School Admission Test (LSAT), which is administered in February, June, September/October, and December at centers throughout the country. Information regarding the LSAT is available at [www.LSAC.org](http://www.LSAC.org).

### Admission Decisions and Timetable

Although primary consideration is given to undergraduate grade point average and LSAT score, the Admissions Committee recognizes that these factors are not always indicative of motivation, character, and capability. Other factors that have significant impact on admission decisions are the type of courses completed, grade patterns, extracurricular and community activities, honors, work experience, military achievements, graduate studies, and adjustment to individual hardship. The Admissions Committee also considers your personal qualities that suggest you will be a successful student and a competent attorney.

The Admissions Committee begins considering completed applications in November and notifies applicants as soon as decisions are made. The Admissions Committee often defers making final decisions on a number of applications until later in the admissions process. Filing an application early does not guarantee an early final decision.

Our application is available until July 1; however, the Admissions Office recommends applying by March 1 to receive priority consideration for scholarships.

### Admissions Application

You are required to complete a Creighton University School of Law Application for Admission. You can complete the Application for Admission using the Law School Admission Council's (LSAC) electronic applications, which you can access at [www.LSAC.org](http://www.LSAC.org). Applications submitted to LSAC for transmission to Creighton University School of Law will be considered postmarked on the day they are electronically submitted. Or, if you prefer, you can print a paper copy of our application from our website, <http://law.creighton.edu>, and send it in to our Admissions Office.

### Credential Assembly Service Report

All applicants are required to register for and create an account with LSAC's Credential Assembly Service. LSAC's Credential Assembly Service provides the law school with your LSAT Score(s), a summary of your undergraduate coursework, copies of all transcripts, and copies of your letters of recommendation. You must have official copies of all college transcripts sent to LSAC for inclusion in your Credential Assembly Service report. Applications will not be reviewed without a Credential Assembly Service report on file with the School of Law.

### Personal Statement and Résumé

The Admissions Committee requires submission of a personal statement and a résumé to assist the Committee in evaluating your application. You may wish to call attention to factors in your background that may be indicative of your potential success as a law student and a member of the bar, such as your motivation to study law, work experience, special interests, honors, community involvement, or personal hardships. Your personal statement may also discuss why reported grades and test scores may not fully indicate your ability to succeed in the study of law.

### Letters of Recommendation

Creighton Law School requires the submission of two letters of recommendation. We prefer that at least one of these letters be from a college professor who can attest to your ability to enter a competitive professional program. If you have been out of school for some time, letters from a work situation can be helpful. Although you are not restricted to two letters, your file will be considered complete when two letters have been received.

Creighton Law School recommends that your letters be submitted through the LSAC Letter of Recommendation Service. Your letters will be copied and sent to us along with your Credential Assembly Services report. To use this service, follow the directions for submitting letters outlined at [www.LSAC.org](http://www.LSAC.org).

## Character and Fitness Requirements

Applicants who intend to practice law should be aware that admission to the bar in all states involves character, fitness, and other qualifications. You are encouraged to consult the National Conference of Bar Examiners at [www.ncbex.org](http://www.ncbex.org) and the bar examiners in the jurisdiction(s) in which you wish to practice law to determine what those requirements are in the particular jurisdiction(s). Applicants are encouraged to consult with an official of the bar examiners in the jurisdiction(s) as necessary to ascertain whether any past conduct could keep you from becoming admitted to the bar upon graduation from law school.

## Two-Year Accelerated Juris Doctor Program (AJD)

Creighton University School of Law offers admitted students the opportunity to earn their law degree in two years, instead of the typical three years. Students enrolled in the Two-Year Accelerated Juris Doctor program (AJD) take the same courses, from the same outstanding faculty, as students enrolled in the traditional three-year program. The AJD program begins in May and runs for 24 months. More information regarding the AJD program is available on our website. Applicants interested in the AJD program should submit their application no later than April 1. Application procedures and graduation requirements for AJD students are the same as those for full-time and part-time students.

## Part-Time Applicants

A small number of students are admitted to a part-time program structured to allow up to six years for completion of the JD degree. Part-time students attend classes during daytime hours with full-time students, but they carry half the course load. Application procedures and graduation requirements are the same as those for full-time students and AJD students.

## Re-Applicants

If you applied to the School of Law in previous admission years, you are required to submit a new application to Creighton Law School, using the LSAC application service.

## Transfer Applicants

If you are interested in transferring to Creighton from another accredited law school, you must submit an application, an official law school transcript, a letter from the Dean or other authorized official indicating that you are in good standing and eligible to continue, a personal statement indicating your reasons for wanting to transfer to Creighton, and two letters of recommendation. First consideration will be given to transfer applicants with superior credentials. No more than three semesters of residency and no more than 45 semester hours of credit may be transferred. Only grades of C or better, received from another accredited law school, may be transferred. Transfer students must meet all the Creighton graduation requirements in order to earn a degree.

## Internationally Educated Applicants

If you completed more than one year of coursework at an international institution, Creighton Law School requires that your international transcripts be submitted through the Law School Admission Council (LSAC) Credential Assembly Service. The one exception to this requirement is if you completed the foreign work through a study-abroad, consortium, or exchange program sponsored by a US or Canadian institution, and the work is clearly indicated as such on the home campus transcript. This service is included in the Credential Assembly Service registration fee. An International Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into your law school report. Questions about the Credential Assembly Service can be directed to LSAC at 215.968.1001, or [LSACinfo@LSAC.org](mailto:LSACinfo@LSAC.org).

## Reservation Deposit

Upon notification of acceptance, you are required to reserve a seat in the class by making an initial, non-refundable deposit of \$250 by April 15 (or by the date indicated in your acceptance packet). A second, non-refundable deposit of \$250 is required by June 1 (or by the date indicated in your acceptance packet). If you are applying to the Accelerated Juris Doctor Program (AJD), both deposits are due by April 15. All deposits will be credited to your fall tuition and fees account.

## Final Transcripts

Your acceptance before college graduation is conditioned upon you obtaining a college degree prior to registration at Creighton. A final, official transcript evidencing the conferral of any degrees reported on this application must be submitted by you directly to the School of Law or to the LSAC's Credential Assembly Service prior to the first day of fall semester classes.

## Financing Your Education

Creighton University School of Law will work with you to secure financial aid, including merit-based scholarships and government loans. The scholarship program is administered by the Law School and the loan program is administered by the Creighton University Office of Financial Aid.

To apply for government loan assistance, for which need may be a factor, you are required to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after January 1 prior to the August in which you plan to enter law school.

## First-Year Scholarships

Only full-time students are eligible for first-year scholarships. To be considered for first-year scholarships, applicants should submit their application by March 1. All first-year scholarships have merit requirements, including, but not limited to, your LSAT score and undergraduate GPA. Once admitted, applicants whose application was received by March 1 are automatically considered for the Dean's Academic Scholarship. If you satisfy the requirements, you will be notified at the time of your acceptance of the amount of your scholarship eligibility.

Creighton University School of Law has two additional scholarships: the Frances M. Ryan Diversity Scholarship and the A.A. and Ethel Yossem Scholarship (for students of the Jewish faith). If you would like to be considered for the Ryan or Yossem Scholarships, please check the appropriate box on your Application for Admission.

## Application Procedure

1. Register for the LSAC's Credential Assembly Service and request that letters of recommendation and all undergraduate and graduate transcripts be sent to LSAC.
2. Access the Creighton Law School application for admission using LSAC's electronic application service.
3. Carefully read the entire Admissions Information and Instructions section.
4. Complete the application and make sure that all required information is included.
5. Attach the required personal statement and résumé to your application.
6. Make sure to electronically certify or sign your application.
7. Submit the completed application by July 1. (March 1 is the priority deadline for scholarship consideration.)

## Correspondence with our Admissions Office

All admissions correspondence should be addressed to:  
Creighton University School of Law  
Office of Admissions  
2500 California Plaza  
Omaha, NE 68178-0140  
402-280-2586  
[lawadmit@creighton.edu](mailto:lawadmit@creighton.edu)

Throughout the application and admissions process, our Office of Admissions will utilize the primary email address you provide in your application for the majority of our correspondence. Please make sure that your email account settings will allow you to receive email from "@creighton.edu" email addresses. If you do not receive emails from us, or if your email address changes, please contact our office.

## Availability of the Annual Campus Security and Fire Safety Report

The safety and well-being of students, staff, and faculty are primary considerations at Creighton University. The annual Campus Security and Fire Safety Report provides information on institutional policies concerning security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, emergency response, fire safety, and other matters. The report also includes statistics for campus crime reported over the past three years. You may download a copy of this report by accessing the following web site:

[http://www.creighton.edu/fileadmin/user/AdminFinance/PublicSafety/docs/Campus\\_Security\\_and\\_Fire\\_Safety\\_Report.pdf](http://www.creighton.edu/fileadmin/user/AdminFinance/PublicSafety/docs/Campus_Security_and_Fire_Safety_Report.pdf). You may also obtain a copy of this report by contacting the Department of Public Safety at 2204 Burt Street, Omaha, Nebraska 68178, or telephoning (402) 280-2104.

## Term

Please select the program to which you are applying.

- JD Two- Year Program (Accelerated JD)  
 JD Full-Time Program  
 JD Part-Time Program  
 JD Transfer  
 JD Visiting Student

## Biographical

Prefix \_\_\_\_\_  
First name \_\_\_\_\_  
Middle name \_\_\_\_\_  
Last name \_\_\_\_\_  
Suffix \_\_\_\_\_  
Previous (other) name \_\_\_\_\_  
Preferred first name \_\_\_\_\_

Date of birth \_\_\_\_\_  
Place of birth: City \_\_\_\_\_  
Place of birth: Country \_\_\_\_\_  
Place of birth: State/Province \_\_\_\_\_  
Gender \_\_\_\_\_  
Social security number \_\_\_\_\_  
LSAC account number \_\_\_\_\_

## Contact Information

### **Current Address**

Country \_\_\_\_\_  
Street address--line 1 \_\_\_\_\_  
Street address--line 2 \_\_\_\_\_  
Street address--line 3 \_\_\_\_\_  
City \_\_\_\_\_  
State/province \_\_\_\_\_  
Zip/postal code \_\_\_\_\_

Current mailing address good until date \_\_\_\_\_  
Day phone \_\_\_\_\_  
Evening phone \_\_\_\_\_

## **Contact Information continued**

### **Permanent Address**

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

Permanent mailing address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_

### **Other Contact Information**

Primary e-mail address \_\_\_\_\_

Secondary e-mail address \_\_\_\_\_

Mobile phone \_\_\_\_\_

Creighton University School of Law can send text messages to my mobile phone.

Yes

No

## **Demographics**

### **Citizenship**

Citizenship

Non-Resident Alien

US Citizen

US Permanent Resident

Country of citizenship \_\_\_\_\_

Visa type \_\_\_\_\_

Visa/SEVIS number \_\_\_\_\_

Permanent resident number \_\_\_\_\_

Permanent city \_\_\_\_\_

Permanent state/province \_\_\_\_\_

Permanent country \_\_\_\_\_

Native language \_\_\_\_\_

## Demographics continued

### **Ethnicity**

Are you Hispanic or Latino?

Yes

No

If you selected 'Yes' to the above question, select an ethnicity.

Hispanic/Latino

What is your race? Select one or more races to indicate what you consider yourself to be.

### **American Indian or Alaska Native**

American Indian/Alaskan Native

### **Asian**

Asian

### **Black or African American**

Black/African American

### **Caucasian/White**

Caucasian/White

### **Native Hawaiian or Other Pacific Islander**

Native Hawaiian/Other Pacific Islander

### **Consent**

Decline to respond

### **Tribal Affiliation**

Tribal affiliation or village name \_\_\_\_\_

Enrollment number (enrolled members only) \_\_\_\_\_

## Standardized Testing

### LSAT

Test Date

Test Score

_____	_____
_____	_____
_____	_____

## Education

List ALL educational institutions attended.

Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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## Education continued

Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Have you ever attended any law school?

Yes

No

Did you leave the law school under less than good standing?

Yes

No

If you did not leave the law school in good standing, explain the circumstances.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Education continued

### Military

Have you served or are you now serving on full-time, active US military duty?

Yes

No

Date of entrance (month/year) \_\_\_\_\_

Date of discharge (month/year) \_\_\_\_\_

Rank \_\_\_\_\_

Expected military reserve or National Guard status during law school

\_\_\_\_\_

Branch \_\_\_\_\_

Discharge type \_\_\_\_\_

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?

Yes

No

If you have been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances.

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### Employment

List all employment including internships.

Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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## Employment continued

Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Total number of months full-time work experience.

\_\_\_\_\_

List your extracurricular, community, or other activities in the order of their importance to you. Give a brief description of your involvement, including any special responsibilities or leadership positions held.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Family

### Next of Kin/Emergency Contact

Salutation \_\_\_\_\_  
First (given) name \_\_\_\_\_  
Middle name/initial \_\_\_\_\_  
Last (family) name \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
Telephone (include area code) \_\_\_\_\_

Country \_\_\_\_\_  
Street address--line 1 \_\_\_\_\_  
Street address--line 2 \_\_\_\_\_  
Street address--line 3 \_\_\_\_\_  
City \_\_\_\_\_  
State/province \_\_\_\_\_  
Zip/postal code \_\_\_\_\_

If you have any close relatives who have been students at this university, please provide the following information.

#### Relative 1

\_\_\_\_ Law school \_\_\_\_ University  
First (given) name \_\_\_\_\_  
Middle name/initial \_\_\_\_\_  
Last (family) name \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
School attended \_\_\_\_\_  
Start date (month/year) \_\_\_\_\_  
End date (month/year) \_\_\_\_\_  
Degree awarded \_\_\_\_\_

#### Relative 2

\_\_\_\_ Law school \_\_\_\_ University  
First (given) name \_\_\_\_\_  
Middle name/initial \_\_\_\_\_  
Last (family) name \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
School attended \_\_\_\_\_  
Start date (month/year) \_\_\_\_\_  
End date (month/year) \_\_\_\_\_  
Degree awarded \_\_\_\_\_

### Parent/Guardian - 1

\_\_\_\_ Choose not to answer  
\_\_\_\_ Deceased  
First (given) name \_\_\_\_\_  
Middle name/initial \_\_\_\_\_  
Last (family) name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Highest level of education \_\_\_\_\_

Country \_\_\_\_\_  
Street address--line 1 \_\_\_\_\_  
Street address--line 2 \_\_\_\_\_  
Street address--line 3 \_\_\_\_\_  
City \_\_\_\_\_  
State/province \_\_\_\_\_  
Zip/postal code \_\_\_\_\_

## Family continued

### Parent/Guardian - 2

Choose not to answer

Deceased

First (given) name \_\_\_\_\_

Middle name/initial \_\_\_\_\_

Last (family) name \_\_\_\_\_

Occupation \_\_\_\_\_

Highest level of education \_\_\_\_\_

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

## First-Generation Student

Are you a first-generation college student? (First-Generation College Student is defined as a student whose parents have not received a bachelor's degree from a U.S. or Canadian accredited school.)

I don't know

No

Yes

## Law School Interest

What prompted you to apply to this law school?

### Internet

ABA

Law School

LSAC

Other

### Faculty/Alumni/Professional

Admissions recruiter

Alumni

Faculty/acquaintance

Law school faculty member

Legal professional

Prelaw advisor

Relative

University/college faculty member

### Publications

Law school publication

LSAC Official Guide to ABA Law Schools

Other advertisement

Princeton Review

US News & World Report

### Recruiting Events

Campus event

Current student

International forum

Law school direct mail/e-mail

Law school fair

## **Law School Interest continued**

If you attended any events mentioned in the Recruiting Events section, please list them below:

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Have you previously applied to this law school?

Yes

No

If you applied previously, what year was the application for? \_\_\_\_\_

Were you offered admission?

Yes

No

Are you applying, or have you applied, to other law schools? If so, please list them.

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## **First-Year Scholarships**

All first-year scholarships have merit requirements, including, but not limited to, your LSAT score and GPA. Once admitted, applicants whose application was received by March 1 are automatically considered for the Dean's Academic Scholarship. If you satisfy the requirements, you will be notified at the time of your acceptance of the amount of your scholarship eligibility and will be mailed the necessary forms to complete.

Creighton University School of Law also has two additional scholarships: the A.A. and Ethel Yossem Scholarship (for students of the Jewish faith) and the Frances M. Ryan Diversity Scholarship. If you would like to be considered for the Yossem or Ryan Scholarships, please check below:

Frances M. Ryan Diversity Scholarship

Yossem Scholarship (Jewish Faith)

Please consider me for both scholarships

## Character and Fitness

American Bar Association  
Standard 504. Qualifications for Admission to the Bar

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners at [www.ncbex.org](http://www.ncbex.org).

Because of the high ethical standard to which lawyers are held, the failure to disclose an act or event such as the ones described below is often more significant, and leads to more serious consequences, than the act or event itself. Failure to provide truthful answers, or failure to inform the Admissions Office of any changes to your answers, may result in the revocation of admission (without refund of tuition) or disciplinary action by the Law School, or denial of permission to practice law by the state in which you seek admission.

Please Note: If you answer yes to any of the following character and fitness questions, you must submit an attachment giving the dates, cause, outcomes, and circumstances related to the event.

I have read and understand the above information.

Have you ever been charged (as an adult or a juvenile) with any crime other than a minor traffic violation? You must include all offenses involving alcohol. Disclosure is required regardless of the disposition, whether the record was sealed or expunged, or whether you were told you did not need to disclose such events.

Yes  
 No

Have you ever been a party to a civil lawsuit or an administrative proceeding?

Yes  
 No

Have you ever been suspended, expelled, placed on probation, or otherwise disciplined by any professional organization?

Yes  
 No

Have you ever been warned, suspended, disciplined, placed on academic or disciplinary probation, dropped, expelled, or requested or advised to resign from any post-secondary school, college, university, professional school, or law school?

Yes  
 No

Have you ever been dismissed, discharged, or requested to resign, by an employer?

Yes  
 No

Have you ever defaulted or are you currently in default on a financial obligation?

Yes  
 No