

## Application Instructions

Applications for August 2015 admission will be available on September 15, 2014

The priority deadline to submit your Fall 2015 application to the University of San Francisco School of Law is February 16, 2015.

The Admissions Committee reviews files in the order they are completed, on a rolling basis. Therefore, it is to the applicant's advantage to submit the complete application with supporting materials as early as possible. Applicants will be reviewed once all required documents and the application fee have been received.

Please note that the Law School will continue to accept applications after our priority application deadline, space permitting. However, early application filing is encouraged in order to receive an application decision in a timely manner.

Applicants will be evaluated on academic and personal criteria. Academic information to be submitted with the application includes law school transcripts and other university records. Personal information includes extracurricular activities, employment experience, and other biographical information. Recommendations from professors or employers and a personal statement from the applicant are also required. All documents that are not in English, including transcripts and letters of recommendation, must be accompanied by an English translation.

## Application Requirements

### A. Application Form

Beginning September 15, you may complete the application form online and submit it electronically through the Law School Admission Council (LSAC at [www.lsac.org](http://www.lsac.org)). You may also download the application from our web site at [www.usfca.edu/law/llm/apply/](http://www.usfca.edu/law/llm/apply/). All mailed admission materials should be sent to the following address:

University of San Francisco School of Law  
Office of LLM Admissions  
2130 Fulton Street  
San Francisco, CA 94117-1080

If applying electronically, you do not need to submit a hard copy of your application as LSAC will forward a copy to the Law LLM Admissions Office.

### B. \$70 Application Fee

If you are mailing your application, payment must be in U.S. dollars by check drawn on an American bank or in the form of an international money order payable to the University of San Francisco. If you are applying electronically through LSAC, you may pay by credit card. If you are applying electronically and are unable to pay by credit card, you may still submit your application electronically but you must mail the \$70 application fee to the USF School of Law Office of LLM Admissions along with the Fall 2015 Application Certification Form. You do not need to submit this form if you pay your application fee on-line.

### C. Personal Statement

This two page statement should discuss your reasons for applying to the USF LLM program, your work experience, education, background, career goals, and other pertinent information. If applying electronically via LSAC, your personal statement may be submitted as an electronic attachment.

### D. Two Letters of Recommendation

Letters should be from university professors or employers and must be printed on letterhead, signed, and submitted in sealed envelopes. If not in English, the letters of recommendation must be accompanied by an English translation. The letters may be submitted with your application or mailed directly to the USF School of Law LLM Office of Admissions.

### E. Certification of Finances

Foreign applicants (those who are not U.S. Citizens or Permanent Residents) must submit the Certification of Finances Form (also available on our web site at [www.usfca.edu/law/llm/apply/](http://www.usfca.edu/law/llm/apply/)) and supporting documents, showing funds covering the nine months of study at the university. Certification may be submitted either with your application or after you are admitted. If an applicant submits the certification and a copy of the passport identity page early and is subsequently admitted, he or she will receive the documentation required to apply for a visa more quickly. Please visit the above web site for information on the cost of attendance, tuition, and fees.

## F. Financial Aid

The USF School of Law awards a very limited number of partial tuition scholarships each year to highly qualified international applicants who would otherwise be unable to pay for the LLM Program. Those applicants must submit a separate written statement with their application materials that provides details of their finances, including financial documents that demonstrate the amount and sources of funding available to support their USF studies. No financial aid application will be considered without this information. Since funds are limited, it is to the scholarship applicant's advantage to complete the application with supporting materials as early as possible.

In addition, a Citibank program offers loans to international students, who are neither citizens nor permanent residents, if they have a credit-worthy U.S. citizen as a co-signor. See [www.citiassist.com](http://www.citiassist.com).

U.S. Citizens or Permanent Residents needing financial aid may submit the Free Application for Federal Student Aid (FAFSA) by February 15 for federal aid and scholarship eligibility. Such students may qualify for a Federal Direct Unsubsidized Loan of up to \$20,500. U.S. Citizens or Permanent Residents needing additional financial aid information should visit the law school web site on financial aid at: [www.usfca.edu/law/financialaid](http://www.usfca.edu/law/financialaid).

## G. Transcripts

Original transcripts from all colleges and universities you have attended are required. The transcripts should show your grades, approximate class rank, and any degree received. If the degree received is not printed on the transcript, you must provide a copy of the diploma certificate. If not in English, transcripts and diplomas must be accompanied by an English translation. The transcripts must be sent directly to the USF School of Law LLM Office of Admissions in sealed envelopes by your university. If possible, please provide a grading system explanation sheet from each school.

Applicants can also submit their international transcripts through the LSAC LLM Credential Assembly Service (LLM CAS). This service is included in the LLM CAS subscription 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 LLM CAS report. To use the LLM CAS, log in to your online account at [LSAC.org](http://LSAC.org) and follow the instructions for registering for the service. Be sure to print out a Transcript Request Form for each institution and send it to them promptly. More time is usually required to receive foreign transcripts. Questions about the LLM Credential Assembly Service can be directed to LSAC at (215) 968-1001 or [LSACinfo@LSAC.org](mailto:LSACinfo@LSAC.org).

## H. LSAT Scores (for U.S. applicants only)

U.S. law graduates must supply an official copy of their LSAT score.

## I. English Language Requirement

Strong English language ability is a prerequisite to admission. For foreign students whose native language is not English, this requirement may be satisfied by (1) having completed basic legal studies in an English-speaking country in a university where instruction was in English or (2) taking the Test of English as a Foreign Language (TOEFL), or (3) successfully completing the USF LLM English Language Program (ELP). The recommended TOEFL score is 100 iBT and the IELTS score is 7.0. Applicants with slightly lower scores will still be considered for admission.

Applicants should register to take these tests as early as possible so the scores will be received by the February 16 deadline. Only TOEFL scores from tests administered by Educational Testing Services (ETS) will be accepted. The TOEFL score report must be sent directly to USF by ETS. Use school code number 4792 to ensure the score will be forwarded to the LLM program of the USF School of Law. For information on taking the TOEFL exam, visit [www.toefl.org](http://www.toefl.org). As an option, applicants that use the LSAC LLM Credential Assembly Service can have the TOEFL report sent directly to LSAC using the code 0058. The score will be forwarded to USF along with an evaluation report of transcripts prepared by LSAC. IELTS testing locations and times may be obtained from [www.ielts.org](http://www.ielts.org). Only official TOEFL and IELTS scores from tests taken within two years of your application submission will be valid.

Otherwise qualified LLM applicants who want to improve their English language skills and achieve the level of proficiency necessary to be successful in the LLM degree program, may be admitted to the ELP with the requirement to take one or two semesters of English language development coursework at USF prior starting their LLM degree. More information about the program can be found at [www.usfca.edu/law/llm/english/](http://www.usfca.edu/law/llm/english/).

## Application Materials

All materials and correspondence relating to admission or your Law School application should be directed to the Law School LLM Admissions Office. Once submitted, all materials become the property of the School of Law and will not be returned or copied. Please keep a copy of your application and any supporting documents for your records.

## Status Checks

The Law School Admissions Office will provide login and password information to all applicants regarding an on-line status check. In addition, all applicants to the law school will be notified by e-mail once their application is received by USF, when your application file becomes complete, and as soon as an admission decision has been reached. Those who require an early decision may contact the Office of LLM Admissions by telephone or e-mail to confirm the status of their application. All official decision letters will be sent electronically or, by request, via mail or courier service.

## Contact Information

University of San Francisco School of Law  
Office of LLM Admissions  
2130 Fulton Street  
San Francisco, CA 94117-1080  
415.422.6946  
415.422.5440 fax  
[masterlaws@usfca.edu](mailto:masterlaws@usfca.edu)  
[www.usfca.edu/law/llm/](http://www.usfca.edu/law/llm/)



## Entering Status

Please indicate which LLM Program you are applying to. You must select one of the following programs:

ICL & ELP

IPTL & ELP

ICL

IPTL

## 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 \_\_\_\_\_

Permanent e-mail address \_\_\_\_\_

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

University of San Francisco School of Law can send text messages to my mobile phone

Yes

No

## 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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## 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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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



## Education continued

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

Yes

No

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

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## 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 \_\_\_\_\_



## 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 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 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 \_\_\_\_\_

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.

## English Language

What is your native language?

What other languages do you use regularly at work, home or in school?

Was English the primary language of instruction at your law school? If yes, where?

## English Language continued

In your current or previous work experience, how often had you been required to use English? Please check one.

- 0%-25%
- 25%-50%
- 75%-100%
- 50%-75%

## Standardized Testing

### LSAT

Test Date

Test Score

_____	_____
_____	_____
_____	_____

### TOEFL

Test Date

Test Score

_____	_____
_____	_____
_____	_____

### IELTS

Test Date

Test Score

_____	_____
_____	_____
_____	_____

## Bar Associations

List any bar associations for which you hold membership and the date you became a member.

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## Bar Associations continued

If you are currently practicing law, indicate the number of years of employment.

- Less than 2
- 2-4 Years
- 5-10 Years
- 10 Years or More

## Law School Interest

What prompted you to apply to this law school?

### Internet

- Law school
- LSAC
- ABA
- Other

### Faculty/Alumni/Professional

- Faculty/acquaintance
- Relative
- Law school faculty member
- Admissions recruiter
- University/college faculty member
- Legal professional
- Prelaw advisor

### Publications

- Law school publication
- LSAC Official Guide to ABA-Approved Law Schools
- Princeton Review
- US News & World Report
- Other advertisement

### Recruiting Events

- LSAC Forum
- Law school fair
- International forum
- Campus event
- Law school direct mail/e-mail
- Current student

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



## **Law School Interest continued**

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

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Are you applying to any other LLM schools?

Yes

No

## **Area of Interest**

Identify any areas of law in which you now have an interest.

- American/US Law and Legal System
- Business/Corp/Commercial/Governance Law
- Comparative Law
- Criminal Law and Litigation
- Employment/Labor Law
- Family Law
- General
- Government and Urban Law
- International Law
- Jurisprudence and Legal Theory
- Science/Technology/Intellectual Property
- Environmental Law
- Human Rights Law
- Other



## Sources of Information

Sources of Information about the USF LLM Program. Please check all that apply.

- LLMStudy.com Website
- Masterstudies.com Website
- Employer
- Family/Friend/Colleague
- ILSA Website
- LSAC Website
- LLMGuide.Com Website
- Internet
- Professor
- USF Poster
- USF LLM Alum
- USF Website
- Other

## Family

### Next of Kin/Emergency Contact

Salutation \_\_\_\_\_

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

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

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

Telephone (include area code) \_\_\_\_\_

Country \_\_\_\_\_

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

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

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

City \_\_\_\_\_

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

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

## Family continued

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 \_\_\_\_\_

### **Parent/Guardian - 1**

\_\_\_\_ Choose not to answer

\_\_\_\_ Deceased

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

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

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

Occupation \_\_\_\_\_

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

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 \_\_\_\_\_

Country \_\_\_\_\_

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

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

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

City \_\_\_\_\_

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

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

### **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 \_\_\_\_\_

## **Certification**

By applying electronically, I certify that all information I submit in support of my application, is complete and true and that I am the author of any statements or additional information I submit. I understand that any false or incomplete information is grounds for denial of my application, or if discovered after admission, grounds for revocation of my admission, dismissal from the law school, or revocation of my degree. I agree that if admitted, I will abide by the rules of the University of San Francisco School of Law.

Signature:

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Date:

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