

Application Instructions

Admission Requirements and Application Instructions Fall 2015, Spring 2015, Summer 2015

This application can be used if you are applying to the University of San Francisco School of Law LL.M. in Tax program. Before completing the application form, please read the following information carefully to ensure prompt and accurate processing of your application. The Admissions Committee will not consider an incomplete file. If you have any questions regarding the information below, please contact the LL.M. in Tax Program Office of Admissions via email at nrfastabend@usfca.edu or call 415.422.2801.

The priority deadline to submit your Fall 2015 application to the University of San Francisco School of Law is April 1, 2015.

The priority deadline to submit your Spring 2015 application to the University of San Francisco School of Law is November 1, 2014.

The priority deadline to submit your Summer 2015 application to the University of San Francisco School of Law is March 1, 2015.

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.

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.

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.

Requirements for Admission

A. Application Form

You may download the application from our web site at: www.usfca.edu/law/llm/taxation

All mailed application materials should be sent to the following address:

University of San Francisco School of Law
LL.M in Tax Program Office
2130 Fulton Street
San Francisco, CA 94117-1080

You may complete the application form online and submit it electronically through the Law School Admission Council (LSAC) at: www.lsac.org. If applying electronically, please do not submit a hard copy of your application to the LL.M. in Tax Program Office.

- Please be sure to sign and date your application. If applying electronically, please use the electronic certification function. Unsigned applications will not be transmitted to USF.
- All required sections of the application must be completed. Incomplete applications will not be reviewed.

B. Application Fee

The application fee for all applicants will be waived.

C. Personal Statement

The Admissions Committee requires that each applicant submit a personal statement to supplement the application form. The statement should focus on your reasons for applying to the USF LL.M. in Tax program, and your preparation for the LL.M in Tax program. The Committee is interested in your personal experiences, background, and accomplishments.

Other factors that are helpful to the Committee include co-curricular activities, areas of interest, past or present employment, and college or J.D. honors. If applying electronically via LSAC, your personal statement may be submitted as an electronic attachment. Personal statements tend to average 2 to 4 pages in length; however, there is no page limitation to the personal statement.

A resume is not required but recommended. It should not be used in lieu of questions asked on the application.

D. Education

All applicants are required to complete or have completed a Juris Doctorate (JD) degree from an American Bar Association accredited law school by the time classes begin in August. International students are eligible to apply only if they have completed a law degree (equivalent to a U.S. baccalaureate degree) from their home country or will have completed the degree by the time classes begin in August.

Original transcripts from all law schools you have attended are required. The transcripts should show your grades, approximate class rank (if applicable), and any degree received. If the degree received is not printed on the transcript, you must provide a copy of the diploma or certificate.

USF School of Law Graduates or Current JD Students: Applicants who are currently attending or have graduated from the USF School of Law may authorize release of their official law school transcript, percentage rank, and TOEFL Report copy (if applicable) by submitting the LL.M. Taxation Document Release Form to the Assistant Director of the LL.M. in Tax Program, Natascha Fastabend. The form is available as part of the online application (see Forms section of the online application) and is also available on the Law School web site at: <http://usfca.edu/law/registrar/forms/>. It may be submitted with your application or sent by fax to (415) 422-5443, email to nrfastabend@usfca.edu, or submitted in person to the LL.M Tax Program Office in Zief Law Library Rm. 019.

Upon receipt of all necessary application materials, the LL.M. Tax program will submit the signed LLM Taxation Document Release form to the Law Registrar's Office for verification and processing. The Registrar's Office will release only the documents specified by the student, to the LL.M. in Tax Program office. There is no charge for this service. Please allow 3 – 5 business days to process the necessary forms.

International Students: If transcripts and/or diplomas are not in English, they must be accompanied by an English translation. The transcripts must be sent directly to the USF School of Law Office of Admissions in sealed envelopes by your university.

Applicants can also submit their transcripts through the LSAC LLM Credential Assembly Service (LLM CAS). This service is included in the LLM CAS subscription fee. For transcripts received from institutions outside of the U.S. 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: www.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.

E. Two Letters of Recommendation

The Admissions Committee requires two (2) letters of recommendation in support of your application. An optional third letter may be submitted, but no more than three letters of recommendation will be considered for one application. Although the Committee will accept recommendation letters from any two individuals designated by the applicant, the Committee suggests:

- If possible, have the two recommendations completed by law school faculty members (or administrators) with whom you have studied. If you have been away from school for a considerable time, you may wish to substitute other individuals,

including supervisors and business colleagues, with whom you have had more recent contact.

- Choose individuals who have had substantial and recent opportunity to observe your professional and/or academic promise. Recommendations from people who have not had such opportunity are of little assistance to the Committee and your application.

You may also submit your letters of recommendation through the LSAC Letter of Recommendation Service, which serves all member schools. This service is included in your LLM Credential Assembly Service registration (LLM CAS). Your recommendations will be copied and sent to us along with your LLM CAS report.

Additional Requirements for International Applicants:

F. English Language Requirement - International Students Only

Strong English language ability is a prerequisite to admission. For foreign students whose native language is not English, this requirement may be satisfied by having completed basic legal studies in an English-speaking country in a university where instruction was in English or by taking the Test of English as a Foreign Language (TOEFL) and receiving a score of 600 PBT,

100 IBT or higher. Applicants should register to take the test as early as possible so the scores will be received by the appropriate 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.

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.

We also accept an official International English Language Testing System (IELTS) score report. Fluency in English, equivalent to an overall band score of 7.0, (with no single band score under 6.0) is required. Testing locations and times may be obtained from www.ielts.org. Only official TOEFL and IELTS scores from tests taken within two years of your application submission will be valid.

G. Certification of Finances - International Students Only

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) 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 international 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.

Additional Information for All Applicants

Application/Character and Fitness Updates

All applicants are required to complete the disclosure questions in the Character and Fitness section of the Application. USF requires applicants to disclose any issues related to academic probation, suspension, disqualification (particularly from a previous law school). In addition all applicants must disclose any felony or misdemeanor charge, arrest, conviction, or pending adjudication including a DUI (or any alcohol or drug-related offense). This includes any charge, arrest or conviction that may have been dropped or expunged. Information should include the date of each incident, full explanation of the incident, including the name of the charge, and the final disposition of each charge.

In addition, all applicants are required to notify the School of Law if any changes to the information included in their Application for Admission occur after the application has been submitted. In particular, all applicants must immediately notify the Director of Admissions if any new academic probation, suspension, disqualification issues arise, or if any new charge, arrest or conviction of any felony or misdemeanor takes place after submitting the application.

Conviction is any of the following: (1) a plea of guilty or nolo contendere, (2) a verdict or finding of guilt regardless of whether sentence is imposed by the court. The Bar Examiners will receive reports of any such convictions from law enforcement

agencies.

Newly admitted applicants are required to immediately submit a detailed written description of new disclosures to the Law School Office of Admissions if an incident occurs AFTER an offer of admission is made and to the Office of the Assistant Dean for Academic Services if an incident occurs AFTER classes begin. Information disclosed after an applicant has been offered admission will automatically result in a re-evaluation of the applicant's file.

Failure to disclose any changes to your application or any of the Character & Fitness information noted above, may result in revocation of your admission decision, dismissal from school, revocation of any degree awarded by USF School of Law, denial of admission to the Bar, and referral to the LSAC Subcommittee on Misconduct and Irregularities in the Admission Process.

Financial Aid

The USF School of Law awards a limited number of tuition scholarships each year to highly qualified applicants. All applicants are reviewed for merit based scholarship aid at the same time they are reviewed for admission. No additional documents than those listed above are required.

U.S. Citizens or Permanent Residents needing additional financial aid may submit the Free Application for Federal Student Aid (FAFSA) by April 1 for federal aid. Such students may qualify for a Federal Direct Unsubsidized Loan of up to \$20,500 annually. Additional federal aid is available through the Federal Direct Graduate PLUS Loan, a credit based loan offered through the federal government. 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.

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.

Application Materials

All materials and correspondence relating to admission or your USF School of Law LL.M. in Tax application should be directed to the LL.M. in Tax Program 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 LL.M. in Tax Program Office will provide login and password information to all applicants regarding an on-line status check. In addition, all applicants 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.

Contact Information

University of San Francisco School of Law
LL.M. in Tax Program Office
2130 Fulton Street
San Francisco, CA 94117-1080
415.422.2801
415.422.5440 fax
nrfastabend@usfca.edu
www.usfca.edu/law/llm/taxation



Biographical

Prefix _____

Date of birth _____

First name _____

Place of birth: City _____

Middle name _____

Place of birth: Country _____

Last name _____

Place of birth: State/Province _____

Suffix _____

Gender _____

Previous (other) name _____

Social security number _____

Preferred first name _____

LSAC account number _____

Entering Status

Please enter the division you are interested in applying to:

Full Time

Part Time

Are you a graduate of USF School of Law or are you a currently registered law student?

If yes, please complete the Tax LL.M. Program Document Release Form and submit with your application.

Yes

No

Please indicate which term you intend to begin your LL.M. Tax studies:

1st Time LLM Fall

1st Time LLM Summer

1st Time LLM Spring

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 _____

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



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 _____

Ethnicity

Are you Hispanic or Latino

Yes

No

Demographics continued

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

Aboriginal or Torres Strait Islander Australian

Aboriginal or Torres Strait Islander Australian

American Indian or Alaska Native

American Indian/Alaskan Native

Asian

Chinese

Japanese

Pakistani

Filipino

Korean

Southeast Asian

Indian

Other Asian Origin

Black or African American

Black/African American

Canadian Aboriginal

Canadian Aboriginal

Caucasian/White

Eastern European

Western European

Middle Eastern

North African

Hispanic/Latino

Central American

Mexican

South American

Cuban

Other Spanish Origin

Hispanic

Puerto Rican

Native Hawaiian or Other Pacific Islander

Native Hawaiian/Other Pacific Islander

Puerto Rican

Puerto Rican

Consent

Decline to respond



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 _____

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 _____

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 _____



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 _____

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

Character and Fitness

I have reviewed the Application/Character & Fitness Updates disclosure information in the Application Instructions.

I have reviewed this statement

Have you ever been academically disqualified from law school?

Yes

No

If yes, when and where?

Have you ever been on academic probation, disqualified, suspended, expelled, or subject to a disciplinary proceeding by any post-secondary institution or professional organization or agency in regards to conduct or academic performance? (IF YES, PROVIDE NAME OF INSTITUTION, THE EXACT DATES OF EACH SITUATION AND EXPLAIN CIRCUMSTANCES IN ANELECTRONIC ATTACHMENT.)

Yes

No



Character and Fitness continued

Have you ever been charged, arrested for or convicted of a misdemeanor or felony or are any such charges pending against you? This includes any charge, arrest or conviction that may have been dropped or expunged. (IF YES, PROVIDE IN AN ELECTRONIC ATTACHMENT THE NAME OF EACH OFFENSE, THE CIRCUMSTANCES SURROUNDING THE INCIDENT (S), EXACT DATES OF EACH OFFENSE, NATURE OF THE OFFENSE AND DISPOSITION OF EACH OFFENSE.)

___ Yes

___ No

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 _____

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 _____

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 _____



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

International Students Only: What is your native language?

International Students Only: What other languages do you use regularly at work, home or in school?

International Students Only: 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
_____	_____
_____	_____
_____	_____

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:

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.

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. Check all that apply.

- Corporate Taxation
- Federal Taxation
- Federal Taxation Procedure
- Taxation of Trusts, Estates and Gifts
- Real Estate Taxation
- State and Local Taxation
- Nonprofit Taxation
- Executive Compensation Taxation
- Foreign Bank Account Taxation
- Taxation Ethics

Sources of Information

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

- Employer
- Family/Friend/Colleague
- Google Ad
- ILSA Website
- LSAC Website
- LLMGuide.Com Website
- Internet
- Professor
- USF Poster
- USF LLM Alum
- USF Website
- Other

Bar Associations

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



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

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 _____

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 _____

Family continued

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 _____

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 hereby 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 changes or updates to my application, must be submitted immediately to the USF School of Law Admissions Office. I understand that any false or incomplete information is grounds for denial of my application and referral to the LSAC Subcommittee on Misconduct and Irregularities in the Admission Process, or if discovered after admission, grounds for revocation of my admission, dismissal from the law school or revocation of my degree.

Signature:

Date:
