Application Instructions

Admission Requirements and Application Instructions for Spring 2020, Summer 2020, Fall 2020.

This application can be used if you are applying to the University of San Francisco School of Law LL.M. in Taxation 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 Graduate Tax Programs via email at taxlaw@usfca.edu or call 415.422.2801.

- The priority deadline to submit your Spring 2020 application to the University of San Francisco School of Law is November 1, 2019. Applications are accepted on a rolling basis after that date.
- The priority deadline to submit your Summer 2020 application to USF School of Law is April 1, 2020. Applications are accepted on a rolling basis after that date.
- The priority deadline to submit your Fall 2020 application to USF School of Law is June 1, 2020. Applications are accepted on a rolling basis after that date.

Please note that 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 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: https://www.usfca.edu/law/admissions/llm/taxation-program

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

University of San Francisco School of Law
Graduate Tax Programs
101 Howard Street, Suite 430
San Francisco, CA 94105

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 Graduate Tax Programs.

- 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 is $75.

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 is 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. 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.

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 USF School of Law 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 Associate Director of the Graduate Tax Programs, Olivera Jovanovic. 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 email to taxlaw@usfca.edu, or mail to Graduate Tax Programs at 101 Howard Street, Suite 430, San Francisco, CA 94105.
Upon receipt of all necessary application materials, the LL.M. in Tax program will submit the signed LL.M. in 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 LL.M in Taxation Program 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](http://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 (3) 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) as soon as possible upon admission after January 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 Graduate Tax Program. 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

Applicants can check their status online at LSAC.org. All applicants will be notified by e-mail once their application is received by USF, when the application file becomes complete, and as soon as an admission decision has been reached.

Contact Information

University of San Francisco School of Law
Graduate Tax Programs
101 Howard Street, Suite 430
San Francisco, CA
94105 415.422.2801
taxlaw@usfca.edu
www.usfca.edu/law/llm/taxation
**Entering Status**
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

**Areas of Interest**
Identify any areas of law in which you now have an interest. Check all that apply.

____ Other (Fillable)  
____ Business Taxation  
____ International Taxation  
____ Nonprofit Taxation  
____ Real Estate Taxation  
____ State and Local Taxation  
____ Tax Policy  
____ Wealth Transfer  
____ Trust/Estates Law

If you checked Other in the Area of Interest, please indicate:

__________________________________________________________________________

**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 ____________________________
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

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

___ Central American ___ Cuban ___ Hispanic
___ Mexican ___ Other Spanish Origin ___ Puerto Rican
___ South American
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/Torres Strait Isl. Australian

**American Indian or Alaskan Native**

___ American Indian/Alaskan Native

**Asian**

___ Chinese  ___ Filipino  ___ Indian

___ Japanese  ___ Korean  ___ Other Asian Origin

___ Pakistani  ___ Southeast Asian

**Black or African American**

___ Black/African American

**Canadian Aboriginal/Indigenous**

___ Canadian Aboriginal/Indigenous

**Caucasian/White**

___ Eastern European  ___ Middle Eastern  ___ North African

___ Western European

**Native Hawaiian or Other Pacific Islander**

___ Native Hawaiian/Other Pacific Islander

**Consent**

___ Decline to respond

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**Tribal Affiliation**

Tribal affiliation or village name_____________________

Enrollment number (enrolled members only)________
## Contact Information

**Current Address**

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<th>Country</th>
<th>Street address--line 1</th>
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<th>City</th>
<th>State/province</th>
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Current mailing address good until date

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**Permanent Address**

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Permanent mailing address good until date

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**Other Contact Information**

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<tr>
<th>Primary e-mail address</th>
<th>Secondary e-mail address</th>
<th>Permanent e-mail address</th>
<th>Mobile phone</th>
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University of San Francisco School of Law can send text messages to my mobile phone.

- [ ] Yes
- [ ] No
Standardized Testing

TOEFL

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<th>Test Score</th>
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Please review five statements below and select the statement which describes your English language proficiency.

___My native language is English and my legal education at the university level was conducted in English in an English-speaking country.

___Within the period of five years prior to the date of this application, I have been a full-time student for at least one year in a university legal academic program conducted entirely in English in one of the following countries: United States, United Kingdom, Ireland, Australia, New Zealand, Canada (English medium universities) or South Africa (English medium universities).

___My native language is not English, but my legal education at the university level was conducted entirely in English in one of the following countries: India, Pakistan, the Philippines, Hong Kong or Singapore, and I have attached a statement from an official at my university verifying that English was the medium of instruction.

___I have taken or will take the TOEFL and have arranged to have my scores sent through the LSAC LLM Credential Assembly Service.

___I have taken or will take the IELTS and have arranged to have an official IELTS score report sent directly to the Law School.

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

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

- [ ] Yes
- [ ] No
Education continued
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.

English Language
International Students Only: What is your native language?

In your current or previous work experience, how often had you been required to use English? Please check
___one. 0%-25%
___26%-50%
___51%-75%
___76%-100%

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 continued

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<td>City</td>
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<td>End date</td>
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<tr>
<td>Reason for leaving</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment type</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Internship</th>
<th>Unpaid Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer</td>
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<tr>
<td>Position</td>
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<td>Country</td>
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<tr>
<td>Hours per week</td>
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<tr>
<td>State/Province</td>
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<td>Start date</td>
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<tr>
<td>Reason for leaving</td>
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</tbody>
</table>

Total number of months with 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.

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Bar Admission
List the states and/or countries, dates of admittance, and the current status (active/inactive) to practice law.

<table>
<thead>
<tr>
<th>Country</th>
<th>Date of Admittance</th>
<th>State or Province</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>Active</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Inactive</td>
</tr>
</tbody>
</table>

If you are not a member of the bar in any state/country, when do you plan to sit for a bar examination and in which state/country?

Planned bar exam date

Country

State or Province

If you are not qualified to practice law, have you completed all of the academic (university level) legal education requirements necessary to take the bar examination?

_____ Yes
_____ No

If you have answered 'No' to the above question, when do you expect to complete the legal education requirements?

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

_____2-4 Years
_____5-10 Years
_____Less Than 2 Years
_____Over 10 Years
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 ___

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 ______________________
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 __________________________
Country __________________________
Street address--line 1 __________________________
Street address--line 2 __________________________
Street address--line 3 __________________________
City __________________________
State/province __________________________
Zip/postal code __________________________

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 - 2

___ Choose not to answer  ___ Deceased
First (given) name __________________________
Middle name/initial __________________________
Last (family) name __________________________
Country __________________________
Street address--line 1 __________________________
Street address--line 2 __________________________
Street address--line 3 __________________________
City __________________________
State/province __________________________
Zip/postal code __________________________
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
___ LSAC Forum

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

If 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.

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________
**Sources of Information**
If you checked "internet" to question prior, please check all that apply:

- [ ] ASIL.org
- [ ] Education USA
- [ ] Find your LL.M. Website
- [ ] LLMGuide.com Website
- [ ] LLMStudy.com Website
- [ ] Masterstudies.com Website
- [ ] National Jurist Website
- [ ] Other
- [ ] USF Website

**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 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 AN ELECTRONIC ATTACHMENT.)

- [ ] Yes
- [ ] No

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
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.

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Date:

______________________________

______________________________