Application Instructions

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

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

- The priority deadline to submit your Spring 2020 application to USF 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 college/university transcripts. 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/master/apply

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

University of San Francisco School of Law
Graduate Tax Program
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 the Graduate Tax Program.

- 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 MLST program, and your preparation for the MLST 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 university 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 an undergraduate degree from an accredited college or university by the time classes begin with at least a 3.00 grade point average (GPA). Individuals with an undergraduate GPA below 3.00 are welcome to apply and will be considered for admission based on employment history, professional accomplishments, recommendations, etc.

International students are eligible to apply only if they have completed a 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 colleges or universities 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.

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 Graduate Tax 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 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 undergraduate or graduate 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 MLST 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 college or university). 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, or 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 MLST application should be directed to the Graduate Tax Programs. 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
Entering Status
Are you a graduate of USF School of Law or are you a currently registered law student?

___ Yes
___ No

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

___ Other (Fillable)
___ Corporate Taxation
___ Executive Compensation Taxation
___ Federal Taxation Procedure
___ Foreign Bank Account Taxation
___ Nonprofit Taxation
___ Real Estate Taxation
___ State and Local Taxation
___ Taxation Ethics
___ Taxation of Trusts, Estates, and Gifts

If you checked Other in the Areas 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
  ___Japanese
  ___Korean
  ___Indian
  ___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

Tribal Affiliation

Tribal affiliation or village name_____________________

Enrollment number (enrolled members only)_________
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
Standardized Testing

TOEFL

<table>
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<tr>
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<th>Test Score</th>
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IELTS

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Education

List ALL educational institutions attended.

<table>
<thead>
<tr>
<th>Institution type</th>
<th>High School</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
<th>Other Post Graduate</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Institution name</th>
<th>Major</th>
<th>Country</th>
<th>Start date</th>
<th>State/Province</th>
<th>End date</th>
<th>City</th>
<th>Degree</th>
<th>Date degree granted</th>
<th>Rank</th>
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## Education continued

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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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**City**

**Degree**

**GPA**

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**Rank**

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**Major**

**Country**

**Start date**

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**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

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

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.

<table>
<thead>
<tr>
<th>Employment type</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Internship</th>
<th>Unpaid Internship</th>
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<td>Position</td>
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<th>End date</th>
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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.

---

# 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
Military continued

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 ____

Bar Admission

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

Country_________________________ Date of Admittance ____________________________
State or Province___________________ Current Status _____ Active _____ Inactive

Country_________________________ Date of Admittance ____________________________
State or Province___________________ Current Status _____ Active _____ Inactive

Country_________________________ Date of Admittance ____________________________
State or Province___________________ Current Status _____ Active _____ Inactive

Country_________________________ Date of Admittance ____________________________
State or Province___________________ Current Status _____ Active _____ Inactive

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_______________________
Bar Admission continued

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?


Family

Next of Kin/Emergency Contact

Salutation ________________________________ Country ________________________________

First (given) name ___________________________ Street address--line 1 ___________________________
Middle name/initial ___________________________ Street address--line 2 ___________________________
Last (family) name ___________________________ Street address--line 3 ___________________________
Relationship to applicant ______________________ City ________________________________

Telephone (include area code) ________________ 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 Relative 2

____ Law school ____ University ____ Law school ____ University

First (given) name ___________________________ First (given) name ___________________________

Middle name/initial ___________________________ Middle name/initial ___________________________

Last (family) name ___________________________ Last (family) name ___________________________

Relationship to applicant ______________________ Relationship to applicant ______________________

School attended ____________________________ School attended ____________________________

Start date (month/year) ______________________ Start date (month/year) ______________________
End date (month/year) ________________________ End date (month/year) ________________________

Degree awarded ____________________________ Degree awarded ____________________________
Family continued
Parent/Guardian - 1

____ Choose not to answer
____ Deceased
First (given) name ____________________________
Middle name/initial ______________________________
Last (family) name ______________________________

Parent/Guardian - 2

____ Choose not to answer
____ Deceased
First (given) name ____________________________
Middle name/initial ______________________________
Last (family) name ______________________________

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
Law School Interest continued

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.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Sources of Information

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

_____ ASIL.org

_____ Education USA

_____ 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.

Signature:

Date: