



## Application Instructions

Admission Requirements and Application Instructions for Spring 2022, Summer 2022, and Fall 2022.

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 the Graduate Tax Program via email at [taxlaw@usfca.edu](mailto:taxlaw@usfca.edu) or call 415.422.2801.

- The priority deadline to submit your Spring 2022 application to the University of San Francisco School of Law is November 1, 2021. Applications are accepted on a rolling basis after that date.
- The priority deadline to submit your Summer 2022 application to USF School of Law is April 1, 2022. Applications are accepted on a rolling basis after that date.
- The priority deadline to submit your Fall 2022 application to USF School of Law is June 1, 2022. 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/academics/master>

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

University of San Francisco School of Law  
Graduate Tax Programs  
2130 Fulton Street, Suite 230  
San Francisco, CA 94117

**COVID-19 Update: Due to COVID-19, it is taking longer than usual for us to receive and process materials sent via mail. Therefore, please plan on sending all of your application materials electronically to [taxlaw@usfca.edu](mailto:taxlaw@usfca.edu) for faster processing.**

You may also complete the application form online and submit it electronically through the Law School Admission Council (LSAC) at: [www.lsac.org](http://www.lsac.org).

## **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 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 Bachelor of Arts (B.A.) degree.

Original transcripts from all 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.

## **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 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.

## **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 Graduate Tax Programs at the USF School of Law. For information on taking the TOEFL exam, visit [www.toefl.org](http://www.toefl.org).

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](http://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](http://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**

### **A. 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.

### **A. 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](http://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](http://www.citiassist.com).

### **B. Application Materials**

All materials and correspondence relating to admission or your USF School of Law MLST 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.

### **C. 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.

**D. Contact Information**

University of San Francisco School of Law

Graduate Tax Programs

2130 Fulton Street, Suite 230

San Francisco, CA 94117

415.422.2801

[taxlaw@usfca.edu](mailto:taxlaw@usfca.edu)

<https://www.usfca.edu/law/academics/master>

# Application

- This application is PDF fillable. Please do not handwrite this application.
- Please note: The **[REQUIRED]** text denotes that all fields are required within a section.

## I. Biographical Information **[REQUIRED]**

**IMPORTANT:** Please provide your biographical information as it appears on official documents, such as a passport. This information will be used for your official records at USF and creation of your email account.

If you have a preferred name, please provide it in the "Preferred Name" section below.

Prefix: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last/Family Name: \_\_\_\_\_

Previous Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Place of Birth – Country: \_\_\_\_\_

Place of Birth – State/Province: \_\_\_\_\_

Place of Birth – City: \_\_\_\_\_

Social Security Number (if applicable): \_\_\_\_\_

LSAC account number (if applicable): \_\_\_\_\_

## II. Contact Information

### Current Address **[REQUIRED]**

Country: \_\_\_\_\_

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

Street Address Line 3: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Valid Until (MM/DD/YY): \_\_\_\_\_

**III. Permanent Address [REQUIRED]**

*If your permanent address is the same as your current address please list the same address as above.*

Country: \_\_\_\_\_

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

Street Address Line 3: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**IV. Phone/Email [REQUIRED]**

*You are required to provide both a business and personal email.*

Mobile Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Day/Business Phone: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_

USF can send text messages to my mobile phone: [\_\_\_\_\_] Yes [\_\_\_\_\_] No

**V. Employment [REQUIRED]**

Employer: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Position: \_\_\_\_\_ Type: [\_\_\_\_\_] Full-Time [\_\_\_\_\_] Part-Time

Start Date: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Practice Group/Area of Focus: \_\_\_\_\_

**VI. Education**

*If you are U.S. educated, to be eligible for an MLST Program you must have an undergraduate degree or equivalent. This section is required.*

*If you have additional degrees or post-graduate certificate, those fields are optional but highly recommended. If you need additional space, please include an attachment.*

**Undergraduate [REQUIRED]**

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Institution Name: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

State Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Major \_\_\_\_\_

Degree Granted: \_\_\_\_\_ Degree Grant Date: \_\_\_\_\_

GPA: \_\_\_\_\_ Rank: \_\_\_\_\_

**Graduate (if applicable)**

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Institution Name: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

State Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Major \_\_\_\_\_

Degree Granted: \_\_\_\_\_ Degree Grant Date: \_\_\_\_\_

GPA: \_\_\_\_\_ Rank: \_\_\_\_\_



**Post Graduate Certificate (if applicable)**

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Institution Name: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

State Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Major \_\_\_\_\_

Degree Granted: \_\_\_\_\_ Degree Grant Date: \_\_\_\_\_

GPA: \_\_\_\_\_ Rank: \_\_\_\_\_

**VII. Professional License(s) & Organizations**

1. Are you a licensed CPA? **[REQUIRED]**

Yes  No

If yes, please list the state and date that you were licensed:

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

2. Are you a member of any professional Associations? Please list any professional organizations/ associations for which you hold membership and the date you became a member.

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

**VIII. Character & Fitness [REQUIRED]**

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

Yes  No

2. Have you ever been academically disqualified from law school?

Yes  No

If yes, when and where?

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

3. 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?

Yes  No

IF YES, PROVIDE NAME OF INSTITUTION, THE EXACT DATES OF EACH SITUATION AND EXPLAIN CIRCUMSTANCES IN AN ELECTRONIC ATTACHMENT.

4. 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.

Yes  No

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.

**IX. Demographics**

**Citizenship (REQUIRED)**

Non-Resident Alien

Visa Type: \_\_\_\_\_ SEVIS No. \_\_\_\_\_

Citizen

US Permanent Resident

Permanent Resident No.: \_\_\_\_\_

Country of  
Citizenship: \_\_\_\_\_

Native  
Language: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

**[THE SECTION BELOW IS OPTIONAL]**

1. Are you Hispanic or Latino?  Yes  No

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

Aboriginal or Torres Strait Islander Australian

American Indian/Alaskan Native

Chinese

Japanese

Pakistani

Black or African American

Canadian Aboriginal

Caucasian/White

Eastern European

Western European

Central American

Mexican

South American

Hispanic/Latino

Filipino

Korean

Middle Eastern

Southeast Asian

Cuban

Other Spanish Origin

Indian

Other Asian Origin

North African

Puerto Rican

Native Hawaiian or Other Pacific Islander

Decline to Respond

**X. Factors Influencing Application**

1. How did you find out about the Graduate Tax Program at USF? (Select all that apply)

Through a colleague/supervisor

InternConnect

Prospective Student Call

Andersen Learning & Development

Other: \_\_\_\_\_

If you selected more than one above, what was most influential: \_\_\_\_\_

2. What factors were most influential in your decision to apply? (Select all that apply)

Costs paid by employer

Professional Development

Application to practice area

Other: \_\_\_\_\_

If you selected more than one above, what was most influential: \_\_\_\_\_

**XI. 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 Graduate Tax Program. 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: \_\_\_\_\_