

APPLICATION INSTRUCTIONS

The following materials should be sent or transmitted electronically to the LL.M. Program at Southwestern's general address indicated below. Applications are not considered complete until all required documents have been received by the LL.M. Program.

APPLICATION FOR ADMISSION

The same application form is used for entry into the program for either the fall or spring semester. The application form is available in electronic or printable form (as a PDF) at www.swlaw.edu/applyonline.

APPLICATION FEE

A nonrefundable \$60 check or money order (in U.S. funds) made payable to Southwestern Law School must be submitted with the admissions application form or with the Certification Letter if applying online. The canceled check will serve as the receipt. Applicants may only pay the fee using a credit card if applying online through LSAC and selecting the Electronic Payment Option.

PERSONAL STATEMENT

The applicant's personal statement should describe the motivation for pursuing an LL.M. degree, as well as relevant life experiences, accomplishments, special interests, personal qualities and career objectives that would be helpful to the Admissions Committee in making its decision. The personal statement should be 2 to 3 pages in length, typed and double-spaced.

LETTERS OF RECOMMENDATION

At least two letters of recommendation should be submitted on behalf of the applicant by persons (other than relatives) who are familiar with the applicant's academic and professional abilities and potential. Letters may be submitted directly to the law school.

CURRENT RESUME

A current resume that lists all academic and professional credentials and work experience is required.

OFFICIAL TRANSCRIPTS

Official, sealed transcripts are required from all law schools attended (or currently attending) and all colleges and universities at which a degree was completed. Transcripts should show the degrees earned, dates awarded and class rank. For U.S. law school graduates, class rank must be indicated on the transcript, or separately from the law school registrar.

FOREIGN APPLICANTS

Applicants who completed their undergraduate and/or legal degrees at institutions outside the United States or Canada must also submit the following:

ENGLISH PROFICIENCY

Because the program requires a professional level of English language proficiency, applicants whose primary language is not English or whose education has been in a language other than English must demonstrate English proficiency on either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exam. Students taking the TOEFL must achieve a minimum score of 100 on the Next Generation test, 250 on the computer-based test, or 600 on the paper-based test. Students taking the IELTS must achieve a minimum score of 6.5. More information on TOEFL is available online at www.TOEFL.org and more information on the IELTS is available online at www.ielts.org.

LAW DEGREE

The applicant's degree(s) in law must be from a university accredited in the country in which it is located or the applicant must be admitted to practice before the highest court in that country.

FINANCIAL SUPPORT DOCUMENTATION

International students who are accepted to Southwestern are required to have sufficient funds to cover travel to and from the United States and tuition, fees, and living expenses while attending Southwestern. Documentation of financial support will be required during the student visa process. More information on the student visa process may be found at www.swlaw.edu/studentervices/jdadmin/transfer/foreign.

CREDENTIALS EVALUATION

The applicant must submit foreign academic transcripts for analysis by a credentials evaluation service (see partial list of providers below). A degree equivalency statement with an assessment of grade point average should be requested.

Global Services Associates

2554 Lincoln Boulevard, #445
Marina del Rey, CA 90291-5082
Tel & Fax: (310) 828-5709
www.globaleval.org / info@globaleval.org

International Education Research Foundation

P.O. Box 3665
Culver City, CA 90231-3655
Tel: (310) 258-9451 / Fax: (310) 342-7086
www.ierf.org / info@ierf.org

LSAC LL.M. Credential Assembly Service

662 Penn Street Box 8511
Newtown, PA 18940-8511
Tel: 215.968.1315 / Fax: 215.504.1456
www.LLM.LSAC.org / email: LLMinfo@LSAC.org

World Education Services, Inc.

Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
Tel: 212-966-6311 / Fax: 212-739-6100
www.wes.org / info@wes.org

APPLICATION DEADLINES

It is in the applicant's best interest to apply as early as possible; however, the application file for fall admission should be completed no later than **April 1** and for spring admission no later than **October 1**. Applications submitted after the above dates will be considered on an individual basis.

ADMISSION TO THE BAR IN THE UNITED STATES

Each state sets its own criteria for qualification for the bar. Students who earn the LL.M. degree or Certificate of Completion may be eligible to take certain state bar examinations. Please be sure to contact the jurisdiction or state in which you wish to take the bar examination to determine their eligibility requirements to sit for the examination. More information can be obtained at www.abanet.org/education.html (click on *Comprehensive Guide to Bar Admission Requirements*). Information about the California State Bar Examination can be found at www.calbar.ca.gov.

FINANCIAL AID

Admitted students who are U.S. citizens and permanent residents are eligible to apply for federal and private educational loans. Some private educational lenders offer loans to international students who have a creditworthy cosigner who is a U.S. citizen. International students are encouraged to explore financial aid options from sources in their home countries. More detailed information is available online at www.swlaw.edu/studentervices/finaid.

CONTACT

Anne Wilson, Special Assistant to the Dean
Individualized LL.M. Program
Southwestern Law School
3050 Wilshire Blvd.
Los Angeles, CA 90010-1106, USA
Tel: (213) 738-5707
Email: llmprogram@swlaw.edu

www.swlaw.edu/academics/llm
www.swlaw.edu/applyonline

APPLICATION FOR ADMISSION - INDIVIDUALIZED LL.M. PROGRAM

Please include the \$60 nonrefundable application fee (in U.S. funds) made payable to Southwestern Law School. Credit card payments may be accepted from those using the online application through LSAC. Please type or print clearly.

LSAC Account # _____
(if any)

PROGRAM INFORMATION

APPLYING FOR: Fall Semester: 20 ____ (year) Spring Semester: 20 ____ (year)
 Full-time Part-time

PROPOSED AREA OF CONCENTRATION: _____

Note that, if admitted, you will construct a specific course of study in consultation with appropriate faculty members.

IDENTIFICATION INFORMATION

Note: In the event of any name or contact information changes, please notify the LL.M. Program immediately.

1. Full Legal Name: last (surname) _____ / first _____ / middle _____

2. Name used on previous academic records (if different):

last (surname) _____ / first _____ / middle _____

3a. Social Security Number (if any): _____

3b. Passport No.: _____

3c. Passport Country of Issue: _____

4. Gender: Female Male

5. Birthdate: ____ / ____ / ____
MM DD YYYY

6. Current phone/address information is valid until: ____ / ____ / ____
MM DD YYYY

7. Mailing Address: street _____

city _____ / state or country _____ / zip or postal code _____

8a. Home Phone: (_____) _____

8b. Cellphone: (_____) _____

8c. E-Mail Address: _____

9a. Business Name: _____

9b. Business Mailing Address: street _____

city _____ / state or country _____ / zip or postal code _____

10. Business Phone: (_____) _____

11a. Country of citizenship: _____ 11b. Country of legal residence: _____

12. For applicants whose education has not been in English, please complete the following regarding the TOEFL and/or IELTS:

Date taken: ____ / ____ / ____ Score: _____
MM DD YYYY

Date taken: ____ / ____ / ____ Score: _____
MM DD YYYY

TOEFL IELTS

TOEFL IELTS

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13. The following optional information is requested to enable Southwestern to comply with equal opportunity provisions of federal laws and educational accrediting agencies (see definitions below).

- a. Are you Hispanic/Latino? Yes No If yes, please indicate: Mexican American Puerto Rican Other: _____
- b. Please check all that apply:
- American Indian/Alaska Native Black/African American White/Caucasian
- Asian Native Hawaiian/Other Pacific Islander
- (please specify): _____

RACE/ETHNICITY DEFINITIONS

Hispanic/Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian/Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black/African American

A person having origins in any of the black racial groups of Africa.

Native Hawaiian/Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

White/Caucasian

A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

EDUCATION INFORMATION

- 14a. Have you previously enrolled in an LL.M. Program? Yes No (if no, skip to #15)
- 14b. Are you eligible to continue at the school? Yes No If no, please explain: _____
- 14c. State the name(s) of the school(s) and the courses taken previously toward an LL.M. degree: _____
15. Please list all law schools attended, and all colleges and universities from which you received degrees, beginning with the most recent (use a separate sheet of paper, if necessary):

| Name of School and State or Country | Dates attended | | Units Earned | Degree Type | Degree Date | Cumulative GPA | Major |
|-------------------------------------|----------------|------------|--------------|-------------|-------------|----------------|-------|
| | From Mo. Yr. | To Mo. Yr. | | | | | |
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16. Please complete the following information regarding the Law School Admission Test, if taken:
- Date(s) taken or planned: / / Score: / / / Score:

WORK EXPERIENCE INFORMATION

17. Please list the states and/or countries in which you have been admitted to practice law:
- State/Country _____ Date admitted / / Status (active/inactive) _____
- State/Country _____ Date admitted / / Status (active/inactive) _____
- State/Country _____ Date admitted / / Status (active/inactive) _____
18. Are you currently a member in good standing in each jurisdiction in which you were admitted to practice law? Yes No
If no, please explain on a separate sheet of paper.

19. Provide a *summary* of your legal work experience in the chart below. As a separate attachment, please submit a complete resume, with contact information for all employers, including but not limited to: legal work experience; academic honors; internships; professional activities; leadership positions; publications; lectures; and significant extracurricular civic or community activities in which you have been active.

| Dates of Employment | Employer's Name | Position/Nature of Work Performed |
|---------------------|-----------------|-----------------------------------|
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CHARACTER AND FITNESS INFORMATION

20. **Southwestern requires answers to questions a, b, c and d below.** During the licensing process for admission to the Bar, which includes state and federal background checks, you will need to address similar questions. The Bar will likely compare your disclosures below with their information.

If you answer YES to any of the questions, provide a full explanation, including dates, in an attachment to this application. You should also consult the rules and regulations of the Committee of Bar Examiners of the state in which you wish to practice law to determine if there is anything that might affect your eligibility for admission to the Bar. Please note that you are under continuing obligation to notify the Individualized LL.M. Admissions Office should your response to any of these questions change after the submission of this application.

- a. Have you ever been, as an adult or juvenile, cited, arrested, taken into custody, charged with, indicted, convicted, tried for, or pleaded guilty to, the commission of any felony or misdemeanor or violation of any law, except minor parking or traffic violations, or been the subject of any juvenile delinquency or youthful offender proceedings? Yes No
Please note that although a conviction may have been expunged from the records by an order of a court, it nevertheless should be disclosed in the answer to this question. Further, Southwestern does not consider a traffic offense to be minor if it involves, in any way, operating a motor vehicle while under the influence of drugs or alcohol or if the applicant's conduct was reckless.
- b. Have you ever been disciplined, been the subject of disciplinary proceedings, been warned, or placed on probation, by any organization or employer? Yes No
- c. Has any college, university, graduate school, or professional school: (1) initiated disciplinary proceedings against you; (2) placed you on academic probation; (3) dropped, expelled, or withdrew you from its program; or (4) suspended you? Please also answer yes and provide an explanation if any of these kinds of proceedings are pending. Yes No
- d. Are there any other issues that you believe might adversely affect your eligibility for admission to the Bar? Yes No

By signing this application or the Certification Letter, or by transmitting this application electronically, I hereby certify that I have read the current Southwestern Law School LL.M. Program materials and application and that all information submitted in connection with this application is true and correct. I agree that Southwestern may verify any of the information submitted in support of this application, and I understand that I am under a continuing obligation to advise Southwestern of any changes which may occur after my application is submitted. I further certify that if I am accepted as a law student, I will abide by the rules and regulations of the school as listed in the Student Handbook, and I understand that Southwestern reserves the right to change the provisions therein. I understand and agree that the omission, misrepresentation, or concealment of any significant fact in any statement may be considered sufficient reason for the denial of my application or dismissal after enrollment. I understand that decisions of the Admissions Committee are final.

Signature _____ Date _____

Important: Your application cannot be processed without your signature and the enclosure of the \$60 application fee.

Send completed form and supporting materials to:

Individualized LL.M. Program, Southwestern Law School, 3050 Wilshire Boulevard, Los Angeles, CA 90010-1106, USA

How did you become aware of Southwestern's Individualized LL.M. Program?

- Southwestern LL.M. Poster/Brochure Professor Fellow Student Southwestern Alumus/a Conference Internet
- ABA Website LSAC Website Advertisement: _____
- Other: _____

Southwestern Law School has served the public since 1911 as a nonprofit, nonsectarian educational institution. Southwestern does not discriminate on the basis of race, sex, age, religion, national or ethnic origin, sexual orientation, disability, marital status, or prior military service in connection with admission to the school, or in the administration of any of its education, employment, financial aid, scholarship, or student activity programs.