

### APPLICATION INSTRUCTIONS

The following materials should be sent via mail or transmitted electronically to the LL.M. Program at Southwestern's address on the back page of this form. 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 also available in electronic form at [www.admissions.swlaw.edu/genllmapply](http://www.admissions.swlaw.edu/genllmapply).

#### □ 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 pay the fee using a credit card if applying online through LSAC and selecting the Electronic Payment Option or by contacting the LL.M. Program Office directly.

#### □ 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.

#### □ ENGLISH PROFICIENCY

##### (Foreign Applicants)

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 90 on the iBT or 577 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](http://www.TOEFL.org) and more information on the IELTS is available online at [www.ielts.org](http://www.ielts.org).

#### □ CREDENTIALS EVALUATION

##### (Foreign Applicants)

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, Inc.**  
409 N. Pacific Coast Highway #393  
Redondo Beach, CA 90277  
Tel & Fax: (310) 828-5709  
[www.globaleval.org](http://www.globaleval.org) | [info@globaleval.org](mailto:info@globaleval.org)

**International Education Research Foundation**  
P.O. Box 3665  
Culver City, CA 90231-3665  
Tel: (310) 258-9451 | Fax: (310) 342-7086  
[www.ierf.org](http://www.ierf.org) | [info@ierf.org](mailto: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.lsac.org/llm](http://www.lsac.org/llm) | [LLMinfo@LSAC.org](mailto:LLMinfo@LSAC.org)

**World Education Services**  
Bowling Green Station  
P.O. Box 5087  
New York, NY 10274-5087  
Tel: (212) 966-6311 | Fax: (212) 739-6100  
[www.wes.org](http://www.wes.org) | [info@wes.org](mailto:info@wes.org)

#### ON-CAMPUS STUDENT HOUSING

Southwestern offers 133 fully furnished, state-of-the-art apartments for our students. Learn more about them at [www.swlaw.edu/studenthousing](http://www.swlaw.edu/studenthousing).

#### LAW DEGREE REQUIREMENT

A foreign-educated applicant's degree(s) 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. Applicants educated in the United States must have a degree from an ABA-accredited law school.

#### APPLICATION DEADLINES

LL.M. applicants are encouraged to apply by **June 1** for the Fall Semester and **November 1** for the Spring Semester. Applications submitted after those 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. Visit [www.admissions.swlaw.edu/genllmapply](http://www.admissions.swlaw.edu/genllmapply) for more details. Information about the California State Bar Examination can be found at [www.calbar.ca.gov](http://www.calbar.ca.gov).

#### FINANCIAL AID

Admitted students who are U.S. citizens or 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/student-services/finaid](http://www.swlaw.edu/student-services/finaid).

#### 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/student-services/jdadmin/foreign](http://www.swlaw.edu/student-services/jdadmin/foreign).

#### SCHOLARSHIPS

Scholarship awards for all entering international and domestic LL.M. students are determined based on the admissions application, including an applicant's interests and goals as stated in their personal statement, their professional experience and law school grades, letters of recommendation, and other factors. All admitted students will automatically be considered for the scholarship. Additional information is available at [www.admissions.swlaw.edu/genllmaid](http://www.admissions.swlaw.edu/genllmaid).

## APPLICATION FOR ADMISSION - GENERAL LL.M. PROGRAM (INDIVIDUALIZED STUDIES)

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 or by contacting the LL.M. Program Office directly. Please type or print clearly.

### PROGRAM INFORMATION

Applying for:

Full-time  Part-time

Fall Semester: 20\_\_ (year)

Spring Semester: 20\_\_ (year)

### PROPOSED AREA OF CONCENTRATION

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

Int'l Business Law and Negotiation

Advocacy and Dispute Resolution

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

### HOUSING INTEREST

Please choose your housing preference:

On Campus  Off Campus

LSAC Account # \_\_\_\_\_

(if available)

### 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 \_\_\_\_\_

3. Gender:  Female  Male 4. Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ 5. Social Security Number (if any): \_\_\_\_\_  
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: \_\_\_\_\_

9. Permanent Mailing Address: street \_\_\_\_\_

city \_\_\_\_\_ / state or country \_\_\_\_\_ / zip or postal code \_\_\_\_\_

10. Permanent 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: \_\_\_\_\_ Date taken: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Score: \_\_\_\_\_  
MM DD YYYY MM DD YYYY

TOEFL  IELTS

TOEFL  IELTS

13. The following **optional** information is requested to enable Southwestern to comply with equal opportunity provisions of federal laws and educational accrediting agencies.

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  Native Hawaiian/Other Pacific Islander

Asian (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.					

- 16.** Please complete the following information regarding the Law School Admission Test, if taken:  
 Date(s) taken or planned:      /      /      Score:                      Date      /      /      Score:                       
MM DD YYYY MM DD YYYY

**LICENSING AND WORK EXPERIENCE**

- 17.** For applicants whose legal education was outside of the United States, are you planning to sit for a United States Bar Examination?  
 Yes  No
- 18a.** Please list the states and/or countries in which you have been admitted to practice law:  
 State/Country \_\_\_\_\_ Date admitted      /      /      Status (active/inactive) \_\_\_\_\_  
MM DD YYYY  
 State/Country \_\_\_\_\_ Date admitted      /      /      Status (active/inactive) \_\_\_\_\_  
MM DD YYYY  
 State/Country \_\_\_\_\_ Date admitted      /      /      Status (active/inactive) \_\_\_\_\_  
MM DD YYYY
- 18b.** 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

## CHARACTER AND FITNESS INFORMATION

**20.** Southwestern requires answers to all questions 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 and any inaccuracies or discrepancies may delay or prevent Bar admission.

*If you answer **YES** to any of the questions, provide a full explanation. Required disclosures include, but are not limited to, the following: all criminal, disciplinary, academic or other charges (both initial and final), convictions/rulings, sentencing terms, dates (month/year), and contextual details of the underlying conduct or incident(s), including their date(s) and time(s), location(s), factual circumstances, other parties involved, etc. To meet Southwestern's full-disclosure requirement, you must include all charges, even if they were later dismissed, or were later reduced as part of plea negotiations, or reduced as part of sentencing terms.*

*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. With respect to character and fitness issues, please note that admission to Southwestern does not assure admission to any state Bar. The Bar conducts its own character and fitness examination. **Please note that you are under continuing obligation to notify the General 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 the 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.** Are there criminal charges pending against you or are you presently under investigation by any police department, law enforcement agency, or other government body?  **Yes**  **No**
- c.** Have you ever been disciplined, been the subject of disciplinary proceedings, been warned, or placed on probation, by any organization or employer?  **Yes**  **No**
- d.** Have you ever been sentenced in a court-martial proceeding or discharged from the Armed Forces other than by honorable discharge?  **Yes**  **No**
- e.** Have you ever been placed on academic probation, suspended, expelled, dismissed, or required to withdraw from any academic institution (college, university, graduate school, or professional school) for academic reasons?  **Yes**  **No**
- f.** Have you ever been disciplined for misconduct by any academic institution (college, university, graduate school, or professional school)? Examples may include: (1) disciplinary proceedings initiated against you; (2) being placed on social probation; (3) having been dropped, suspended, expelled, or withdrawn from its course, program, or institution.  **Yes**  **No**
- g.** Are there any other issues that you believe might adversely affect your eligibility for admission to the Bar?  **Yes**  **No**

By submitting this application, I hereby certify that I have read the current Southwestern Law School LL.M. Program materials and application, that I am the author of the statements or additional information included with this application, and that all such information 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. Additionally, I understand that if any charge, conviction, disciplinary action, etc. occurs between the submission of this application and the start of classes, or during my enrollment at Southwestern Law School, I will inform the General LL.M. Program Office (or Dean of Students once classes have commenced). I understand that I have a continuing duty to immediately update, in writing, responses to questions under the Character and Fitness section of the application. Failure to completely disclose any such charge, conviction, disciplinary actions, etc. may result in the denial of my application, revocation of an admissions offer, dismissal or revocation of admissions offer after enrollment, or rescission of an awarded degree after graduation, and referral to the LSAC Subcommittee on Misconduct and Irregularities in the Admissions Process. 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 fact at any time during the application process (up to and including the time of matriculation) or during my time as a student at Southwestern, will be considered sufficient reason for the denial of my application, revocation of an admissions offer, dismissal or revocation of admissions offer after enrollment, or rescission of an awarded degree after graduation and referral to the LSAC Subcommittee on Misconduct and Irregularities in the Admissions Process. I understand that decisions of the Admission Committee are final and may not be appealed.

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

\_\_\_\_\_ I acknowledge the above statement and agree to the terms

**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:**

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

**For more information:** (213) 738-5707, [llmprogram@swlaw.edu](mailto:llmprogram@swlaw.edu)

*Southwestern Law School has served the public since 1911 as a nonprofit, nonsectarian educational institution. Southwestern does not discriminate on the basis of race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, disability, medical condition, pregnancy, marital status, veteran/military status, or any other characteristic protected by state or federal law in connection with admission to the school, or in the administration of any of its educational, employment, housing, financial aid, scholarship, or student activity programs. Nondiscrimination has been the policy of Southwestern since its founding.*