

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.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 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 and more information on the IELTS is available online at 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 | 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 | 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 | 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 | 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.

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.swlaw.edu/applyonline for more details. Information about the California State Bar Examination can be found at www.calbar.ca.gov.

FINANCIAL AID

All admitted students are considered for partial tuition scholarships. Admitted students who are U.S. citizens or permanent residents are eligible to apply for 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/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/admissions-financial-aid/admissions-jd/international-applicants.

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.

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

PROFESSIONAL LICENSES 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

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.