



Application Instructions

This application can be used if you are applying to the University of San Francisco School of Law LL.M. in International Transactions and Comparative Law, Intellectual Property and Technology Law, International Transactions and Comparative Law & English Language, and Intellectual Property and Technology Law and English Language programs.

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 LL.M. Office of Admissions via email at masterlaws@usfca.edu or call 415.422.6946.

The priority deadline to submit your Fall 2017 application to the University of San Francisco School of Law is February 16, 2017.

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 and the application fee 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 complete the application form online and submit it electronically through the Law School Admission Council (LSAC) at www.lsac.org. You may also download the application from our web site at www.usfca.edu/law/llm/apply/. All mailed admission materials should be sent to the following address:

University of San Francisco School of Law
Office of LLM Admissions
2130 Fulton Street
San Francisco, CA 94117-1080

If applying electronically, you do not need to submit a hard copy of your application as LSAC will forward a copy to the Law LLM Admissions Office.

On the application, you may select only one of the following four options under Entering Status:

- International Transactions and Comparative Law (ICL)
- Intellectual Property and Technology Law (IPTL)
- International Transactions and Comparative Law & English Language Program (ICL & ELP)
- Intellectual Property and Technology Law & English Language Program (IPTL & ELP)

B. \$70 Application Fee

If you are mailing your application, payment must be in U.S. dollars by check drawn on an American bank or in the form of an international money order payable to the University of San Francisco. If you are applying electronically through LSAC, you may pay by credit card. If you are applying electronically and are unable to pay by credit card, you may still submit your application electronically but you must mail the \$70 application fee to the USF School of Law Office of LLM Admissions along with the Fall 2017 Application Certification Form. You do not need to submit this form if you pay your application fee on-line.

C. Education

All applicants are required to have a first degree in law (e.g., JD degree from an American Bar Association accredited law school by the time classes begin; or have completed in a foreign country the university-based legal education required to take the equivalent of the bar examination in that country; or are qualified to practice law in a foreign country; or are otherwise determined sufficiently qualified by the LLM Admissions Committee.

Original transcripts from all colleges and universities you have attended are required. The transcripts should show your grades, approximate class rank, and any degree received. If the degree received is not printed on the transcript, you must provide a copy of the diploma certificate. If not in English, transcripts and diplomas must be accompanied by an English translation. The transcripts must be sent directly to the USF School of Law LLM Office of Admissions in sealed envelopes by your university. If possible, please provide a grading system explanation sheet from each school.

Applicants can also submit their international transcripts through the LSAC LLM Credential Assembly Service (LLM CAS). This service is included in the LLM CAS subscription fee. 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 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.

D. 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 LLM program, your preparation for the LLM Program, and career goals. 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 university honors. If applying electronically via LSAC, your personal statement may be submitted as an electronic attachment.

A resume is not required, but is recommended. It should not be used in lieu of questions asked on the application.

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 law school 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 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. Letters must be printed on letterhead, signed, and submitted in sealed envelopes. If not in English, the letters of recommendation must be accompanied by an English translation. The letters may be submitted with your application or mailed directly to the USF School of Law LLM Office of Admissions.

F. English Language Requirement

- Strong English language ability is a prerequisite to admission. For foreign students whose native language is not English, this requirement may be satisfied by (1) having completed basic legal studies in an English-speaking country in a university where instruction was in English or (2) taking the Test of English as a Foreign Language (TOEFL), or the International English Language Testing System (IELTS) or (3) successfully completing the USF LLM English Language Program (ELP). The recommended TOEFL score is 90 (iBT) and the IELTS is 7. Applicants with slightly lower scores can also still be considered for admission.
- Applicants should register to take these tests as early as possible so the scores will be received by the February 16 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 LLM 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. IELTS 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.
- Otherwise qualified LLM applicants who want to improve their English language skills and achieve the level of proficiency necessary to be successful in the LLM degree program, may be admitted to the ELP with the requirement to take one or two semesters of English language development course work at USF prior to starting their LLM degree. More information about the program can be found at <https://www.usfca.edu/law/academics/llm/english>

G. Certification of Finances

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/llm/apply) 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

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.

H. Financial Aid

Financial aid may be offered to international applicants demonstrating financial need and outstanding academic achievement. Since funds are limited, it is to the scholarship applicant's advantage to submit a complete application with supporting materials as early as possible.

In addition, information about external sources of financial aid for international students can be found at the same above-listed website. Private loans are generally available for non U.S. citizens, if the student secures a credit-worthy co-signer who is either a U.S. citizen or U.S. permanent resident. Private loan options and details can be found, here: <http://www.elmselect.com/?schoolid=410>. Please select 'Law Student' when prompted for program type.

U.S. Citizens or Permanent Residents needing financial aid may submit the Free Application for Federal Student Aid (FAFSA) by February 15 for federal aid and scholarship eligibility. Such students may qualify for a Federal Direct Unsubsidized Loan of up to \$20,500. 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.

I. LSAT Scores (for U.S. applicants only)

U.S. law graduates must supply an official copy of their LSAT score.

Disclosures/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.

Application Materials

All materials and correspondence relating to admission or your Law School application should be directed to the Law School LLM Admissions Office. 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

The Law School Admissions Office will provide login and password information to all applicants regarding an on-line status

check. In addition, all applicants to the law school will be notified by e-mail once their application is received by USF, when your application file becomes complete, and as soon as an admission decision has been reached. Those who require an early decision may contact the Office of LLM Admissions by telephone or e-mail to confirm the status of their application. All official decision letters will be sent electronically or, by request, via mail or courier service.

Contact Information

University of San Francisco School of Law
Office of LLM Admissions
2130 Fulton Street
San Francisco, CA 94117-1080
415.422.6946
415.422.5440 fax
masterlaws@usfca.edu
<https://www.usfca.edu/law/admissions/llm>



Entering Status

Please indicate which LLM Program you are applying to. You must select one of the following programs:

ICL & ELP

IPTL & ELP

ICL

IPTL

Biographical

Prefix _____

First name _____

Middle name _____

Last name _____

Suffix _____

Previous (other) name _____

Preferred first name _____

Date of birth _____

Place of birth: City _____

Place of birth: Country _____

Place of birth: State/Province _____

Gender _____

Social security number _____

LSAC account number _____

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 _____



Contact Information continued

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

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 _____



Demographics continued

Native language _____

Education

List ALL educational institutions attended.

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 _____

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 _____



Education continued

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 _____

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 _____

List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.



Employment

List all employment including internships.

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____



Employment continued

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Total number of months 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.

English Language

What is your native language?

What other languages do you use regularly at work, home or in school?

Was English the primary language of instruction at your law school? If yes, where?



English Language continued

In your current or previous work experience, how often had you been required to use English? Please check one.

- 0%-25%
- 25%-50%
- 75%-100%
- 50%-75%

Standardized Testing

LSAT

Test Date

Test Score

_____	_____
_____	_____
_____	_____

TOEFL

Test Date

Test Score

_____	_____
_____	_____
_____	_____

IELTS

Test Date

Test Score

_____	_____
_____	_____
_____	_____

Bar Associations

List any bar associations for which you hold membership and the date you became a member.



Bar Associations continued

If you are currently practicing law, indicate the number of years of employment.

- Less than 2
- 2-4 Years
- 5-10 Years
- 10 Years or More

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

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



Law School Interest continued

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.

Are you applying to any other LLM schools?

Yes

No

Area of Interest

Identify any areas of law in which you now have an interest.

American/US Law and Legal System

Business/Corp/Commercial/Governance Law

Comparative Law

Criminal Law and Litigation

Employment/Labor Law

Family Law

General

International Law

Jurisprudence and Legal Theory

Science/Technology/Intellectual Property

Environmental Law

Human Rights Law

Other



Sources of Information

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

- ASIL.org
- Employer
- Family/Friend/Colleague
- Find Your LL.M. Website
- ILSA Website
- LLMStudy.com Website
- LLMGuide.Com Website
- LSAC Website
- National Jurist Website
- Other Internet Websites
- Professor
- USF Poster
- USF LLM Alum
- USF Website
- Other

Family

Next of Kin/Emergency Contact

Salutation _____
First (given) name _____
Middle name/initial _____
Last (family) name _____
Telephone (include area code) _____

Country _____
Street address--line 1 _____
Street address--line 2 _____
Street address--line 3 _____
City _____
State/province _____
Zip/postal code _____

Family continued

If you have any close relatives who have been students at this university, please provide the following information.

Relative 1

____ Law school ____ University

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Parent/Guardian - 1

____ Choose not to answer

____ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

Relative 2

____ Law school ____ University

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Parent/Guardian - 2

____ Choose not to answer

____ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Character and Fitness

I have reviewed the Disclosure/Character and Fitness section in the application instructions.

I have reviewed this statement.

Have you ever been academically disqualified from law school?

Yes

No

If yes, when and where?

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 performances? (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 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 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 false or incomplete information is grounds for denial of my application, or if discovered after admission, grounds for revocation of my admission, dismissal from the law school, or revocation of my degree. I agree that if admitted, I will abide by the rules of the University of San Francisco School of Law.

Signature:

Date:
