



# APPLICATION FOR ADMISSION

LL.M. PROGRAM

## 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 each semester. The application form is available in printed form or online at [www.swlaw.edu/applyonline](http://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 your Certification Letter if applying online. The canceled check will serve as your receipt.

### 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 2-3 pages in length, typed and double-spaced.

### LETTERS OF RECOMMENDATION

At least two letters of recommendation should be submitted on behalf of an 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/CURRICULUM VITAE

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

### OFFICIAL TRANSCRIPTS

Official, sealed transcripts from all law schools attended (or currently attending) and all colleges and universities from which you received a degree are required. Transcripts should show the degrees earned, dates awarded and class rank. For U.S. law school graduates, if class rank is not included on your transcript, please request that it be sent by 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:

- **Test of English Proficiency:** Applicants whose primary language is not English must demonstrate English proficiency by achieving a minimum score of 100 on the Next Generation Test of English as a Foreign Language (TOEFL), 250 on the computer-based test, or 600 on the paper-based test, or a minimum of 6.5 on the International English Language Testing System (IELTS) exam. More information on TOEFL is available online at [www.TOEFL.org](http://www.TOEFL.org) and more information on IELTS is available online at [www.ielts.org](http://www.ielts.org).
- **Evaluation of Academic Credentials:** The applicant must submit foreign academic records for analysis by a credentials evaluation service (LSAC LL.M. Credential Assembly Service, World Education Services, Inc. or other). A degree equivalency statement with an assessment of grade point average based on foreign academic work should be requested. For information on completing this requirement, contact the service providers directly.

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

The 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.

## ADMISSION 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.

## FINANCIAL AID

Admitted students who are U.S. citizens and permanent residents are eligible to apply for federal and private educational loans. Visit [www.swlaw.edu/student-services/financial-aid](http://www.swlaw.edu/student-services/financial-aid) for more specific information and application deadlines. 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.

*Apply electronically or send completed application form and supporting materials to:*

**LL.M. Program**  
**Southwestern Law School**  
**3050 Wilshire Blvd.**  
**Los Angeles, CA 90010-1106, USA**  
**[llmprogram@swlaw.edu](mailto:llmprogram@swlaw.edu) / [www.swlaw.edu](http://www.swlaw.edu)**



Please include the \$60 nonrefundable application fee made payable to Southwestern Law School. If applying online, please use the electronic payment option, or include the fee with your Certification Letter. 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: \_\_\_\_\_

On a separate sheet of paper, please outline in as much detail as possible your proposed program of study. 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: \_\_\_\_\_

11c. U.S. Visa Status (if not a U.S. citizen or permanent resident): \_\_\_\_\_

12. For applicants whose education has not been in English, please complete the following regarding the Test of English as a Foreign Language (TOEFL):

Date(s) taken \_\_\_\_\_ Score(s) \_\_\_\_\_

13. Emergency Contact: Spouse/Parent/Nearest Relative: name \_\_\_\_\_ / relationship \_\_\_\_\_

Emergency Contact Address: street \_\_\_\_\_  
city \_\_\_\_\_ / state or country \_\_\_\_\_ / zip or postal code \_\_\_\_\_

**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/Country	Dates attended				Units Earned	Degree Type	Degree Date	Cumulative GPA	Major
	From Mo.	Yr.	To Mo.	Yr.					

**WORK EXPERIENCE INFORMATION**

16. 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 \_\_\_\_\_  
MM DD YYYY

State/Country \_\_\_\_\_ Date admitted      /      /      Status \_\_\_\_\_  
MM DD YYYY

17. 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 (use a separate sheet of paper, if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

18. List all legal experience and any prior full-time employment. If not employed, indicate your current full-time activity (use a separate sheet of paper, if necessary):

Dates of Employment	Employer's Name and Address	Position/Nature of Work Performed



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19. As a separate attachment, please submit a resume/curriculum vitae including, but not limited to: significant extracurricular civic or community activities in which you have been active; academic honors; internships; professional activities; leadership positions; publications; and lectures.

## CHARACTER AND FITNESS INFORMATION

20. Southwestern requires answers to questions a, b, c and d below. If you answer YES to any of the questions, provide a full explanation, including dates, in a file attachment to this application or separately addressed to the LL.M. Program in a confidential sealed envelope.

Please note that you are under a continuing obligation to notify Southwestern should your response to any of these questions change after the submission of this application.

- a. Have you ever been charged, prosecuted or convicted of, or entered a guilty plea for any crime (including expunged offenses) other than minor traffic violations, or are any such proceedings currently pending? ☐ Yes ☐ No
- b. Have you ever been prohibited or suspended from practicing law or disciplined by any licensing authority, or are any such proceedings currently pending? ☐ Yes ☐ No
- c. Have you ever been disciplined by any educational institution, organization, or employer as a result of your conduct? ☐ Yes ☐ No
- d. Have you ever been academically dismissed from or placed on academic probation by an educational institution? ☐ 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.

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

☐ Southwestern LL.M. Poster/Brochure ☐ Professor ☐ Fellow Student ☐ Southwestern Alumnus/a ☐ Conference ☐ Internet

☐ ABA Website ☐ LSAC Website ☐ Advertisement: \_\_\_\_\_

☐ Other: \_\_\_\_\_

Send completed form and supporting materials to:

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

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.