

LLM APPLICATION CHECKLIST

- Completed and signed Application Form;
- Personal Statement;
- Resume or Curriculum Vitae (C.V.);
- Character and Fitness Addendum (if applicable);
- Letters of Recommendation; Optional (no more than 3 accepted); 2 minimum required for U.S. Legal Studies, Int'l Law, & Environmental Law
- Law School Transcripts (translated if not in English);
- Interview (if applicable); and
- Non-US applicants must submit additional documents, including English proficiency demonstrated with either the TOEFL, IELTS, interview with Program Director, or waived for the exceptions

FEES & DEADLINES

There is no fee to apply. It is highly recommended that applicants apply prior to the priority deadline as admission and scholarship decisions are made on a rolling basis. Applications may be accepted after the posted deadline and are reviewed on a space-available basis.

- April 1 is the priority application deadline for starting the program in the Fall (August)
- October 1 is the priority application deadline for starting the program in the Spring (January)

ADMISSIONS PROCESS

Applications are complete when they contain all of the required materials detailed below. Once an application is complete, it is forwarded to the Admissions Committee for review. A decision is typically rendered four to six weeks after an application is forwarded to the Committee, but decisions may be reached sooner. Applicants will be notified of decisions through email and LSAC's Online Status Check. All admission decisions are final.

APPLICATION FORM

Applicants may use the electronic application form available through the LSAC website (www.LSAC.org) or apply directly by submitting a completed application to gradlawadmit@ggu.edu. Applicants are advised to read the application form thoroughly and follow the instructions carefully.

PERSONAL STATEMENT

Applicants must submit a personal statement. The statement must be no more than 2 pages, font size 10, double-spaced, typed 8.5-11-inch (or A4) pages. The statement is the applicant's opportunity to present credentials in non-statistical terms and may include reasons for seeking the degree. The statement may also address the applicant's experiences as a law student or practitioner in the subject area of the specific LLM program.

PERSONAL STATEMENT CONTINUED

The applicant is encouraged to describe the impact of these experiences in the decision to undertake graduate legal study. The statement should be in narrative form. Applicants **MUST** certify their authorship of the statement, and the fact that they did not receive undue assistance in its preparation.

RÉSUMÉ or C.V.

Applicants must include a current résumé or C.V. detailing educational and work history along with any current or past community service or volunteer experience.

CHARACTER & FITNESS ADDENDUM

If an applicant answers "Yes" to any of the questions in the Character and Fitness section, an addendum is required. Applicants must provide a statement that includes **the date(s) of occurrence, an explanation of relevant circumstances, and how the matter was resolved** for each "Yes" response in that section. If an applicant has questions or is uncertain about how to answer, the applicant is strongly encouraged to consult our Office of Admissions and/or the Committee of Bar Examiners in the state in which the applicant intends to practice law.

LETTERS OF RECOMMENDATION

Applicants are strongly encouraged to submit at least one, but no more than four, letters of recommendation. Letters from current or former professors, professional colleagues, and/or supervisors who can attest to the applicant's intellectual and

professional attributes are most effective. Letters from friends, family members, and other such acquaintances are not advisable.

All letters of recommendation must be submitted by the recommender directly.

LAW SCHOOL TRANSCRIPTS

Applicants must provide all undergraduate and graduate school transcripts. **AT MINIMUM, APPLICANTS MUST POSSESS A JD, LLB, OR EQUIVALENT LAW DEGREE FROM A LAW SCHOOL OR UNIVERSITY BEFORE THE FIRST DAY OF NEW STUDENT ORIENTATION IN ORDER TO ENROLL.**

Applicants are required to provide original, official transcripts or certified true copies of their academic record, whether from a U.S. institution or non-U.S. institution. Admissions will allow unofficial copies to be submitted with the application, for review purposes only. These records must be in the original issuing language and come directly from the issuing academic institution. If that issuing language is not English, a certified English translation must accompany the record. If these records are included with the applicant's submission, academic records should be in an official, sealed envelope from the institution. GGU Law will withdraw offers of admission from admitted students who cannot show proof of a conferred law degree.

INTERVIEW

Although an interview is not required, one may be scheduled upon request.

CREDIT TRANSFERS

For ABA-approved JD or LLM programs, up to twelve (12) completed units may be transferred in at time of admission. To be considered, the applicant must have taken the course within the **last five years**; the applicant must have earned grades of B- or better (minimum 2.50 GPA); the course must be equivalent to a required or elective course in that particular LLM program; and the LLM Program Director must determine that the application of the the units towards the degree is in the best interest of the student. The application of units is at the discretion of the specific LLM Program Director. Units from any non-law school program, or non-ABA-approved JD or LLM program are non-transferable.

ONLINE STATUS CHECKER

Through the LSAC website, GGU Law provides an Online Status Check for applicants to check the progress of their application. We encourage applicants to check their status via this service, as it provides the most up-to-date information. Once the Admissions Office receives an application, the applicant is emailed a confirmation, which includes a unique username and password to access the Online Status Check.
<https://aces2.lsac.org/YourStatus/membership/logon.aspx>

ADMISSION TO THE BAR

In addition to the 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.

Please ensure your answers to Golden Gate University School of Law's Character and Fitness section are consistent with your state and moral character assessment.

APPLYING FOR

Full-Time
 Part-Time

Fall Semester: 20____ (year)
 Spring Semester: 20____ (year)
 Summer Semester: 20____ (year)

PROGRAM

Check the program you are applying to:

LLM Environmental Law
 LLM Intellectual Property Law
 LLM International Legal Studies
 LLM United States Legal Studies
 LLM Estate Planning, Trust, and Probate Law

LSAC Account #: _____
(if available)

PERSONAL INFORMATION

Full Name: Last/Family _____ First _____ Middle _____

Gender: Male Female Date of Birth _____

Social Security Number (if applicable): _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

CITIZENSHIP/RESIDENCY STATUS

Non-Resident Alien

US Citizen

US Permanent Resident

Visa type? Check one: F1 H1

Country of Citizenship: _____

Other status (please specify): _____

City and Country of Birth: _____

Native Language: _____ TOEFL Score: _____ Date Taken: _____

Full name as written on your passport: _____

Passport number: _____ Expiration date: _____

LEGAL EDUCATION

Name and Location of Institution: _____

Location: _____

Degree: _____ Dates of Attendance: _____

Academic Awards, Honors, Scholarships: _____

OTHER LEGAL EDUCATION

Name and Location of Institution: _____

Location: _____

Degree: _____ Dates of Attendance: _____

Academic Awards, Honors, Scholarships: _____

PROFESSIONAL EXPERIENCE

Name/Address of Employer: _____

Position: _____ Years there: _____ Telephone: _____

DEMOGRAPHICS

ETHNIC SURVEY (US CANDIDATES ONLY) Which of the following identify you? Check all that apply

Are you of Hispanic origin?: Yes No

If yes, please indicate: Chicano/Mexican Hispanic-Other

WHAT IS YOUR RACE? Select one or more races to indicate what you consider yourself to be.

Aboriginal/Torres Strait Isl. Australia American/Alaskan Indian Asian

Black/African American Canadian Aboriginal/Indigenous

Caucasian/White Native Hawaiian/Other Pacific Islander

Puerto Rican Decline to respond

TRIBAL AFFILIATION

Tribal affiliation or village name: _____

Enrollment number (enrolled members only): _____

CHARACTER AND FITNESS QUESTIONS

Have you ever been charged with or convicted of a crime, including expunged offenses (other than minor non-alcohol-related traffic violations) or are any charges pending against you? ___**Yes** ___ **No**

As a member of, or applicant to, any profession or organization, or as a holder of any office, license, or credential, have you ever been disciplined or had a license or credential suspended, revoked, or denied? ___**Yes** ___ **No**

If the answer to either of the above questions is yes, please provide a statement on a separate sheet in which you provide full details, identifying the crime, or pending charges, or license or credential involved, and providing the dates and details. If any such events occur before registration, you must inform us.

WHERE DID YOU LEARN ABOUT GOLDEN GATE UNIVERSITY SCHOOL OF LAW'S LLM PROGRAM?

WEBSITES:

- _____ Find Your LLM
- _____ LLM Directory.com
- _____ LLM Guide.com
- _____ LSAC.org
- _____ GGU.edu
- _____ ILSA.org
- _____ Institute of Int'l Education (i.i.e.)
- _____ Other website: _____

OTHER:

- _____ GGU Law Brochure/Publication
- _____ GGU Campus Event
- _____ Current or Former Student
- _____ LLM Fair (location: _____)
- _____ OSEAS overseas advisor
- _____ National Jurist magazine
- _____ Recruiter (Name: _____)
- _____ Your law school (website, exchange agreement, etc.)
- _____ Other advertisement: _____

CERTIFICATION

By signing my name below, I certify to my best knowledge and belief that this application is correct in all aspects, and I understand that if I am admitted to GGU, I must abide by the rules and regulations of the university and the School of Law. I understand that knowingly providing false or inaccurate information in admission and/or financial aid application materials is grounds for denial of admission or, if discovered after admission, for revocation of any offer of admission or immediate dismissal from the School of Law.

Signature: _____ **Date:** ____/____/20____