

## **LLM APPLICATION CHECKLIST**

- Completed and signed Application Form (*Required*);
- Personal Statement (*Optional*);
- Résumé or Curriculum Vitae (C.V.) (*Required*);
- Character and Fitness Addendum (*Required if applicable*);
- One (1) Letter of Recommendation (*Optional*);
- Law School Transcripts (translated if not in English) (*Required*);
- 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)
- December 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. 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](http://www.LSAC.org)) or apply directly by submitting a completed application to [gradlawadmit@ggu.edu](mailto: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. The applicant is encouraged to describe the impact of these experiences in the decision to undertake graduate legal study.

### PERSONAL STATEMENT CONTINUED

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 letter 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

**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 Estate Planning, Trust, and Probate Law  
\_\_\_\_\_ LLM Taxation  
\_\_\_\_\_ Dual LLM in Taxation & 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: \_\_\_\_\_ FI    \_\_\_\_\_ HI

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\_\_\_\_