

# Application Instructions

Willamette University College of Law

LL.M. APPLICATION CHECK LIST

PRIORITY DEADLINE FOR FALL ADMISSION: MARCH 1

PRIORITY DEADLINE FOR SPRING ADMISSION: OCTOBER 1

The Admission Committee determines admission to the LL.M. Program. The committee reviews each application individually, ensuring the fair appraisal of each applicant's file. Offers will be extended to eligible applicants on the basis of several factors, including law school record, proof of English proficiency if relevant, written recommendations, professional accomplishments, and expected commitment to the LL.M. program.

All LL.M. applicants must have a J.D. from an accredited American law school or its equivalent from a foreign law school. Official law transcripts must be sent with degree conferred (see Official, Certified Academic Records section below). If transcripts are not in English, a certified English translation must accompany the original. Please use the Law School Admission Council (LSAC) LL.M. Credential Assembly Service (LLM CAS) for transcript and authentication.

The priority application deadline is March 1 for fall admission and October 1 for spring admission, though applications will continue to be accepted so long as space remains in the LL.M. program.

## Application Materials and Requirements

As a good steward of natural resources, Willamette University College of Law is moving rapidly towards a paperless admission process. While we will continue to accept paper materials, we encourage you to use electronic options whenever and wherever possible.

## Application Processing Fee

There is no fee for any application submitted electronically.

Candidates submitting paper applications must submit a nonrefundable application processing fee of \$50. Make checks payable to "Willamette University." Submit the application processing fee with the application for admission.

## Official Certified Academic Records

Please use the Law School Admission Council (LSAC) LL.M. Credential Assembly Service (LLM CAS) for all evaluation and authentication.

An official certified copy of your law school transcript, along with an official certification of your law degree (documentation of your qualification to practice law in your home country—such as a bar association ID number) is required.

All transcripts or other academic records must be official documents bearing the registrar's signature or the institution's seal. If these records are not in English, a certified English translation must be submitted together with the originals.

## Letters of Recommendation

Submit two letters of recommendation to the LSAC LL.M. CAS. A third letter of recommendation may be submitted at the applicant's option. Do NOT send letters of recommendation directly to Willamette. Note: Letters of Recommendation are required to complete a law school report, without which your application will be considered incomplete. Letters of Recommendation sent directly to the Office of Admission may delay the processing of your application and the communication of a decision. Please monitor your LL.M. Credential Assembly Service (LLM CAS) account and the ASO (Applicant Status Online) to ensure that your Letters of Recommendation are transmitted properly.

Letters of recommendation should be written by individuals who can attest to the candidate's academic aptitude and intellectual capability for law school. References from employers or business colleagues are acceptable if a candidate has been out of school for a long period of time.

Evaluations, a new web-based service available through LSAC, are accepted in addition to letters of recommendation. Evaluations are optional and may not take the place of letters of recommendation. Applicants are welcome to submit up to two evaluations through LL.M. CAS.

## Personal Statement



Applicants must submit a written statement discussing your qualification and intentions for pursuing a graduate degree from the College of Law. The statement must be in English.

### Résumé

A résumé is a required component of a completed application. Attach one to your electronic application. A résumé is not a substitute for the personal statement.

For International applicants:

International students are welcome to apply for admission to the LL.M. program at Willamette University. Foreign nationals must meet the following additional requirements:

1.

All LL.M. applicants must have a J.D. from an accredited American law school or its equivalent from a foreign law school. International applicants should contact the LSAC for additional information regarding degree evaluation services.

2.

An international applicant whose native language is not English must either take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. For the TOEFL, a minimum score of 600 (paper based) or 100 (Internet based) is required. For the IELTS, a minimum score of 7.5 is required. We will also accept the Pearson Test for English (PTE), <http://www.pearsonpte.com> and have set 6.0 as the minimum acceptable score. Official test results of the TOEFL, IELTS, or PTE should be sent directly to the LSAC LL.M. CAS.

3.

Applicants must be able to show they have sufficient resources to fund educational and living expenses for the one-year LL.M. program and provide the following:

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A completed Statement of Financial Responsibility form, which can be found at [http://www.willamette.edu/wucl/admission/pdf\\_admission/Statement%20of%20Financial%20Responsibility%20for%20WUCL.pdf](http://www.willamette.edu/wucl/admission/pdf_admission/Statement%20of%20Financial%20Responsibility%20for%20WUCL.pdf)

o

Official bank verification of funds (written in English), showing that you and/or your sponsor have sufficient resources to cover your educational and living expenses for the one-year LL.M. program.

o

A photocopy of the name/photo page of your passport showing your image and the correct spelling of your name.

All appropriate documentation must be sent by admitted students and received and approved by the College of Law before the school will send them an I-20 (Application for Student Visa).

## Program

Is this an LL.M. application for Fall 2011 or Spring 2012?

\_\_\_\_ Spring 2012

\_\_\_\_ Fall 2011

Have you previously applied to Willamette University College of Law?

\_\_\_\_ Yes

\_\_\_\_ No

If "Yes", please write the date of your previous application.

\_\_\_\_\_

## 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 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 address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_

### Other Contact Information

Primary e-mail \_\_\_\_\_

Secondary e-mail \_\_\_\_\_

Mobile phone \_\_\_\_\_

Willamette University College of Law can send text messages to my mobile phone

Yes

No

## Demographics

### 1. Citizenship

Citizenship

Non-Resident Alien

US Citizen

US Permanent Resident

Country of citizenship \_\_\_\_\_

Visa number \_\_\_\_\_

Permanent resident number \_\_\_\_\_

Country of citizenship \_\_\_\_\_

Permanent City \_\_\_\_\_

Permanent city \_\_\_\_\_

Permanent state/province \_\_\_\_\_

Permanent country \_\_\_\_\_

### 2. Ethnicity

Are you Hispanic or Latino

Yes

No

## **Demographics continued**

What is your race? Select one or more races to indicate what you consider yourself to be.

### **Aboriginal or Torres Strait Islander Australian**

Aboriginal/Torres Strait Isl. Australian

### **American Indian or Alaska Native**

American Indian/Alaskan Native

### **Asian**

Asian

Filipino

Korean

Asian/Pacific Islander

Indian Subcontinent

Other Asian

Chinese

Japanese

Vietnamese

### **Black or African American**

Black/African American

### **Canadian Aboriginal**

Canadian Aboriginal

### **Caucasian/White**

Caucasian/White

European

Middle Eastern

### **Hispanic/Latino**

Chicano/Mexican American

Hispanic/Latino

Other Hispanic/Latino

### **Native Hawaiian or Other Pacific Islander**

Native Hawaiian

Native Hawaiian/Other Pacific Islander

Other Pacific Islander

### **Puerto Rican**

Puerto Rican

### **Consent**

Decline to respond

## **Standardized Testing**

### **LSAT**

Test Date

Test Score

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Standardized Testing continued

### TOEFL

Test Date

Test Score

_____	_____
_____	_____
_____	_____

### IELTS

Test Date

Test Score

_____	_____
_____	_____
_____	_____

## Education

List ALL educational institutions attended.

Institution name \_\_\_\_\_

Major \_\_\_\_\_ Country \_\_\_\_\_

Start Date \_\_\_\_\_ State/Province \_\_\_\_\_

End Date \_\_\_\_\_ City \_\_\_\_\_

Degree \_\_\_\_\_ GPA \_\_\_\_\_

Date degree granted \_\_\_\_\_ Rank \_\_\_\_\_

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Institution name \_\_\_\_\_

Major \_\_\_\_\_ Country \_\_\_\_\_

Start Date \_\_\_\_\_ State/Province \_\_\_\_\_

End Date \_\_\_\_\_ City \_\_\_\_\_

Degree \_\_\_\_\_ GPA \_\_\_\_\_

Date degree granted \_\_\_\_\_ Rank \_\_\_\_\_

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## Education continued

Institution name \_\_\_\_\_

Major \_\_\_\_\_ Country \_\_\_\_\_

Start Date \_\_\_\_\_ State/Province \_\_\_\_\_

End Date \_\_\_\_\_ City \_\_\_\_\_

Degree \_\_\_\_\_ GPA \_\_\_\_\_

Date degree granted \_\_\_\_\_ Rank \_\_\_\_\_

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Institution name \_\_\_\_\_

Major \_\_\_\_\_ Country \_\_\_\_\_

Start Date \_\_\_\_\_ State/Province \_\_\_\_\_

End Date \_\_\_\_\_ City \_\_\_\_\_

Degree \_\_\_\_\_ GPA \_\_\_\_\_

Date degree granted \_\_\_\_\_ Rank \_\_\_\_\_

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Have you ever attended any law school?

\_\_\_\_ Yes

\_\_\_\_ No

Did you leave the law school in good standing?

\_\_\_\_ Yes

\_\_\_\_ No

Has your education in college, university, or professional school been interrupted for one term or more for any reason?

\_\_\_\_ Yes

\_\_\_\_ No

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

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## Disciplinary Action

As either an adult or juvenile, have you ever been arrested for, convicted of, or pled guilty or no contest to any violation of any law or ordinance, or for the commission of any felony or misdemeanor (including all moving violations)? You must disclose adjudications in which a sentence or judgement has been withheld, deferred, expunged, or the record sealed, regardless of whether you have been told that you need not disclose any such instance.

- Yes  
 No

Have you been subject to any disciplinary action or been placed on probation for academic or any other reasons by a college or university?

- Yes  
 No

PLEASE NOTE THAT AFTER THIS APPLICATION IS SUBMITTED, IT IS YOUR RESPONSIBILITY TO UPDATE WILLAMETTE UNIVERSITY COLLEGE OF LAW PROMPTLY IN WRITING REGARDING MATTERS THAT RESULT IN CHANGES TO ANY OF THE RESPONSES TO THESE QUESTIONS. ERRORS, OMISSIONS, OR UNTIMELY UPDATES COULD BE REPORTED AS MISCONDUCT TO LAW SCHOOL ADMISSION COUNCIL (LSAC).

Disciplinary Action: Please be sure to answer both questions.

If you answer "yes" to Question 1 or 2, you are required to provide a complete explanation in a separate addendum. Please note that a "yes" answer is not an automatic denial of admission to the College of Law but anything less than full disclosure could result in denial of admission, dismissal from the College of Law or, in extreme cases, revocation of an LLM. Please note that less than full, complete and continuing disclosure may result in a report of misconduct to LSAC and may negatively impact your admission to law school. In addition, full disclosure is required as a component of satisfying Character and Fitness requirements for admission to the practice of law in any state's courts.  
(See <http://www.ncbex.org/comprehensive-guide-to-bar-admissions/>)

## Law School Interest

What prompted you to apply to this law school?

### Internet

- Law school  
 LSAC  
 ABA  
 Other

### Faculty/Alumni/Professional

- Faculty/acquaintance  
 Law school faculty member  
 Admissions recruiter  
 University/college faculty member  
 Legal professional  
 Prelaw advisor

### Publications

- US News & World Report  
 Law school publication  
 ABA-LSAC Official Guide  
 Princeton Review  
 Other advertisement

### Recruiting Events

- LSAC Forum  
 Law school fair  
 International forum  
 Campus event  
 Law school direct mail/e-mail  
 Current student



## **Law School Interest continued**

If you attended any events mentioned in the Recruiting Events section, please list them below:

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If you applied previously, what year was the application for? \_\_\_\_\_

Where you offered admission?

- Yes  
 No

Are you applying, or have you applied, to other law schools? If so, please list them.

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## **Military**

Have you ever served or are you currently serving in the US armed forces?

- Yes  
 No

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?

- Yes  
 No

If you have been separated from any branch of the US armed forces under less than honorable conditions, you are required to provide a complete explanation in an attached addendum.

## Signature

My submission of this application verifies that all information contained in this application is honestly presented, factually correct and complete. I will promptly notify Willamette University College of Law if there is any change in any aspect of this application.

I acknowledge that the thoughts and words contained in my Personal Statement are uniquely my own and that no other(s) assisted in the creation of my statement beyond basic proofreading and basic critique of my work.

Admission to the College of Law does not constitute admission to the practicing bar. Contact your state bar office for information regarding standards for admission to the bar.

Do not submit books, research papers, videos, DVDs, CDs, articles or other publication as supplements to your application to the College of Law.

I acknowledge reading, understanding, and accepting the foregoing information and submitting this application serves as my original signature.

Name and Date:

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