2018-2019

University of Minnesota Law School LL.M. for Foreign Lawyers Program Application

The University of Minnesota Law School’s LL.M. Program for Foreign Lawyers provides an opportunity to further specialize within the field of law. Now in its 25th year of educating foreign lawyers in the intricacies of a variety of legal topics, the University of Minnesota Law School invites you to apply for admission to the 2018-2019 LL.M. program. Attached are all of the application forms and information you will need if you do not apply online through the Law School Admission Council (LSAC). Our current LSAC application is available at http://www.lsac.org

Program Dates and Details

The 2018-2019 LL.M. Program for Foreign Lawyers begins on August 9, 2018, and continues through May 11, 2019. In the initial three weeks of the program, all LL.M. students are required to complete the two-credit Introduction to American Law course, which prepares students for the demands of the academic year. Topics introduced in the course include U.S. history, legal history, civil procedure, constitutional law, legal English, and legal research and writing. Students will learn how to brief cases, analyze judicial opinions, interact in the classroom, and prepare for the full-time study of law at the University of Minnesota. Please note that this course is required.

Once law school courses begin the first week of September, LL.M. students are enrolled in the rigorous, demanding courses offered to J.D. students. LL.M. students select their own courses, focusing on international or comparative law, the U.S. legal system, human rights, or corporate law, as well as other topics. Regardless of the area of focus, virtually all courses during the academic year are taken from U.S. professors alongside U.S. students who are studying for a first degree in law. The program provides international students and lawyers with the opportunity to learn law in English in a focused, competitive environment.

The LL.M. program is a two-semester course, with a fall start only. All students are expected to complete the required 24 credits within one academic year. Application deadline is April 15, 2018.

Program Costs

If offered admission to the program, you must provide evidence of financial support as follows:

- Tuition, fees, health coverage and book expenses: $57,800.00
- Living costs for 10 months: $15,500.00

Total estimated for 2018-2019: $73,300.00

Application Checklist

In order for your application to be complete, we must have received ALL of the following items. Please note that you may apply either online through the Law School Admission Council (LSAC) OR directly to our law school. You must choose one or the other. If you apply through LSAC, you must submit your transcripts through their Credential Assembly Service in order for your application to be considered complete.

- □ Application for Admission, including Financial Certification Statement, a total of 5 pages
- □ Payment of Application Fee: check or money order for $70 USD
- □ Personal Statement: 1 to 2 pages
- □ TOEFL, IELTS, or MELAB official score report
  If you use the LSAC Credential Assembly Service, you do not need to have ETS send your score to our school
- □ Two letters of recommendation, each accompanied by the Recommendation Memorandum for Admission
- □ An official transcript from each college or university course you have attended.
  To apply through LSAC, submit transcripts through the LSAC Credential Assembly Service at http://www.lsac.org/llm/application-process/llm-cas. To apply directly to our Law School, see transcript submission requirements, page 3 of these instructions. A photocopy or electronic file will not be accepted.
- □ Resume
- □ IF APPLYING FOR THE BUSINESS LAW LL.M., a one-page essay (in addition to your personal statement) explaining your business/corporate law background, and stating concisely your goals in the field of business law.
Please see the Application Instructions below for detailed instructions and requirements.

**Important note:** You may apply online at the LSAC website **OR** you may apply by printing this application and sending the completed hard copies by post or express to the address on the application forms. We are unable to consider application forms or documents sent in any other form, such as email attachments.

**LL.M. for Foreign Lawyers Program Application Instructions**

Each applicant must:

1. Have acquired, or expect to have acquired before entering the Law School, a law degree that is the educational and professional equivalent of the Juris Doctorate (J.D.). The applicant’s law degree must be from an institution **outside** the United States.

2. Have scored at least 213 on the Test of English as a Foreign Language (TOEFL) iBT: 79-80, PBT: 550; or 6.5 on the International English Language Testing System (IELTS) or the equivalent on the Minnesota English Language Assessment Battery (MELAB) if English is not your native language.

3. Complete and return the application, with the $70.00 application fee, by April 15 of the year in which you expect to enter.

4. Submit two letters of recommendation.

5. Provide an official transcript from EACH AND EVERY college or university attended, including the University of Minnesota.

6. Submit a personal statement as described on the application form, **no more than two pages**.

7. Submit a resume or CV identifying academic and professional history.

8. If applying for the Business Law LL.M., include a one-page essay (in addition to your personal statement) explaining your business/corporate law background, and stating concisely your goals in the field of business law.

Please **DO NOT** send any materials we have not specifically requested, such as writing samples, certificates from language programs, or publications. These cannot be considered.

**How to Fulfill the Application Requirements**

1. **TOEFL, IELTS or MELAB** for proof of English language proficiency
   Information is available at the following links:
   - For the TOEFL [www.toefl.org](http://www.toefl.org) institution code for the University of Minnesota Law School: 6874, dept. code 03
   - For the IELTS [www.ielts.org](http://www.ielts.org)
   - For the MELAB [http://www.cambridgemichigan.org/melab](http://www.cambridgemichigan.org/melab)

2. **Application Forms, Application Fee**
   The application has five pages. You **MUST** complete pages 1 – 4; page 5 is required if dependents will accompany you. To be considered complete, your application must include the Financial Certification Statement (the 3rd and 4th pages of the application). A check or money order for the $70.00 application fee must accompany each application for admission.

   If you are using the paper (hard copy) application, you may not pay by credit card. (To use a credit card for the application fee, you must use the LSAC online application.)

   If you are using the paper application, you must print and complete all required pages as described above, sign and send them by post or express directly to:
   - Director of International and Graduate Programs
   - 423 Mondale Hall
   - 229 - 19th Avenue South
   - Minneapolis, Minnesota  55455

University of Minnesota Law School LL.M. for Foreign Lawyers Program Application 2018-2019
[law.umn.edu/llm](http://law.umn.edu/llm)
3. **Documentation of Funding**
Be advised that if you are admitted, you will be required to provide documentation of adequate financial support for your educational and personal expenses, estimated at a total of $73,300.00 for 2018-2019. If you prefer, you may include this with your application.

4. **Financial Aid/Scholarships**
Limited funding is available from the Law School for tuition only. Every admitted student will automatically be considered for a scholarship. There is no separate application for a scholarship/financial aid.

5. **Recommendations**
Two letters of recommendation are required. Additional letters will be accepted. The letters should be from persons who can attest to your academic and professional abilities and accomplishments, and must be received by the April 15 application deadline.

Federal legislation gives students in attendance at the Law School the right to inspect and review each letter of recommendation contained in their educational record, unless the student or applicant waives that right and consents to the letter remaining confidential. You may waive the right to access, but waiver of this right is not required as a condition for admission to the Law School or for any other benefits. All letters of recommendation, whether or not written in confidence, are carefully considered as part of the admission decision.

6. **Transcripts**
Applicants applying online through LSAC must use the LSAC Credential Assembly Service at [http://www.lsac.org/llm/application-process/llm-cas](http://www.lsac.org/llm/application-process/llm-cas) If you decide instead to submit your transcripts directly, read the following instructions carefully:

**Do not submit a photocopy or electronic file.** Neither is considered an official transcript. Transcripts must be submitted in English. You must submit a transcript for each institution you have included on page 1 of your application. Official transcripts bear the original signature of the registrar or other appropriate official, and the impression seal of the issuing institution. Attested or certified copies of such records are unacceptable. If your name has changed since the work was taken, it is your responsibility to have the name corrected before the transcript is forwarded to the Law School so that the application and transcripts can be matched.

If the institution will issue official transcripts directly to you, please enclose them, sealed in their original envelopes, when submitting the application. Otherwise, have the transcripts sent directly to the Director of International and Graduate Programs at the Law School.

All foreign applicants who have attended universities that issue official transcripts upon request must submit such credentials, with these exceptions:

- **A.** Applicants from schools in Bangladesh, India, Nepal, Pakistan, France, and schools outside of North America that are on the French system, may submit certified or attested credentials, which should be in the form of mark sheets or examination reports showing the detailed results of exams taken. Certified or attested credentials are those which the issuing institution or government officials have stated are true copies of the original documents. Such credentials should bear the original signature of the certifying official. Applicants may not certify their own credentials.

- **B.** Foreign applicants who have attended institutions which do not issue transcripts, examination reports, or mark sheets should submit an official statement from the Registrar or other appropriate official giving a detailed description of their program, a qualitative evaluation of their work, and the results of all exams taken.

If the grading system is not shown on the credentials themselves, a separate statement from the university is required giving this information.

All applicants who submit credentials on which the award of the degree received is not recorded should submit certified copies of their diplomas. Each applicant should also send an officially certified statement of the applicant’s class rank for their academic programs in which such rank was calculated.
If you are not submitting your application online through LSAC, please send the original hard copies described above to this address:

Director of International and Graduate Programs
423 Mondale Hall
University of Minnesota Law School
229 - 19th Avenue South
Minneapolis, Minnesota 55455
USA

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

This publication is available in alternative formats upon request.

Contact Director of International and Graduate Programs, 423 Mondale Hall, 229 19th Avenue South, Minneapolis, MN 55455 USA
llmadm@umn.edu
(612)624-9968
UNIVERSITY OF MINNESOTA LAW SCHOOL LL.M. Program

2018-2019 APPLICATION FOR ADMISSION

For which LL.M. Program are you applying? Check only one box:

☐ LL.M. in American Law, including the option of earning a Certificate of Concentration in one of 11 areas of law. See the options at www.law.umn.edu/academics/concentrations

☐ Business Law LL.M. www.law.umn.edu/llm/business-law-llm

If you choose this program, you must include with your application a one-page essay (in addition to your personal statement) explaining your business/corporate law background, and stating concisely your goals in the field of business law.

Personal information

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<th>Full name (last or family, first, middle, former)</th>
<th>Gender</th>
<th>Date of birth</th>
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<th>Current address (street, city, state, postal code, country)</th>
<th>Address is valid until (month/year)</th>
<th>Phone number</th>
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<th>Permanent address (street, city, state, postal code, country) if different from current address</th>
<th>LSAC account number (if applicable)</th>
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How did you learn about our LL.M. program?

- On-line search at (name of website) ____________________________
- Ad in (name of publication) ____________________________
- From a colleague or friend ____________________________________
- Other -- please explain ____________________________

Residency

<table>
<thead>
<tr>
<th>Your country of citizenship</th>
<th>Your city and country of birth</th>
<th>Your visa type (if already in the U.S.)</th>
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Previous coursework List all colleges and universities attended, including law school, summer session, evening school, and correspondence study (whether or not credit was earned).

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<th>Name of School</th>
<th>Degree and date received or expected</th>
<th>Major</th>
<th>Dates of attendance (month/year - month/year)</th>
<th>Quarter/Semester hours completed or attempted</th>
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Scholastic honors you’ve received in undergraduate or graduate school

Have you taken any courses that do not appear on your official transcripts?

☐ No  ☐ Yes. Please explain:

Have you previously applied for admission to this law school or to any other department at the U of M?

☐ No  ☐ Yes. Please state when, and give the result:

U of M ID number (if any)

Have you ever attended a law school in the United States?

☐ No  ☐ Yes If yes, please provide the name(s) of the school(s) and dates you attended:

Please use an additional sheet of paper if necessary
Employment information List all employment, beginning with the most recent, including part-time employment and employment during nonacademic periods.

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<th>Dates</th>
<th>Employer</th>
<th>Position</th>
<th>Hours per week</th>
<th>Reasons for leaving</th>
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TOEFL/IELTS/MELAB dates Attach a copy of your most recent TOEFL, IELTS or MELAB results. Your application will not be considered without the official results of your most recent TOEFL, IELTS or MELAB test.

List all dates you have taken or will take the TOEFL, IELTS or MELAB. | Test score (if known)
|-------------------------------------------------|

Personal statement: no more than 2 pages
Please respond to the following:

a. Why are you seeking to obtain an LL.M.? In particular, why are you applying to the University of Minnesota?
b. List and describe any extracurricular or community activities in which you have been involved, and the extent of your involvement.
c. Indicate and explain any other fact or circumstance that might warrant special consideration.

Financial support: Please complete and attach the enclosed Financial Certification Statement. After being admitted, you will be expected to show proof of adequate financial support for the academic year.

Access to your file The University of Minnesota complies with federal and state privacy laws and regulations. Those who may gain access to information in your file are staff and faculty at the University who have a need to gain access, and outside organizations and government bodies in limited circumstances as authorized by state or federal law. In addition, you may review your own file. No one else may review your file without your written consent or a subpoena or court order. If you want the University to give information to someone else, such as your parent, spouse, other relative, or friend, you must complete and sign this section of the application. If you give someone else access to your file, that person may be able to help us process your application. If you want no one else to have access to your file, check here: ☐

I hereby authorize the University of Minnesota Law School, Office of Graduate Admissions to release information in my file to the following person:

Name: __________________________ Relation to me: __________________________
Address: __________________________

Applicant's signature: __________________________ Date: __________________________

I certify that the information provided herein is correct and complete to the best of my knowledge. (Note: Misrepresentation of application information is sufficient grounds for canceling admission or registration.)

Signature: __________________________ Date: __________________________
University of Minnesota Law School LL.M. Program

2018-2019 Law School Financial Certification Statement

The 1st and 2nd pages OF THIS FORM MUST BE COMPLETED, line-by-line, showing specific dollar amounts before the University of Minnesota will issue the form I-20 or DS-2019 on your behalf. United States government regulations require that the University maintain records showing that you have met the scholastic, language, and financial requirements of the University. It is your responsibility to demonstrate that you have sufficient funds available to meet all educational and living expenses for the duration of your stay at the University of Minnesota. This form is updated yearly. Please make sure the date at the top corresponds to the year for which you are applying. In addition, if dependents will be accompanying you, you must complete the DEPENDENT INFORMATION page of this form and include it with your application.

1. GENERAL INFORMATION:
   Please fill in your name exactly as it appears on your passport

   Student Name: ________________________________________________________________________________

   Date of Birth: Month ____ Day ____ Year ____
   Gender: Male ____ Female ____

   ** Please note: your I-20 visa document will be sent to this address**

   Address in Home Country __________________________________________ Phone: __________________
   E-mail: __________________

   Address in the U.S. (If applicable)______________________________________ Postal Code ______

2. VISA INFORMATION:
   TYPE OF VISA REQUESTED (CHECK ONE): F-1 (student visa) _____ J-1 (exchange visitor visa) _____

   You are expected to enter the U.S. on an F-1 visa unless your source of funding requires you to enter on a J-1 visa (i.e., home government, U.S. government, International Organization, etc.) Regulations do not allow the issuance of a J-1 visa when the source of funding is primarily personal or family funds. The University of Minnesota requires a J-1 visa if your program is a formal exchange program between your institution and ours.

   City and Country of Birth ________________________ Country of Citizenship ________________________

   Country of Permanent Residence ________________________ Occupation in Home Country ________________________

   If you are a student in your home country, are you an undergraduate ____ or graduate student ____?

   Specify the name of the organization or university you are affiliated with ________________________________________

   Are you currently in the United States, on an F-1 visa? ______ yes** ______ no

   *If yes, Name of School ________________________ City ________________________ State ______

   Are you currently in the United States on a visa other than F-1? ______ yes* ____ ______ no

   **If yes, what type of visa? ________________________

3. SOURCE OF SUPPORT:
   List the amounts of U.S. dollars available to you for your LL.M. year at the University of Minnesota. Choose the item(s) which most clearly show your source of support and print the dollar amount on the corresponding line. The total should be a minimum of $73,300.00.

   SOURCE OF FUNDS

   YEAR ONE

   Personal Savings $ _______

   Family $ _______

   Other (specify source) $ _______

   Other (specify source) $ _______

   TOTAL: $ _______

4. CERTIFICATION BY STUDENT:
   I certify that the statements given by me on this form are complete and accurate. I will take financial responsibility for all of my educational and personal expenses should my source of funding, as specified above, be interrupted or stopped. I understand that the University of Minnesota accepts no responsibility for my financial needs, and if bringing my dependents, I understand that I am also financially responsible for them and must provide them with health and hospitalization insurance coverage during their entire stay in the U.S.

   Signature of Student ________________________ Date ______

- 3 -
**ESTIMATE OF EXPENSE WORKSHEET FOR FINANCIAL CERTIFICATION FORM 2018-2019**

Grand total must be a minimum of **$73,300.00** for a student without dependents

Estimated Costs in U.S. Dollars

A. EDUCATION

1. Tuition and student fees $ 54,100.00
2. Mandatory health insurance 2,000.00
3. Book expenses 1,700.00

**SUB-TOTAL A:** $ 57,800.00

B. LIVING EXPENSES

These figures are estimates for living expenses for a 10-month period. If you receive free room and board from a sponsor, you should indicate here the cost your sponsor shall incur on your behalf and list your sponsor as a resource for that amount.

Estimated living expense includes utilities and other personal expenses: $ 15,500.00

**SUB-TOTAL B:** $ 15,500.00

C. DEPENDENT EXPENSES (IF APPLICABLE)

Dependents cannot be included on your visa form unless you show that you have sufficient funds to cover their personal maintenance expenses. If you wish your dependents to travel with you, please complete the section below.

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<tr>
<th># Dependents</th>
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<th># Dependents</th>
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<tbody>
<tr>
<td>1</td>
<td>691.00 per month x 12 months = 8,292.00</td>
<td>4</td>
<td>1,425.00 per month x 12 months = 17,100.00</td>
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<tr>
<td>2</td>
<td>971.00 per month x 12 months = 11,652.00</td>
<td>5</td>
<td>1,647.00 per month x 12 months = 19,764.00</td>
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<tr>
<td>3</td>
<td>1,196.00 per month x 12 months = 14,352.00</td>
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**SUB-TOTAL C:** $

**DEPENDENT INFORMATION**

Will dependents accompany you? If so, please complete the following page, DEPENDENT INFORMATION.

☐ Yes, dependent(s) will accompany me, and I have completed the DEPENDENT INFORMATION page.

☐ No, I will not bring dependent(s).

ADD SUB-TOTALS A, B & C TO FIND YOUR TOTAL EXPENSES

GRAND TOTAL: $

(Must be at least $73,300.00 for a student without dependents)

**Expenses are estimated to increase by 10% every year.**

This form is updated yearly. Please make sure the date at the top corresponds to the year for which you are applying.

After you have completed the 1st and 2nd pages of this Financial Certification Statement (plus the DEPENDENT INFORMATION PAGE if applicable) and have signed at the bottom of the 1st page, return it to:

Director of International and Graduate Programs
423 Mondale Hall
University of Minnesota Law School
229 - 19th Avenue South
Minneapolis, Minnesota 55455

University of Minnesota Law School LL.M. for Foreign Lawyers Program Application 2018-2019
law.umn.edu/llm
Please include your spouse and any other dependent(s) who will accompany you.

<table>
<thead>
<tr>
<th>Name of Dependent</th>
<th>Birthdate</th>
<th>Country of Birth</th>
<th>Country of Citizenship</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (Last)</td>
<td>(First)</td>
<td>(Month/Day/Year)</td>
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<td>(spouse, daughter, or son)</td>
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Address in Home Country, if different from applicant

Address in U.S., if applicable

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<tr>
<th>Name of Dependent</th>
<th>Birthdate</th>
<th>Country of Birth</th>
<th>Country of Citizenship</th>
<th>Relationship</th>
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Address in Home Country, if different from applicant

Address in U.S., if applicable

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<td>3. (Last)</td>
<td>(First)</td>
<td>(Month/Day/Year)</td>
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<td>(spouse, daughter, or son)</td>
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Address in Home Country, if different from applicant

Address in U.S., if applicable

NOTE: You may photocopy this page if necessary to list more than three dependents.
UNIVERSITY OF MINNESOTA LAW SCHOOL

RECOMMENDATION MEMORANDUM FOR ADMISSION
Law School - LL.M. Program

Name of applicant (last, first, middle)

To the applicant:

Print out this form as often as necessary. Give one copy to each person who writes a letter of recommendation on your behalf. Each letter of recommendation becomes part of your admission file. Letters are used only for admission consideration and are not disclosed to any unauthorized individual without your written consent. Complete the following waiver statement before giving the form to the person writing the letter.

I understand that I am not required to waive the right of access provided by the Family Education Rights and Privacy Act of 1974 as a condition for admission to the Law School or for receipt of financial aid or other services and benefits.

___ I hereby waive the right of access to the recommendation.

___ I do not waive the right of access to this recommendation.

Signature

Date

To the writer of the recommendation:

We welcome relevant information not found elsewhere in the application materials. On the reverse side of this form or on your own stationery, please provide the following information. First, state how long and in what connection you have known the applicant. Next, assess the applicant's abilities in the following areas: the ability to communicate orally and in writing, the ability to reason and analyze, the ability to imagine and create, the ability to exercise mature judgment, and the ability to relate to and work with other people; compare the applicant's abilities with those of other persons you have known in circumstances similar to those of the applicant. Please comment on the applicant’s ability to communicate in English if you know, and the ability of the applicant to adjust to a foreign culture and environment. Finally, make any additional comments you wish to about the applicant's character and academic promise.

Name of letter writer

Position

Address (street, city, state, Zip Code)

Signature

Date

Please return this form directly to:
Director of International and Graduate Programs
University of Minnesota Law School
423 Mondale Hall
229 - 19th Avenue South
Minneapolis, MN 55455 U.S.A.