



INSTRUCTIONS:

-Due Date:

- For students graduating in May: March 31
- For students graduating in December: October 31

-Submission:

-Submit this form and required attachments to **Kara Galvin, Director of International Programs**. Upon initial review (for accuracy and completion), the form will be forwarded to the Faculty Chair.

-Required Attachments:

- Unofficial University of Minnesota Law School transcript – print from OneStop
- Copy of any prior relevant correspondence with the Faculty Chair or Director of International Programs (e.g., approval of a course pursuant to a petition, approval of an exception to the standard academic requirements, etc.)
- Copy of research paper, **only if** used to fulfill a concentration writing requirement

Student Name: _____ ID Number: _____ Grad. Date: _____
 Concentration: _____ Faculty Chair: _____

Concentration Coursework Completed

For courses in progress, write “pending” in the “grade received” column. Attach additional sheets if needed.

Mandatory Courses for Concentration

| Subject (i.e. “LAW”) | Course Number | Course Name | Instructor | Term | Grade Received | Credits |
|----------------------------|------------------|-------------|------------|------|-------------------|---------|
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Additional Courses for Concentration

| Subject | Course Number | Course Name/Description | Instructor | Term | Grade Received | Credits |
|---------|------------------|-------------------------|------------|------|-------------------|---------|
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Other Courses Approved via Petition or Special Circumstance

| Subject | Course Number | Course Name/Description | Instructor | Term | Grade Received | Credits |
|---------|------------------|-------------------------|------------|------|-------------------|---------|
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Credits Required for the Concentration: _____ **Total Credits Completed and Pending:** _____

Concentration Research Paper Requirement

Is there a writing requirement for the concentration? Y / N If yes, how is it being fulfilled?

Is the writing requirement complete at this time? Y / N

If no, when will it be complete? _____

Additional Comments - include explanation for any unusual issues in your candidacy, if applicable:

Student Signature

I, _____ (name of student) hereby state that I have reviewed my academic record and the Faculty Policy on Concentrations (including the relevant appendix) and have [check one]:

- completed the requirements for the concentration for which I am applying; or
- will have successfully completed the concentration requirements pending receipt of [check all that apply]:
 - Passing grades in the following pending courses:

A research paper that I will submit to the Faculty Chair, and a passing grade in the following course for which the paper was prepared: _____.

Signature of Student

Date

* * * * *

Faculty Chair Certification

I, _____ (name of Faculty Chair) hereby certify that the above-named student has [check appropriate box]:

- successfully completed the concentration requirements; or
- will have successfully completed the concentration requirements pending receipt of [check all that apply]:
 - Passing grades in the following pending courses:

A research paper. I will inform the Registrar when the Research Paper requirement has been satisfied, but the Registrar must verify that a passing grade is received in the associated course: _____.

Signature of Faculty Chair

Date

Faculty Chairs should forward the signed form and attachments (except the research paper) to the Registrar within two weeks of receipt.