University of Minnesota Law School
Doctor of Juridical Science (S.J.D.) Program Application

The S.J.D. program at the University of Minnesota Law School is intended for those who wish to pursue advanced legal study and original research under faculty supervision. S.J.D. students must present research which makes a significant, original contribution of long-term value to legal scholarship. The dissertation must be of publishable quality and provide lawyers, scholars, or governmental officials with a useful understanding, not previously available, of a particular area of the law.

Admission to the S.J.D. program is highly competitive. Only students with an interest in a scholarly career, and with outstanding academic credentials should apply. Candidates should also indicate the field in which they seek to do research and, if possible, identify a member of the University of Minnesota faculty who could serve as an academic supervisor. Preference will be given to students enrolled in (or who were enrolled in) an LL.M. program at the University of Minnesota Law School.

Application deadline is March 15, 2017. If offered admission to the program, you must provide evidence of financial support for tuition, fees, health coverage and book expenses (estimated at $57,300.00 for 2017-2018) and living costs for 10 months (estimated at an additional $15,000.00 for one person in modest student accommodations) for a total of $72,300.00. This represents the total cost of attendance for the first year, which must be spent in residence at the Law School.

Application Checklist

In order for your application to be complete, we must have received ALL of the following items. Applications are to be sent directly the University of Minnesota Law School at the address listed on the next page.

☐ 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
☐ Two letters of recommendation, each accompanied by the Recommendation Memorandum for Admission
☐ An official transcript from each college or university course you have attended. All transcripts must be officially translated into English.
☐ A CV identifying academic and professional history. The CV should include university teaching experience and citations to all publications.
☐ A detailed dissertation proposal demonstrating that the dissertation will constitute an original and substantial contribution, of publishable quality, to legal scholarship.
☐ An extensive, high quality writing sample written in English to demonstrate the ability to engage in advanced research and writing.

Please see the Application Procedure on the following pages for detailed instructions.

Important note: 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.

S.J.D. Program Application Procedure: (by completing this application you acknowledge that you are aware of the program requirements of the S.J.D. degree at the University of Minnesota Law School)

Each applicant must:

1. Have completed their first degree in law at a University outside of the United States; and, have completed (or be in the process of completing) an LL.M. degree at the University of Minnesota Law School or elsewhere at an American Bar Association-approved law school.
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.

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 detailed dissertation proposal demonstrating that the dissertation will constitute an original and
substantial contribution, of publishable quality, to legal scholarship.

7. Submit a personal statement of no more than two pages.

8. Submit an extensive, high quality writing sample written in English to demonstrate the ability to engage in
advanced research and writing.

9. Submit a CV identifying academic and professional history. The CV should include university teaching
experience and citations to all publications.

Please DO NOT send any materials we have not specifically requested.

**Visa documentation and maintaining your student status**

If as a candidate for the SJD degree you are requesting that the U of MN provide you with a visa document to apply for F-1 or J-1 student status, you will need to complete the attached 2017-2018 Financial Certification Statement and provide funding documentation.

Please be aware of the following:

1. This application is for the initial year of your SJD program which must be done in residence here at the U of MN Law School.

2. As described in the SJD policy document you and your advisor will determine your individual program. That program and your
own preferences regarding where you choose to complete your work culminating in your dissertation will determine your needs for
student status in future years of your program.

3. It will be your responsibility to maintain your visa status for the period(s) you need to be present in the U.S. If at any time you
have questions regarding your status, please contact the University of Minnesota's International and Student Services office which is
located on the West Bank campus right near the Law School. Their contact information may be found at www.isss.umn.edu.

**General Application Information**

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

   You must print and complete all required pages as described above, sign and send them by post or express directly
to:

   Khary D. Hornsby, J.D., Director of International and Graduate Programs
   423 Mondale Hall
   University of Minnesota Law School
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 $72,300.00 for 2017-2018.

4. **Recommendations**
Two letters of recommendation are required. The recommenders must use the Recommendation Memorandum for Admission form. 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 March 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.

5. **Transcripts**
**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.

Please send the original hard copies described above to this address:

Khary D. Hornsby, J.D., Director of International and Graduate Programs
423 Mondale Hall
University of Minnesota Law School
229 - 19th Avenue South
Minneapolis, Minnesota  55455
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.
### Personal Information

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<thead>
<tr>
<th>Full name (last or family, first, middle, former)</th>
<th>Gender</th>
<th>Date of birth</th>
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<th>Address is valid until (month/year)</th>
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<th>Permanent address (street, city, state, Zip Code, country) if different from current address</th>
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<th>LSAC account number (if applicable)</th>
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How did you learn about our S.J.D. program?

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

### Residency

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<th>Your country of citizenship</th>
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<th>Your city and country of birth</th>
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<th>Your visa type (if already in the U.S.)</th>
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### Previous Coursework

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<tr>
<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

### Additional Questions

- 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:

- 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

- Where did you receive your first law degree (i.e. J.D. or LL.B.)?  
  
- What was your grade point average and class rank during your J.D./LL.B. studies?  

- Where did you receive your LL.M. degree?  

- What was your grade point average and class rank during your LL.M. studies?  

- Have you published any academic writing in print (i.e. in a law review, journal or book)? If so, please list publications on a separate sheet of paper.

- Is there a University of Minnesota Law School faculty member with whom you are particularly interested in working? If so, please list the name(s) here:
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 you are seeking to obtain an S.J.D. degree? In particular, why are you applying to the University of Minnesota?
b. What is your proposed area of research?
c. Indicate and explain any other fact or circumstance that might warrant special consideration.

Financial support: To be admitted, you must show proof of adequate financial support for the academic year. Please complete and attach the enclosed Financial Certification Statement.

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: ______________________

Note: This application form, the application fee, and all supporting materials must arrive by April 1. Mail them to: Khary D. Hornsby, J.D., Director of International and Graduate Programs, 423 Mondale Hall, University of Minnesota Law School, 229 - 19th Avenue South, Minneapolis, MN 55455-0401, U.S.A.

University of Minnesota Law School S.J.D. Program Application 2017
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: ____________________________________________________________________________
   Last or Family   First or Given   Middle

   Date of Birth: Month Day Year       Gender: Male   Female

   Address in Home Country ____________________________________________

   Phone: __________________________

   Address in the U.S. (If applicable) ______________________________________

   E-mail: ________________________

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 ________

3. SOURCE OF SUPPORT:

   List the amounts of U.S. dollars available to you for your S.J.D. 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 $72,300.00.

   SOURCE OF FUNDS                        YEAR ONE

   Personal Savings                        $ _______
   Family                                  $ _______
   Other (specify source)                 $ _______

   TOTAL:                                  $ _______

4. CERTIFICATION BY STUDENT:

   I certify that the statements given by me on this form are complete and accurate. Furthermore, 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 _________
**ESTIMATE OF EXPENSE WORKSHEET FOR FINANCIAL CERTIFICATION FORM: 2017-2018**

Grand total must be a minimum of **$72,300.00** for a student without dependents

### A. EDUCATION

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost in U.S. Dollars</th>
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<tbody>
<tr>
<td>Tuition and student fees</td>
<td>$53,600.00</td>
</tr>
<tr>
<td>Mandatory health insurance</td>
<td>2,000.00</td>
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<tr>
<td>Book expenses</td>
<td>1,700.00</td>
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**SUB-TOTAL A:** $57,300.00

### 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: $15,000.00

**SUB-TOTAL B:** $15,000.00

### 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.

<table>
<thead>
<tr>
<th># Dependents</th>
<th>Dependent Expenses per month</th>
<th>Total for 12 months</th>
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<tbody>
<tr>
<td>1</td>
<td>$691.00</td>
<td>$8,292.00</td>
</tr>
<tr>
<td>2</td>
<td>$971.00</td>
<td>$11,652.00</td>
</tr>
<tr>
<td>3</td>
<td>$1,196.00</td>
<td>$14,352.00</td>
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<tr>
<td>4</td>
<td>$1,425.00</td>
<td>$17,100.00</td>
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<td>5</td>
<td>$1,647.00</td>
<td>$19,764.00</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 **$72,300.00** 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:

Khary D. Hornsby, J.D., 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 S.J.D. Program Application 2017

- 4 -
DEPENDENT INFORMATION

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>
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</thead>
<tbody>
<tr>
<td>1. (Last) (First)</td>
<td>(Month/Day/Year)</td>
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<td>(spouse, daughter, or son)</td>
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<td>Address in Home Country, if different from applicant</td>
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<td>Address in U.S., if applicable</td>
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<th>Relationship</th>
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<td>(Month/Day/Year)</td>
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<td>(spouse, daughter, or son)</td>
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<td>Address in Home Country, if different from applicant</td>
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<td>Address in U.S., if applicable</td>
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NOTE: You may photocopy this page if necessary to list more than three dependents.
RECOMMENDATION MEMORANDUM FOR ADMISSION
Law School – S.J.D. Program

<table>
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<th>Name of applicant (last, first, middle)</th>
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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.

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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.

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<th>Name of letter writer</th>
<th>Position</th>
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<td>Address (street, city, state, Zip Code)</td>
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<th>Signature</th>
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Please return this form directly to: Khary D. Hornsby, J.D., Director of International and Graduate Programs, 423 Mondale Hall, University of Minnesota Law School, 229 - 19th Avenue South, Minneapolis, MN 55455-0401, U.S.A.

University of Minnesota Law School S.J.D. Program Application 2017