

# 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.

Priority application deadline is **March 1, 2019**. If offered admission to the program, you must provide evidence of financial support for tuition, fees, health coverage and book expenses (estimated at \$57,800.00 for 2019-2020) and living costs for 10 months (estimated at an additional \$15,500.00 for one person in modest student accommodations) for a total of **\$73,300.00**. 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 may be submitted online via LSAC or 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 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 online at [www.lsac.org](http://www.lsac.org). 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 79-80 on the Test of English as a Foreign Language (TOEFL) or 6.5 on the International English Language Testing System (IELTS) or the equivalent 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 every college or university attended, including the University of Minnesota.
6. Submit a detailed dissertation proposal demonstrating that 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 2019-2020 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 and Scholar Services (ISSS) office which is located on the West Bank campus right near the Law School. Their contact information may be found at [www.issss.umn.edu](http://www.issss.umn.edu).

### **General Application Information**

**1. TOEFL or IELTS 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)

**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 3<sup>rd</sup> and 4<sup>th</sup> pages of the application). A check or money order for the \$70.00 application fee must accompany each application for admission. It must be paid to the order of “University of Minnesota Law School”.

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 directly to the address listed at the end of these instructions.

**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 2019-2020.

#### 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 1 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

Applicants applying online through LSAC must use the LSAC Credential Assembly Service at <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  
University of Minnesota Law School  
423 Mondale Hall  
229 - 19th Avenue South  
Minneapolis, Minnesota 55455  
USA

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](mailto:llmadm@umn.edu)  
(612)624-9968

# UNIVERSITY OF MINNESOTA LAW SCHOOL S.J.D. Program

## APPLICATION FOR ADMISSION

### Personal information

Full name (last or family, first, middle, former)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth month / day / year
E-mail Address			
Current address (street, city, state, zip code, country)		Address is valid until (month/year)	Phone number ( )
Permanent address (street, city, state, Zip Code, country) if different from current address		LSAC account number (if applicable)	

How did you learn about our S.J.D. program?

On-line search at (name of website) \_\_\_\_\_ Ad in (name of publication) \_\_\_\_\_ A colleague or friend \_\_\_\_\_

Other -- please explain \_\_\_\_\_

### Residency

Your country of citizenship	Your city and country of birth	Your visa type (if already in the U.S.)
-----------------------------	--------------------------------	---

**Previous coursework** List all colleges and universities attended, including law school, summer session, evening school, and correspondence study (whether or not credit was earned).

Name of School	Degree and date received or expected	Major	Dates of attendance (month/year - month/year)	Quarter/Semester hours completed or attempted

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

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.

Dates	Employer	Position	Hours per week	Reasons for leaving

**TOEFL/IELTS/MELAB dates** Attach the official copy of your most recent TOEFL or IELTS results. Your application will not be considered without the official results of your most recent TOEFL or IELTS 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:

- Why you are seeking to obtain an S.J.D. degree? In particular, why are you applying to the University of Minnesota?
- What is your proposed area of research?
- 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 you 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
-----------	------



**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
- 2. 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.

<u># Dependents</u>		<u># Dependents</u>	
1	\$ 691.00 per month x 12 months = \$ 8,292.00	4	\$ 1,425.00 per month x 12 months = \$ 17,100.00
2	\$ 971.00 per month x 12 months = \$11,652.00	5	\$ 1,647.00 per month x 12 months = \$ 19,764.00
3	\$1,196.00 per month x 12 months = \$14,352.00		

**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 1<sup>st</sup> and 2<sup>nd</sup> pages** of this Financial Certification Statement (plus the DEPENDENT INFORMATION PAGE if applicable) and have **signed** at the bottom of the 1<sup>st</sup> page, return it to:

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

**DEPENDENT INFORMATION**

Please include your spouse and any other dependent(s) who will accompany you.

---

<i>Name of Dependent</i>	<i>Birthdate</i>	<i>Country of Birth</i>	<i>Country of Citizenship</i>	<i>Relationship</i>
1. (Last) (First)	(Month/Day/Year)			(spouse, daughter, or son)

\_\_\_\_\_

Address in Home Country, if different from applicant \_\_\_\_\_

Address in U.S., if applicable \_\_\_\_\_

---

<i>Name of Dependent</i>	<i>Birthdate</i>	<i>Country of Birth</i>	<i>Country of Citizenship</i>	<i>Relationship</i>
2. (Last) (First)	(Month/Day/Year)			(spouse, daughter, or son)

\_\_\_\_\_

Address in Home Country, if different from applicant \_\_\_\_\_

Address in U.S., if applicable \_\_\_\_\_

---

<i>Name of Dependent</i>	<i>Birthdate</i>	<i>Country of Birth</i>	<i>Country of Citizenship</i>	<i>Relationship</i>
3. (Last) (First)	(Month/Day/Year)			(spouse, daughter, or son)

\_\_\_\_\_

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.

**RECOMMENDATION MEMORANDUM FOR ADMISSION**  
**Law School – S.J.D. 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, 423 Mondale Hall, University of Minnesota Law School, 229 - 19th Avenue South, Minneapolis, MN 55455-0401, U.S.A.