



SCHOOL OF LAW

A PROUD HERITAGE...AN AMBITIOUS FUTURE

GLS | Office of Graduate Legal Studies

OFFICE OF GRADUATE LEGAL STUDIES
Loyola University Chicago
School of Law
25 E. Pearson Street
Chicago, IL 60611
PH: 312.915.7161 | FAX: 312.915.7201
E-MAIL: Law-GLS@luc.edu
WEB: www.luc.edu/law

MASTER OF LAWS (LL.M.)

Application for Admission

Application submitted:

- For (*check one legal concentration*):
 - LL.M. in Business & Corporate Governance Law
 - LL.M. in Child & Family Law
 - LL.M. in Health Law
 - LL.M. in Tax Law

- For (*check one*):
 - Full-time Enrollment
 - Part-time Enrollment
 - Accelerated Enrollment (*Designed for Loyola J.D. graduates only*)

- To Enroll in the Fall Semester of _____
YEAR

APPLICATION GUIDELINES

- 1) **Application Form:** Complete, sign, and date form.
- 2) **Personal Statement:** Write 1 to 2 typed pages. *See Section IV of this application form for requirements.*
- 3) **Transcripts:** Request academic transcripts from all colleges and universities attended.
- 4) **Recommendation Letters:** Two recommendation letters from professional references.
- 5) **TOEFL Score** (if applicable): *See Section V of this application form for requirements.*
- 6) **Résumé or Curriculum Vitae:** Submit the most current documents.
- 7) **Application Fee:** Include a fee of \$50.00 (USD), payable to "Loyola University Chicago," for application processing.
- 8) **Deadline Date:** The completed application form and all supporting documents must be submitted by **July 1, 2010.**

Section I: Personal Information

- 1) Name: _____
(last) (first) (middle) (previous surname)
- 2) Social Security Number or Student Visa/Alien Registration Number: _____
- 3) Home Address: _____
(number and street) (city) (state) (zip code/postal code)
- 4) Country (*if outside the United States*): _____
- 5) Home Telephone: Daytime: (_____) _____ Evening: (_____) _____
- 6) E-mail: _____ (*Please provide your preferred e-mail for receiving information regarding the status of your application.*)
- 7) Title/Department: (*if employed*) _____
 Employer Name: _____
 Employer Address: _____
 (number and street) (city) (state) (zip code/ postal code)
 Country (*if outside the United States*): _____
 Employer Telephone: (_____) _____ Employer E-mail: _____

Section II: Academic & Professional Credentials

- 1) In chronological order, please list below **all** colleges and universities, graduate and professional schools you have attended, whether or not credit was received. Please indicate the degrees or diplomas you have earned or expect to earn as well as dates of attendance, major field of study, month/year of the award, and any scholastic honors earned.

NAME OF INSTITUTION	DEGREE/DIPLOMA (Received or Expected)	DATES OF ATTENDANCE		MAJOR FIELD OF STUDY	MONTH/YEAR OF AWARD	SCHOLASTIC HONORS
		FROM	TO			

- 2) **All transcripts** must be requested and submitted *directly* from the designated registrar’s office for each institution listed under #1 of this Section.
- 3) **Résumé or Curriculum Vitae:** Career documents must include an outline of education, work experience, professional and academic honors and achievements, speeches or lectures given, papers presented or published, and any other information you believe relevant in assessing your application.
- 4) **Bar Membership:** Please list every state and/or international bar of which you are a member and your current membership status.

Bar Membership: _____ Bar Status: _____

Bar Membership: _____ Bar Status: _____

Bar Membership: _____ Bar Status: _____

- 5) **Disciplinary Action:** If you answer yes to any of the following questions, please explain your response on a separate sheet of paper. On this separate sheet of paper, entitle it “Disciplinary Actions,” include your name and sign and date each sheet provided. At the discretion of the LL.M. Admission Committee, applicants who answer yes to the questions below may be required to provide additional supporting documents in order to make a more informed decision on your admission into the LL.M. program. *Please check one from each below.*

a. Excluding minor traffic violations, have you ever been accused of or convicted of any criminal offense?
 YES NO

b. Have you ever been disbarred or disciplined by a state and/or international bar?
 YES NO

c. Have you ever been disciplined, suspended, or expelled for academic or other reasons by an institution of higher learning or professional organization?
 YES NO

d. Have you ever been discharged from military service under conditions other than honorable?
 YES NO

Section III: Professional Recommendations

- 1) **Recommendation Letters:** Provide in the chart below the name, title, company/organization, city/state, telephone number, and e-mail for each recommendation letter writer. Your recommenders must be familiar with your academic or professional performance and provide letters in support of your application. Please provide your recommenders with an overview of the LL.M. degree program and instruct them to specifically address your critical thinking skills and your aptitude for undertaking graduate legal studies. The letters must be sent directly from the writers to the Office of Graduate Legal Studies using the enclosed sheet entitled *LL.M. Applicant Recommendation Form*. The LL.M. Admission Committee may also contact your recommenders via telephone or e-mail should it need further clarification of the recommendation.

NAME OF RECOMMENDER	TITLE	COMPANY/ORGANIZATION	CITY/STATE	TELEPHONE	E-MAIL

- 2) **LL.M. Applicant Recommendation Form:** Complete and submit the enclosed *LL.M. Applicant Recommendation Form* (provided at the end of this application) to each recommender.

Section IV: Personal Statement

- 1) In 1 to 2 typed pages, state your reasons for applying to the LL.M. degree program and choosing to concentrate your study in business law, child and family law, health law and policy, or tax law. Also, discuss how you anticipate using this education in your career. Include your name on this document and entitle it "Personal Statement".
- 2) Provide any additional information you believe relevant to the assessment of your application.

Section V: International Applicants (only)

- 1) **Test of English as a Foreign Language (TOEFL) Score:** You are required to submit with your application TOEFL examination results if you are a citizen of a country other than the United States or a permanent resident in the U.S., have or will be getting a visa to study in the U.S. and come from a country that does not have English as one of its official languages. You are exempt from taking the TOEFL if you are a citizen of a country other than the U.S. and your country of citizenship has English as its native language. To be admitted into Loyola's LL.M. degree program, international applicants must be proficient in English, as demonstrated by a sufficient TOEFL score. The LL.M. Admission Committee generally requires a TOEFL score of between 600 - 630 (PBT ~ paper-based), between 250 - 267 (CBT ~ computer-based), and 100 - 109 (iBT ~ internet-based) for admission. Scores submitted in support of your application can be no more than two years old and must be sent directly to the Office of Graduate Legal Studies from the Education Testing Service (ETS).

For those international applicants who may have completed coursework in the U.S. or who have worked in a position that required proficiency in English, the requirement to submit TOEFL examination scores may be waived at the discretion of the LL.M. Admission Committee. Under these circumstances and circumstances where one has not met the generally required TOEFL scores, the LL.M. Admission Committee may require the applicant to sit for either the *Test of English for Loyola Admission (TELA)* or the *Graduate Student English Assessment* offered through Loyola University Chicago's Office of International Programs (www.luc.edu/oip/). You may receive more information on the TOEFL examination and scoring at www.toefl.org.

- 2) **Additional Requirement:** All applicants who received their undergraduate degree or law degree from institutions outside of the United States must have their academic credentials and academic transcripts evaluated. A complete course-by-course report of the evaluation must be sent directly to the Office of Graduate Legal Studies. The law school recognizes evaluations from:

Educational Credential Evaluators, Inc. (ECE)
P.O. Box 514070
Milwaukee WI 53203-3470
414-289-3400
www.ece.org

World Education Services, Inc. (WES)
P.O. Box 11623
Chicago IL 60611-0623
312-222-0882
www.wes.org

Section VI: Applicant Interview

Applicants may be required to complete an interview with a member of the LL.M. Admission Committee. Personal or phone interviews may be required.

Section VII: Applicant Statistics and Information

- 1) For purposes of gathering statistical information for the LL.M. degree program and for purposes of reporting to governmental agencies, Loyola requests that you *voluntarily* disclose information in this section.
- 2) **Please note: the information reported in this section is NOT used to make admission decisions.**

<i>Select the relevant box from each category and answer each question:</i>	
<p>➤ GENDER</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> <p>➤ MARITAL STATUS</p> <p><input type="checkbox"/> Single</p> <p><input type="checkbox"/> Married</p> <p><input type="checkbox"/> Widowed</p> <p><input type="checkbox"/> Divorced</p> <p>➤ RELIGION</p> <p><input type="checkbox"/> Catholic</p> <p><input type="checkbox"/> Hindu</p> <p><input type="checkbox"/> Islam/Muslim</p> <p><input type="checkbox"/> Jewish</p> <p><input type="checkbox"/> Latter Day Saints/Mormon</p> <p><input type="checkbox"/> Orthodox</p> <p><input type="checkbox"/> Protestant</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> No Religion</p>	<p>➤ ETHNICITY</p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> African-American/Black</p> <p><input type="checkbox"/> Arabic</p> <p><input type="checkbox"/> Asian or Pacific Islander</p> <p><input type="checkbox"/> Caucasian/White</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Cuban</p> <p><input type="checkbox"/> Indian/East Asian</p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> Japanese</p> <p><input type="checkbox"/> Korean</p> <p><input type="checkbox"/> Mexican</p> <p><input type="checkbox"/> Puerto Rican</p> <p><input type="checkbox"/> Vietnamese</p> <p><input type="checkbox"/> Other: _____</p> <p>➤ CITIZENSHIP</p> <p><input type="checkbox"/> U.S. Citizenship</p> <p><input type="checkbox"/> If not a U.S. citizen, please indicate your country of origin _____</p> <p>➤ Date of Birth: _____</p> <p>➤ How did you learn about Loyola's LL.M. degree program?</p> <p>➤ To what other LL.M. degree programs, if any, are you applying?</p>

Section VIII: Application Fee

For the processing of your application, please enclose a money order or certified check in the amount of \$50.00 (USD) made payable to “Loyola University Chicago.”

Section IX: Submission of Application and Supporting Documents

A completed application form and all supporting documents must be submitted via postal mail to the Office of Graduate Legal Studies by **July 1, 2010**. We advise that you submit your application form and supporting documents via certified mail with package tracking. The address for submitting your application is as follows:

Loyola University Chicago
School of Law
Office of Graduate Legal Studies
25 E. Pearson Street
Chicago, IL 60611

Should you have any questions regarding the application process or submission of your application, please contact the Office of Graduate Legal Studies by calling (312) 915-7161 or by sending a message via e-mail to Law-GLS@luc.edu.

Section X: Application Checklist

- Application Form
- Personal Statement
- Transcripts
- Recommendation Letters
- TOEFL Score (*international applicants only*)
- Academic Credentials & Transcript Evaluation (*international applicants only*)
- Résumé** or Curriculum Vitae
- Application Fee

Section XI: Application Certification

I hereby apply for admission into the Master of Laws (LL.M.) degree program at Loyola University Chicago, School of Law. My signature below, as well as my signature provided on supplemental documents, certifies that all information provided in and with this application is true and correct to the best of my knowledge and belief, and I agree to update and/or supplement my application should any changes in response to all questions and requirements occur after the submission of this application. I understand that any false or incomplete statements may disqualify my application, cause a rescission of an offer of admission, or result in enrollment suspension or academic withdrawal.

I agree that, if admitted, I will comply with all the rules and regulations of the Loyola University Chicago and of its School of Law. I understand that such rules and regulations may be changed from time to time and that such changes are effective upon promulgation.

Signature

Date



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MASTER OF LAWS (LL.M.) *LL.M. Applicant Recommendation Form*

FOR APPLICANT: You must complete the *Statement of Application and Statement of Waiver* below prior to submitting this form to each writer of your letter of recommendation.

Statement of Application

I hereby have applied to the Master of Laws (LL.M.) degree program at Loyola University Chicago, School of Law and will concentrate my studies in:
(check one)

- Business & Corporate Governance Law
- Child & Family Law
- Health Law
- Tax Law

Statement of Waiver (complete one statement below)

- I waive my right of access to this letter of recommendation and understand that I will not be able to view it under any circumstance.

Applicant Name (PRINT)

Applicant Signature

Date

- I do not waive my right of access to this letter of recommendation and understand that I will be able to view it under any circumstance.

Applicant Name (PRINT)

Applicant Signature

Date

FOR RECOMMENDER: The applicant named above has applied for admission to the Master of Laws (LL.M.) degree program at Loyola University Chicago, School of Law and, by giving you this form, the applicant is requesting a letter of recommendation. The LL.M. Admission Committee would appreciate your frank and candid comments concerning the applicant's intellectual strengths and weaknesses and personal character. Please complete the *Statement of Recommendation* below and comment on the applicant's ability to think critically and analyze complex materials, as well as speaking and writing abilities. Please attach this form to your letter and send it via postal mail or e-mail to:

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Statement of Recommendation

I hereby submit the attached letter of recommendation on behalf of the above stated applicant.

Name: _____ Title: _____

Company: _____ Contact: _____
Phone _____ E-mail _____



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Company: _____ Contact: _____
Phone _____ E-mail _____