

## Application for Admission to the LL.M. in the American Legal System Program

**phone** 517 / 432-0222  
**tollfree in US & CA** 800 / 844-9352  
**fax** 517 / 432-0098  
**e-mail** law@law.msu.edu  
**web** www.law.msu.edu

Law College programs, activities and facilities shall be available to all without regard to race, color, gender, religion, national origin, political persuasion, sexual orientation, marital status, disability, height, weight, veteran status, age or familial status.

Neither Michigan State University nor the State of Michigan is liable for any financial obligation incurred by the Michigan State University College of Law. The College of Law is an independent institution, which is not financially supported by MSU or the State.

**For official use only.**

### Instructions

The Master of Laws (LL.M.) Program in the American Legal System provides a rigorous academic program to advance the legal training of those who already hold a basic law degree from a non-U.S. law school. Strong writing and verbal skills in English as well as a solid conceptual understanding of basic legal theory are expected of all participants.

### Admission to the LL.M. program will be based on the following:

- applicant's academic records
- professional accomplishments
- recommendations of persons with knowledge of the applicant's capability to participate in a rigorous graduate-level academic program
- evidence of sufficient proficiency in English to undertake this academic program

### Applicants must submit all of the following items:

- An application in English.
- An application fee of \$100 U.S.
- Three letters of reference (including at least one from a dean or faculty member familiar with the applicant's previous legal training and academic ability).
- An official transcript from each college, university, professional school and/or law school you attended must be sent to MSU College of Law. You may enclose a photocopy of the transcript with your application, but an official transcript sent directly to MSU Law from the degree-granting institution must be received before your admission decision can be made.
- For the non-U.S. law degree, also submit a WES, ECE or LSAC transcript, or other academic documentation in English, certifying completion of the basic law degree and class standing in such program. See the back page of this application for WES, ECE and LSAC information.
- Evidence of sufficient financial support to complete the program, including tuition, books, medical insurance, and living expenses during the program. This verification should be in the form of a letter from the applicant or the applicant's sponsor stating the specific amount available in U.S. dollars, as well as a letter from a bank verifying the applicant or the sponsor has sufficient funds.
- Proof of medical insurance.
- Documentation showing a TOEFL score at or above 250 for the computer-based test or 600 for the paper-based test, if English is not your native language. If you select the LSAC's LL.M. Credential Assembly Service, it will send your TOEFL score to the Law College.
- Important visa information is on the back page of this application.
- The application and all supporting materials identified above should be mailed or faxed to:

Michigan State University College of Law  
Office of Admissions  
230 Law College Building  
East Lansing, Michigan 48824-1300  
U.S.A.

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# Application

Please print or type.

Year you wish to enroll: Fall 20 \_\_\_\_\_

- Area of concentration you select:
- Business and Commercial Law
  - Public Law
  - International and Comparative Law
  - Undecided

1. Full legal name \_\_\_\_\_  
Last First Middle \*Other name  
\*If credentials appear under another name, please indicate.

2. Place of birth \_\_\_\_\_

3. Citizenship \_\_\_\_\_

4. Are you currently a resident of the United States?  Yes  No Alien Registration Number (if applicable) \_\_\_\_\_

5. Permanent address \_\_\_\_\_  
Street address

City State/Province Country Postal Code  
Home telephone number \_\_\_\_\_ E-mail \_\_\_\_\_

6. Temporary address \_\_\_\_\_  
Street address

City State/Province Country Postal Code  
Telephone number \_\_\_\_\_ Date address expires \_\_\_\_\_

7. Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
Telephone number \_\_\_\_\_

8. Name of parent, spouse, or nearest living relative \_\_\_\_\_  
Name Relationship to you

Street address City State/Province Country Postal Code  
Telephone number \_\_\_\_\_

9. All applicants must complete this section:
- a. Have you previously applied to MSU Law?  Yes  No
  - b. If yes, when did you apply? \_\_\_\_\_
  - c. Were you accepted?  Yes  No

10. List all colleges, universities, professional schools, and/or law schools you have attended.

Name of institution	City/Country	Major	Degree & Date	Dates of attendance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

An official transcript from each college, university, professional school and/or law school you attended must be sent to MSU College of Law. You may enclose a photocopy of the transcript with your application, but an official transcript sent directly to MSU Law from the degree-granting institution must be received before your admission decision can be made. For the law degree, also submit a WES, ECE or LSAC transcript, or other academic documentation in English, certifying completion of the basic law degree and class standing in such program. See the back page of this application or WES, ECE and LSAC information.

11. **Beginning with the most recent, list your present and past employment whether or not your résumé is attached.** Indicate full (F) or part (P) time.

Employer (Name & Address)	Occupation	Dates	F/P
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

12. **Three letters of reference from persons with knowledge of the applicant's capability to participate in a rigorous graduate-level academic program.**  
 Please print the names and titles of your three references and enclose their letters with this application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. **Please review the following statement on English language proficiency.**  
**What is your native language?** \_\_\_\_\_

If English is not your native language, you must present documentation showing a TOEFL score at or above 250 for the computer-based test or 600 for the paper-based test. The official TOEFL score report must be sent directly to MSU College of Law. The Law College's institutional code number is 1465. Please include a photocopy of your TOEFL scores with your application if you have already received your test results, but you must request that an official report be sent as well. If you select the LSAC's LL.M. Credential Assembly Service, it will send your TOEFL score to the Law College. It is suggested that the TOEFL be taken as early as possible because the application will not be considered to be complete without it. Please list below all dates when you took or plan to take the TOEFL. MSU College of Law will consider your highest TOEFL score in its application decision. If, in the Law College's opinion, your proficiency in English does not adequately support the advanced study of law, you will be required to undertake additional English language fluency at your own expense.

Date \_\_\_\_\_ Score \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_

14. **Please list below the amounts (in U.S. dollars) you expect to have available for the academic year for which you are applying.**

**Personal funds** \_\_\_\_\_

**Spouse's earnings** \_\_\_\_\_

**Other support from family** \_\_\_\_\_

**Government support** \_\_\_\_\_

**Other (please describe)** \_\_\_\_\_

**Total** \_\_\_\_\_

Evidence of sufficient financial support to fulfill the program, including tuition, books, and living expenses during the program must be provided. This verification should be in the form of a letter from you or your sponsor stating the specific amount available in U.S. dollars, as well as a letter from a bank verifying you or your sponsor has sufficient funds.

**Tuition for the 2004-2005 academic year is \$827 per credit hour.**  
**A budget for books, medical insurance, living expenses (including room and board) is estimated at \$15,000**

15. **Please include proof of medical insurance with this application.**  
**Medical Insurance Company and Policy Number** \_\_\_\_\_

I certify that, to the best of my knowledge and belief, the information provided in my application is complete and accurate and that **I will notify the Law College of any subsequent changes prior to my matriculation.**

I agree that, if admitted, I will abide by the rules and regulations of Michigan State University College of Law

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

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 Michigan State University College of Law  
 230 Law College Building  
 East Lansing, MI 48824-1300  
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**Michigan State University College of Law is an affirmative action, equal-opportunity institution.**

You will need a student (F-1) or exchange visitor (J-1) visa from the American Embassy or Consulate in your home country. Do not obtain a "B" (tourist/visitor) visa, because you will not be able to change it to an "F" or "J" status.

**F-1 Visa:** This is the most common student visa. After your application for admission is approved, the MSU College of Law Office of Admissions will issue you a Certificate of Eligibility (I-20 Form). Immigration regulations require you to attend the university or college whose I-20 Form you used to enter the United States.

**J-1 Visa:** The Exchange Visitor visa classification is available to students supported financially by an agency or government. After your application for admission is approved, you will be issued a Certificate of Eligibility for Exchange Visitor Status (IAP-66 Form).

When applying for a visa, you must present the following documents at a U.S. Embassy or Consulate: a valid passport plus the I-20 or IAP-66 Form. You will also be asked to show proof that you have adequate financial support to attend MSU College of Law. (No passport is needed for Canadian citizens.)

Depart for the United States only after you receive formal notice of acceptance and the I-20 Form or IAP-66 Form from the Office of Admissions and have obtained the student visa.

### **Student/Exchange Visitor Information System (SEVIS)**

Effective January 2003 with the implementation of the Student and Exchange Visitor Information System (SEVIS), all international students holding F and J visas will be required to comply with new U.S. Government regulations. SEVIS is designed to help the U.S. Government keep track of nonimmigrant students. A few key points about SEVIS include:

The Bureau of Immigration and Customs Enforcement (BICE) now requires that a SEVIS fee be paid for each visa applicant. We do not yet know when and how students will pay this fee.

The Certificate of Eligibility (I-20 Form or IAP-66 Form) that MSU College of Law issues you to assist your visa application will have a bar code on it that identifies you. You must present this form every time you enter the United States. It is very important that you keep track of this form. It is also important that the name you use on your application form should be the same spelling and order as that which appears on your passport.

You will learn more about SEVIS and your responsibilities to maintain your student status when you arrive on campus. Please feel free to contact the Office of Admissions should you have questions about obtaining your visa and your immigration status while in the U.S.

### **Information on World Education Services, Inc. (WES), Educational Credential Evaluators, Inc. (ECE) and the Law School Admissions Council (LSAC) LL.M. Credential Assembly Service**

World Education Services, Inc. (WES), Education Credential Evaluators, Inc. (ECE) and the LSAC's LL.M. Credential Assembly Service are credential evaluation services foreign students may use when applying to attend school in the United States. You should contact one of these organizations to have your transcript from the institution granting your law degree evaluated. The LSAC credentialing service provides additional services, including collecting and distributing TOEFL scores and other documents required by each law school to which you apply. Contact information is below. When requesting service these organizations, you should specify a Course-by-Course Report. These reports generally take two to four weeks; although, rush service is available for additional cost.

#### **World Education Services, Inc. (WES)**

[www.wes.org](http://www.wes.org)

World Education Services  
P.O. Box 745, Old Chelsea Station  
New York, NY 10113-0745  
U.S.A.

phone 800-937-3895

fax 212-966-6311

e-mail [info@wes.org](mailto:info@wes.org)

#### **Educational Credential Evaluators, Inc. (ECE)**

[www.ece.org](http://www.ece.org)

Educational Credential Evaluators, Inc.  
P.O. Box 92970  
Milwaukee, WI 53202-0970  
U.S.A.

phone 414-289-3400

fax 414-289-3411

e-mail [eval@ece.org](mailto:eval@ece.org)

#### **LSAC's LL.M. Credential Assembly Service**

[www.LLM.LSAC.org](http://www.LLM.LSAC.org)

LSAC LL.M. Credential Assembly Service  
662 Penn Street, Box 8511  
Newtown, PA 18940-8511  
U.S.A.

phone 215-968-1315

fax 215-504-1456

e-mail [LLMinfo@LSAC.org](mailto:LLMinfo@LSAC.org)

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Michigan State University College of Law  
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