

Syracuse University **College of Law**  
LL.M. Program Application Instructions  
Fall 2012

**LL.M. Application Requirements**

**Application Eligibility:** To apply to Syracuse University College of Law's LL.M. Program, you must have a degree in law from a non-U.S. institution or be licensed to practice law in your country. A copy of your law license must be submitted as part of your application materials, if applicable.

**Application Form and Fee:** Complete the LL.M. admissions application form found on our web site and submit to the Office of Admissions, along with a check or money order for the application fee in the amount of \$75. The application fee is neither refundable nor will it be credited toward tuition and fees. All parts of the application are due by our deadline of May 15<sup>th</sup> to be considered for admission in the fall semester of the same year.

**Transcripts:** You must submit transcripts of all previous college, university or professional school study. If your transcripts are not in English, an official English translation must also be included. Syracuse University College of Law will accept official transcripts either directly from your institution(s) or in a sealed envelope sent together with your full application package.

**Proof of English Proficiency:** Applicants whose native language is not English must submit a Test of English as a Foreign Language (TOEFL) score that is no more than two years old, as evidence of language competency sufficient to undertake the study of law. The Educational Testing Service (ETS) must be contacted ([www.toefl.org](http://www.toefl.org)) to request that TOEFL scores be sent directly to Syracuse University. The TOEFL code for Syracuse University is **0058**. Syracuse University College of Law requires a **minimum** TOEFL score of 100 on the Internet-based Test (iBT).

**Proof of Financial Support Documentation and Sponsor Letter:** For purposes of completing the visa application process, all international applicants must submit proof of sufficient funding to cover the cost of attendance for the LL.M. Program. The total cost of the LL.M. Program is estimated to be approximately \$70,000 USD. This proof is required before an appropriate visa can be issued to the student and is therefore required as part of the admissions application.

If proof of financial support is not in the applicant's own name, acceptable proof for privately sponsored applicants is an original signed letter of support from the sponsor that includes the U.S. dollar amount of support and certified bank statements including funds sufficient to cover the program's expenses. For government-sponsored applicants, acceptable proof is an official or certified copy of the award letter that includes the U.S. dollar amount of the award per year and any special billing instructions. Photocopies of this documentation is not acceptable.

**Letters of Recommendation:** Applicants are required to submit two letters of recommendation. Statements from persons familiar with your qualifications including professors under whom you have studied and persons for whom you have worked in a professional capacity often prove the most helpful. Letters of recommendation should focus on your educational performance and the likelihood of your success in an English speaking LL.M. program.

**Résumé:** All applicants must submit a current résumé that includes your full academic and professional background. Educational background should include all schools you have attended and dates of attendance, any degree(s) awarded, honors and scholarships received, and a full list of research completed. Employment background should list position held, employer, and dates of employment.

**Personal Statement:** Submit a statement of purpose that provides the Admissions Committee with an understanding of your educational and legal experience in your country, why you plan to pursue graduate study, and how you hope to enhance your background with an LL.M. from Syracuse University College of Law.

The Syracuse University College of Law Admissions Office reserves the right to require an interview by telephone or *Skype*. If required, you will be contacted by email to schedule an interview date and time.

For the fall 2012, Syracuse Law does not participate in the LL.M. Credential Assembly Service (LL.M. CAS) through the Law School Admissions Council. Therefore, all application materials should be sent together to:

**Syracuse University College of Law  
Office of Admissions  
Suite 340, White Hall  
Syracuse, NY 13244-1030  
U.S.A.**

For additional information, contact the Office of Admissions by telephone at 315.443.1962 or by e-mail at [admissions@law.syr.edu](mailto:admissions@law.syr.edu). The College of Law web site is at [www.law.syr.edu](http://www.law.syr.edu).



11. As proof of English proficiency, Syracuse University College of Law requires official Test of English as a Foreign Language (TOEFL) scores.

TOEFL score: \_\_\_\_\_

TOEFL test date: \_\_\_\_\_

\*Official score report must be sent by ETS to Syracuse University

12. On a separate page, include a statement that explains your background in written and spoken English.

13. Are you licensed to practice law?    Yes                  No

If yes, list your license type \_\_\_\_\_

Please submit copies of license documentation as appropriate.

14. What is your current visa status (if living in the U.S.)? \_\_\_\_\_

Visa Number: \_\_\_\_\_

15. Permanent telephone with area code: ( \_\_\_\_\_ ) \_\_\_\_\_

16. Permanent address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. Present telephone with area code: ( \_\_\_\_\_ ) \_\_\_\_\_

18. Present address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. Last date on which mail will reach you at this address: \_\_\_\_\_

MONTH                  DAY                  YEAR

20. Academic Record: My transcripts/academic records are:

Enclosed

Will be sent to Syracuse University College of Law

21. Have you ever been censured for misconduct, subject to disciplinary action, or are any disciplinary charges pending or expected to be brought against you, for academic or other reasons (including academic or disciplinary probation, suspension, warning, or dismissal), in any educational institution you have attended or place of employment?

Yes                      No

If yes, give dates and details, including the specific action, on a separate page. Misrepresentation may result in administrative sanctions.

22. Have you ever been arrested, charged with, convicted of, plead guilty to, or are you currently under indictment for any violation of law? Note: Although a conviction may have been expunged from your record by an order of the court, it does not relieve you of the duty to disclose the matter on this statement.

Yes                      No

If yes, give dates and details, including the specific action, on a separate page. Misrepresentation may result in administrative sanctions.

23. What factor(s) prompted you to apply to Syracuse University College of Law's LL.M. Program?

- |   |  |
|---|--|
| <input type="checkbox"/> College of Law alumnus           | <input type="checkbox"/> College of Law Website                    |
| <input type="checkbox"/> Current student                  | <input type="checkbox"/> Overall reputation of Syracuse University |
| <input type="checkbox"/> Reputation of the College of Law | <input type="checkbox"/> Referral by a professor, advisor or dean  |
| <input type="checkbox"/> LSAC Web site                    | Other, (please specify) _____                                      |

24. **Résumé:** All applicants must submit a current résumé that includes your full academic and professional background. Educational background should include all schools you have attended and dates of attendance, any degree(s) awarded, honors and scholarships received, and a full list of research completed. Employment background should list position held, employer, and dates of employment.

25. **Personal Statement:** Submit a statement of purpose that provides the Admissions Committee an understanding of your educational and legal experience in your country, why you plan to pursue graduate study, and how you hope to enhance your background with an LL.M. from Syracuse University College of Law.

All Application materials should be sent together to:

**Syracuse University College of Law**  
**Office of Admissions**  
**Suite 340, White Hall**  
**Syracuse, NY 13244-1030**  
**U.S.A.**