



University of California Hastings College of the Law

CHECKLIST FOR THE LL.M. APPLICATION

LL.M. in U.S. Legal Studies

LL.M. APPLICATION CHECKLIST (PARTNER INSTITUTION)

COMPLETED APPLICATION FOR ADMISSION

UC Hastings accepts applications on a rolling basis, so the earlier you apply, the earlier you will be notified of our admissions decision. Complete, sign, and date the Application for Admission.

OFFICIAL TOEFL / IELTS SCORE REPORT

If English is not your native language, you also must submit your official TOEFL or IELTS score (TOEFL is preferred). Have your official TOEFL / IELTS score report sent directly to UC Hastings.

TOEFL: Our institution code for TOEFL is **4342**. Visit www.toefl.org for more information.

IELTS: Visit <http://ielts.org> for more information on how to request an official score report.

(TOEFL/IELTS waiver requests will be considered if you have successfully completed and received an undergraduate or graduate degree from an accredited institution where English is the primary language of instruction. Please email llmadmissions@uchastings.edu to request a TOEFL/IELTS waiver.)

RÉSUMÉ OR C.V.

Attach your most recent résumé or C.V. outlining your academic and professional achievements. Please be sure to include all relevant present and previous legal and non-legal employment.

PERSONAL STATEMENT

Attach a short essay (3-5 pages, double-spaced, typed) describing your professional and/or academic experience, your reasons for seeking an LL.M. degree, and the course of study you wish to pursue.

TWO LETTERS OF RECOMMENDATION

Complete the **top portion** of the recommendation form, make a duplicate, and give one copy to each of your two recommenders with an envelope addressed to you or to the Office of Enrollment Management at UC Hastings. Each recommender should: (i) enclose the recommendation form and his/her letter of recommendation in the envelope, (ii) seal it, (iii) sign his/her name across the seal, and (iv) either mail it back to you for inclusion with your application or mail it directly to us. *Letters of Recommendation that have been scanned, photocopied, or faxed, or that do not arrive in the original sealed envelopes as described above, will not be accepted.*

Alternatively, if recommenders wish to email their letters of recommendation directly to UC Hastings, recommenders may email both their signed Letter of Recommendation Form and their recommendation letter to llmadmissions@uchastings.edu with "Letter of Recommendation" in the subject line. Recommendation letters must come directly from recommenders' email accounts and recommenders must not copy or blind-copy you when emailing their recommendation letters and the Letter of Recommendation Form.

OFFICIAL TRANSCRIPT

Complete the **top portion** of the transcript request form and present it to the registrar or records official at your law school with an envelope addressed either to you or to the Office of Enrollment Management at UC Hastings. The law school registrar or records official should then complete **the bottom portion of the form** and put it in the envelope along with an official transcript. If the transcript is not in English, the registrar or records official should include a **certified translation**. The law school registrar or records official should then seal the envelope, sign his/her name across the seal, and either mail it back to you or send it directly to us. Applicants should **not** attempt to complete the bottom portion of the form; it is for completion by the school registrar or records official **ONLY**. *Transcripts that have been scanned, photocopied, or faxed, or that do not arrive in the original sealed envelopes as described above, will not be accepted.*

If you have further questions about this list, please visit our website at www.uchastings.edu/llm or contact llmadmissions@uchastings.edu.



University of California Hastings College of the Law
APPLICATION FOR ADMISSION
 LL.M. in U.S. Legal Studies

APPLICATION FOR ADMISSION – PARTNER INSTITUTION

1. Applicant Information

PREFIX (Choose One): MS. MR. MX.

NAME _____

LEGAL FAMILY NAME

LEGAL FIRST NAME

LEGAL MIDDLE NAME

GENDER: FEMALE MALE NON-BINARY OTHER PREFERRED / LIVED NAME: _____

DATE OF BIRTH (mm/dd/yyyy) _____ / _____ / _____ COUNTRY OF BIRTH _____

COUNTRY OF CITIZENSHIP _____ VISA STATUS, IF ALREADY IN THE U.S. _____

PHONE NUMBER _____ E-MAIL _____

PRESENT MAILING ADDRESS

STREET _____

CITY _____ PROVINCE/STATE _____

COUNTRY _____ POSTAL CODE _____

PERMANENT ADDRESS

STREET _____

CITY _____ PROVINCE/STATE _____

COUNTRY _____ POSTAL CODE _____

PHONE NUMBER _____ ALTERNATE E-MAIL _____

Were you nominated as a Riesenfeld or Leary Scholar by your University or Bar Association?

NO YES If YES, please list the nominating University or Bar Association _____

2. Language Skills

What is your native language? _____

If English is not your native language, you are required to take either the TOEFL or IELTS. If you have not yet taken one of these tests, please indicate below the date(s) on which you will be tested. If you have taken this test, please list your score below. PLEASE NOTE THAT UC HASTINGS MUST RECEIVE OFFICIAL TOEFL OR IELTS RESULTS. (TOEFL/IELTS waiver requests will be considered if you have successfully completed and received an undergraduate or graduate degree from an accredited institution where English is the primary language of instruction. Please email llmadmissions@uchastings.edu to request a TOEFL/IELTS waiver.)

(Check one) TOEFL IELTS TEST DATE OR SCORE (if known) _____

3. Résumé or C.V.

Please include with your application a copy of your current résumé or C.V. Please be sure to include all relevant present and previous legal and non-legal employment.

(Continue to Next Page)

4. Bar Membership(s)

Please indicate any countries/provinces/states in which you are licensed to practice law, if applicable.

BAR MEMBERSHIP _____ YEAR OF ADMISSION _____

5. Personal Statement

On a separate sheet of paper, please tell us more about your professional and/or academic experience, your reasons for seeking an LL.M. degree, and the course of study you wish to pursue. Your personal statement should be typed and double-spaced and is limited to 3-5 pages.

6. Higher Education

Please list below all colleges, universities, and graduate and professional schools you have attended, whether or not credit was received. Indicate the degrees or diplomas you have earned or expect to earn. ATTACH ADDITIONAL PAGES IF NECESSARY.

Dates (MM/YY—MM/YY)	College or University	Location	Major/Specialization	Degree

List any scholastic honors you have received _____

Have you ever been disciplined, suspended, or expelled for academic or other reasons by an institution of higher learning?

NO YES IF YES, PLEASE ATTACH A SEPARATE DOCUMENT FULLY EXPLAINING THE CIRCUMSTANCE(S).

7. Finances

Do you have sufficient funds to cover your travel to and from the United States, tuition, and living expenses while attending UC Hastings?

NO YES IF YES, PLEASE INDICATE YOUR SOURCE OF FUNDS BELOW.

SOURCE OF FUNDS (NAME, RELATIONSHIP, AND AMOUNT IN USD) _____

8. Other

A. Excluding minor traffic violations, have you ever been convicted of a felony or misdemeanor, or is any such charge now pending against you?

NO YES IF YES, PLEASE ATTACH A SEPARATE DOCUMENT FULLY EXPLAINING THE CIRCUMSTANCES, INCLUDING THE FINAL DISPOSITION OF THE CASE.

B. To what other LL.M. programs, if any, are you applying? _____

C. If applicable, will your partner and/or child(ren) accompany you to the U.S.?

Partner: NO YES NOT APPLICABLE

Child(ren): NO YES NOT APPLICABLE If YES, please list the age(s) of your child(ren): _____

By signing this application, I hereby certify that all information I have submitted to this application and in support of my candidacy for admission to the University of California Hastings College of the Law is my own work, complete, and true to be best of my knowledge and belief. I understand that knowingly providing false, incomplete, or misleading information may be grounds for denial of admission or, if discovered after an offer of admission has been made, for withdrawal of the offer of admissions, registration cancellation, expulsion, or revocation of the UC Hastings degree. Furthermore, I understand I am required to notify the Office of LL.M. Admissions, in writing, regarding any academic or disciplinary sanctions, criminal arrests, investigations, and/or convictions not disclosed in this application that arise at any time after I file this application and prior to matriculation at UC Hastings. If my status changes in this regard, I know my admissions status could change. If I have any questions, I will contact the Office of LL.M. Admissions at llmadmissions@uchastings.edu for clarification.

APPLICANT'S SIGNATURE _____ DATE _____



University of California Hastings College of the Law

TRANSCRIPT REQUEST

LL.M. in U.S. Legal Studies

TRANSCRIPT REQUEST

To Be Completed by Applicant:

Please complete the information requested below. Send this form to each college, university, and graduate or professional school you have attended, whether or not credit was received, and ask that they send this completed form and official transcripts directly to UC Hastings. Please photocopy this form if you need transcripts from several institutions. If the transcript is not provided in English, please request a certified translation through your school.

NAME OF APPLICANT _____
LEGAL FAMILY NAME LEGAL FIRST NAME LEGAL MIDDLE NAME

FIELD OF STUDY _____

NAME OF SCHOOL _____

I hereby authorize the release of a transcript for my academic record to the University of California Hastings College of the Law LL.M. in U.S. Legal Studies Program.

APPLICANT'S SIGNATURE _____ DATE _____

To Be Completed by School:

This applicant is applying for admission to the LL.M. graduate program at the University of California Hastings College of the Law. We ask that you complete this form and enclose an official copy of the applicant's academic transcript in a sealed envelope, sign across the seal, then return it to the applicant so it can be included with his/her application package. If your transcript is not provided in English, *please attach a certified translation.*

If a copy of the student's academic record cannot be forwarded, please indicate the reason(s):

What is the marking or grading distribution (from high to low) used at your academic institution? _____

What is the median grade? _____ What is the lowest passing mark given? _____

If the student has failed or repeated a course, is this indicated on the academic record? Yes No

Is the student's rank in class indicated on the academic record? Yes No

If not, please approximate the student's rank and indicate the total size of the class:

Rank _____ Size of Class _____

Does your institution award degrees with honors or with some other distinction? Yes No

If yes, please indicate what honors or distinctions are awarded and the requirements for obtaining each.

I certify that the information I have given above is true and correct.

Name and Title of School Official completing form: _____
NAME TITLE

SIGNATURE OF SCHOOL OFFICIAL _____ DATE _____



University of California Hastings College of the Law

RECOMMENDATION

LL.M. in U.S. Legal Studies

RECOMMENDATION

To Be Completed by Applicant:

NAME OF APPLICANT _____
LEGAL FAMILY NAME LEGAL FIRST NAME LEGAL MIDDLE NAME

WAIVER: I hereby waive my right to inspect any letters of recommendation written to the University of California Hastings College of the Law on my behalf by:

NAME OF RECOMMENDER _____
FAMILY NAME FIRST NAME MIDDLE NAME

APPLICANT'S SIGNATURE _____ DATE _____

To Be Completed by Recommender:

Please print your letter of recommendation on your university or business letterhead, and please make your letter of recommendation as detailed and candid as possible. Your letter will be most helpful if you comment on the applicant's law school performance and class rank or employment performance under your supervision; specific abilities in writing, research, and analysis; and career possibilities. The UC Hastings LL.M. Admissions Committee is interested particularly in your opinion of the applicant's legal aptitude, intellectual ability, and maturity. You also may want to comment on the applicant's reliability and character. Comparisons with other students or graduates of your school or employees at your company are also helpful.

In conformity with the Family Educational Rights and Privacy Act of 1974, we cannot regard letters of recommendation as confidential unless students waive their right to inspect such letters. If you wish UC Hastings to keep this information confidential, please have the applicant sign the waiver above. It is entirely the applicant's choice whether or not to waive the right of access to recommendations provided on his or her behalf.

The UC Hastings LL.M. Admissions Committee will defer action on the application until hearing from you. Please (i) enclose your letter of recommendation with this recommendation form, (ii) seal the envelope and sign across the seal, and (iii) either (a) send the envelope to the applicant or (b) mail the envelope directly to UC Hastings at the address at the bottom of this form. Alternatively, to facilitate processing, you may email a scanned copy of this signed recommendation form with your recommendation letter directly to UC Hastings at llmadmissions@uchastings.edu. Applications are accepted on a rolling basis. **Please send in your letter of recommendation as soon as possible.**

WORK ADDRESS

STREET _____

CITY _____ STATE/PROVINCE _____

COUNTRY _____ POSTAL CODE _____

PHONE _____ EMAIL _____

RECOMMENDER'S SIGNATURE _____ DATE _____