

## **Application Instructions**

### **LLM APPLICATION CHECKLIST**

PRIORITY APPLICATION DEADLINE FOR SPRING ADMISSION (JANUARY START): OCTOBER 1

PRIORITY APPLICATION DEADLINE FOR FALL ADMISSION (AUGUST START): APRIL 1

The Admission Committee determines admission to the LLM Program. The committee reviews each application individually, ensuring the fair appraisal of each applicant's file. Offers will be extended to eligible applicants on the basis of several factors, including law school record, proof of English proficiency if relevant, written recommendations, professional accomplishments, and expected commitment to the LLM program.

All LLM applicants must have a JD from an accredited American law school or its equivalent from a foreign law school. Official law transcripts must be sent with degree conferred (see Official, Certified Academic Records section below). If transcripts are not in English, a certified English translation must accompany the original. Please use the Law School Admission Council (LSAC) LLM Credential Assembly Service (LLM CAS) for transcript authentication and evaluation.

The priority application deadline is October 1 for spring admission and April 1 for fall admission, though applications may continue to be accepted as long as space remains in the LLM program.

### **Application Materials and Requirements**

Willamette Law encourages you to submit application materials electronically whenever possible.

### **Application Processing Fee**

There is no application fee.

### **Official Certified Academic Records**

Please use the Law School Admission Council (LSAC) LLM Credential Assembly Service (LLM CAS) for all evaluation and authentication.

An official certified copy of your law school transcript, along with an official certification of your law degree (documentation of your qualification to practice law in your home country—such as a bar association ID number) is required.

All transcripts or other academic records must be official documents bearing the registrar's signature or the institution's seal. If these records are not in English, a certified English translation must be submitted together with the originals.

### **Letters of Recommendation**

Submit two letters of recommendation to LSAC's LLM CAS. Note: Letters of recommendation are required to complete a law school report, without which your application will be considered incomplete. Please monitor your [LSAC.org](https://lsac.org) account to ensure that your letters of recommendation are uploaded and assigned to Willamette Law.

Letters of recommendation should be written by individuals who can attest to the candidate's academic aptitude and intellectual capability for law school. Letters from professors, employers, community leaders, or business colleagues are acceptable.

### **Personal Statement**

The personal statement is an important part of your application. Since there are no personal interviews and an application alone cannot unfold your personality, the personal statement allows you to narrate your unique story. We encourage you to discuss what you seek to accomplish with legal training, why you chose to apply to Willamette Law, or anything else that sets you apart from other applicants. Your personal statement should be between 500 and 1000 words.

### **Résumé/CV**

A résumé or CV is a required component of a completed application. A résumé/CV is not a substitute for the personal statement.

## For International applicants:

International students are welcome to apply for admission to the LLM program at Willamette Law and must meet the following additional requirements:

1. All LLM applicants must have a JD from an accredited American law school or its equivalent from a foreign law school. International applicants should contact LSAC for additional information regarding degree evaluation services.
2. An international applicant whose native language is not English must either take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. For the TOEFL, a minimum score of 570 (paper based) or 88 (Internet based) is required. For the IELTS, a minimum score of 6.5 is required. Official test results of the TOEFL or IELTS should be sent directly to LSAC's LLM CAS.
3. Applicants must be able to show they have sufficient resources to fund educational and living expenses for the one-year LLM program and provide the following:
  - A completed Statement of Financial Responsibility form, which is included in the application or can be found at <https://law-admission.willamette.edu/register/financial-responsibility>.
  - Official bank verification of funds (written in English), showing that you and/or your sponsor have sufficient resources to cover your educational and living expenses for the one-year LLM program.
  - A photocopy of the name/photo page of your passport showing your photograph and the correct spelling of your name.

Admitted students must send all appropriate documentation before Willamette Law will issue an I-20 (Application for Student Visa).

## Program

Are you applying for admission to the LLM program for Spring (January start) or Fall (August start)?

Fall (August start)

Spring (January start)

Are you applying for an LLM degree in Transnational Law or Dispute Resolution?

Dispute Resolution

Transnational Law

Have you previously applied to Willamette Law?

Yes

No

If "Yes", please write the date of your previous application.

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## Biographical

Prefix

Mr

Ms

Mrs

M

Dr

First (given) name

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Middle name/initial

---

Last (family) name

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Suffix

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Previous (other) name

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## Biographical continued

Preferred first name

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Gender

Female

Male

Nonbinary

Date of birth

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Place of birth: City

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Place of birth: State, Country or Region

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SSN/SIN (do not include dashes)

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LSAC Account Number

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## Contact Information

### **Current Address**

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

Current mailing address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_



## Contact Information continued

### Permanent Address

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

Permanent mailing address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_

### Other Contact Information

Primary e-mail address \_\_\_\_\_

Secondary e-mail address \_\_\_\_\_

Permanent e-mail address \_\_\_\_\_

Mobile phone \_\_\_\_\_

Willamette University College of Law can send text messages to my mobile phone

Yes

No

## Demographics

### Citizenship

Citizenship

Non-Resident Alien

US Citizen

US Permanent Resident

Country of citizenship \_\_\_\_\_

Visa type \_\_\_\_\_

Visa/SEVIS number \_\_\_\_\_

Permanent resident number \_\_\_\_\_

Permanent city \_\_\_\_\_

Permanent state/province \_\_\_\_\_

Permanent country \_\_\_\_\_

## Demographics continued

Native language \_\_\_\_\_

### **Ethnicity**

Are you Hispanic or Latino?

Yes

No

If you selected 'Yes' to the above question, select an ethnicity.

Chicano/Mexican American

Other Hispanic/Latino

What is your race? Select one or more races to indicate what you consider yourself to be.

### **Aboriginal or Torres Strait Islander Australian**

Aboriginal/Torres Strait Isl. Australian

### **American Indian or Alaska Native**

American Indian/Alaskan Native

### **Asian**

Asian/Pacific Islander

Chinese

Filipino

Indian Subcontinent

Japanese

Korean

Other Asian

Vietnamese

### **Black or African American**

Black/African American

### **Canadian Aboriginal**

Canadian Aboriginal

### **Caucasian/White**

European

Middle Eastern

### **Native Hawaiian or Other Pacific Islander**

Native Hawaiian

Native Hawaiian/Other Pacific Islander  Other Pacific Islander

### **Puerto Rican**

Puerto Rican

### **Consent**

Decline to respond

### **Tribal Affiliation**

## Demographics continued

Tribal affiliation or village name \_\_\_\_\_

Enrollment number (enrolled members only) \_\_\_\_\_

## Standardized Testing

### LSAT

Test Date

Test Score

_____	_____
_____	_____
_____	_____

### TOEFL

Test Date

Test Score

_____	_____
_____	_____
_____	_____

### IELTS

Test Date

Test Score

_____	_____
_____	_____
_____	_____



## Education

List ALL educational institutions attended.

Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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## Education continued

Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Have you ever attended any law school?

Yes

No

Did you leave the law school under less than good standing?

Yes

No

If you did not leave the law school in good standing, explain the circumstances.

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## Bar Admission

Bar Admission

List the states or countries of admittance and your current status (active/inactive) to practice law.

Bar Admission

Country

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State/province

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## Bar Admission continued

Date of Admittance (month/year)

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Is this Bar Admission currently active?

Yes

No

Bar Admission 2

Country

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State/province

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Date of Admittance (month/year)

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Is this Bar Admission currently active?

Yes

No

If you are not a member of the bar in any state/country, when do you plan to sit for a bar examination and in which state/country?

Planned bar exam date

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Country

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State/province

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If you are not qualified to practice law, have you completed all of the academic (university level) legal education necessary to take the bar examination?

Yes

No

If you have answered "No" to the above question, when do you expect to complete the legal education requirements?

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## **Disciplinary Action**

As either an adult or juvenile, have you ever been charged with, arrested for, convicted of, or pled guilty or no contest to any infraction, violation of any law or ordinance, or for the commission of any felony or misdemeanor (including all parking tickets and moving violations)? You must disclose all adjudications in which a sentence or judgment has been withheld, deferred, expunged or the record sealed, regardless of whether you understood or have been told that you need not disclose any such instance.

Yes  
 No

Are you or have you ever been party to a lawsuit?

Yes  
 No

Have you been subject to any disciplinary action or been placed on probation for academic reasons by a college or university?

Yes  
 No

Have you been subject to any disciplinary action, been placed on probation, suspended or dismissed for a violation of the rules of conduct by a college or university?

Yes  
 No

PLEASE NOTE THAT AFTER THIS APPLICATION IS SUBMITTED, IT IS YOUR RESPONSIBILITY TO UPDATE WILLAMETTE LAW PROMPTLY IN WRITING REGARDING MATTERS THAT RESULT IN CHANGES TO ANY OF THE RESPONSES TO THESE QUESTIONS. ERRORS, OMISSIONS OR UNTIMELY UPDATES COULD BE REPORTED AS MISCONDUCT TO THE LAW SCHOOL ADMISSION COUNCIL (LSAC).

If you answer "Yes" to any of the above questions, you are required to provide a complete explanation in a separate addendum for each "Yes" answer. Please note that a "Yes" answer is not an automatic denial of admission to Willamette Law but anything less than full disclosure could result in denial of admission, dismissal from Willamette Law or, in extreme cases, revocation of an LLM.

Please note that less than full, complete and continuing disclosure may result in a report of misconduct to LSAC and may negatively impact your admission to law school. In addition, full disclosure is required as a component of satisfying Character and Fitness requirements for admission to the practice of law in any state's courts.

(See <http://www.ncbex.org/comprehensive-guide-to-bar-admissions/>)

## **Military Service**

Have you ever served or are you currently serving in the US armed forces?

Yes  
 No

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?  
Note: If yes, you are required to explain the circumstances in a separate addendum.

Yes  
 No

## Family

Have any Willamette Law alumni influenced your decision to apply?

Yes

No

Alumni Connection 1

First (given) name

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Last (family) name

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Relationship to applicant

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Degree awarded

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Alumni Connection 2

First (given) name

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Last (family) name

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Relationship to applicant

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Degree awarded

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## Law School Interests

To which other law schools are you applying? (If none, please leave blank.)

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What prompted you to apply to Willamette Law?  
(check all that apply)

### Internet

- ABA website
- LSAC website
- Willamette Law website

### Alumni/Faculty/Professional

- Alumni
- College advisor
- Faculty/Admission representative
- Legal professional
- Relative

### Publications

- ABA-LSAC Official Guide
- Willamette Law publication

### Recruiting Events

- Current student
- Law school/Graduate school fair
- LSAC Forum
- Visit to Willamette campus
- Willamette email

## Signature

By submitting my application, I verify that all information contained in this application is honestly presented, factually correct, and complete. If I am admitted, I promptly will notify the Willamette Law if there is any change in any aspect of this application.

I understand that in seeking to enroll at Willamette Law, Willamette Law may request my education records from the college(s) I attended and these records may be disclosed to the College of Law pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) 4 CFR § 99.31(a)(2); 99.34(a)(1); 99.36(b)(3).

I represent that I wrote my Personal Statement and that no other(s) assisted in the creation of my statement beyond basic proofreading or offering a general critique of my work.

Admission to law school is only the first step toward becoming a practicing lawyer. In order to practice law, attorneys must be licensed by the state or territory in which they plan to practice. In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners. Learn more at the American Bar Association Admissions Information site: [www.americanbar.org/groups/legal\\_education/resources/bar\\_admissions.html](http://www.americanbar.org/groups/legal_education/resources/bar_admissions.html).

Law school applicants should consult the website of the bar organizations in the jurisdiction(s) in which they intend to practice law and familiarize themselves with admission requirements. Applicants are also strongly encouraged to contact a bar official as necessary with any specific character and fitness concerns to discover whether past conduct might keep them from being admitted to a bar following graduation from law school. Applicants with significant concerns may also choose to consult an attorney.

Do not submit books, research papers, videos, DVDs, CDs, articles or other publications as supplements to your application to Willamette Law.

I have read, understood and accept the foregoing information, and submitting this application serves as my original signature.

Name and Date:

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