

Santa Clara University  
School of Law  
Certificate Programs  
(non-degree) in

**United States Law**

Summer and One-Semester Programs

**To the Applicant:**

Thank you for your interest in certificate, non-degree programs in United States Law. Santa Clara University School of Law offers two such programs.

The summer program, *Introduction to United States Law*, is designed for current law students, recent law school graduates, and legal professionals who want to secure an intensive survey of essential elements of United States Law, and do so in a short period of time. The summer program runs for three weeks, beginning late July and ending mid-August.

The summer program, *Introduction to United States Law*, is required for non-U.S. trained students seeking an LL.M. in United States Law. If you are applying for admission into the LL.M. program do **not** complete this application. Your application for admission into the LL.M. program will include your entry into *Introduction to United States Law*.

The second program, *Law and Practice in the United States*, is designed for the legal professional who desires to build on the summer survey of United States Law by exploring the practice of law in the United States, coupled with a focus on a specific area of United States Law. This legal professionals program begins in July with the *Introduction to United States Law* class and extends through the fall semester, ending in mid-December.

.To secure value from the program, it is critical that participants be reasonably fluent in the English language.

Applications should be completed and returned by **May 1, 2009**.

Detailed information about the programs can be found at [law.scu.edu](http://law.scu.edu).

For assistance, advice, or information, please call the Graduate Legal Programs Office, 408-551-1963, or e-mail us at: [llmadmissions@scu.edu](mailto:llmadmissions@scu.edu).

**To apply:**

1. **Complete** this application. Use ink. Print clearly using block letters or type.

2. **Application service fee:** A non-refundable fee of \$75 (U.S.) must accompany the application. The check should be made payable to Santa Clara University. The check should be drawn on a U.S. financial institution and paid in U.S. Dollars.

3. **Documentation** is required to complete this application. You must see that Santa Clara Law is provided:

a) *TOEFL score.* If English is not your native language, you must take the test of the National Council on the Testing of English as a Foreign Language (TOEFL). This test must have been taken within two years of the date of this application. Your certified score must be submitted to Santa Clara Law. The Santa Clara Law TOEFL code is 4851. If English is your native language, so note on the application. Native speakers of English are not required to take the TOEFL.

b) *Transcripts* (official and validated English language translations) of all graduate and professional schools you have attended or are attending. We strongly recommend that you register for the LSAC, LL.M. Credential Assembly Service.

c) *Photographs:* Two passport-sized color photographs in professional attire.

d) *Personal Statement,* written by you that discusses your personal background, experience, and education; includes your reasons for wanting to pursue this program; and discusses your long-term career goals.

e) *Resume or Curriculum Vitae.* A two or three page outline summary of vital information about yourself.

4. **Return** completed application, deposit, and documentation to:

**Santa Clara University  
School of Law  
Graduate Legal Programs  
500 El Camino Real  
Santa Clara, CA 95053 - 0424  
U.S.A.**

5. **Deadline:** Applications and full documentation must be received by **May 1, 2009.**

6. **Enrollment:** Upon acceptance, you will be notified and informed of the tuition payment required. Full tuition must be paid in United States dollars prior to beginning the program.

## THE APPLICATION

### I. Program Applied For:

I am applying admission into:

- Introduction to United States Law, Summer Program only*  
 *Law and Practice in the United States: the Legal Professionals Program --  
Summer plus fall semester*

\*Both programs begin in late July.

### II. Basic Information

Name: \_\_\_\_\_  
                    First (or given)                      Middle                      Family

Title:  Mr.  Ms.  Dr.  other

Primary Law Degree Institution \_\_\_\_\_

Date of Law Degree \_\_\_\_\_

Gender:  Male  Female Social Security # (if available)

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Place of Birth: \_\_\_\_\_

Nationality or Citizenship (country of passport):

Address: current until \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Street & Number \_\_\_\_\_

City and Country \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Permanent Address (if different):

Street & Number \_\_\_\_\_

City & Country \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone number \_\_\_\_\_

Law School Admissions Council (LSAC) number: \_\_\_\_\_

Have you previously applied to Santa Clara University School of Law? Yes No

If yes, please circle the program: JD LL.M. non-degree program

**III. Educational, Professional, and Personal Background:**

**A. Colleges, Universities, and Professional Schools Attended:**

Please list all colleges, universities, or professional schools you have attended. Indicate degrees or diplomas you have earned or expect to earn:

Name of Institution	Location	Dates attending	Degree/Diploma	Area of Study
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Official transcripts from the above institutions are required. The transcripts must verify degrees earned; grades for each course; and, if possible, grade averages and/or rank. If you will not receive your degree until after the date of this application, please so indicate above, with expected date of degree. Insure that, upon graduation, the certified degree is supplied to us. You can be admitted on condition that you receive your law degree prior to your matriculation at Santa Clara.

**B. Academic Rank and Honors**

1. Grades: Indicate approximate grade average for all courses taken while in colleges or universities \_\_\_\_\_
2. Rank or honors: Indicate class rank by percentage (“top 10%”, “top 50%”, etc...) or honors (“cum laude”, “first class”, “with distinction”, etc.) (if available).  
\_\_\_\_\_

- Transcript should (if possible) reflect honors, rank, and grade averages.

If rank is not available officially, indicate your relative level of accomplishment (e.g., “outstanding,” “superior,” “average,” or “below average”.)

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3. If your grades or rank place(s) you “below average,” please attach in a separate sheet an explanation for your performance AND/OR provide reasons why you could expect to perform satisfactorily in a graduate program. Such explanation might include subsequent professional experience, additional educational work, etc.

4. Indicate recognition of academic excellence or accomplishment (honor societies, awards, etc.).

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5. Indicate academic activity such as editor of legal journal, officer of student organization, moot court competitor, etc.

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6. Have you been disciplined, suspended, expelled, or academically disqualified by an institution of higher education?  Yes  No.  
If “yes,” please explain fully on an attached separate sheet.

7. Publications: Have you had published any scholarly work, as a law student or as a professional?  Yes  No.  
If “yes,” provide full title(s) and reference citation(s).

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**C. Occupational Experience**

Your resumé and personal statement (attached) should detail your personal and occupational experience. Below please provide the basic information about your past and current employment:

Employer	Telephone number	Dates	Type of Employment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you been dismissed, discharged, or asked to resign from employment?  
 Yes  No. If “yes” please explain circumstances in an attached separate sheet.

Explain any professional honors you have received (“lawyer of the year,” “president of the bar association,” “best publication in legal journal,” etc.).

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**D. Professional Certification or Qualification**

Have you been admitted to the bar of the legal profession, are you licensed to practice law, or do you possess other professional certifications?  
 Yes  No. If “yes,” please list (stating jurisdictions):

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Are you currently in good standing in the jurisdictions to which you were admitted to practice law?  
 Yes  No. If “no,” please explain in an attached separate sheet.

**E. Language Skills**

1. Your native language or language of greatest fluency:

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2. English Language Skill:

a. Are you a native speaker of English? [  ] Yes [  ] No\*

b. If "No," how would you describe your facility or skill with the English language (excellent, above average, adequate, struggling) in each of the categories?

1) Reading vocabulary: \_\_\_\_\_

2) Reading speed: \_\_\_\_\_

2) Spoken - ability to be understood by English speakers:

3) Conversation: ability to understand others speaking English, particularly lectures delivered in English:

4) Written. Ability to express yourself in English on essays and write examinations in English: \_\_\_\_\_

c. If not a native speaker of English, indicate your experience in using the English language (e.g., "academic - in college," "professional - in my work..", "travel or living in English speaking country," etc.)

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\* If English is not your native language you must take the test of the National Council on the Testing of English as a Foreign Language (TOEFL). This test must have been taken within two years of your application. Your official score must be submitted to Santa Clara Law. The Santa Clara Law TOEFL code is 4851.

d. Have you taken the TOEFL test? [  ] Yes [  ] No

If "yes," list dates you took the test: \_\_\_\_\_

If "no," when will you be taking the TOEFL test? \_\_\_\_\_

*Your application will not be considered until the TOEFL test score has been received by Santa Clara University School of Law or until a TOEFL waiver request in writing has been received. It is your responsibility to see that the official score is submitted to Santa Clara University School of Law.*

e. TOEFL score \_\_\_\_\_

3. Other, non-English, non-native languages in which you have some fluency:

Language(s): \_\_\_\_\_

**F. Experience Abroad (for LL.M. in U.S. Law applicants only, all other applicants go to Section G):**

1. Have you spent any time in the United States? [  ] Yes [  ] No  
If "yes," please state where in the United States you have been, the nature of your visit (e.g., travel, education, work), and the length of time of your stay:

\_\_\_\_\_  
\_\_\_\_\_

2. In what countries other than your native country have you spent extensive periods of time (more than two months)? What was the purpose of the visit(s) (education, employment, personal travel, etc.)?

\_\_\_\_\_  
\_\_\_\_\_

**G. Immigration Status and Information:**

1. Country of Birth \_\_\_\_\_  
2. Country of Current Permanent Residence \_\_\_\_\_

3. Passport: Nation and Place of issue \_\_\_\_\_  
Passport number \_\_\_\_\_  
Passport expiration date \_\_\_\_\_

4. United States Immigration Status:  
U.S. citizenship Yes [  ] No [  ]  
If you are not a U.S. citizen, do you have permanent resident status in U.S.? Yes [  ] No [  ]  
Visa status/type \_\_\_\_\_

Will you require an F-1 (student) visa? Yes [  ] No [  ]

**H. Finances:**

If you require an F-1 student visa, you must submit an I-20 Request Form if you are admitted to the LL.M. program. As a part of this process, you will be required to provide proof of financial resources sufficient for your travel to and from the United States, your tuition, and your living expenses while in the United States. Please summarize below:

	Amount provided:
<input type="checkbox"/> Personal funds	\$ _____
<input type="checkbox"/> Family funds	\$ _____
<input type="checkbox"/> Sponsor	\$ _____
- Name of Sponsor: _____	
<input type="checkbox"/> Other sources	\$ _____
- Explain sources: _____	
_____	

**I. Other:**

1. Have you ever been convicted of a crime (misdemeanor or felony)?  
 Yes  No

If “yes,” please explain nature of the offense, disposition thereof, and other relevant information. (Use a separate sheet to explain fully.)

2. Are you applying to other graduate or LL.M. programs?  
 Yes  No

If “yes” please indicate where you are applying:

\_\_\_\_\_

\_\_\_\_\_

3. How did you hear about the Santa Clara Law LL.M. program (check all that apply)?

poster             worldwide web             professor  
 former Santa Clara student             publication/magazine  
 other \_\_\_\_\_

#### **IV. Certification and Signature**

I hereby certify that the information I have provided in this application and in all attached and separately submitted supporting documents is complete and accurate to the best of my knowledge and belief. I agree to provide updated information if my answer to any of the application questions should change between now and my matriculation at Santa Clara University School of Law. I further certify that I have attended no other institution other than those listed above, herein, and that I understand that all materials and transcripts submitted to Santa Clara Law in conjunction with this application become the property of Santa Clara Law and will not be returned to me.

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

#### **V. Return Original Signed Application with Application Fee to**

**Santa Clara University  
School of Law  
Graduate Legal Programs - Admissions  
500 El Camino Real  
Santa Clara, CA 95053-0424  
U.S.A.**

***It is your responsibility to see that all supporting documents, such as academic transcripts and TOFEL scores, are submitted to the above address and received on or before the deadline. Your application cannot be processed until all required documentation is received.***

***We strongly recommend the use of the LSAC, LL.M. Credential Assembly Service. Credential Assembly Service, Law Services, Box 2000, Newton, PA 18940, Telephone 215-968-1001. [www.lsac.org](http://www.lsac.org)***