

**Graduate Legal Programs
Master of Laws (LL.M.)
Santa Clara Law**

APPLICATION FOR ADMISSION

To the applicant:

Thank you for your interest in Santa Clara Law's LL.M. programs. Please use the attached application for admission to apply for one of the LL.M. programs offered.

Applicants with primary law degrees from outside of the United States

You may apply for the LL.M. in United States Law. Within this degree program, you are welcome to participate in a general studies curriculum, where you can design your curriculum based on a variety of legal areas, or you may select a specialization. The three specializations that you may select are: Intellectual Property, Human Rights Law, and International and Comparative Law. The program has a fall semester start date only (with a required 3-4 week summer session held prior to the official fall semester start date). The deadline to apply for the fall semester is May 1.

Applicants with primary law degrees from a United States law school

You may apply for either the LL.M. in Intellectual Property or the LL.M. in International and Comparative Law. Please use this application to apply for only one degree program. The LL.M. in Intellectual Property has a fall and spring semester start date. The LL.M. in International and Comparative Law has a fall semester start only. The deadline to apply for fall entry is May 1. The deadline to apply for spring entry (in January) is December 1.

Detailed information about these programs, including graduation requirements and course offerings, can be found at law.scu.edu/graduate. For assistance and advising, please call the Office of Graduate Legal Programs at 408-551-1963 or email llmadmissions@scu.edu.

LL.M. Application Checklist

1. **Complete the application in its entirety.** Use ink. Print clearly using block letters or type. If any items require detailed explanation, please attach a separate sheet of paper for each item. Do not staple pages together.
2. **Application Service Fee:** A non-refundable application processing fee of **\$75** must accompany the application. The fee may be paid by check or money order. Please make checks payable to *Santa Clara University*.
3. **Official Transcripts** from all colleges, graduate schools, and professional schools you have attended or are attending. The transcript must be in English. If your transcript is not in English, you must have the transcript translated to English and you must submit both an official and validated translated transcript, in addition to the official and validated untranslated transcript. We strongly recommend that you register for the LSAC, LL.M. Credential Assembly Service. Please be aware that transcripts that are handled by you outside of a sealed envelope or photocopies of transcripts are not deemed “official” and will not meet this requirement if submitted.
4. **Personal Statement**, written by you, that discusses your personal background, experience, education, as well as your educational and professional goals. This statement should explain why you desire to pursue this LL.M. program and how this program will help you in your future professional and/or academic pursuits.
5. **Resume or Curriculum Vitae.** An outline which summarizes your professional/academic history.
6. **Letters of Recommendation** (strongly recommended, not required): Support letters received in a timely fashion will be considered by the admissions committee. No more than two support letter should be submitted. Letters should be mailed by the person making the recommendation directly to the address below. Support letters may be attached to the application for admission if they are in sealed envelopes and have not been handled by the applicant outside of the envelope. Emailed recommendations will be accepted.
7. **TOEFL score** (reported by ETS). If you are not a U.S. citizen or U.S. permanent resident, 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 the 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 or your use English for the majority of professional and/or academic life, please attach a short statement to the application titled “Request for Waiver of the TOEFL Requirement” noting your experience with the English language. The curriculum at Santa Clara Law is conducted entirely in English and your applicant must reflect that you are proficient in English.

Submit your application materials to:

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

APPLICATION FOR ADMISSION – LL.M.

I. Program Selection (check one):

- LL.M. in United States Law** (for applicants with legal training outside of the U.S. only) (fall entry only)
- LL.M. in Intellectual Property Law** (for applicants with a U.S. law degree only) **Start Term (circle one): FALL SPRING** Year: _____
- LL.M. in International and Comparative Law** (for applicants with a U.S. law degree only) (fall entry only)

II. Specialization Selection (LL.M. in United States Law students only, check one)

- General Studies
- Intellectual Property
- Human Rights Law
- International and Comparative Law

III. Applicant Information

First Name: _____ Middle Name: _____
Last Name: _____ Title: Mr. Ms. Mrs. Dr.
Primary Law Degree Granting Institution: _____
Date Law Degree Conferred (Month, Year): _____
Gender: Male Female Ethnicity: _____
Country of Citizenship: _____ U.S. Permanent Resident?: Yes No
Date Of Birth (Month/Day/Yr): _____ Social Security Number (if available): _____
Mailing Address: current until (Month, Day, Year) _____/_____/_____
Street/Building: _____
Street/Building: _____
City, State, Country: _____
Postal Code: _____
Permanent Address (if different from your mailing address)
Street/Building: _____
Street/Building: _____
City, State, Country: _____
Postal Code: _____

Email Address: _____
Preferred Phone Number (Day): _____
Preferred Phone Number (Evening): _____

Law School Admissions Council (LSAC) number: _____
(use of this or any other Credential Assembly Service is not required, see the note on page 2 for more information)

Have you previously applied to Santa Clara University School of Law: YES NO
If you circled “YES”, please indicate the program: JD LL.M. non degree

Do you plan to apply for admission to a state bar within the United States after completing the LL.M. program? YES NO UNDECIDED

IV: Background Information

A. Please list all colleges, universities, or professional schools you have attended. Indicate all degrees or diplomas received and any programs that are still in progress.

Institution	Location	Date Attended	Diploma/Degree	Area of Study
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

A note about official transcripts and credential assembly services

Official transcripts from the above institutions are required. The transcripts must verify degrees earned, grades/evaluations for each course; and, if possible, grade point averages and/or class rank. If you will not receive your degree until after the date of this application, please indicate so above with the expected date of degree conferred. It is your responsibility to make sure that Santa Clara University receives all official transcripts with your degree conferred date listed.

Your transcript is deemed official if it is received by Santa Clara University in a sealed envelope and has not been handled by the applicant when outside of the sealed envelope. The transcript must contain the institution’s official seal or signature of authenticity by the institution’s designated official. If it is a hardship for you to provide official transcripts, please attach a statement to your application for admission as to why you are unable to provide them.

Please note that your transcript must be in English. If your transcript is not in English, then you must submit an official translation of the transcript as well as the official untranslated transcript.

You may also submit your transcripts through a credential assembly service, such as LSAC’s LL.M. Credential Assembly Service. There are many services available and Santa Clara University does not recommend any one specific service. For the credential report to be official, the report must be received by Santa Clara University directly from the credential assembly source. Please inform us of your intent to use either LSAC or another credential assembly service on page 1 of the application for admission.

B. Academic Rank and Honors

1. Please list any academic honors that you may have received in your previous degree/non-degree programs:

2. If your grades or rank place(s) you below average, please attach, on a separate sheet of paper, an explanation for your performance and/or provide reasons why you could expect to perform satisfactorily in a graduate legal program. Such explanation might include a summary of subsequent professional experience, additional education work, etc...

3. Please list any academic extracurricular activities such as editor of a law journal, officer of a student organization, moot court competitor, etc...

4. Have you had any scholarly work published? Yes No
If you answered "Yes", please provide full title(s) and reference citations.

C. Occupational Experience

You must attach your resume and personal statement to this application. These documents should detail your personal and occupational experience. Please provide the basic information about your past and current employment in the spaces below:

Employer	Dates of Employment	Position Title/Type of Employment
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

1. List any professional honors you have received (i.e. “Lawyer of the Year”, “President of the Bar Association”, “Best Publication in a Legal Journal”, etc...).

D. Professional Certification or Qualification

1. Have you been admitted to the bar of the legal profession, licensed to practice law, or possess any other professional certifications?

Yes No If “yes”, please list (stating jurisdictions):

2. Are you currently in good standing in the jurisdictions to which you are/were admitted to practice law? Yes No

E. English Language Skills (this section is only to be completed by non-native English speakers or by those in which English is a second language)

1. Your native language or language of greatest fluency:

2. How would you describe your facility or skill with the English language (use the following descriptors for each of the following categories: excellent, above average, adequate, struggling)?

a) Reading vocabulary: _____

b) Reading speed: _____

c) Speaking – ability to be understood by English speakers: _____

d) Conversation – ability to understand others speaking English (please note that the entire Santa Clara Law curriculum is taught entirely in English): _____

e) Writing – ability to express yourself in English on essays and write examinations in English: _____

3. If not a native speaker of English, indicate your experience in using the English language (e.g., “academic, professional, travel, or living in an English speaking country, etc...)

4. TOEFL Score – If English is not your native language and you are not a United States citizen or permanent resident, 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 TOEFL score must be reported to Santa Clara Law directly from ETS. The Santa Clara Law TOEFL code is 4851.

- i. Have you taken the TOEFL test? [] Yes [] No
 - 1. If “yes”, list all dates you have taken the exam within the last two years: _____
 - 2. If “no”, when will you take the TOEFL test?

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

ii. Please indicate your most recent TOEFL score: _____

5. Languages

- i. List other, non-English, non-native languages in which you have some fluency:

F. Immigration Status and Information *(complete only if you are not a U.S. citizen)*

- 1. Country of Birth: _____
- 2. Country of Permanent Residence: _____
- 3. Passport: Nation and Place of Issue: _____
 - i. Passport Number: _____
 - ii. Passport Expiration Date: _____
- 4. Current Visa Status, if any? _____
 - i. Will you require an F-1 (student) visa? [] Yes [] No

5. Finances

If you required 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 for at least 9-month academic year while in the United States. Please summarize your available resources below:

<u>Funding Source</u>	<u>Approximate Amount</u>
[] Personal funds	\$ _____
[] Outside Sponsorship	\$ _____
[] Loans/Scholarships	\$ _____

G. Personal History Questions:

1. Have you ever been convicted of a crime (misdemeanor or felony)?
 Yes No If “yes”, please explain the nature of the offense, disposition thereof, and other relevant information (use a separate sheet to explain fully)
2. Have you been dismissed, discharged, or asked to resign from employment?
 Yes No If “yes” please explain the circumstances on a separate sheet of paper.
3. Have you been disciplined, suspended, expelled, or academically disqualified by an academic institution?
 Yes No If you answered “yes”, please explain the circumstances on a separate sheet of paper.

H. Source of Application

1. How did you hear about the LL.M. programs at Santa Clara Law (check all that apply):

- Santa Clara Law website
- Web Advertisement (non SCU website)
- Professor/Advisor
- Former Santa Clara Law student
- Publication/Magazine

Specify: _____

- Other

Specify: _____

I. Course Preferences

In order to plan our course offering more efficiently, please check any courses that you might be interested in enrolling in if you are admitted to the LL.M. program at Santa Clara Law. By checking a course, you are not required to enroll in the specific courses; this item is for survey and planning purposes only. *(Note that some courses are not offered every semester)*

- | | |
|--|--|
| <input type="checkbox"/> Advanced Corporations | <input type="checkbox"/> Advanced Legal Writing |
| <input type="checkbox"/> Antitrust | <input type="checkbox"/> Advanced Legal Research in Intellectual Property |
| <input type="checkbox"/> Business Organizations | <input type="checkbox"/> Assisted Reproduction, Cloning, Genetic Engineering |
| <input type="checkbox"/> Conflicts of Law | <input type="checkbox"/> Copyright Law |
| <input type="checkbox"/> Criminal Procedure | <input type="checkbox"/> Cyberspace Law |
| <input type="checkbox"/> Energy Resources Law | <input type="checkbox"/> Entertainment and New Media Law |
| <input type="checkbox"/> European/Global IP Law | <input type="checkbox"/> Evidence |
| <input type="checkbox"/> Federal Personal Income Tax | <input type="checkbox"/> Federal Taxation of Business Entities |
| <input type="checkbox"/> Business Planning | <input type="checkbox"/> Immigration Law |
| <input type="checkbox"/> International Organizations | <input type="checkbox"/> International Business Transactions |
| <input type="checkbox"/> International Law | <input type="checkbox"/> Interviewing and Counseling |
| <input type="checkbox"/> Mediation | <input type="checkbox"/> Negotiation |
| <input type="checkbox"/> Mergers and Acquisitions | <input type="checkbox"/> Legal Profession |
| <input type="checkbox"/> Patents | <input type="checkbox"/> Patent Prosecution |
| <input type="checkbox"/> Patent Litigation | <input type="checkbox"/> Rights of Publicity |
| <input type="checkbox"/> Trademarks/Unfair Competition | <input type="checkbox"/> Managing Complex IP Litigation |
| <input type="checkbox"/> Privacy Law Seminar | <input type="checkbox"/> Sports Law |
| <input type="checkbox"/> Technology Licensing | <input type="checkbox"/> Mass Communication: Telephone, Broadband... |
| <input type="checkbox"/> Broadband Regulatory Clinic | <input type="checkbox"/> Venture Capital |
| <input type="checkbox"/> Trade Secret Law and Policy | <input type="checkbox"/> Legal Issues of Start Up Businesses |

V. 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 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: _____

Return the original signed application with application fee of \$75 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 TOEFL scores, are submitted to the above address and received on or before the application deadline. Your application cannot be processed until all required documentation is received.

We strongly recommend the use of the Law School Admissions Council (LSAC), LL.M. Credential Assembly Service.

Credential Assembly Service
Law Services
Box 2000
Newton, PA 18940
215-968-1001
www.lsac.org