

# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ADMISSION TO THE LLM (MASTER OF LAWS) FOR FOREIGN LAW GRADUATES

The application process for the LLM Program in the Law School at the University of Pittsburgh is managed by the applicant. This lessens the possibility of late or misplaced supporting documents, giving the applicant control and responsibility for a substantial portion of the process. The applicant is required to collect and submit the required material in one envelope, with the exception of the TOEFL results (if applicable) and letters of recommendation.

Carefully read and follow the instructions below to ensure that there will be no delay in the presentation of your application for admission to the LLM Program for Foreign Law Graduates.

## Checklist of Required Application Materials:

- Completed LLM Application for Admission.

### *Materials to be included with your application:*

- Submit original or certified (notarized) copies of all original language academic records/mark sheets/transcripts from all post-secondary institutions attended. Where the official original documents are issued in a language other than English, certified English translations must also be submitted. Certified copies of the original certificates or diplomas awarded at the completion of studies must also be submitted.
- Applicants who have studies in the United States must submit official transcripts from all-post-secondary institutions attended. Transcripts must be submitted in an envelope sealed by the issuing institution. Copies or student copies of transcripts are not acceptable.
- Professional and Educational Goals Statement.
- Certification of Financial responsibility. (Read and follow the instructions on the form.)
- Application fee of \$55.00. Make the check payable to the University of Pittsburgh School of Law. The application fee cannot be refunded, waived, or deferred.

### *Materials to be provided by others directly to the Center for International Legal Education:*

- Official results of the Test of English as a Foreign Language (TOEFL) must be sent directly to the University of Pittsburgh by the Educational Testing Service. Copies of TOEFL test results are not acceptable. For information or to apply for the TOEFL, contact the Educational testing Service, P.O. Box 6151, Princeton, New Jersey 08541-6151, U.S.A. ([www.toefl.org](http://www.toefl.org)) The University of Pittsburgh ETS code is 2927 and the department code for Law is 03. An alternative to the TOEFL is the International English Language Testing System (IELTS). For information contact the University of Cambridge, Local Examinations Syndicate, 1 Hills Road, Cambridge CB1 2EU, U.K. ([www.ielts.org](http://www.ielts.org)). **The requirements for the LL.M. Program are a minimum score of 600 (250 CBT/100 iBT) for TOEFL and 7.0 for the IELTS.**
- Recommendation Forms. Identify and seek the recommendations of three individuals who are in a position to evaluate your ability, motivation, and potential for succeeding in the University of Pittsburgh's LLM Program. Recommendation Forms must be submitted in envelopes sealed by the individual completing the Recommendation Form. Provide those persons from whom you seek recommendations with a stamped envelope addressed to the Center for International Legal Education.

**All of the above materials (with the exceptions of the TOEFL or IELTS results and Recommendation Forms) are to be submitted in one envelope to: (you can submit all materials by e-mail to [cile@pitt.edu](mailto:cile@pitt.edu))**

Center for International Legal Education  
University of Pittsburgh - School of Law  
3900 Forbes Avenue  
Pittsburgh, Pennsylvania 15260 U.S.A.

Telephone: (412) 648-7023  
Fax: (412) 648-2648  
E-Mail: [cile@pitt.edu](mailto:cile@pitt.edu)



University of Pittsburgh  
SCHOOL OF LAW

**APPLICATION FOR ADMISSION**  
**LLM (MASTER OF LAWS) FOR FOREIGN LAW GRADUATES**

Please type or print all entries in ink:

**Biographical Information:**

Family Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Gender:  Female  Male

Ethnic Status:  Black [1]  Asian/Pacific Islander [2]  American Indian/Alaskan Native [3]  
 Hispanic [4]  White [5]

Disability:  Auditory [A]  Visual [V]  Motor/Physical [M]  Other [O]  None [N]

U.S. Social Security Number (if applicable): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: month \_\_\_\_\_ / day \_\_\_\_\_ / year \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Legal Permanent Residence: \_\_\_\_\_

Position/Occupation in Home Country: \_\_\_\_\_ (e.g. student, professor, etc.)

Current Mailing Address:

Street Address \_\_\_\_\_

City, State/Province \_\_\_\_\_

Country and Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Address in Home Country (if different from above):

Street Address \_\_\_\_\_

City, State/Province \_\_\_\_\_

Country and Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Address to Which Visa Documents Should be sent:

Street Address \_\_\_\_\_

City, State/Province \_\_\_\_\_

Country and Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_



**University of Pittsburgh**  
**SCHOOL OF LAW**

**Immigration Information:**

**\*You must include a copy of your passport with your application**

*If you are currently **INSIDE** the United States, please complete the following:*

Current Visa Classification: \_\_\_\_\_ Current Sponsor/School: \_\_\_\_\_

Date of Initial Entry into United States (mm/dd/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I-94 Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (If D/S, check here: )

(NOTE: You must attach supporting documentation verifying current visa classification, e.g., Form I-20, Form IAP-PP or DS-2019, Form I-797, etc.)

*If you are currently **OUTSIDE** the United States, please complete the following:*

City/Country where you will apply for the required visa: \_\_\_\_\_

**Dependent Information:**

*For each dependent who will accompany you to the U.S., please provide the following information. Use additional sheet if necessary. Please note that a dependent is defined as your spouse and/or any unmarried children under 21 years of age.*

1) Gender:  Female  Male Relationship: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ City & Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

2) Gender:  Female  Male Relationship: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ City & Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

3) Gender:  Female  Male Relationship: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ City & Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

**ENGLISH PROFICIENCY**

Applicants from countries where English is not the mother (native) language must submit official results of the **Test of English as a Foreign Language (TOEFL)**. Official results submitted directly from the Educational Testing Service must be received by the School of Law before an application can be processed. It is your responsibility to ensure that ETS sends your test results to the proper address in time to meet our deadline. Copies of TOEFL test results are not acceptable. For information or to apply for the TOEFL, contact the Educational Testing Service, P.O. Box 6151, Princeton, New Jersey 08541-6151 U.S.A. (<http://www.toefl.org>) The University of Pittsburgh ETS code is 2927 and the department code for Law is 03. **The requirements for the LL.M. Program are a minimum score of 600 (250 CBT/100 iBT) for TOEFL and 7.0 for the IELTS.**

Most recent TOEFL: \_\_\_\_\_ Date: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**We must receive your TOEFL score from the Educational Testing Service by the application deadline.**

**STATEMENT OF PROFESSIONAL AND EDUCATIONAL GOALS**

On a separate sheet of paper, please attach a narrative statement of your plans regarding employment or study after the LLM Program. Include any information that might be helpful in assessing your application, including personal history, special interests, and abilities not otherwise reflected on this application form. Please sign your name and the date at the end of this statement to certify that the statement is true and is the product of your own work.

## EDUCATION

List all academic post-secondary institutions you have attended. Include universities, graduate schools, and law schools. State all post-secondary degrees, diplomas, or certificates you have received or expect to receive from these institutions.

**NOTE: Applicant must submit original or certified copies of all post-secondary academic documents.**

Institution and Location	Dates of Attendance (from - to)	Name of Degree/Diploma & Date Awarded
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(For the following, use a separate sheet of paper if necessary.)

Scholastic honors you have received: \_\_\_\_\_

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Memberships in scholastic honor societies: \_\_\_\_\_

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Scholarly publications and major published dissertations: \_\_\_\_\_

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Major unpublished dissertations: \_\_\_\_\_

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Principle extracurricular activities: \_\_\_\_\_

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## PROFESSIONAL EXPERIENCE

List only experience in law or law-related fields and any full-time employment, if it lasted a year or more. If not employed, indicate current full-time activity.

Present employment or other current full-time activity: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_

**Previous employment:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other relevant experience:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### REFERENCES

Enter the names and addresses of three people from whom you have requested letters of recommendation. The Center for International Legal Education prefers letters from law school faculty members or persons for whom you have worked in a professional capacity. As these letters are essential to the evaluation process, **the Center for International Legal Education will not consider your application until we receive all three letters.** We suggest that you provide your references with stamped, pre-addressed envelopes and that you check with them periodically to be sure they have sent your recommendation letters. All references must be written in English or accompanied by a certified English translation.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Any material misstatement on this application or its accompanying documents or any forms of dishonesty, including fraudulent practices relating to entrance examinations, will result in disqualification for admission, and if discovered after admission will result in immediate dismissal from the University of Pittsburgh. It is a condition of admission that entering students agree to support the Code of Academic Integrity in force in the school, and by signing this application, you so agree.

I certify that all of my responses to the application questions are true and I am the author of any information that is directly requested of me. I understand that my acceptance and matriculation may be canceled if any information provided by me in support of my application is found to be false.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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















The University of Pittsburgh

Office of International Services

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# School of Law L.L.M. Program for Foreign Law Graduates Certification of Financial Responsibility 2011-2012

## INSTRUCTIONS

Please review the following instructions before completing and signing this form.

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1. Review the cost estimates and the estimated length of the degree program to which you are applying.
  2. Complete the certification indicating the amount of support that will be provided from each source for each year of the program.
  3. All proof of financial support must be submitted in English.
  4. All proof of financial support must be stated in U.S. dollars and clearly state the date that the documentation was written or printed.
  5. All proof of financial support must be an original document.
  6. All financial resources must be in liquid assets. Stocks, bonds, or other investments with cash value may be accepted if evidenced by a portfolio on the managing firm's letterhead. Please note that retirement accounts cannot be used as a source of financial support unless the sponsor can provide evidence that he/she is, in fact, retired and able to access those funds without penalty for early withdrawal. Real estate or other non-liquid asset such as automobiles, jewelry, or other personal property cannot be used as a source of financial support under any circumstances.
  7. Please be aware that evidence of financial support must also be shown to the U.S. Embassy or Consulate when applying for a visa. Therefore, you will need to have two sets of financial support documents—one to submit to the University of Pittsburgh and one for the U.S. Embassy or Consulate.
  8. More than one sponsor may be used. More than one sponsor may copy this form for use.
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## ESTIMATED LENGTH & COST OF STUDIES

L.L.M. (Master of Laws) – 9 Months

### 9 Months

Tuition and Fees:	\$33,800.00 (two terms)
Living Expenses*:	\$15,054.00 (12 months)
<b>Total:</b>	<b>\$48,854.00</b>

\* Living expense estimates include the following:

Rent:	\$600.00/month
Expenses	\$300.00/month (i.e. phone, i-net, electric, etc.)
Food:	\$300.00/month
Miscellaneous:	\$100.00/month (clothing, laundry, dry cleaning, etc.)
Insurance:	\$1,400.00/year
Books:	\$1200.00(two terms)

The following are NOT included in the above estimates: Initial settling cost (rental deposit, etc.) - \$1,300.00; Dependents – for each dependent, add an additional \$3,740.00 per year.



# Certification of Financial Responsibility\_\_\_\_\_

Student's Name \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Department/School \_\_\_\_\_

Sponsor's Name \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Sponsor's Address (*Number and Street*): \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_ E-Mail: \_\_\_\_\_

Relationship of Sponsor to Student: \_\_\_\_\_

## **Certification of Financial Responsibility**

I/we hereby certify that I/we will provide financial support for \_\_\_\_\_  
to engage in a program of study at the University of Pittsburgh. I/we will provide funds from the following  
sources:

- |  |                   |
|--|-------------------|
| 1. Provided each year from annual salary/income.<br>Total annual salary in \$US _____<br>Attach documentation or verification of annual salary/income. | 9 Months<br>_____ |
| 2. Provided from bank account with a total<br>in \$US _____<br>Attach an Official Bank Statement.  | _____             |
| 3. Provided from other sources.<br>Identify source(s) and attach documentation.  | _____             |
| 4. Total Available from All Sources:   | _____             |

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date Signed