

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) 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). **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)

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

Applications may also be submitted on-line through the Law School Admission Council (LSAC)
<http://www.lsac.org/llm/applying/llm-checklist.asp>. If you apply through LSAC, a hard copy is not required.



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: _____

Emergency Contact:

Name _____

Street Address _____

City, State/Province _____

Country and Postal Code _____

Telephone _____ Fax _____ E-Mail _____

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 from. 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.

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.

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: _____

Memberships in scholastic honor societies: _____

Scholarly publications and major published dissertations: _____

Major unpublished dissertations: _____

Principle extracurricular activities: _____

HOW DID YOU HEAR ABOUT PITT LAW?

(This information is for our internal use only.)

- Friend
- Internet
website _____ (i.e. LL.M. guide, google search,
direct link to Pitt Law, etc.)
- LSAC
- Moot Court Competition
moot name _____
- Pitt Law Alumni
Name _____
- An advisor at an organization or Institution
name _____ (i.e. Education USA, Fulbright, or
your school name, etc.)
- Other, please explain:

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 as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University of Pittsburgh will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations. For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact: William A. Savage, Assistant to the Chancellor and Director of Affirmative Action (and Title IX and 504 Coordination), Office of Affirmative Action, 901 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260; (412) 648-7860. Published in cooperation with the Department of University Relations. PR 9502-493

RECOMMENDATION FORM

LLM (MASTER OF LAWS) FOR FOREIGN LAW GRADUATES

To the Applicant

1. Request that the person completing this form enclose it in an envelope you provide, seal it, and mail it to:

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

2. Under the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), a student has access to all files pertaining to him or her with the exception of those documents to which (s)he has waived right of access.

- I waive my right to examine the following recommendation.
- I do not waive my right to examine the following recommendation.

Signature of Applicant: _____

Name (Family, First, Middle Initial) (type or print): _____

To the Person Acting as Reference

The applicant named above has asked you to serve as a reference for admission to the University of Pittsburgh LLM Program.

- Competent evaluation is important both to the candidate and to the program. Candor in your comments is essential to fairness to both parties. We ask that you make no statements that would indicate the applicant's race, creed, or national origin.
- This form is designed to provide an efficient and fast way for you to assess the applicant's overall potential for study in U.S. law. If you wish to submit a separate letter in addition to this form, please attach it to this form.

How long have you known the applicant? _____

In what capacity? _____

In comparison with other individuals at the same stage in their career, how would you rate the applicant on the following dimensions:

	Top 5%	Top 10%	Top 25%	Average	Below Average	Can't Assess
Ability to analyze a problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment and maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantitative skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to conduct research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breadth of knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment and maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to conduct research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breadth of knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Ability to conduct research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breadth of knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



University of Pittsburgh
SCHOOL OF LAW



The University of Pittsburgh

Office of International Services

School of Law L.L.M. Program for Foreign Law Graduates Certification of Financial Responsibility 2015-2016

INSTRUCTIONS

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

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:	\$36,800.00 (two terms)
Living Expenses*:	\$20,400.00 (12 months)
Total:	\$57,200.00

* Living expense estimates include the following:

Rent:	\$600.00/month
Expenses	\$400.00/month (i.e. phone, i-net, electric, etc.)
Food:	\$300.00/month
Miscellaneous:	\$100.00/month (clothing, laundry, dry cleaning, etc.)
Insurance:	\$2,200.00 (UPMC health insurance): other companies are available/year
Books:	\$1,200.00(two terms)

The following are NOT included in the above estimates: Initial settling cost (rental deposit, etc.) - \$1,200; Dependents – for each dependent, add an additional \$4,020.00 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.
Total annual salary in \$US _____
Attach documentation or verification of annual salary/income. | 9 Months
_____ |
| 2. Provided from bank account with a total
in \$US _____.
Attach an Official Bank Statement. | _____ |
| 3. Provided from other sources.
Identify source(s) and attach documentation. | _____ |
| 4. Total Available from All Sources: | _____ |

Signature of Sponsor

Date Signed