

APPLICATION INSTRUCTIONS

LLM (MASTER OF LAWS) FOR FOREIGN LAW GRADUATES (Admissions for Fall 2020)

UNIVERSITY OF PITTSBURGH SCHOOL OF LAW

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 / IELTS results (as 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 studied in the United States must submit official transcripts from each US post-secondary institution 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.
- Current résumé or CV. This is optional but is **strongly** recommended. We find that this often gives us a more organized and individualized account of your educational and work history than is provided by the application format for this information.
- Certification of Financial Capacity. (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.

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



PittLaw

□ 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 90 on the TOEFL iBT (or 577 PBT), or 6.5 on 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:

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

You may also submit these forms (with the exceptions of the TOEFL or IELTS results and Recommendation Forms) by e-mail as attachments to an e-mail message to cile@pitt.edu. Your application fee must be mailed or hand delivered to the CILE office at the address above. We are unable to accept payment by credit card.

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 to be separately sent to us.



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

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 _____



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_____

PERSONAL STATEMENT

Please attach a short essay that describes your plans for employment or further study after your LLM year, how you arrived at those career objectives, and how you plan to use your year at Pitt Law to achieve those goals. Please 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.

ENGLISH PROFICIENCY

Applicants from countries where English is not the sole official 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. 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 90 on the TOEFL iBT (or 577 PBT), or 6.5 on the IELTS.**

Most recent TOEFL score: _____ Date: _____ Registration Number: _____

Most recent IELTS score: _____ Date: _____ Registration Number: _____

We must receive your official score directly from the respective 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

(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: _____

Principal extracurricular activities: _____

HOW DID YOU HEAR ABOUT PITT LAW?
(This information is for our internal use only.)

We would like to know how you found out about the Pitt Law LLM program. Please check all of the boxes below that apply:

- Pitt Law faculty member
- Pitt Law LLM staff
- Pitt Law alumnus/a
- Isac.org
- llm-guide.com
- National Jurist
- Google.com search
- Other

If you picked "other" or a particular individual was most important in leading you to Pitt Law, we would love to hear more – you can use this space to provide additional information if you wish:

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. Please use an attachment if necessary (or provide a resume / CV).

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. Your referee may choose to provide their recommendation through a separate letter rather than filling in the provided forms, but you **must** complete and sign the first part of each form and provide it to your referee for signature to acknowledge your waiver or retention of your rights to examine such letter.

1. _____
2. _____
3. _____

[Continues with certifications and signature on next page]



CERTIFICATIONS

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.

Have you ever been dismissed, suspended, expelled, subject to discipline (including disciplinary probation for plagiarism, cheating, dishonesty, fraud, or any other reason), or withdrawn or been denied enrollment in lieu of discipline from any academic institution or organization beyond high school, for any reason? If your answer is "Yes," please explain in detail in an attachment to this application.

Yes
 No

Are there any disciplinary charges pending or expected to be brought against you? If your answer is "Yes," please explain in detail in an attachment to this application.

Yes
 No

Are you currently or have you ever been arrested, charged, cited, accused, or prosecuted for any crime by a law enforcement agency, or have you ever been the subject of any investigation by a law enforcement agency, civil or administrative agency, professional organization, corporation, board, or any other agency (including, but not limited to, the lawyer Disciplinary Board, Attorney General's Office, government entity, law firm, etc.)? This does NOT include summary (minor) motor vehicle violations for which you were given a citation (ticket), but DOES include any incidents involving the use or presence of drugs or alcohol. If your answer is "Yes," please explain in detail in an attachment to this application. Expunged or sealed convictions or sanctions MUST be disclosed.

Yes
 No

Any material misstatement or omission 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 complete 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"/>



Please assess this candidate's qualifications for graduate study and ability as a lawyer:

(If necessary, this evaluation may be continued on an additional piece of paper attached to this form.)

Overall Assessment:

- I recommend without qualification that the applicant be admitted to the program.
- I recommend that the applicant be admitted to the program.
- I recommend with some reservation that the applicant be admitted to the program.
- I do not recommend that the applicant be admitted to the program.

Signature: _____ **Date:** _____

Name (Please type or print): _____

Position or Title: _____

Business Address: _____

Telephone Number: _____ **Fax Number:** _____ **E-Mail:** _____

When completed, this recommendation must be sent in a sealed envelope or my direct email from the recommender's email address to:

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



PittLaw

University of Pittsburgh School of Law

LLM Applicant Certification of Financial Capacity for Fall 2020 Admissions

In order to have a visa application processed by the University of Pittsburgh Office of International Services (“OIS”), you will be required to provide documentation that proves that you have sufficient funds to pay for the full cost of your tuition, fees, housing, food, and other expenses during your year in Pittsburgh. Your total available funding (including scholarship funds, if any) must equal a total estimated cost of attendance (“COA”) that is set by OIS. Our current **estimate** of the COA for the 2019-20 academic year is as follows:

Tuition:	\$39,000
Fees:	890
Health Insurance:	2,263
Living Expenses:	16,730 (plus \$5,100 for each dependent (spouse, child) who comes with you)
TOTAL:	\$58,883

The preceding is only an estimate of the COA for 2020-21, which will not be set by OIS until summer 2020. It does not necessarily reflect what your actual expenses will be. Actual tuition for the 2020-21 academic year will not be set by the University of Pittsburgh until the summer of 2020.

Please read the guidelines for financial documentation required by OIS that are printed on the next page, and then complete the following table and sign this certification. This certification does not substitute for the information, documents and certification that you will be required to provide directly to OIS; rather, it will help us to provide a preliminary assessment of your capacity to pay for your LLM year and to advise you regarding potential means for bridging any gap between your resources and the COA.

I, _____, certify that I have the following resources available, either personally or committed by others, to pay for my LLM education:

Cash: USD \$_____ (please use current exchange rates)
 Other liquid assets: USD \$_____ (use current market value and exchange rates)
 Scholarship funds: USD \$_____ from: _____

 (Please list each scholarship grantor
 and amount committed to you)

TOTAL: USD \$_____

If total is less than \$58,883, please describe on a separate page how you plan to obtain the necessary additional funds (including applications for third-party fellowships). **If you are requesting financial aid from Pitt Law, please check this box to request a copy of our LLM Financial Aid Application:**

Certified as of _____, 20__ : _____
 (Sign here)



Financial Documentation Considerations:

When you certify your financial resources to the Office of International Services, you will be required to provide financial documentation to OIS that complies with the following guidelines:

- You will need to provide financial documentation of immediately available liquid assets sufficient to cover the full COA as set by OIS (which CILE currently estimates at \$58,883).
 - Immediately available liquid assets would be considered a bank statement or letter, stocks/bonds available for immediate withdrawal without penalty.
 - Salary information, retirement accounts, real estate or other non-liquid assets such as automobiles, jewelry, or other personal property cannot be used to demonstrate financial support for the first 12 months but may be provided as evidence of support for subsequent years of study.
- All proof of financial support must be original documents in English. OIS is able to convert your home country's currency into USD. Currency used must be indicated on document.
- Documentation must be issued within the last six months, and the date the document was issued must be clearly indicated.
- Be sure to include additional funds for any dependents who will accompany you to the U.S. (currently \$5,100 per dependent).
- Students may provide proof of financial support from more than one sponsor. You will be able to submit multiple sources of financial documentation to OIS if needed. Each sponsor will need to submit a Certification of Financial Responsibility form via My OIS. Each sponsor will need to verify they are sponsoring your education and the amount they plan to provide.
- Please wait to send financial documentation to OIS until you have been contacted directly from OIS via email. You will be able to upload original copies of financial documentation through your My OIS account (my.ois.pitt.edu) after OIS contacts you.
- Evidence of financial support must also be shown to the U.S. 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 OIS and one for the U.S. Embassy or Consulate. Please note: digital copies submitted via My OIS are fine, but original documentation is required for the visa interview.

