APPLICATION INSTRUCTIONS

The application deadline for the SJD program is April 1.

We strongly prefer applications that have been prepared using LSAC’s electronic application service, available at LSAC.org. After you electronically submit your law school application, LSAC will transmit it to Tulane University Law School. If you do not wish to use LSAC’s electronic application service, complete, scan, and submit this application form by e-mail to hmarinar@tulane.edu. If e-mail is not an option, you may mail the form to the address found below:

Tulane Law School
Office of Admission – Graduate Programs
6329 Freret Street
New Orleans, LA 70118

1. Complete the Application Form
   • You must answer all questions completely and accurately. Some questions may require further explanation; you must electronically attach those explanations as instructed with the application itself.
   • Please provide a personal statement or essay as required by the application. The statement should be used to provide information about yourself and your interests that you consider significant to our evaluation of your file.
   • Provide a brief description of your reasons for wishing to pursue the SJD at Tulane Law School.
   • Provide a brief statement describing the area of law you will pursue as a candidate for the SJD.
   • Provide an addendum naming faculty members at Tulane Law School who might appropriately supervise your SJD research. Indicate whether you have contacted any of these faculty members.
   • Submit a résumé or curriculum vitae.
   • If applicable, submit a list of citations of any published work, and submit copies of any unpublished relevant writing as evidence of ability to perform scholarly research.

2. Official transcripts
   • Tulane Law School requires complete, official transcripts of work at all colleges, universities, and law schools attended, whether or not a degree was granted.
   • We encourage use of the LLM Credential Assembly Service provided by the Law School Admission Council, LSAC.org.
   • Alternatively, you may arrange for transcripts to be sent directly to Tulane, along with an authorized translation. Transcripts may not be sent by the candidate, even if in a sealed and signed envelope. Transcripts should be sent to the address found below:

   Tulane Law School
   Office of Admission – Graduate Programs
   6329 Freret Street
   New Orleans, LA 70118

3. Three Letters of Recommendation
   • Letters of recommendation should be written by someone who knows you well and can speak of your academic ability or work experience.
   • We prefer to receive letters of recommendation through the LSAC Letter of Recommendation Service. Letters should be mailed by the recommender directly to the LSAC.
   • Alternatively, letters can be sent by the recommender directly to Tulane Law School. Letters of recommendation should be scanned by e-mail to hmarinar@tulane.edu or mailed to the following address:

   Tulane Law School
   Office of Admission – Graduate Programs
   6329 Freret Street
   New Orleans, LA 70118

4. Non-Refundable $100 Application Fee
   • The application fee may be paid through the LSAC. Contact the Tulane Law School Admission Office if you would like to pay by check or money order.
5. Official TOEFL Score Report or Official IELTS Score Report

English proficiency testing is NOT required if the applicant's native language is English or if English was the language of instruction during the applicant’s first law degree. All other applicants should arrange for Tulane Law to receive an official test score report.

Applicants who must complete English proficiency testing should take:

- The TOEFL internet-based test, or
- The International English Language Testing System (IELTS), or
- The TOEFL paper-based test, along with the Test of Written English (TWE)

The vast majority of our admissible applicants achieve a score of 575 or higher on the TOEFL paper test or 90 or higher on the TOEFL Internet-based test. Successful applicants who take the TWE typically receive a score of 3.5 or higher. The vast majority of our admissible applicants who take the IELTS achieve a band score of 7 or higher.

Tulane Law School accepts TOEFL and IELTS scores for up to three years after the test administration. Please request that ETS forward TOEFL scores to Tulane Law School (Institution #6832, Department 3). Please request that IELTS test scores be sent to Tulane Law School, Office of Admission – Graduate Programs, 6329 Freret Street, New Orleans, LA 70118.

6. SJD Research Proposal

- The research proposal should include a description of your proposed research topic along with a summary of the research that has already been done by you in the proposed area.
- The proposal should also include a list of any work that has already been published by you in the proposed area.
- The SJD Committee will review the proposal to determine whether it has promise of making an original and significant contribution to legal scholarship and to determine whether the proposal is in an area in which a permanent, full-time faculty member is able to offer meaningful supervision.
- Most successful proposals are at least 30 - 50 pages in length.

Please notify us of any change of address so that correspondence will be sure to reach you; do not rely on the post office to forward mail in a timely manner. In addition, it is your responsibility to inform us of any change of circumstances that may affect your admission (for example, disciplinary or criminal charges, or a change in expected graduation date).

We use e-mail to update candidates on the status of their files whenever we can. We ask for your primary e-mail address and an alternate e-mail address (if you have one) on the application form. Please be sure to distinguish between the numeral “1” and the lowercase letter “L” when you provide your e-mail addresses.

We require full disclosure of charges, arrests, convictions, guilty and nolo pleas regarding violation of any law. This includes offenses that resulted in purged, sealed, obliterated, dismissed, or destroyed records. Many state bar authorities require that the law school provide a copy of your admission application when you apply for admission to the state bar. If state bar authorities note any discrepancy between answers to questions on the admission application and answers to questions on the state bar application (for example, in response to questions about criminal or disciplinary proceedings, or in response to questions about previous enrollment at educational institutions), they will investigate further. In some cases, discrepancies of this sort have caused serious problems for graduates seeking bar admission. Applicants are cautioned to provide full and accurate responses to all questions on the law school application. If you are unsure whether to make a disclosure because of the disposition of a particular event, or because you feel it is too minor to mention, it is prudent to go ahead and make the disclosure. If you wish to discuss this with a member of the admission staff first, contact the office before you submit your application.

Questions about the application process should be directed to Tulane Law School, Admission Office, New Orleans, LA 70118, 504.865.5930. You may also e-mail us at admissions@law.tulane.edu; our website is located at www.law.tulane.edu.
Biographical
Prefix __________________________ 
First name _______________________
Middle name _____________________
Last name ________________________
Suffix __________________________ 
Previous (other) name ______________
Preferred first name _______________
Date of birth ____________________
Place of birth: City ________________
Place of birth: Country ____________
Place of birth: State/Province _______
Gender __________________________
Social security number ____________
LSAC account number ______________

Contact Information
Current Address
Country _________________________
Street address--line 1 _____________
Street address--line 2 _____________
Street address--line 3 _____________
City ____________________________
State/province ___________________
Zip/postal code __________________
Current mailing address good until date ___________
Day phone _______________________
Evening phone ___________________

Permanent Address
Country _________________________
Street address--line 1 _____________
Street address--line 2 _____________
Street address--line 3 _____________
City ____________________________
State/province ___________________
Zip/postal code __________________
Permanent mailing address good until date ___________
Day phone _______________________
Evening phone ___________________
**Contact Information continued**

Other Contact Information

Primary e-mail address _______________________
Secondary e-mail address _______________________
Permanent e-mail address _______________________
Mobile phone ________________________________

Tulane University Law School can send text messages to my mobile phone
____ Yes
____ No

**Family**

Next of Kin/Emergency Contact

Salutation ___________________________ Country ________________________________
First (given) name ______________________ Street address--line 1 ______________________
Middle name/initial ______________________ Street address--line 2 ______________________
Last (family) name ______________________ Street address--line 3 ______________________
Relationship to applicant __________________ City ________________________________
Telephone (include area code) ___________ State/province __________________________
____________________________________ Zip/postal code __________________________

If you have any close relatives who have been students at this university, please provide the following information.

Relative 1 Relative 2
____ Law school ____ University ____ Law school ____ University
First (given) name ______________________ First (given) name ______________________
Middle name/initial ______________________ Middle name/initial ______________________
Last (family) name ______________________ Last (family) name ______________________
Relationship to applicant __________________ Relationship to applicant __________________
School attended ________________________ School attended ________________________
Start date (month/year) __________________ Start date (month/year) __________________
End date (month/year) ____________________ End date (month/year) __________________
Degree awarded ________________________ Degree awarded ________________________
Family continued

Parent/Guardian - 1

____ Choose not to answer
____ Deceased
First (given) name ____________________________
Middle name/initial ____________________________
Last (family) name ____________________________
Occupation _________________________________
Highest level of education ______________________
E-mail address _______________________________

Parent/Guardian - 2

____ Choose not to answer
____ Deceased
First (given) name ____________________________
Middle name/initial ____________________________
Last (family) name ____________________________
Occupation _________________________________
Highest level of education ______________________
E-mail address _______________________________

Demographics

Citizenship

Citizenship
____ Non-Resident Alien
____ US Citizen
____ US Perm Residence
Country of citizenship _________________________
Visa type _________________________________
Visa/SEVIS number __________________________
Permanent resident number _________________
Permanent city _____________________________
Permanent state/province ____________________
Demographics continued

Permanent country ________________________
Native language ________________________

Ethnicity

Are you Hispanic or Latino
____ Yes
____ No

What is your race? Select one or more races to indicate what you consider yourself to be.

Aboriginal or Torres Strait Islander Australian
____ Aboriginal/Torres Strait Isl. Australian ____ Australian Aboriginal ____ Torres Strait Islander

American Indian or Alaska Native
____ Alaska Native ____ American Indian ____ American Indian/Alaskan Native

Asian
____ Cambodian ____ Chinese ____ Filipino
____ Indian ____ Japanese ____ Korean
____ Malaysian ____ Other Asian ____ Pakistani
____ Thai ____ Vietnamese

Black or African American
____ Black/African American

Canadian Aboriginal
____ First Nation ____ Inuit ____ Metis
____ Other Canadian Aboriginal

Caucasian/White
____ European ____ Middle Eastern ____ North African
____ Other Caucasian/White

Hispanic/Latino
____ Central American ____ Chicano/Mexican ____ Cuban
____ Other Hispanic/Latino ____ South American

Native Hawaiian or Other Pacific Islander
____ Native Hawaiian/Other Pacific Islander

Puerto Rican
____ Puerto Rican

Consent
____ Decline to respond
Demographics continued

Tribal Affiliation

Tribal affiliation or village name ______________________

Enrollment number (enrolled members only) ______

Law School Enrollment

From what school did you receive your first law degree?

__________________________________________

From what school did you or will you receive the LL.M. degree?

__________________________________________

In what year did you or will you receive the LL.M. degree? (YYYY)

______________________________

For your first law degree, please indicate your rank in law school (e.g., #______ of ______ students), or the percentile of the class in which you fell (e.g., top 10%, top half, etc.). Please provide supporting documents.

__________________________________________

If your school does not provide class rank, arrange for Tulane Law School to receive a letter from your school confirming that it does not rank its students and providing some means for us to judge your strength as a student. We must have some indication of how you compared to other students in your graduating class.

____ I have read the paragraph above

For your first law degree, what is your overall or cumulative grade average (please do not convert to another scale)?

__________________________________________

Please describe the grading scale where you attended law school.

__________________________________________

For candidates attending or who have graduated from law schools in Germany, please indicate the date of your First State Exam, your numerical score, your grade, and your percentile score.

__________________________________________
## Education

List ALL educational institutions attended.

<table>
<thead>
<tr>
<th>Institution type</th>
<th>High School</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
<th>Other Post Graduate</th>
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<td>Country</td>
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<td>Start date</td>
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<tr>
<td>State/Province</td>
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<td>End date</td>
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<tr>
<td>City</td>
<td></td>
<td>Degree</td>
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<tr>
<td>GPA</td>
<td></td>
<td>Date degree granted</td>
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<tr>
<td>Rank</td>
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</tbody>
</table>

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**Education continued**
Institution type  ____ High School  ____ Undergraduate  ____ Graduate  ____ Law  ____ Other Post Graduate
Institution name _____________________________________________________________________________
Major _____________________________________________________________________________
Country ___________________________ Start date ___________________________
State/Province ___________________________ End date ___________________________
City ___________________________ Degree ___________________________
GPA ___________________________ Date degree granted ___________________________
Rank ___________________________

**Language Proficiency**
Was English the language of instruction during your first law degree?
____ Yes
____ No

Is English your native language?
____ Yes
____ No

What is your native language
______________________________________________________________________________

For how many years have you formally studied English?
______________________________________________________________________________

What special courses in English have you taken?
______________________________________________________________________________

By what date will you have taken the Test of English as a Second Language (TOEFL) or the International English Language Testing System (IELTS)?
______________________________________________________________________________

What is your TOEFL registration number or IELTS identification number?
______________________________________________________________________________
Language Proficiency continued

What was your score on the TOEFL? If you took the IELTS in lieu of the TOEFL, what was your band score?

If you completed the paper-based TOEFL, please indicate your score on the Test of Written English (TWE)?

If you took the Test of Spoken English (TSE) in addition to the TOEFL, please indicate your score.

Factors

What prompted you to apply to Tulane Law School?

- Recommendation of a current student
- Relative's recommendation
- Tulane representative at your university
- Contacted by Tulane
- Recommendation of alumnus of Tulane
- Recommendation of a faculty member
- A Tulane publication
- Own knowledge of Tulane
- A general publication about law schools
- Other
Character and Fitness

The Tulane Law School Admission Committee requires complete disclosure regarding any violation or alleged violation of law (including traffic offenses) and regarding any university disciplinary actions, including a fully descriptive narrative of the event or events. In some cases, committee members may request additional information and/or supporting documentation. State bar character and fitness committees require bar applicants to provide such detail, and bar examiners compare the candidate’s disclosure on law school applications with bar application disclosures after a background check that includes purged, sealed, and dismissed actions.

The failure to disclose an act or event such as the ones described in the questions below is often more significant, and leads to more serious consequences, than the act or event itself. Failure to provide truthful answers, or failure to inform the Office of Admission of any changes to your answers, may result in revocation of admission or disciplinary action by the Law School, or denial of permission to practice law by the state in which you seek admission to the bar.

We strongly urge, if you are unsure as to whether to make a disclosure, that you err on the side of disclosure. We encourage you to contact us if you have any questions about what you are required to disclose. Please note also that it is your responsibility to update your application by notifying the Tulane Admission Office if any criminal charges or disciplinary actions are filed or expected to be filed between the date you submit this application and the date you enroll at Tulane. Further, students have a continuing duty to supplement their responses to questions in the admission application concerning disciplinary action, arrests, convictions (whether or not sentence was imposed), pleas of guilty or nolo contendere, or violation or alleged violation of any law while enrolled at Tulane.

___ I have read the paragraphs above.

Have you ever been subject to disciplinary action (for scholastic or other reasons) in any of the colleges, universities, graduate or professional schools you have attended? This includes being dropped, suspended, warned, placed on academic or disciplinary probation, disciplined, expelled, or requested or advised to resign from any postsecondary school, college, university, professional school, or law school.

___ Yes
___ No

Are there any disciplinary charges currently pending or expected to be brought against you?

___ Yes
___ No

If your answer to either question concerning disciplinary action is yes, please electronically attach a statement marked "Character and Fitness 1" with an explanation of the reasons for, and circumstances surrounding, the disciplinary action(s), or any pending action. Be sure to provide the dates of the events you are disclosing, along with a full description of what took place.

Have you ever been charged with, arrested for, convicted of, pled guilty or nolo contendere for a violation of any law? (For purposes of this question, a conviction includes a verdict or finding of guilt, regardless of whether sentence is imposed by the court. You must also disclose offenses that resulted in purged, sealed, obliterated, dismissed, or destroyed records, regardless of whether you have been told that you need not disclose any such event.) If you are not sure about the nature or ultimate disposition of a particular charge, you are advised to make a full disclosure, as a subsequent finding that you failed to disclose relevant information could have disqualifying consequences.

___ Yes
___ No

Are there any criminal charges pending or expected to be brought against you?

___ Yes
___ No
Character and Fitness continued

If your answer to either question concerning violations of the law is yes, please electronically attach a statement marked "Character and Fitness 2" with a full explanation of the reasons for, and circumstances surrounding, your arrest or conviction, or any pending charges. Be sure to provide the dates of the events you are disclosing along with a full description of what took place.

Military

Have you served or are you now serving on full-time, active US military duty?
____ Yes
____ No

Date of entrance (month/year) ____________________
Date of discharge (month/year) ____________________

Rank _________________________________________

Expected military reserve or National Guard status during law school
______________________________________________

Branch _________________________________________

Discharge type __________________________________

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?
____ Yes
____ No

If you have been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances.
______________________________________________

______________________________________________

______________________________________________

Recommenders

Please indicate the names, titles, and contact information of the three (or more) individuals who will write letters of recommendation on your behalf.
______________________________________________

______________________________________________

______________________________________________
Financial

Please list your financial sponsors, if any.
Date:

Tulane University Law School
Graduate Law Admission
Weinmann Hall
6329 Freret Street
New Orleans, LA 70118

Dear Admission Officers:

I certify that the information provided in my application to Tulane University Law School, including any enclosures or material sent separately, is true and understand that any such information found to be false may constitute grounds for denial of admission, revocation of an offer of admission, or dismissal, as will information discovered to have been omitted. I understand that information contained in this application may be considered by bar examination authorities during their investigation of character and fitness for the practice of law. I understand that it is my responsibility to inform the Tulane Law School Admission Office of changes in any of the information requested on this application.

Signature

SSN:
LSAC Account #: L
Release Date:

☐ Check or money order for $100 application fee enclosed.
☐ Credit card information enclosed.
CREDIT CARD PAYMENT FORM

Applicant Name ______________________________________________________________________________________

First Middle Last (Family surname)

Applicant Social Security Number _______________________________________________________________________

Applicant Telephone Number ___________________________________________________________________________

Area Code Phone Number

Type of Card: □ VISA  □ MASTERCARD (Check one)

Charge Amount: $100 SJD APPLICATION FEE

Card Number_______________________________________________________________________________________

Expiration Date _____________________________________________________________________________________

Cardholder’s Name ___________________________________________________________________________________

Cardholder’s Address __________________________________________________________________________________

(if different from Applicant)

___________________________________________________________________________________________________

Cardholder’s Signature X ______________________________________________________________________________

FOR OFFICE USE ONLY

Date processed: ______________________ Transaction No.: ______________________________________

Initials: __________________________ Approval Code: ___________________________________________
LETTER OF RECOMMENDATION FOR S.J.D.

TULANE LAW SCHOOL
Weinmann Hall, Suite 203
New Orleans, Louisiana 70118-6231
tel 504.865.5930 fax 504.865.6710

Note to candidate: Please complete Part I of this form, below, including the information about your recommender, who must be a current or former law professor. Deliver or mail this form to your recommender. Request that the completed form be placed in an envelope, sealed, and signed across the seal by the person completing the form. The sealed envelope may be returned to you, so that you can forward it to Tulane. Do not open the envelope or break the seal. Alternatively, the person completing the form may forward it directly to Tulane Law School Office of Admission. Recommenders may also use their own letterhead for letters of recommendation.

Part I.

Candidate's Name: ________________________________

Address: _______________________________________

I understand that federal legislation provides me with a right of access to this form which may be waived, but that no school or person can require me to waive this right.

A. [ ] I hereby waive my right of access to this form and authorize the person identified below to provide a candid evaluation to Tulane Law School.

   Signature ________________________________ Date ____________

B. [ ] I do not waive my right of access to this form, but I authorize the person identified below to provide a candid evaluation to Tulane Law School.

   Signature ________________________________ Date ____________

Name of Recommender/Title: ________________________________

Address: _______________________________________

City, State, if USA (Country, if not USA) and ZIP Code _______________________________________

Telephone number: __________________________ Fax number: __________________________

E-mail address: ________________________________
Part II.

To the recommender: The S.J.D. program requires the submission of a lengthy thesis which makes a significant, original contribution to the study of law. Based upon your acquaintance with the candidate, do you believe that he or she can successfully complete this requirement?

Please provide any information about the candidate that you feel may be helpful to our determination. We are interested in your candid evaluation of the candidate's intellectual abilities and motivation to complete the Ph.D.

When you have completed this form, please place it in an envelope. Seal the envelope, and sign it across the seal. The sealed envelope may be returned to the student or may be mailed directly to us at:

Committee on S.J.D. Admission
Tulane Law School
Weinmann Hall, Suite 203
New Orleans, Louisiana 70118-6231

You may instead use your own letterhead for the letter of recommendation.