
LLM APPLICATION INSTRUCTIONS

1. Complete the application form. Please type or print neatly.

- a. Please answer all questions in the space provided on the application form. Use attachments for any portion of your response that requires additional space. Some questions may require further explanation on a separate page. You are welcome to include descriptive or explanatory attachments and/or a résumé.
- b. Any uncertainty about the necessity of responding to questions 23 (disciplinary action) or 24 (charges, arrests, convictions, etc.) should be resolved in favor of disclosure.
- c. Be sure to respond to question 31, which requires a personal statement or essay. Please type this statement.
- d. Be sure to sign and date the application form in the spaces provided.
- e. There have been instances in which applications have become lost in the mail and have not reached us. For this reason, we suggest that you keep a photocopy of your application and essay. If you have not received a letter from us confirming receipt of your application within two weeks after submission, contact us, as this may mean that we did not receive your application.
- f. Please note that it is your responsibility to notify the Admission Office of changes of address and changes of circumstance, for example, in response to the questions about disciplinary or criminal charges or expected graduation date.
- g. The application deadline for the LLM Programs is May 1.

2. **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) at question #9 on the application form. Please be sure to distinguish between the numeral "1" and the lower-case letter "L" when you provide your e-mail addresses.

3. The non-refundable **\$60 application fee** may be paid by check or money order written to Tulane Law School. (If a check is written by someone other than yourself, please be sure that your name appears on it.) We also accept payment of the application fee by Master Card or Visa credit card. A credit card payment form is provided in the application materials.

4. **Two letters of recommendation** are required as part of the application to Tulane Law School. Letters of recommendation should be written by someone who knows you well and can speak to your academic ability or work experience. Letters may be written on the recommender's own letterhead. Alternatively, you may provide a copy of Form B for each recommender to use. In either case, letters should be mailed by the recommender directly to the Committee on Graduate Admission, Tulane Law School, Weinmann Hall, Suite 203, New Orleans, LA 70118-6231.

5. **Question 24** requests full disclosure of charges, arrests, convictions, guilty and nolo pleas regarding violation of any law. This includes offenses which resulted in purged, sealed, obliterated, dismissed, or destroyed records, regardless of whether you have been told that you need not disclose such events. 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.

6. **The required personal statement** should be used to provide information about yourself and your interests that you consider significant to our evaluation of your file. Be sure to address your reasons for seeking a graduate degree in law and discuss the areas of law that most interest you.

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7. **The Test of English as a Foreign Language (TOEFL) score report (including a score on the Test of Written English, TWE)** is required of those applicants who have received degree(s) from institutions where English was not the language of instruction. Such applicants must meet Tulane Law School's TOEFL requirements (575 on the paper test, 233 on the computer version of the test, or 90 on the Internet version). Tulane Law School accepts TOEFL 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). A score on the Test of Spoken English (TSE) is requested but not required.
8. **Receipt of your application and nonrefundable application fee** will be acknowledged by the Admission Office. If you do not receive notification confirming receipt of your application within two weeks of submission, please contact us, as this may mean that we have not received your application.
9. An application is considered complete and ready to review after we have received the following:
- a) The application form, completed by the applicant
 - b) The application fee of \$60
 - c) Complete, official transcripts of work at all colleges, universities, and law schools attended, whether or not a degree was granted. You may arrange for these to be sent directly to Tulane, along with an authorized translation. Alternatively, we encourage use of the LL.M. Credential Assembly Service provided by the Law School Admission Council, www.LLM.lsac.org. (See description below.)
 - d) Letters of recommendation from two of your law professors; these may be written on the forms provided or on the recommender's own letterhead.
 - e) An official report of the TOEFL and TWE scores (international students ONLY)
 - f) Financial Aid Data/Scholarship Application (Form C)
10. Candidates whose applications are received and accepted earliest receive optimal consideration for financial aid, particularly with respect to scholarships.
11. **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.
12. **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)

LL.M. Credential Assembly Service

This credential assembly service is solely for graduates of international universities or law schools who wish to obtain a master of laws (LL.M) degree (or other, comparable law degrees) from a participating law school in the United States or Canada. For a fee of \$185 (US), LSAC, in cooperation with the American Association of Collegiate Registrars and Admissions Officers (AACRAO), will collect, authenticate, and process all transcripts, TOEFL scores, and other documents required by each law school to which you wish to apply. The fee includes reports to five law schools. The report will contain biographic, academic, and, if applicable, TOEFL score information. Copies of your transcripts (and translations, if necessary) will be sent with the report. You may order additional law school reports for \$15 (US) each. The law school application process is separate from this credential-processing service; you will have to apply to each law school separately. After you complete the application process and enroll at a participating school, LSAC will forward your original transcripts and other relevant documents directly to your school for your records.

The fastest and easiest way to register for this credential assembly service is online at www.LLM.LSAC.org.