FORM A

GRADUATE LAW APPLICATION FOR ADMISSION
TO LLM PROGRAMS – APPLICATION FEE IS $60

TULANE LAW SCHOOL
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www.law.tulane.edu

FOR OFFICE USE ONLY:
Ltr 1_____ Ltr 2_____
TOEFL _____
Transcripts _____
Fee _____

All questions must be answered unless the instructions state otherwise. Failure to answer a non-optional question may delay the processing of your application. After completing this form, you must electronically submit it. The application deadline for the LLM programs is May 1.

1. Salutation: _____ 2. Name: _____
Mr., Ms., or Dr. *First* *Middle* *Last*

3. US Social Security Number: _____ LSAC Account Number: L _____

4. To which program are you seeking admission? Please check only one program. (Part-time enrollment in the Admiralty program is permitted only for attorneys practicing full-time in the New Orleans area. Part-time enrollment for all other programs is an option for applicants who will not require an F-1 student visa).
   - ☐ General LLM ☐ full-time ☐ part-time
   - ☐ LLM in Admiralty ☐ full-time ☐ part-time
   - ☐ LLM in American Business Law ☐ full-time ☐ part-time
   - ☐ LLM in American Law ☐ full-time ☐ part-time
   - ☐ LLM in Energy & Environment ☐ full-time ☐ part-time
   - ☐ LLM in International & Comparative Law ☐ full-time ☐ part-time

5. (a) Have you previously applied to Tulane Law School? *(Yes or No)* _____
   (b) For what year was application made? _____ (c) Were you offered admission? *(Yes or No)* _____

If you change your address, please notify the Admission Office by e-mail.

6. Current address

_____

_____

(Number, Street and Apartment)

_____ _____

City, State, if USA (Country, if not USA) and ZIP Code *Telephone (include country code or area code)*

Is this a cell phone ☐ *or land line* ☐ *?*

_____ *Is this a cell phone* ☐ *or land line* ☐ *?*

Alternate Telephone (include country code or area code)

7. Additional or permanent address

_____

_____

(Number, Street and Apartment)

_____ _____

City, State, if USA (Country, if not USA) and ZIP Code *Telephone (include country code or area code)*

8. Next of kin:

Salutation: _____ Name: _____

Mr., Ms., or Dr. *Last* *First* *M.I.*

_____

(Number, Street and Apartment)

_____ _____

City, State, if USA (Country, if not USA) and ZIP Code *Telephone (include country code or area code)*

9. Contact Preferences:

(a) By what method is it best to attempt to reach you? _____

(b) E-mail address: _____

Alternate e-mail address: _____

(c) If you have access to a fax machine, please indicate the number (including country and city codes) and any special instructions for directing a fax to you:

_____

(d) Please indicate at which numbers we may telephone you, and during what hours it would be best to attempt to reach you:

Telephone #1	*Hours*	*Telephone #2*	*Hours*

NOTE: *Information about race and gender of applicants is needed by the school for statistical purposes. Neither gender nor race will be used in an unlawfully discriminatory manner. You are assured both by school policy and the Family Educational Rights and Privacy Act that the information will be confidential and accessible only to school officials, government agencies, and others with legitimate educational interest in the information. Answers to questions 10 through 12 are optional.*

10. (a) Are you Hispanic/Latino? ☐ Yes ☐ No

    (b) Select all that apply:

    ☐ American Indian
    ☐ Alaska Native
    ☐ Asian
    ☐ Black
    ☐ Canadian Aboriginal
    ☐ Central American
    ☐ Chicano/Mexican
    ☐ Cuban
    ☐ Native Hawaiian or Other Pacific Islander
    ☐ Puerto Rican
    ☐ South American
    ☐ Other Spanish culture or origin: _____
    ☐ White
    ☐ Other: _____

11. Gender: ☐ Male ☐ Female

12. (a) Date of birth: _____ (b) Place of birth: _____
    MM/DD/YYYY *City, State, and Country*

13. (a) Are you a US citizen? ☐ Yes ☐ No

    (b) If you are not a US citizen, please indicate your country of citizenship here: _____

14. Permanent residence: _____
    City, State, if USA (Country, if not USA)

15. From what school did you or will you receive your law degree?

    _____
    School/University *City, State, and Country*

16. In what year did you or will you receive your law degree? _____

17. (a) 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 documentation.

    Your rank or percentile: _____

    If your school does not provide class rank, arrange for us 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. Indicate here whether you are arranging for us to receive a letter from your school _____ .
    YES/NO

    (b) Your overall or cumulative grade average in law school (please do not convert to another scale): _____

    (Please describe the grading scale: _____)

    Failure to provide the information requested in questions 17(a) and (b) will result in delays in processing of your application.

    (c) For candidates attending or who have graduated from law schools in Germany, please indicate the date of your 1st State Exam, your numerical score, your grade, and your percentile score. _____

    _____

    _____

18.a. List below all colleges and universities you have attended, whether or not you received a degree, beginning with current or most recent. *(Include regular and summer sessions, undergraduate and graduate work, and use an electronic attachment if more space is needed.)*

Name of Institution	Dates Attended (MM/YY-MM/YY)	Major Field	Title of Degree Date Awarded (MM/YY)

b. Please indicate whether you will ☐ use the LLM Credential Assembly Service, or
☐ forward transcripts directly to Tulane.

19. List the academic honors, awards, or other recognitions you have received, and explain the basis upon which they were made. *(Use an electronic attachment if more space is necessary.)*

Award/Honor	Date received	Basis upon which you received award or honor

20. List your extracurricular, community, or other activities in the order of their importance to you. Give a brief description of your involvement, including any special responsibilities or leadership positions held.

Activity	Dates	Description of your involvement	Did you pursue this activity to fulfill a requirement or to discharge an obligation?
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

21. What is your native language? _____

If your native language is not English, please respond to the following questions:

(a) For how many years have you formally studied English? _____

(b) What special courses in English have you taken? _____

(c) By what date will you have taken the Test of English as a Foreign Language (TOEFL)? _____

What is your TOEFL registration number? _____

(d) What was your score on the TOEFL? _____

On the Test of Written English (TWE)? _____ On the Test of Spoken English (TSE)? _____

(e) If you took the IELTS instead of the TOEFL, what was your band score? _____

NOTE: *An official report of your score must be sent to the Committee on Graduate Admission.*

22. (a) What prompted you to apply to Tulane Law School?

- ☐ Recommendation of a current student at Tulane Law School
- ☐ Recommendation of alumnus of Tulane Law School
- ☐ Relative's recommendation
- ☐ Recommendation of a faculty member or other advisor
- ☐ Tulane representative at your university or other recruiting event
- ☐ A Tulane publication
- ☐ Contacted by Tulane
- ☐ Own knowledge of Tulane
- ☐ A general publication about law or graduate schools *(which one?* _____*)*
- ☐ Other _____

Note: The failure to disclose an act or event in response to question 23 or 24 is often more significant, and can lead 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 in disciplinary action by the Law School, or in denial of permission to practice law. We strongly urge, if you are unsure as to whether to make a disclosure, that you err in favor of disclosure.

23. (a) 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 post-secondary school, college, university, professional school, or law school. *(Yes or No)* _____

(b) Are there any disciplinary charges currently pending or expected to be brought against you? *(Yes or No)* _____

(c) If you answered yes to either of the two questions above, please electronically attach a full explanation of the reasons for, and circumstances surrounding, the disciplinary action(s), including any pending actions, with relevant dates.

Please note also that it is your responsibility to update your application by notifying the Tulane Admission Office if any disciplinary charges are filed or are expected to be filed between the date you submit this application and the date you enroll at Tulane.

24. (a) Have you ever been charged with, arrested for, convicted of, pled guilty or nolo contendre 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 which 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 or No)* _____

(b) Are there any criminal charges pending or expected to be brought against you? *(Yes or No)* _____

(c) If the answer to either of the two questions above is yes, please electronically attach a full explanation of the reasons for, and circumstances surrounding your arrest(s) or conviction(s), including any pending charges, with relevant dates.

Please note that it is your responsibility to update your application by notifying the Tulane Admission Office if any criminal charges are filed or expected to be filed between the date you submit this application and the date you enroll at Tulane.

25. If you have any close relatives who have been students at Tulane University, please list them below.

Name	Division Attended	Dates of Attendance at Tulane (MM/YY-MM/YY)

26. Please list below all paid employment positions, starting with the most recent. *(Use an electronic attachment if more space is necessary.)*

Dates (MM/YY-MM/YY)	Employer	Part-time/ Full-time	Position and Responsibilities	Reasons for Leaving

27. Please list any unpaid internship positions:

Dates (MM/YY-MM/YY)	Internship site	Part-time/ Full-time	Position and Responsibilities	Reasons for Leaving

28. Have you served, or are you now serving on full-time active military duty? *(Yes or No)* _____

Date of entrance _____
MM/DD/YY

Expected military Reserve or National Guard status during law school: _____

29. Are you applying, or have you applied, to other law schools? If so, please list them. (This information is requested to facilitate a survey being made by the Office of Admission, and because it is often useful for counseling purposes. It will not affect your application for admission in any way.)

_____

_____

_____

_____

30. Please indicate the names, titles, and contact information of the two individuals who will write letters of recommendation on your behalf.

Recommender #1	Recommender #2
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

31. Please write and electronically attach an essay describing the areas of law that interest you most and explaining your reasons for seeking a graduate degree in law. You should use this as an opportunity to provide additional information you would like taken into account by the Committee on Graduate Admission. This essay must be solely your own work.

32. Do you plan to apply for need-based financial assistance? *(Yes or No)* _____

If you indicated "yes," be sure to complete and return the Financial Aid Data/Scholarship Application (Form C). US citizens wishing need-based financial aid must also complete and return the Financial Aid Information & Request Form (Form D). Forms C and D can be found as part of the Supplemental Application.

33. Financial sponsors, if any: _____

_____

34. A letter of financial verification for visa purposes is required if you are not a citizen of the United States.

Check here ☐ if you are enclosing (scanning and electronically attaching) this letter with the application.

Check here ☐ if you will wait until you have received an admission decision.

35. I am applying electronically and will pay the $60 application fee:

☐ by credit card; I will provide my credit card information to the Law School Admission Council along with my electronic signature.

☐ by credit card; I will provide my credit card information to Tulane Law School along with a signed Certification Letter.

☐ by check or money order sent directly to Tulane Law School along with a signed Certification Letter.

36. By signing the application, electronically transmitting it, or printing, signing, and mailing the Certification Letter, I certify that the information provided in my application to Tulane Law School is true and understand that any such information found to be false may constitute grounds for revocation of an offer of admission or for dismissal.

_____ _____

Signature *Date*

(Not to be completed by applicant)

The above applicant is admitted to the _____ class on the basis of the _____ degree

received on _____ from _____.

Date of acceptance _____ **Associate Dean:** _____

APPLICATION CHECKLIST

☐ 1. Completed application (Form A). The application deadline is May 1.

☐ 2. Complete response to question #17, including supporting documentation (which may be electronically attached).

☐ 3. Essay in response to question #31. The essay question must be solely your own work.

☐ 4. Electronic certification of application form or signed Certification Letter.

☐ 5. Letter of recommendation #1 (Form B), will be written by _____
Form B can be found in the Supplemental Application.

☐ 6. Letter of recommendation #2 (Form B), will be written by _____
Form B can be found in the Supplemental Application.

Note: the letters of recommendation may be sent separately.

☐ 7. Application fee ($60 for Master's degree programs); paid by credit card, check, or money order directly to Tulane Law School.

☐ 8.a. I will arrange for transcripts of work at all colleges and universities, whether or not I received a degree, to be sent directly to Tulane Law School, along with an authorized translation.

OR

☐ b. I will use LSAC's LLM Credential Assembly Service (LLM CAS) to forward transcripts and an analysis of my college and university work.

☐ 9. Financial Aid Data and Scholarship Application (Form C), when applicable.
Form C can be found in the Supplemental Application.

☐ 10. Financial Aid Information & Request Form (Form D), when applicable.
Form D can be found in the Supplemental Application.

☐ 11. For candidates whose native language is not English or for candidates whose law degrees were awarded by institutions where the language of instruction is not English:

(a) official report of TOEFL score, including TWE. (TSE is optional, but recommended.)

OR

(b) official report of IELTS score.

Note: official report to be sent by test administrator to Tulane Law School.

☐ 12. Letter of financial verification or affidavit of support, when applicable. International candidates only. Need not be forwarded until admission offer has been extended.

☐ 13. Statement of Adequate Funding (Form E), when applicable. International candidates only. Need not be forwarded until admission offer has been extended. Form E can be found in the Supplemental Application.

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