

Thomas Jefferson School of Law

2121 San Diego Avenue
San Diego, CA 92110
Phone: (619) 297-9700 ex. 1694
mallison@tjssl.edu
www.tjssl.edu/llmprograms

Master of Laws (LL.M.) Program Application Procedures

ELIGIBILITY REQUIREMENTS

A candidate for the degree of Master of Laws (LL.M.) must hold the first degree in law (J.D. or LL.B.) from a law school that is approved by the Section of Legal Education of the American Bar Association or a bachelor of law degree from a non-U.S. law school approved by its foreign equivalent.

APPLICATION PROCESS

Applications may be submitted on the School of Law's official application form, which can be downloaded and printed from the School of Law's Web site at tjssl.edu/llmprograms. We also accept applications that are prepared using the Thomas Jefferson School of Law Web site's electronic application, Law School Admissions Council's LSACD or LSACD on the Web. To expedite the application process, we suggest that you apply electronically. There is a \$100 application fee. All questions must be answered and the application must be signed and dated; if you are applying electronically, the certification box must be checked to validate your application prior to transmission. Please note that it is your responsibility to notify the Law School of any change of status to any part of this application that may occur after the date of signature on this application, and submit the required document(s) within 30 days of the status change. We suggest that you keep a copy of your application and all documents you submit with your application. We cannot return or provide copies of any part of your application, transcripts, translations, letters of recommendation, or supporting material. Applicants for the LL.M. program may apply to only one program.

When to Apply

The American Legal Studies (ALS) program offers fall and spring term matriculation. The application deadline is June 1 for fall term and November 1 for spring matriculation. The International Trade and Investment Law (ITL) program offers both fall and spring matriculation. The ITL application deadline is June 1 for fall matriculation and November 1 for spring matriculation. **Applicants with education credentials from non-U.S. law schools are advised to begin their studies in the Fall term to able to take the orientation course in early August.**

Review of Applications

Thomas Jefferson School of Law has a modified rolling admissions process. Applications are considered in the order in which they are received and deemed complete. We guarantee full consideration for all applications submitted by the deadline, and we permit applications to be filed after the deadline until we can no longer provide full consideration. Personal interviews are not part of the admissions process. Applicants currently enrolled in non-U.S. law schools that use a final examination result or a final degree classification as a measure of academic performance may not receive a decision until those results are received by the Admissions Committee.

FOREIGN-EDUCATED APPLICANTS

Candidates who have received their academic legal training from an institution outside the United States will need to register with the LL.M. Credential Assembly Service (see item 6 under Application Requirements). Applicants whose academic legal training was in a language other than English are required to present a recent score from the Test of English as a Foreign Language (TOEFL) from the Educational Testing Service (ETS, www-ets.org or

www.toefl.org) Thomas Jefferson School of Law's institutional code is 4973.

RE-APPLICATION

Candidates who have previously applied for admission to the Law School may choose to reapply. Although it is highly likely that an applicant will receive the same decision, in some cases, applicants do receive a different determination based upon additional information. Applications are maintained on file for two years only. Please check "yes" to Previous Applicant in question 5; this will allow us to include your previous materials in the review process. The \$100 application fee and an updated application form are required. If applying electronically via the Thomas Jefferson School of Law Web site, LSACD or LSACD on the Web, there is no cost to apply. Submitting an updated personal statement or new letters of recommendation is optional.

APPLICATION REQUIREMENTS

Because the various parts of an application must come from several sources, it is your responsibility to ensure that all required materials reach the Admissions Office. No application will be considered complete for submission to the Admissions Committee until the following materials have been received and processed:

1. **The Application Form.** Please type or print neatly. Ensure that your printed name and Social Security number (if applicable) appear on each document you submit. Answer all questions, sign the form and, if you need more space, attach additional pages. Some questions may require further explanation on a separate page, and you are welcome to include any attachments you would like. All supplementary statements submitted must clearly indicate the question number to which the statement refers, must be signed by the applicant and must have the applicant's name printed or typed at the top of each page. Do not, however, substitute a resume or other attachment in answer to any question requesting a response on the application form. If submitting your application by mail, we suggest that you keep a photocopy of your entire application. If you have not received a letter from us confirming receipt of your application within four weeks of submission, contact us, to confirm receipt of your application. Failure to furnish a complete application will result in delays in processing. *Please note: We use e-mail to update candidates on the status of their files whenever we can. We ask for your e-mail address in question #6 on the application form. Please be sure to distinguish between the numeral "1" and the lowercase letter "L."*

2. **Personal Statement.** The Personal Statement provides an opportunity for you to present yourself, your background, your ideas, and your qualifications to the Admissions Committee. Please limit your statement to one page. Attach your Personal Statement to the application form, and sign both the form and your statement.

3. **Application Fee.** \$100 check or money order payable to Thomas Jefferson School of Law. This fee is nonrefundable, is not credited toward tuition and is not applicable toward the fee for the LSAC Credential Assembly Service. If applying electronically via the Thomas Jefferson School of Law web site, LSACD or LSACD on the Web, there is **no cost to apply**; the application fee is waived.

4. **Two Letters of Recommendation** are required. Recommendations play a useful role in the selection process. Recommendations should come from those who have had an opportunity to evaluate you carefully and individually over a sufficient period of time to formulate a reasonable evaluation.

5. **Law School Transcripts.** The authorities of the college(s) and of all of the graduate or professional schools you have attended will need to send one set of official academic transcripts directly to Thomas Jefferson School of Law. International applicants: Please refer to item 6 below.

6. **International Applicants Only.** International applicants to the Thomas Jefferson School of Law's LL.M. degree programs are required to register with the LSAC's LL.M. Credential Assembly Service (www.LLM.LSAC.org). This service will save you time and money, especially if you intend to apply to a number of U.S. or Canadian graduate law degree programs. You will only need to obtain your transcripts and other required credentials one time in order to make them available for all your law school applications. For a registration fee of \$185 (U.S. dollars), LSAC will collect, authenticate, and distribute your university records [and TOEFL score(s), if required]. You will be able to use this credential-processing service to apply to participating U.S. and Canadian law schools for a period of five years. Five reports to law schools are included in the registration fee. For additional information about this

service, visit www.LLM.LSAC.org. Please note that you must still complete the Thomas Jefferson School of Law application and submit all required application fees (unless applying electronically) to Thomas Jefferson School of Law. The LSAC service serves only to authenticate non-U.S, or Canadian credentials that are needed in addition to a completed application.

COMMUNICATING WITH THE ADMISSIONS OFFICE

Please be assured that as long as we have accurate telephone, e-mail and mailing address information for you, we will communicate with you regarding the status of your application. We mail notification for each stage of the application process: application received, application incomplete and missing a particular item(s), application completed and sent to committee for review, and final decision. If you have not received notification from us confirming receipt of your application within four weeks of submission, contact us to confirm receipt of your application. The Office of Admissions can be reached by phone at (619)297-9700 ex. 1694 or by e-mail at mallison@tjssl.edu.



THOMAS JEFFERSON SCHOOL OF LAW
MASTER OF LAWS (LL.M.) PROGRAM

1. Name:

LAST (SURNAME) _____ FIRST _____
MIDDLE _____ MAIDEN _____

2. Title:

___ Mr.
___ Ms.
___ Dr.

3. Gender:

___ Female
___ Male

4. Social Security Number: ___ - ___ - ___ LSAC Account Number: L_____

5. Program applying for (select only one):

- ___ American Legal Studies, Fall Matriculation (deadline June 1)
- ___ American Legal Studies, Spring Matriculation (deadline November 1)
- ___ International Trade and Investment Law, Fall Matriculation (deadline June 1)
- ___ International Trade and Investment Law, Spring Matriculation (deadline November 1)

6. I wish to attend: ___ Full Time ___ Part-time

7. Previous Applicant? ___ Yes* ___ No

* 7a. Year (YYYY): ___ - ___ - ___ - ___

BIOGRAPHICAL INFORMATION

8. Preferred Mailing Address:

Number and Street	Apt. Number	
_____	_____	
City	State	Zip
_____	_____	_____
Country (If other than US)		

Telephone Number (include area code)
Good From (MM/DD/YYYY): ___/___/_____

E-Mail Address
Good to (MM/DD/YYYY): ___/___/_____

9. Permanent Mailing Address:

Number and Street	Apt. Number	
City	State	Zip
Country (If other than the U.S.)		

Telephone Number with Area Code	Email Address
Good from (MM/DD/YYYY): ___/___/___	Good to (MM/DD/YYYY): ___/___/___

10. Date of Birth (MM/DD/YYYY): ___/___/___

11. Place of Birth (City, State, Country): _____

12. Citizenship: _____ U.S.A. _____ U.S. Permanent Resident _____ Other: (list country)

13. If you have already taken the TOEFL, write the date(s) and score(s) you received:

___/___/___	_____	___/___/___	_____	___/___/___	_____
MM/DD/YYYY	Score	MM/DD/YYYY	Score	MM/DD/YYYY	Score

13a. If you have applied to take the TOEFL, write the date the test is to be taken:

___/___/___
MM/DD/YYYY

The American Bar Association asks that the Law School report annually on the ethnic composition of its student body; however, self-identification is entirely voluntary. Please check the most appropriate box.

- | | | |
|--|------------------------|-------------------------------|
| American Indian or Alaska Native | Guamanian or Chamorro | Other Spanish/Hispanic/Latino |
| Print name of enrolled or principal tribe: | Japanese | Specify: |
| Filipino | Korean | Puerto Rican |
| Other race | Mexican American/ | |
| Specify: | Chicano | Samoan |
| Asian Indian | Native Hawaiian | Spanish/Hispanic/Latino |
| Black/African American | Other Asian | Vietnamese |
| Caucasian/White | Specify: | |
| Chinese | Other Pacific Islander | |
| Cuban | Specify: | |

13. Visa (for international applicants):

Yes__ No__ Do you intend to apply for a student visa?

Yes__ No__ Do you intend to apply for U.S. permanent residence?

Yes__ No__ I have already submitted my permanent residence request paperwork to
U.S. Citizenship and Immigrations Services (USCIS).

14. Parent/Guardian/Emergency Contact:

Name

Number and Street Apt. Number

City State Zip

Country (If other than the U.S.)

Telephone Number (include area code) Email address

LAW SCHOOL INTEREST

15. Why did you apply to Thomas Jefferson School of Law? (Check **all** that apply.)

- National reputation
- Thomas Jefferson School of Law brochure (requested)
- Books/guides (specify:_____)
- Prelaw advisor
- Thomas Jefferson School of Law event/visit
- Recommendation of Thomas Jefferson Law alumnus Identify:_____
- Recommendation of Thomas Jefferson Law student Identify:_____
- Recommendation of family member Identify:_____
- Recommendation of someone other than an alumnus Identify:_____
- Reputation of faculty
- Thomas Jefferson School of Law brochure (unsolicited)
- Website/Internet
- Location
- Law school forum (specify:_____)

16. Have you applied or do you intend to apply to any other LL.M. programs? Yes No

16a. if "Yes," please indicate schools and the action taken on your application: _____

EDUCATION AND EMPLOYMENT INFORMATION

17. List in chronological order all universities and law schools you have attended. Use an additional page if necessary.

Name of Institution

City, State

Country

Dates of Attendance _____ to _____ _____ to _____ _____ to _____

Field of Study

Degree or Diploma

Date of Degree

Average or Result*

Official Class Rank _____ in class of _____ _____ in class of _____ _____ in class of _____

Transcript or Record _____ Enclosed _____ Enclosed _____ Enclosed
_____ Will be sent _____ Will be sent _____ Will be sent

*Please enter your numerical grade point average, honors level, state examination result, etc.

Law Review Experience: _____
School Position

Scholastic Honors: _____

Bar Memberships: _____
State(s)/Country Date of Admission

_____ State(s)/Country Date of Admission

18. Transcripts: Please select one of the following:

___ I have registered with the LSAC LL.M. Credential Assembly Service and have sent all necessary documents to LSAC.

___ Thomas Jefferson School of Law will receive my official transcripts (including necessary translations and certifications if applicable) and TOEFL report separately.

___ I have enclosed the required transcripts in sealed and signed envelopes with this application, and Thomas Jefferson School of Law will receive my official TOEFL report from ETS.

20. Publications: List any books, articles or theses you have published (list title, date of publication, and name of publisher). NOTE: Do not submit books, articles or other publications with your application.

21. Employment

Please complete all information requested below, even if a resume is included.

Previous employment that you consider significant:

From	To	Position Held	Name and Address of Employer	No. Hours/Week	Reason for Leaving
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22. In addition to completing the previous question, please attach a resume listing work experience, extracurricular activities, honors and scholarships.

23. REQUIRED QUESTIONS

**If your response to any of questions 23a-23c is "Yes, " please attach an explanatory statement. (If applying electronically, please use an electronic attachment.) Vague statements are not acceptable. Failure to fully disclose details may result in dismissal from the School of Law.*

23a. ___ Yes ___ No Have you ever been subject to disciplinary action taken by any bar association or in any of the colleges, universities, graduate or professional schools that you have attended? Please provide details including relevant dates, description of the incident, disposition of the incident and any other relevant detail, following the incident.

23b. ___ Yes ___ No Have you ever been charged with, pleaded guilty to, or found guilty of any crime, offense or violation (other than a minor traffic violation)? Please provide details including relevant parties involved, description of incident, disposition of the incident(s) (expunged, dismissed, probation, arrest, incarceration, etc.), photocopy of any official court documentation and information related to post-sentence events (pardon, etc.).

23c. ___ Yes ___ No Have you ever been discharged by an employer or asked to resign? Please provide details, including relevant dates and a brief description of the circumstances.

24. PERSONAL STATEMENT: On a supplementary sheet, submit a brief statement of purpose. In particular, we would be interested in knowing why you wish to pursue the LL.M. degree and why you chose the concentration in American Legal Studies, International Trade and Investment. Please limit your essay to one page, and include your printed name and Social Security number (if applicable) on all attachments (if applying electronically via the Thomas Jefferson School of Law Web site or LSAC, use an electronic attachment).

25. REFERENCES: Please provide the names and professional positions of at least two persons whom you have asked to write letters of recommendation on your behalf. (Note: The letters that are most helpful are those written by law school faculty members who know you well or by persons for whom you have worked in a professional capacity. Letters from friends or family members are generally not helpful.)

_____ Letter enclosed
_____ Letter will be
sent
Name Professional position

_____ Letter enclosed
_____ Letter will be
sent
Name Professional position

_____ Letter enclosed
_____ Letter will be
sent
Name Professional position

THOMAS JEFFERSON SCHOOL OF
LAW

I certify that the information I have provided is true and complete; that I will notify Thomas Jefferson School of Law's Office of Admissions immediately if there is any change in the information that I have provided in this application; that I am the author of the statements or additional information included with this application; and that I understand the statements made herein are the basis upon which my application will be decided. In the event that any information is subsequently found to be false, I understand that my acceptance may be voided and my matriculation canceled.

I also understand that acceptance is conditional upon meeting the requirements stated in the School of Law's Application Procedures and any further conditions expressed at the time of acceptance. I understand that any action taken on this application by the Admissions Committee is solely within its discretion, and the decision is final. The School of Law does not authorize and is not bound by any requirements or conditions other than those communicated by Thomas Jefferson's School of Law Office of Admissions.

Printed Name _____

Signature _____

Date _____

Social Security Number (if applicable) _____

SUBMIT THE COMPLETED APPLICATION AND ALL SUPPORTING CREDENTIALS TO:

Thomas Jefferson School of Law
2121 San Diego Ave.
San Diego, CA 92110



**LETTER OF RECOMMENDATION
FOR MASTER OF LAWS (LL.M.) PROGRAM**

**THOMAS JEFFERSON
SCHOOL OF LAW**

To the Applicant: Enter your name and the name and address of your reference below. Sign one of the waiver statements, and mail or deliver the form to your reference; include a self-addressed envelope. The envelope should then be sealed, returned to you, and submitted with your application. If preferred, the person providing the recommendation can send it directly to the Thomas Jefferson School of Law.

APPLICANT'S NAME

U.S. SOCIAL SECURITY NUMBER (IF APPLICABLE)

NAME AND ADDRESS OF REFERENCE

The Family Educational Rights and Privacy Act of 1974, as amended, provides an applicant with the right of future access to the contents of this recommendation once the applicant is enrolled as a student at this institution. The ad also allows an applicant the right to waive future access. The ad prohibits a school from requiring an applicant to waive this right as a condition of admission, or review and evaluation of an application for admission. I have read and understand this statement of the federal law governing my right of access to this recommendation form.

Please sign and date ONE of the following statements:

I hereby waive my right of future access to the contents of this recommendation form and authorize my reference and his or her institution to provide Thomas Jefferson School of Law with all appropriate evaluations and information that may be required in support of my application.

SIGNATURE

DATE

I do not waive my right of future access to the contents of this recommendation form, but I authorize my reference and his or her institution to provide Thomas Jefferson School of Law with a candid evaluation of me, and other relevant information that may be required in support of my application.

SIGNATURE

DATE

To the Person Completing This Recommendation Form: The above-named person has applied for admission to Thomas Jefferson School of Law. Your comments and candid evaluation will help us greatly in our efforts to select the best-qualified students. Please complete the form, seal it, and either return it to the applicant in the envelope that is provided, or send it directly to: Office of LL.M. Admissions, Thomas Jefferson School of Law, 2121 San Diego Ave., San Diego, CA 92110

I. How long and in what capacity have you known the applicant?

II. Please rate the applicant in relation to other students or lawyers you have known.

Characteristic	Outstanding Top 5%	Unusual Top 15%	Good Top 40%	Average Middle 20%	Below Average Lowest 40%	Unable to Estimate
Intelligence						
Independence of thought						
Oral communication						
Written communication						
Industry and motivation						
Leadership						
Judgment and maturity						

III. Please give us your candid evaluation of this applicant, with particular emphasis on his or her academic promise. If you choose to respond by a separate letter, please forward it with this recommendation form. We appreciate the time you have taken to provide us with your comments.

Signature

Institution

Title

Date

Address

Business Phone