Application Instructions

This material is to be used by applicants for the LL.M. for international lawyers enrolling in 2018.

Notes and Instructions:

- Requirements include a first degree in law from outside the U.S.; TOEFL or IELTS exam scores (or a waiver).

- An application processing fee of $50 (U.S.) should accompany each application. If payment of this fee will prevent a student from applying, waiver requests should be submitted to lawadmissions@richmond.edu. The fee is not refundable and may not be applied to any other university fee.

- An applicant is not required to register for LSAC’s LLM Credential Service (LLM CAS) although an applicant may choose to use this service. The LLM CAS Service includes authentication and evaluation of official transcripts from all institutions of higher education attended, as well as all other documents submitted to LSAC for distribution to all law schools to which you are applying.

- Alternatively, an applicant may submit an application directly to the law school (law.richmond.edu) along with official, certified copies of transcripts, translated into English, from all institutions of higher education attended. A transcript evaluation, if available, may also be submitted but is not required.

- Two letters of recommendation from professors or colleagues familiar with your academic and/or legal qualifications are required. Applicants may use the Letter of Recommendation Service offered through LSAC. If you choose to use this service, the letter from each recommender must be sent directly to LSAC along with the Letter of Recommendation Form, which is available via LSAC.org. If you are not using this service letters should be sent directly from the recommender to lawadmissions@richmond.edu.

- A short narrative (personal) statement (approximately 500 words) is required as part of the application process. We encourage you to give us some insight into your career goals and experiences which may have factored into your decision to pursue this advanced degree as well as a narrative to help us know more about you aside from the information contained in your application.

- Your resume should include detailed information, with dates, about your academic and professional experience.

- Providing Information about age, race, and gender is optional but is needed by the school for statistical purposes. The school believes that an applicant’s race or ethnic group is a factor that legitimately can be considered during the admissions process to promote the representation of minorities in the Law School and the legal profession. Neither gender, age, nor race will be used in an unlawfully discriminatory manner. You are ensured both by school policy and by the Family Educational Rights and Privacy Act that any information you provide will be confidential and accessible only to school officials, government agencies, and others with legitimate educational interest in this information.
**Biographical**

Prefix ____________________________  Date of birth ____________________________

First name ____________________________  Place of birth: City ____________________________

Middle name ____________________________  Place of birth: Country ____________________________

Last name ____________________________  Place of birth: State/Province ____________________________

Suffix ____________________________  Gender ____________________________

Previous (other) name ____________________________

Preferred first name ____________________________  LSAC account number ____________________________

**Demographics**

**Citizenship**

Citizenship

___ Dual

___ Non-Resident Alien

___ US Citizen

___ US Permanent Resident

Country of citizenship ____________________________

Visa/SEVIS number ____________________________

Permanent resident number ____________________________

Permanent city ____________________________

Permanent state/province ____________________________

Permanent country ____________________________

Native language ____________________________

**Ethnicity**

Are you Hispanic or Latino?

___ Yes

___ No

If you selected ‘Yes’ to the above question, select an ethnicity.

___ Hispanic/Latino
Demographics continued

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

American Indian or Alaska Native
_____American Indian/Alaskan Native

Asian
_____Asian

Black or African American
_____Black/African American

Canadian Aboriginal
_____Canadian Aboriginal

Caucasian/White
_____Caucasian/White

Native Hawaiian or Other Pacific Islander
_____Native Hawaiian/Other Pacific Islander

Puerto Rican
_____Puerto Rican

Consent
_____Decline to respond
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 ______________________________________

Other Contact Information
Primary e-mail address _________________________
Secondary e-mail address _________________________
Mobile phone _________________________
University of Richmond School of Law can send text messages to my mobile phone.
  _____ Yes
  _____ No
# Education

List ALL educational institutions attended.

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<th>Institution type</th>
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<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
<th>Other Post Graduate</th>
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| Institution name |             |               |          |     |                     |
| Major            |             |               |          |     |                     |
| Country          |             | Start date    |          |     |                     |
| State/Province   |             | End date      |          |     |                     |
| City             |             | Degree        |          |     |                     |
| GPA              |             | Date degree granted | | | |
| Rank             |             |               |          |     |                     |

| Institution name |             |               |          |     |                     |
| Major            |             |               |          |     |                     |
| Country          |             | Start date    |          |     |                     |
| State/Province   |             | End date      |          |     |                     |
| City             |             | Degree        |          |     |                     |
| GPA              |             | Date degree granted | | | |
| Rank             |             |               |          |     |                     |
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 __________________________

________________________________________

Has your education in college, university, or professional school been interrupted for one term or more for any reason?

Yes     No

If your education was interrupted, explain the circumstances.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Standardized Testing

TOEFL
Test Date  Test Score

IELTS
Test Date  Test Score

Employment
List all employment including internships.

Employment type  ____ Full-time  ____ Part-time  ____ Internship  ____ Unpaid Internship

Employer __________________________________________________________
Position __________________________  Country _________________________
Hours per week ______________________  State/Province _______________________
Start date __________________________  City ___________________________
End date ____________________________
Reason for leaving __________________

Employment type  ____ Full-time  ____ Part-time  ____ Internship  ____ Unpaid Internship

Employer __________________________________________________________
Position __________________________  Country _________________________
Hours per week ______________________  State/Province _______________________
Start date __________________________  City ___________________________
End date ____________________________
Reason for leaving __________________


Employment continued

Employment type  ____ Full-time  ____ Part-time  ____ Internship  ____ Unpaid Internship

Employer

Employer

Employer

Employer

Position ______________________________  Country ______________________________

Position ______________________________  Country ______________________________

Hours per week ________________________  State/Province ________________________

Hours per week ________________________  State/Province ________________________

Start date ____________________________  City ______________________________

Start date ____________________________  City ______________________________

End date ______________________________

End date ______________________________

Reason for leaving ______________________

Reason for leaving ________________________

Total number of months full-time work experience.

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.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Character and Fitness

Have you ever been charged, arrested, or convicted of any crime other than a minor traffic violation? If yes, give details in a separate statement and attach to this application in the Attachments section.

___ Yes
___ No

Have you ever been charged with an honor violation or had disciplinary action (non-academic) taken against you while in school? If yes, give details on a separate statement and attach to this application in the Attachments section. If you are in doubt as to whether or not such action has been taken against you, it is recommended you call your school(s). Failure to disclose is often a more serious infraction than the misconduct.

___ Yes
___ No

Were there any personal, cultural or economic factors which, in your opinion, adversely affected your academic performance that you would like to be considered as part of your application? If yes, give details in a separate statement and attach to this application under the Attachments section.

___ Yes
___ No

Certification

By signing this application or by transmitting it electronically, I certify that the information provided by me in this application is complete and accurate to the best of my knowledge and belief. While this application is active or until such time as I have matriculated, I shall promptly advise the Office of Admissions of the Law School of any change in any of the facts indicated in this application. I understand that falsifications, misrepresentations, or omissions on this application may be grounds for denial, or, if I am accepted, for suspension or dismissal from the Law School or revocation of a degree.