Application Instructions
This material is to be used by applicants for the LL.M. for international lawyers enrolling in 2019.

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 ________________________________ LSAC account number ________________________________
Preferred first name ________________________________

Demographics
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/Indigenous
   _____Canadian Aboriginal/Indigenous

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>
<th>High School</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
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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.

____________________________________________________________________________________

____________________________________________________________________________________

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Standardized Testing

TOEFL

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Employment

List all employment including internships.

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

<table>
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<th>Employer</th>
<th>Position</th>
<th>Country</th>
<th>State/Province</th>
<th>Hours per week</th>
<th>Start date</th>
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Employment continued

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  __________________________

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.

________________________________________