

## Application Instructions

**This material is to be used by applicants for the LL.M./MBA program 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); and either GMAT or GRE scores.
- 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](mailto: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 (PDF online at XXXXX) 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, legal and/or business 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](http://LSAC.org). If you are not using this service letters should be sent directly from the recommender to [lawadmissions@richmond.edu](mailto: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 \_\_\_\_\_

First name \_\_\_\_\_

Middle name \_\_\_\_\_

Last name \_\_\_\_\_

Suffix \_\_\_\_\_

Previous (other) name \_\_\_\_\_

Preferred first name \_\_\_\_\_

Date of birth \_\_\_\_\_

Place of birth: City \_\_\_\_\_

Place of birth: Country \_\_\_\_\_

Place of birth: State/Province \_\_\_\_\_

Gender \_\_\_\_\_

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/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.

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 \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

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State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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## 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 \_\_\_\_\_

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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.

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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

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 \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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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 \_\_\_\_\_

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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.

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