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. 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. 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 ____________________________  Current mailing address good until date __________
Street address--line 1 ____________________________  Day phone ____________________________
Street address--line 2 ____________________________  Evening phone ____________________________
Street address--line 3 ____________________________
City ____________________________
State/province ____________________________
Zip/postal code ____________________________

Permanent Address

Country ____________________________  Permanent mailing address good until date __________
Street address--line 1 ____________________________  Day phone ____________________________
Street address--line 2 ____________________________  Evening phone ____________________________
Street address--line 3 ____________________________
City ____________________________
State/province ____________________________
Zip/postal code ____________________________

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>Undergraduate</th>
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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 _______________________________

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

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.

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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.

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**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.

__________________________________________________________________