

Application Instructions

LL.M. in U.S. Studies Application Instructions:

2016-2017

The Notre Dame Law School LL.M. in U.S. Studies program employs a whole-person review philosophy to create a class from a large number of highly qualified applicants. We seek to enroll multi-dimensional students from around the world with a wide range of talents, backgrounds, experiences, accomplishments, and points of view. Academic ability, as reflected in the academic performance in college, is important; however, the Law School considers a broad array of elements in addition to quantitative measures. Those involved in the admission process are mindful of the School's objective to produce lawyers who are competent, compassionate, and committed to serving their clients with integrity.

Notre Dame Law School (NDLS) begins accepting applications on September 1 for the next fall entering class. As admission and scholarship decisions are made on a rolling basis, we recommend prospective applicants read the following directions closely and consider applying early in the application cycle.

Application Dates

Applications may be submitted beginning September 1; the application deadline is June 1. All supporting documents (letters of recommendations, personal statements, etc.) must be timely submitted.

General Requirements

- A Juris Doctor from an A.B.A. approved American law school or a Bachelor's Degree in Law from an accredited college or university
- This application form
- Application fee
- Resume
- Personal Statement addressing your specific interest in the LL.M. in U.S. Legal Studies program at Notre Dame Law School
- Two Letters of Recommendation
- English Language Proficiency

See below for additional information concerning the general requirements.

Application Fee

An application fee of \$75 US is required. You may submit the application fee online along with your application through LSAC.

Resume

An applicant's resume should highlight their educational, work, leadership, and service experiences. The applicant may also wish to highlight honors, awards, or special skills. While there is no page limit for the resume, one to two pages is typical.

Personal Statement

We give considerable emphasis in our evaluation to the personal statement. The statement should provide us with insights about the applicant and the applicant's specific interest in pursuing an LL.M. at Notre Dame Law School. Applicants often use the personal statement to provide further insight into their personality, interests, or matters that are not fully present in other parts of the application. Applicants may wish to address how their background, experiences, personal character, and/or career aspirations align with the legal education that NDLS provides and how the LL.M. at Notre Dame Law School can assist the applicant in both professional and personal formation.

The personal statement must be the applicant's original work in their own words. It should not exceed three double spaced pages. The personal statement must be included in the application at the time of submission. The personal statement's header must include the applicant's name, LSAC account number and be titled "Personal Statement."

Two Letters of Recommendation

We require applicants to submit two letters of recommendation. Applicants may submit up to four, if desired.

The applicant's letters of recommendation should come from individuals who can evaluate the applicant's candidacy both in regards to academic skills and personal qualities. At least one letter, and preferably two, should be from individuals who have taught the applicant in college. We realize that some applicants, especially those who have been out of school for a number of years, may have difficulty meeting this request. In such cases, letters from employers/supervisors or others who have worked closely with the applicant is sufficient.

The applicant is required to use the LSAC Letter of Recommendation Service that is part of LSAC's Credential Assembly Service (CAS) registration. LSAC will include these letters with the CAS report. Please note that LSAC will not release the CAS report until all initial recommenders have submitted their letters. LSAC will send further CAS reports if additional recommenders are included at a later time.

English Language Proficiency Requirement

Applicants from non-English-speaking countries must take the TOEFL or the IELTS. Applicants who have received a post-secondary degree from a U.S. college or university (BA, MA, PhD, MBA, etc.) are exempt from this requirement. If the applicant has an extraordinary ability for the English language (have worked as a translator, taught English, received a post-secondary degree from a college or university in an English-speaking country, etc.), the applicant may request a waiver from this requirement. Please submit your request to the Office of Admissions at bulletin@nd.edu.

The minimum score required for the TOEFL is 100 on the internet-based test or 600 on the paper-based test.

The minimum score required for the IELTS is 7 on a 9 point scale from the Academic Modules.

We prefer that an applicant sit for the test within one year of the time that they apply to the Law School.

Applicants must have copies of the official TOEFL or IELTS report forwarded to LSAC directly from the testing service. Please do not send official score reports to Notre Dame Law School unless specifically requested by the Office of Admissions.

Interviews and Campus Events

Select applicants may be invited to phone interviews. However, interviews are not a required part of the admissions process. The application and supporting documents should provide the Admissions Committee with the kind of information typically provided in an interview. If an applicant participated in an informational interview or attended a Notre Dame Law School recruiting event prior to submission of this application, the applicant should indicate so in the appropriate sections of the application form.

Notice of Non-Discrimination

The University of Notre Dame does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status, genetic information, or age in the administration of any of its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs, or in employment.

The University of Notre Dame strives to maintain a community characterized by a respect for others. At a minimum, this means a community that is free from sexual and discriminatory harassment. Our culture of respect means that no type of sexual or discriminatory harassment is tolerated, and all incidents of intolerant or disrespectful conduct will be addressed. The University is dedicated to responding quickly and thoroughly to all reports of sexual or discriminatory harassment, and to enforcing the University's Non-Retaliation Policy to protect those who report and/or are involved in an investigation of sexual or discriminatory harassment.

Notre Dame is committed to building an inclusive community and welcomes all people, regardless of gender, religion, race, ethnicity, sexual orientation, social or economic class, nationality, disability, or age.

All prospective students are encouraged to read the University's [Spirit of Inclusion](#) statement as well as the University's [policies](#) for reporting discriminatory harassment.

The University has designated the Director of its Office of Institutional Equity to handle all inquiries regarding its efforts to comply with and carry out its responsibilities under Title IX and under Section 504 of the Rehabilitation Act of 1973. The Title IX and Section 504 coordinator may be contacted as follows:

Director
Office of Institutional Equity
100 Grace Hall, University of Notre Dame
Notre Dame, IN 46556
574-631-0444

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

___ Non-US Citizen

___ US Citizen

Country of citizenship _____

Visa type _____

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 _____

Permanent e-mail address _____

Mobile phone _____

Notre Dame Law School can send text messages to my mobile phone.

____ Yes

____ No

Standardized Testing

LSAT

Test Date

Test Score

_____	_____
_____	_____
_____	_____

TOEFL

Test Date

Test Score

_____	_____
_____	_____
_____	_____

IELTS

Test Date

Test Score

_____	_____
_____	_____
_____	_____

Please review five statements below and select the statement which describes your English language proficiency.

____ My native language is English and my legal education at the university level was conducted in English in an English-speaking country.

____ Within the period of five years prior to the date of this application, I have been a full-time student for at least one year in a university legal academic program conducted entirely in English in one of the following countries: the United States, the United Kingdom, Ireland, Australia, New Zealand, Canada (English medium universities) or South Africa (English medium universities).

____ My native language is not English, but my legal education at the university level was conducted entirely in English in one of the following countries: India, Pakistan, the Philippines, Hong Kong or Singapore, and I have attached a statement from an official at my university verifying that English was the medium of instruction.

____ I have taken or will take the TOEFL and have arranged to have my scores sent through the LSAC LLM Credential Assembly Service.

____ I have taken or will take the IELTS and have arranged to have an official IELTS score report sent directly to the Law School.

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 _____

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 _____

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 _____

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 _____

Have you ever attended any law school?

Yes

No

Did you leave the law school under less than good standing?

Yes

No

If you did not leave the law school in good standing, explain the circumstances.

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.

Education continued

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 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 _____

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.

Family

Next of Kin/Emergency Contact

Salutation _____

Country _____

First (given) name _____

Street address--line 1 _____

Middle name/initial _____

Street address--line 2 _____

Last (family) name _____

Street address--line 3 _____

Relationship to applicant _____

City _____

Telephone (include area code) _____

State/province _____

Zip/postal code _____

Family continued

If you have any close relatives who have been students at this university, please provide the following information.

Relative 1

____ Law school ____ University

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Parent/Guardian - 1

____ Choose not to answer

____ Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

E-mail address _____

Relative 2

____ Law school ____ University

First (given) name _____

Middle name/initial _____

Last (family) name _____

Relationship to applicant _____

School attended _____

Start date (month/year) _____

End date (month/year) _____

Degree awarded _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Family continued

Parent/Guardian - 2

Choose not to answer

Deceased

First (given) name _____

Middle name/initial _____

Last (family) name _____

Occupation _____

Highest level of education _____

E-mail address _____

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Bar Admission

List the states and/or countries, dates of admittance, and the current status (active/inactive) to practice law.

Country _____

Date of Admittance _____

State or Province _____

Current Status Active Inactive

Country _____

Date of Admittance _____

State or Province _____

Current Status Active Inactive

Country _____

Date of Admittance _____

State or Province _____

Current Status Active Inactive

Country _____

Date of Admittance _____

State or Province _____

Current Status Active Inactive

If you are not a member of the bar in any state/country, when do you plan to sit for a bar examination and in which state/country?

Planned bar exam date _____

Country _____

State or Province _____

Bar Admission continued

If you are not qualified to practice law, have you completed all of the academic (university level) legal education requirements necessary to take the bar examination?

- Yes
 No

If you have answered 'No' to the above question, when do you expect to complete the legal education requirements?

Law School Interest

What prompted you to apply to this law school?

Internet

- ABA
 Law School
 LSAC
 Other

Faculty/Alumni/Professional

- Admissions recruiter
 Alumni
 Faculty/acquaintance
 Law school faculty member
 Legal professional
 Prelaw advisor
 Relative
 University/college faculty member

Publications

- Law school publication
 LSAC Official Guide to ABA Law Schools
 Other advertisement
 Princeton Review
 US News & World Report

Recruiting Events

- Campus event
 Current student
 International forum
 Law school direct mail/e-mail
 Law school fair
 LSAC Forum

If you attended any events mentioned in the Recruiting Events section, please list them below:

Have you previously applied to this law school?

- Yes
 No

Law School Interest continued

If you applied previously, what year was the application for? _____

Were you offered admission?

____ Yes

____ No

Are you applying, or have you applied, to other law schools? If so, please list them.

Are you applying to any other LLM schools?

____ Yes

____ No

Character and Fitness

Please check "Yes" or "No" for each question. If the answer to questions 1 and/or 2 is "Yes," you must submit a full explanation of circumstances involved and resolution of the situation for each question so answered as an electronic attachment. Please double-space your explanation and label the attachment with your name, LSAC account number, and use the title "Character and Fitness" in the header.

If you answer "No" to these questions now but later engage in an action that would have caused you to answer "Yes" to either of the Character and Fitness questions, you must update the Office of Admissions regarding the incident. Please send updates to bulletin@nd.edu.

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the [National Conference of Bar Examiners](#).

Have you ever been suspended, dismissed, expelled, or placed on probation for scholastic, disciplinary, or other reasons by any school, college, or university?

____ Yes

____ No

Have you ever been arrested, charged with, or convicted of a misdemeanor, felony, or other crime? (This includes pending charges, pleas of no contest, guilty pleas, and convictions.)

____ Yes

____ No

Certification

I certify that the information I have provided or will provide in support of my application, including any material that I have submitted to LSAC, is true, complete, and my own original work; that I will notify the Office of Admissions immediately if there is any change in information that I have provided in the application or if new information arises, including with respect to Character and Fitness issues; that I am the author of the statements or additional information included with the application; and that I understand the statements made herein are part of the basis upon which my application will be decided. In the event that any information is subsequently found to be false, or if I withhold material information, I understand that my acceptance may be voided and my matriculation and degree canceled and withdrawn. If I am a graduating college senior, I understand that any offer of acceptance and/or scholarship is conditional upon the successful completion of my bachelor's degree at an academic level commensurate with my performance at the time of submitting this application. I understand that the Law School reserves the right to place further conditions on offers of admission and/or scholarship as it deems necessary. I understand that the Law School does not authorize, nor is it bound, by any requirements or conditions other than those communicated in writing by the Law School Office of Admissions. LSAC is authorized to transmit this electronic signature and my law school application.

_____ I acknowledge the above