



University of California Hastings College of the Law

CHECKLIST FOR THE LL.M. APPLICATION

LL.M. in U.S. Legal Studies

LL.M. APPLICATION CHECKLIST

☐ COMPLETED APPLICATION FOR ADMISSION

UC Hastings accepts applications on a rolling basis, so the earlier you apply, the earlier you will be notified of our admissions decision. Complete, sign, and date the Application for Admission.

☐ OFFICIAL TOEFL / IELTS SCORE REPORT

If English is not your native language, you also must submit your official TOEFL or IELTS score (TOEFL is preferred). Have your official TOEFL / IELTS score report sent directly to UC Hastings.

TOEFL: Our institution code for TOEFL is **4342**. Visit www.toefl.org for more information.

IELTS: Visit <http://ielts.org> for more information on how to request an official score report.

☐ RÉSUMÉ OR C.V.

Attach your most recent Résumé or C.V. outlining your academic and professional achievements.

☐ LIST OF ANY ADDITIONAL DEGREES OR DIPLOMAS YOU HAVE EARNED OR EXPECT TO EARN

☐ PERSONAL STATEMENT

Attach a short essay (3-5 pages, double-spaced, typed) describing your professional and/or academic experience, your reasons for seeking an LL.M. degree, and the course of study you wish to pursue.

☐ TWO LETTERS OF RECOMMENDATION

Complete the **top portion** of the recommendation form, make a duplicate, and give one copy to each of your two recommenders with an envelope addressed to you or to the Office of Enrollment Management at UC Hastings. Each recommender should enclose the recommendation form and his/her letter of recommendation in the envelope, seal it, sign his/her name across the seal, and either mail it back to you for inclusion with your application or mail it directly to us. *Letters of Recommendation that have been scanned, photocopied, or faxed, or that do not arrive in the original sealed envelopes as described above, **cannot be accepted**.*

☐ OFFICIAL TRANSCRIPT

Complete the **top portion** of the transcript request form and present it to the registrar or records official at your law school with an envelope addressed either to you or to the Office of Enrollment Management at UC Hastings. The law school registrar or records official should then complete **the bottom portion of the form** and put it in the envelope along with an official transcript. If the transcript is not in English, the registrar or records official should include a **certified translation**. The law school registrar or records official should then seal the envelope, sign his/her name across the seal, and either mail it back to you or send it directly to us. Applicants should **not** attempt to complete **the bottom portion of the form**; it is for completion by the school registrar or records official **ONLY**. *Transcripts that have been scanned, photocopied, or faxed, or that do not arrive in the original sealed envelopes as described above, **cannot be accepted**.*

If you have further questions about this list, please visit our website at www.uchastings.edu/llm or contact llm@uchastings.edu.



University of California Hastings College of the Law

APPLICATION FOR ADMISSION

LL.M. in U.S. Legal Studies

1. Applicant Information

PREFIX (Choose One): ☐ MS. ☐ MR. ☐ MX.

NAME _____
FAMILY NAME FIRST NAME MIDDLE NAME

GENDER: ☐ FEMALE ☐ MALE ☐ NON-BINARY ☐ OTHER: _____ PREFERRED FIRST NAME: _____

DATE OF BIRTH (mm/dd/yyyy) ____/____/____ COUNTRY OF BIRTH _____

COUNTRY OF CITIZENSHIP _____ VISA STATUS, IF ALREADY IN THE U.S. _____

PRESENT MAILING ADDRESS

STREET _____

CITY _____ PROVINCE/STATE _____

COUNTRY _____ POSTAL CODE _____

PHONE NUMBER _____ E-MAIL _____

PERMANENT ADDRESS OF A FAMILY MEMBER WHO CAN REACH YOU

STREET _____

CITY _____ PROVINCE/STATE _____

COUNTRY _____ POSTAL CODE _____

PHONE NUMBER _____ E-MAIL _____

Were you nominated as a Riesenfeld Scholar by your University?

☐ NO

☐ YES

If YES, please list the nominating University _____

2. Language Skills

What is your native language? _____

If English is not your native language, you are required to take either the TOEFL or IELTS. If you have not yet taken one of these tests, please indicate below the date(s) on which you will be tested. If you have taken this test, please list your score below. PLEASE NOTE THAT UC HASTINGS MUST RECEIVE OFFICIAL TOEFL OR IELTS RESULTS.

(Check one) ☐ TOEFL ☐ IELTS TEST DATE OR SCORE (if known) _____

3. Résumé

Please include with your application a copy of your current résumé.

4. Personal Statement

On a separate sheet of paper, please tell us more about your professional and/or academic experience, your reasons for seeking an LL.M. degree, and the course of study you wish to pursue. Your personal statement should be typed and double-spaced and is limited to 3-5 pages.

APPLICATION FOR ADMISSION

5. Higher Education

Please list below all colleges, universities, and graduate and professional schools you have attended, whether or not credit was received. Indicate the degrees or diplomas you have earned or expect to earn. ATTACH ADDITIONAL PAGES IF NECESSARY.

NAME OF INSTITUTION AND LOCATION: _____

DATES OF ATTENDANCE _____ DEGREE/DIPLOMA _____

MONTH/YEAR OF AWARD _____ MAJOR FIELD OF STUDY _____

SCHOLASTIC HONORS _____

Have you ever been disciplined, suspended, or expelled for academic or other reasons by an institution of higher learning?

☐ NO

☐ YES

IF YES, PLEASE ATTACH A SEPARATE DOCUMENT FULLY EXPLAINING THE CIRCUMSTANCE(S).

6. Occupational Experience

Please list present and previous employment, both legal experience and any prior full-time employment. Indicate any memberships in Bar Associations. If not employed, indicate current full-time activity. ATTACH OTHER PAGES IF NECESSARY.

TITLE OF POSITION _____

NAME OF EMPLOYER _____

TYPE OF WORK _____

DATES OF WORK _____ EMPLOYER'S PHONE NUMBER _____

BAR MEMBERSHIP(S) _____

7. Finances

Do you have sufficient funds to cover your travel to and from the United States, tuition, and living expenses while attending UC Hastings?

☐ NO

☐ YES

IF YES, PLEASE INDICATE YOUR SOURCE OF FUNDS BELOW.

SOURCE OF FUNDS (NAME, RELATIONSHIP, AND AMOUNT IN USD) _____

8. Other

A. Excluding minor traffic violations, have you ever been accused of or convicted of any criminal offense?

☐ NO

☐ YES

IF YES, PLEASE ATTACH A SEPARATE DOCUMENT FULLY EXPLAINING THE CIRCUMSTANCES, INCLUDING THE FINAL DISPOSITION OF THE CASE.

B. To what other LL.M. programs in the U.S., if any, are you applying? _____

9. Optional Biographical Information

If you are married, will your spouse and/or child(ren) accompany you to the U.S.?

Spouse: ☐ NO ☐ YES ☐ NOT APPLICABLE

Child(ren): ☐ NO ☐ YES ☐ NOT APPLICABLE If YES, please list the age(s) of your child(ren): _____

I certify that the statements and essays made in and for this application are my own work. I further certify that the information provided is complete and accurate. Should developments occur prior to enrollment in the College that make any of the foregoing information false or misleading, I will submit to UC Hastings' LL.M. Admissions Committee such additional information as may be required to make this application complete and accurate.

APPLICANT'S SIGNATURE _____ DATE _____



University of California Hastings College of the Law

RECOMMENDATION

LL.M. in U.S. Legal Studies

RECOMMENDATION

To Be Completed by Applicant:

NAME OF APPLICANT _____
FAMILY NAME FIRST NAME MIDDLE NAME

WAIVER: I hereby waive my right to inspect any letters of recommendation written to the University of California Hastings College of the Law on my behalf by:

NAME OF RECOMMENDER _____
FAMILY NAME FIRST NAME MIDDLE NAME

APPLICANT'S SIGNATURE _____ DATE _____

To Be Completed by Recommender:

Please print your letter of recommendation on your university or business letterhead, and please make your letter of recommendation as detailed and candid as possible. Your letter will be most helpful if you comment on the applicant's law school performance and class rank or employment performance under your supervision; specific abilities in writing, research, and analysis; and career possibilities. The UC Hastings LL.M. Admissions Committee is interested particularly in your opinion of the applicant's legal aptitude, intellectual ability, and maturity. You also may want to comment on the applicant's reliability and character. Comparisons with other students or graduates of your school or employees at your company are also helpful.

In conformity with the Family Educational Rights and Privacy Act of 1974, we cannot regard letters of recommendation as confidential unless students waive their right to inspect such letters. If you wish UC Hastings to keep this information confidential, please have the applicant sign the waiver above. It is entirely the applicant's choice whether or not to waive the right of access to recommendations provided on his or her behalf.

The UC Hastings LL.M. Admissions Committee will defer action on the application until hearing from you. To facilitate processing of the application, we suggest that you enclose your letter of recommendation with this recommendation form in a sealed envelope signed across the seal and send to the applicant or, if you prefer, you may mail the letter and this recommendation form directly to UC Hastings at the address at the bottom of this form. Applications are accepted on a rolling basis. **Please send in your letter of recommendation as soon as possible, but postmarked no later than March 1.**

WORK ADDRESS

STREET _____

CITY _____ STATE/PROVINCE _____

COUNTRY _____ POSTAL CODE _____

PHONE _____ EMAIL _____

RECOMMENDER'S SIGNATURE _____ DATE _____



University of California Hastings College of the Law

RECOMMENDATION

LL.M. in U.S. Legal Studies

RECOMMENDATION

To Be Completed by Applicant:

NAME OF APPLICANT _____
FAMILY NAME FIRST NAME MIDDLE NAME

WAIVER: I hereby waive my right to inspect any letters of recommendation written to the University of California Hastings College of the Law on my behalf by:

NAME OF RECOMMENDER _____
FAMILY NAME FIRST NAME MIDDLE NAME

APPLICANT'S SIGNATURE _____ DATE _____

To Be Completed by Recommender:

Please print your letter of recommendation on your university or business letterhead, and please make your letter of recommendation as detailed and candid as possible. Your letter will be most helpful if you comment on the applicant's law school performance and class rank or employment performance under your supervision; specific abilities in writing, research, and analysis; and career possibilities. The UC Hastings LL.M. Admissions Committee is interested particularly in your opinion of the applicant's legal aptitude, intellectual ability, and maturity. You also may want to comment on the applicant's reliability and character. Comparisons with other students or graduates of your school or employees at your company are also helpful.

In conformity with the Family Educational Rights and Privacy Act of 1974, we cannot regard letters of recommendation as confidential unless students waive their right to inspect such letters. If you wish UC Hastings to keep this information confidential, please have the applicant sign the waiver above. It is entirely the applicant's choice whether or not to waive the right of access to recommendations provided on his or her behalf.

The UC Hastings LL.M. Admissions Committee will defer action on the application until hearing from you. To facilitate processing of the application, we suggest that you enclose your letter of recommendation with this recommendation form in a sealed envelope signed across the seal and send to the applicant or, if you prefer, you may mail the letter and this recommendation form directly to UC Hastings at the address at the bottom of this form. Applications are accepted on a rolling basis. **Please send in your letter of recommendation as soon as possible, but postmarked no later than March 1.**

WORK ADDRESS

STREET _____

CITY _____ STATE/PROVINCE _____

COUNTRY _____ POSTAL CODE _____

PHONE _____ EMAIL _____

RECOMMENDER'S SIGNATURE _____ DATE _____



University of California Hastings College of the Law

TRANSCRIPT REQUEST

LL.M. in U.S. Legal Studies

TRANSCRIPT REQUEST

To Be Completed by Applicant:

Please complete the information requested below. Send this form to your schools(s) and ask that it be sent to UC Hastings directly. Please photocopy this form if you need transcripts from several institutions. If the transcript is not provided in English, please request a certified translation through your school.

NAME OF APPLICANT _____
FAMILY NAME FIRST NAME MIDDLE NAME

FIELD OF STUDY _____

NAME OF SCHOOL _____

I hereby authorize the release of a transcript for my academic record to the University of California Hastings College of the Law LL.M. in U.S. Legal Studies Program.

APPLICANT'S SIGNATURE _____ DATE _____

To Be Completed by School:

This applicant is applying for admission to the LL.M. graduate program at the University of California Hastings College of the Law. We ask that you complete this form and enclose an official copy of the applicant's academic transcript in a sealed envelope, sign across the seal, then return it to the applicant so it can be included with his/her application package. If your transcript is not provided in English, please attach a certified translation.

If a copy of the student's academic record cannot be forwarded, please indicate the reason(s).

What is the marking or grading distribution (from high to low) used at your academic institution? _____

What is the median grade? _____ What is the lowest passing mark given? _____

If the student has failed or repeated a course, is this indicated on the academic record? ☐ Yes ☐ No

Is the student's rank in class indicated on the academic record? ☐ Yes ☐ No

If not, please approximate the student's rank and indicate the total size of the class.

Rank _____ Size of Class _____

Does your institution award degrees with honors or with some other distinction? ☐ Yes ☐ No

If yes, please indicate what honors or distinctions are awarded and the requirements for obtaining each.

I certify that the information I have given above is true and correct:

Name and Title of School Official completing form: _____
NAME TITLE

SIGNATURE OF SCHOOL OFFICIAL _____ DATE _____