

APPLICATION INFORMATION AND INSTRUCTIONS  
GRADUATE PROGRAMS OFFICE,  
INTERNATIONAL STUDENTS DIVISION

The enclosed application form should be used by graduate law applicants when (1) the applicant's first law degree was earned at a recognized institution outside of the United States, and application is being made to the General Master of Laws (LL.M.) program or the LL.M. program in one of the specialized areas of Business and Finance Law, Energy & Environmental Law, International and Comparative Law, Intellectual Property Law, Environmental Law, Government Procurement Law, Government Procurement and Environmental Law, International Environmental Law, Litigation and Dispute Resolution, or National Security and U.S. Foreign Relations Law; or (2) the applicant has earned an LL.M. degree in the United States at an ABA-accredited law school and is applying for the Doctor of Juridical Science (S.J.D.) program.

### General Instructions

If you are a United States citizen or permanent resident, your Social Security number is required in question 1. If you do not have a Social Security number, you must obtain one before submitting the application. If you are a non-U.S. applicant and do not have a Social Security number, leave this space blank. If you have attended any division of The George Washington University previously, fill in all parts of questions 11 and 12. Failure to furnish all information and supporting credentials requested will invalidate the application. **All application materials must be sent directly from the applicant or the issuing institution to:**

Graduate Programs Office, International Students Division  
The George Washington University Law School  
2000 H Street, NW  
Washington, DC 20052 USA

### Application Fee

A nonrefundable application fee of US \$80 must accompany the application. This fee does not apply to tuition and is not paid by the Veterans Administration. A tuition deposit will be required once the student has been notified of his or her admission to a degree program.

### Application Deadlines

Applicants with a non-U.S. law degree who are applying to study toward the general LL.M. or the LL.M. in a specialized area must submit all application materials by **March 15**. As a rule, admission is granted to non-U.S. law school graduates for the **fall semester only**.

Applicants to the S.J.D. program must submit all application materials by **March 15**.

### Financial Aid Application Deadline

A limited amount of financial aid is available. Applicants who wish to be considered for either the Thomas Buerghenthal Scholarship or the Momsen, Leonardos Scholarship for Brazilian Graduate Law Students must complete the LL.M. Scholarship Application Form for International Students, which is included in the application package, and submit an essay explaining why they should be considered for a scholarship. This form, the essay and the rest of the application materials must be received by the Graduate Programs Office, International Students Division, no later than **March 1**.

Please consult the Graduate Law Programs brochure for further information on the scholarships available or contact the Graduate Programs Office.

E-mail: [igpo@law.gwu.edu](mailto:igpo@law.gwu.edu).

## ENTRANCE AND APPLICATION REQUIREMENTS NON-U.S. LAW SCHOOL GRADUATES

### MASTER OF LAWS PROGRAM:

#### *Entrance Requirements:*

Applicants with a law degree from a law school outside of the United States must have earned the degree from a recognized institution. Non-U.S. law school graduates may also need to meet the minimum language test requirement (see below).

All candidates for admission must have demonstrated excellence in academic standing and professional achievements or positions indicating their capacity for performing master's-level work.

#### *Application Requirements:*

All LL.M. applicants must submit the following to be considered for admission:

- A completed application form accompanied by the application fee of US \$80.
- Official transcripts\* from all law, graduate, and undergraduate schools attended.
- Two original letters of recommendation, accompanied by the enclosed recommendation form.
- A brief essay describing the applicant's professional goals and areas of interest for the study of law (question 31 on application).
- An official report of Test of English as a Foreign Language (TOEFL) score. Students whose initial law degree was earned from a non-U.S. law school where English is not the language of instruction are required to take the TOEFL and receive a score in the 100-point range on the internet-based test or in the 600-point range on the paper-based test. Test scores are reported to the Law School six to eight weeks after the test is taken; therefore, applicants are advised to check with TOEFL for information well before the semester for which they are applying. Address inquiries to TOEFL, PO Box 6151, Princeton, NJ 08541-6151 USA or consult [www.ets.org/toefl](http://www.ets.org/toefl). Information on TOEFL may also be available from your local United States Embassy or Consulate. The Institutional Code for GW Law School is 5246 and the Department Code is 03. If English was the medium of instruction for an applicant's university education, please include documentation from the university registrar stating so.
- A completed Financial Certificate for International Applicants (enclosed) and other supporting financial documents (see Financial Certificate form for detailed instructions). All students who are not U.S. citizens or permanent residents are required to certify that they can meet the minimum academic and living expenses for the academic year.

### DOCTOR OF JURIDICAL SCIENCE PROGRAM:

#### *Entrance Requirements:*

Applicants must hold a bachelor's or equivalent degree from an approved college or university; a J.D., or equivalent degree, earned with high rank, from a law school that is a member of the Association of American Law Schools (AALS) or is accredited by the American Bar Association (ABA) or is a recognized non-U.S. institution; an LL.M. degree with high rank from an AALS- or ABA-approved law school; an outstanding academic record; proven capacity for scholarly work; and proficiency in the use of the English language, both oral and written.

#### *Application Requirements:*

All S.J.D. applicants must submit the following to be considered for admission:

- A completed application form accompanied by the application fee of US \$80
- Personal statement
- Two original letters of recommendation from individuals familiar with the applicant's academic and scholarly qualifications
- Official transcripts\* from all law, graduate, and undergraduate schools attended
- Résumé
- Original TOEFL (Please schedule for ETS to send your score to us. Our institution and department code is: 5246-03.) Applicants with a U.S. LL.M. degree are exempt from this requirement upon receipt of their LL.M. transcript.
- Copy of the applicant's LL.M. thesis OR at least one paper/article in English
- 30-40 page substantive research proposal on your dissertation topic

#### *Admissions Process for S.J.D. Applicants:*

Your completed application will be submitted for review to the Admissions Committee and to the faculty who teach in your subject area. DO NOT contact faculty members yourself. Your dissertation proposal must first be accepted by three members of the full-time faculty before the file can be sent for evaluation and review to the Admissions Committee. In addition, one faculty member must be willing to serve as your dissertation advisor before admission can be granted.

\* Official transcripts must be sent by the issuing institution directly to the Graduate Programs Office, International Students Division, the George Washington University Law School, 2000 H Street, NW, Washington, DC 20052 or enclosed with the application in envelopes sealed and signed by the issuing institution.

# THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL

WASHINGTON DC

## APPLICATION FOR ADMISSION TO GRADUATE (POST-J.D.) PROGRAMS (NON-U.S. LAW SCHOOL GRADUATES\*)

Please type or print clearly. Do not staple any materials to this application.

This form must be completed and returned along with other application materials no later than March 15.

If you also wish to be considered for a scholarship, your application along with all other required materials must be submitted by March 1.

Return to: Graduate Programs Office, International Students Division • The George Washington University Law School • 2000 H Street, N.W. • Washington, DC 20052

### SEE ENCLOSED INSTRUCTION SHEET FOR ENTRANCE AND APPLICATION REQUIREMENTS

1. \_\_\_\_\_  
U.S. Social Security Number (if applicable)
2. \_\_\_\_\_  
LSAC Account Number (please indicate if you are requesting credential evaluation from LSAC)
3. \_\_\_\_\_  
(Last or Family) (First) (Middle)  
FULL NAME AS IT APPEARS ON YOUR PASSPORT
4. \_\_\_\_\_  
Current Address — Number, Street & Apt. Number
- \_\_\_\_\_
- City State/Province/District ZIP Code/Postal Code Country
5. \_\_\_\_\_  
Daytime Telephone (including international calling codes) E-mail Address
6. Information in 4 & 5 above is current until: \_\_\_\_\_
7. \_\_\_\_\_  
Permanent Address — Number, Street & Apt. Number
- \_\_\_\_\_
- City State/Province/District ZIP Code/Postal Code Country
8. \_\_\_\_\_  
Daytime Telephone at Permanent Address (including international calling codes)

### PLEASE NOTIFY US IMMEDIATELY OF ANY CHANGE IN YOUR MAILING ADDRESSES, PHONE NUMBERS, OR E-MAIL.

9. I am applying for: As a:
- Fall 20\_\_\_\_  Full-time student  
 Part-time student
10. Degree Program:
- Candidate for the degree of Master of Laws  
(An applicant with a J.D., LL.B., or equivalent degree from a non-U.S. institution)  
Indicate area of specialization:
- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Business and Finance Law     | <input type="checkbox"/> Government Procurement<br>and Environmental Law | <input type="checkbox"/> International Environmental Law                     |
| <input type="checkbox"/> Energy and Environmental Law | <input type="checkbox"/> Government Procurement Law                      | <input type="checkbox"/> Intellectual Property Law                           |
| <input type="checkbox"/> Environmental Law            | <input type="checkbox"/> International and Comparative Law               | <input type="checkbox"/> Litigation and Dispute Resolution                   |
| <input type="checkbox"/> General                      |  | <input type="checkbox"/> National Security and<br>U.S. Foreign Relations Law |
- Candidate for the degree of Doctor of Juridical Science (An applicant with an LL.M. degree from an accredited U.S. law school)
11. Have you applied previously for admission to any school of the George Washington University (degree or nondegree, on or off campus)?:
- yes  no If yes, for which semester and year?: \_\_\_\_\_
- \_\_\_\_\_ Semester Year
- To which school was the application made?: \_\_\_\_\_

\* Applicants who earned their J.D. degree at an accredited U.S. law school should obtain an application form from the Graduate Programs Office, U.S. Students Division, the George Washington University Law School, 2000 H Street, NW, Washington, DC 20052. Telephone 202-994-0715.

12. Have you ever registered in any school of the George Washington University, on or off campus?:  yes  no

If yes, when did you last register?: \_\_\_\_\_  
Semester Year

And in which school?: \_\_\_\_\_

13. Have you ever registered under a different name at any educational institution?:  yes  no

If yes, state name used: \_\_\_\_\_

Where?: \_\_\_\_\_

14. Gender:  Male  Female

15. Date of birth: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
Month Day Year City State/Province/District Country  
(if other than U.S.)

16. Under Title VI of the Civil Rights Act of 1964, we are required to ask the following question of U.S. citizens and permanent residents.

Your cooperation is requested and appreciated, but is not required.

Are you Hispanic or Latino?:  yes  no

Please indicate one or more races from the following:  American Indian or Alaska native  
 Asian  
 Black or African-American  
 Native Hawaiian or other Pacific Islander  
 White

17. Citizenship: \_\_\_\_\_

If you are a U.S. citizen and were not born in this country, indicate the date of entry into the U.S.: \_\_\_\_\_  
Month Year

18. Visa information for non-U.S. citizens:

a. Are you presently in the U.S.?:  yes  no If yes, when did you arrive in this country?: \_\_\_\_\_  
Month Year

What is your current visa status?: \_\_\_\_\_ I-94 expiration date?: \_\_\_\_\_

**(Optional)** If presently in the U.S. on an F-1 or J-1 visa, please provide a photocopy of your I-20 or I-94 Form.

b. If you are applying from abroad, on which visa type do you intend to enter the U.S.?:

A (Diplomatic)  B (Temporary Visitor)  F-1 (Student)  Permanent  
 G (Int'l Employee)  J-1 (Exchange Visitor)  Refugee  Other: \_\_\_\_\_  
Specify

c. Are you requesting an I-20 for an F-1 visa from this University?:  yes  no

19. English proficiency (for all applicants who hold law degrees from institutions where English is not the language of instruction)

Have you taken the Test of English as a Foreign Language (TOEFL)?:  yes  no (If no, please note that your application will not be reviewed until the TOEFL score is received.)

If yes, when?: \_\_\_\_\_ Score: \_\_\_\_\_

20. Are you applying for Veteran Affairs (VA) benefits?:  yes  no

(Question applies only to United States citizens)

21. Will you be funded by your employer?:  yes  no

If yes, name of employer and/or company: \_\_\_\_\_

22. Have you ever been charged with or convicted of a crime other than a minor traffic violation, or are such charges pending?:  yes  no

If yes, attach a separate explanatory statement.

23. Have you ever been denied admission to a bar because of failure to pass the examination or any other reason?:  yes  no

If yes, attach a separate explanatory statement.

24. If admitted to a bar, are there any charges pending against you?:  yes  no

If yes, attach a separate explanatory statement.

25. Give the names of two persons from whom you have requested letters of recommendation in support of your application.

1. \_\_\_\_\_

2. \_\_\_\_\_





RECOMMENDATION FOR GRADUATE STUDY  
POST-J.D. PROGRAMS

Graduate Programs Office, International Students Division • The George Washington University Law School • 2000 H Street, NW, Washington, DC 20052

NAME OF APPLICANT (Please print): \_\_\_\_\_

NAME OF RECOMMENDER: \_\_\_\_\_

**To the Applicant:**

Recommendation in support of your application for admission must be accompanied by this form. Please complete the form and send it to the person submitting your recommendation. All recommendations must be received by the applicable application deadline.

Federal legislation gives students an absolute right of access to letters of recommendation written on their behalf. If you matriculate, you may read these letters if you wish. You may also waive this right, but such a waiver may not be required as a condition of admission to or receipt of any other services or benefits from The George Washington University Law School.

It is entirely your choice whether to waive your right of access to letters of recommendation provided on your behalf. You should consider, however, that writers of letters of recommendation may be less candid in their evaluations if they know the candidate may read the letters than they would be if they knew that the letters remained confidential.

Please sign one of the following statements:

**Waiver:**

I have read the above information pertaining to letters of recommendation, and I hereby waive my right of access to this letter of recommendation. I authorize the recommender to provide all appropriate evaluations and information to The George Washington University Law School.

\_\_\_\_\_  
Signature of Applicant

**Nonwaiver:**

I do not waive my right of access to this letter of recommendation. I authorize the recommender to provide all appropriate evaluations and information to The George Washington University Law School.

\_\_\_\_\_  
Signature of Applicant

**To the Person Writing a Letter of Recommendation:**

Your recommendation will not be available for inspection by the applicant on whose behalf you are writing if the applicant indicates, by signing the waiver above, that he or she waives the right to see letters of recommendation written on his or her behalf. Letters of recommendation not accompanied by this form will be presumed to be available to the applicant. If you do not write on the reverse side of this form, please enclose it with your letter of recommendation.

The Graduate Programs Office appreciates your independent evaluation of the applicant, noting limitations as well as merits. We must choose from among many more applicants than it is possible to admit. We seek, therefore, to choose those applicants whose preparation, intellectual capacity, and maturity will best enable them to benefit from our rigorous program.

Please return your letter and this form directly to the address above.

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**2012 – 2013 VISA REQUEST AND  
FINANCIAL CERTIFICATE**

**Required for International Applicants Requesting an I-20 (F-1) or DS-2019 (J-1)**

*This form must be completed and submitted along with supporting financial documents and your other application materials. Your application will not be considered complete until this Financial Certificate and the necessary financial documentation are received. This information is required to obtain an I-20 or DS-2019; you may still be considered for fellowships and assistantships.*

**PLEASE NOTE:** You must also provide: a copy of the biographical page of passport; a copy of expiration date of passport; and a copy of all U.S. visa stamps for yourself and any dependents, if any. Additional documents are required if you are currently in the U.S. (see Biographic/Visa Information section of the International Applicant Information page). Failure to provide clear, complete, and accurate information will cause delays in processing.

**GENERAL INFORMATION**

1. Legal Name (as listed in passport):

Mr.  Ms. \_\_\_\_\_  
(Last or family) (First) (Middle)

2. Permanent Address: \_\_\_\_\_  
Number Street Apartment Number

\_\_\_\_\_

City State/Province/District ZIP Code/Postal Code Country

Telephone: \_\_\_\_\_ (including international calling codes) E-mail Address: \_\_\_\_\_

City and country of birth: \_\_\_\_\_ Country of citizenship: \_\_\_\_\_

Country of legal permanent residence: \_\_\_\_\_ Occupation in home country: \_\_\_\_\_

3. This application is for Fall: 20\_\_\_\_\_

4. Are you currently in the United States?:  yes  no If yes, please provide the following information:

a. What is your current immigration status? \_\_\_\_\_

b. Do you plan to remain in the U.S. and apply for a change of status to F-1 or J-1 from another immigration status?  yes  no

c. Do you plan to travel outside the U.S. and re-enter in F-1 or J-1 immigration status?  yes  no

d. If traveling, will you need to apply for an F-1 or J-1 visa?  yes  no

5. Are you presently in F - 1 or J - 1 status?:  yes  no If yes, attach a photocopy of your I-20 or DS-2019. If you are on F-1 optional practical training, attach a copy of your employment authorization document.

6. Are you planning to bring any dependents with you?:  yes  no If yes, attach a separate sheet of paper listing the following information: name, gender, relationship, date of birth, city and country of birth, country of citizenship, and country of legal permanent residency

**INFORMATION ON EXPENSES**

You are required to certify that you have sufficient funds available for your academic and living expenses. Obtain two originals of all materials documenting financial support (one for the university, the second for the consular official and the U.S. immigration inspector at the port of entry). Complete the chart on the back of this form with the following minimum amounts in mind. These amounts are correct for 2012–2013 costs only; tuition and other expenses can be expected to increase yearly.

Tuition and fees	\$40,128.00 (minimum tuition and fees for two semesters; actual tuition and fees may vary)*
Living Expenses (food, housing, utilities)	\$24,300.00 (twelve months)
Books and Supplies	\$1,102.00 (nine-month academic year)
Health Insurance	\$2,000.00 (twelve months)
Total	\$67,530.00

Family Expenses If you are married and plan to bring your spouse and/or children, you must also certify at least an additional \$10,796 per year for your spouse and \$5,394 per year for each child.

Employment Prohibitions In computing your expenses, you should keep in mind that students holding student (F) or exchange visitor (J) visas will not be authorized to work, except under limited circumstances. Therefore, you should not anticipate employment, either part-time during the academic year or full-time during the summer, as a means of support while at the university.

\* This figure is based on the tuition rate for the Law School's 2012–2013 academic year, which is \$1,672.00 per credit hour for the LL.M. program. Please refer to The George Washington University Law School Bulletin for S.J.D. program tuition.

## SOURCE OF FUNDS

Complete the chart below, and include with this Financial Certificate all original supporting financial documents written in English, as requested for each funding category you will use. The appropriate blocks on the chart below must be completed for the estimated length of your academic program. Documents must be original and may not be more than 12 months old at the time your GW studies will begin.

Review the Source of Funds section on the 2012–2013 Student Visa Information page for details on the verification required for each funding category.

AMOUNTS IN U.S. DOLLARS

SOURCE OF FUNDS	Attach Documents	Projected Support	
	Year 1	Year 2	Year 3
<b>SELF - SUPPORT</b> Enclose a letter from a bank official on letterhead stationery including the following information: name of account owner, type of account, date the account was opened, and the current available balance.	\$		
<b>FAMILY OR INDIVIDUAL SPONSORS</b> Your sponsor must sign the certification portion below and enclose a letter from a bank official on letterhead stationery specifying the name of the account owner, type of account, date the account was opened, and the current available balance, to verify his/her ability to provide you with the funds indicated.	\$		
<b>GOVERNMENT/AGENCY SPONSORS</b> Enclose with this form a signed copy of an original sponsorship letter, letter of award, or scholarship certificate, specifying the current date, name and address of the sponsor, name of your intended degree and major at The George Washington University, and the U.S. dollar amount, exact starting and ending dates, and conditions of the award.	\$		
<b>THE GEORGE WASHINGTON UNIVERSITY</b> Enclose a copy of your letter of award of a GW assistantship, scholarship, or grant.	\$		
<b>OTHER (SPECIFY: _____ )</b> Enclose with this form a signed affidavit from a person authorized to certify the accuracy of this entry, as well as original financial documents (for example, bank letters, bank statements).	\$		
<b>TOTAL</b>	\$		

## APPLICANT'S CERTIFICATION

I certify that I have read the information provided on this certification, that it is complete and accurate, and that the funds are available. I understand that submission of incomplete or inaccurate information or documents may be grounds for denying admission, withdrawing an offer of admission, or termination of enrollment if I have been admitted.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICIAL CERTIFICATION BY FAMILY OR INDIVIDUAL SPONSOR

I guarantee that I will provide the above-named applicant the amount indicated on the above chart for purposes of full-time study at the George Washington University.

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor's Name (please print): \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Number

Street

Apt. Number

City

State/Province/District

ZIP Code/Postal Code

Country

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

If living in the U.S., please indicate:  U.S. citizen  legal permanent resident  other: \_\_\_\_\_

Sponsors who are living in the U.S. and are not U.S. citizens must provide copies of their immigration papers (I-94 and visa stamp), as well as a copy of the biographical page of their passport and the passport expiration date.