
ENTRANCE AND APPLICATION REQUIREMENTS

MASTER OF LAWS PROGRAM

(NON-U.S. LAW SCHOOL GRADUATES)

The included application form should be used by graduate law applicants when 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 and 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. Applicants who earned their J.D. degree at an accredited U.S. law school should not use this application but rather should use the U.S. Law School graduates application. Applicants applying for the S.J.D. or the M.S.L-IP degree programs should also not use this application but rather the one specified for those degree programs.

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 33 on application)
- An official report of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) 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 or IELTS test and receive a score in the 100-point range on the Internet-based TOEFL test or in the 600-point range on the paper-based TOEFL test. Those taking the IELTS test must receive a score of 7.0 or higher. 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 or IELTS for information well before the semester for which they are applying. **For the TOEFL, the Institutional Code for GW Law School is 5246 and the Department Code is 03. For the IELTS test, list the George Washington University Law School to receive a score report.** If English was the medium of instruction for an applicant's university education, please include documentation from the university registrar.
- A résumé or CV is required

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 school of the George Washington University previously, fill in all parts of questions 12 and 13. 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 and International Programs
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 toward 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**.

Financial Aid Application Deadline

A limited amount of financial aid is available. Applicants who wish to be considered for a scholarship 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 Graduate and International Programs no later than **March 1**. Please consult the Graduate Law Programs brochure for further information on the scholarships available or contact Graduate and International Programs. E-mail: igpo@law.gwu.edu.

* Official transcripts must be sent by the issuing institution directly to Graduate and International Programs, 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.

APPLICATION FOR ADMISSION TO THE LL.M. DEGREE PROGRAM (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 and International Programs • The George Washington University Law School • 2000 H Street, NW • Washington, DC 20052

SEE ENCLOSED INSTRUCTION SHEET FOR ENTRANCE AND APPLICATION REQUIREMENTS

1. _____ 2. _____
U.S. Social Security Number (if applicable) LSAC Account Number (please indicate if you are requesting credential evaluation from LSAC)
3. _____
(Last/Family/Surname) (First) (Middle)
Enter the components of your name exactly as they appear on your passport, including middle names and hyphenated names.
4. Have you ever used a different name to register under any educational institution?: ☐ Yes ☐ No
If yes, state other name used: _____
Where did you use this name?: _____
5. _____
Current Address – Number, Street & Apt. Number
- _____
City State/Province/District ZIP Code/Postal Code Country
6. _____
Daytime Telephone (including international calling codes) E-mail Address (We prefer that you provide us with an e-mail address that is not a Hotmail address as we have difficulty sending and receiving e-mails from Hotmail.)
7. Information in 4 & 5 is current until: _____
8. _____
Permanent Address – Number, Street & Apt. Number
- _____
City State/Province/District ZIP Code/Postal Code Country
9. _____
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.

10. I am applying for: _____ As a: _____
☐ Fall 20____ ☐ Full-time student
☐ Part-time student
11. Indicate area of specialization:
- | | | |
|---|---|---|
| <input type="checkbox"/> Business and Finance Law | <input type="checkbox"/> Government Procurement 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 U.S. Foreign Relations Law |
12. 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 Graduate and International Programs, The George Washington University Law School, 2000 H Street, NW, Washington, DC 20052. Telephone: 202-994-7242.

Law School

THE GEORGE WASHINGTON UNIVERSITY

13. Have you ever registered in any school or department of the George Washington University, on or off campus?: ☐ Yes ☐ No

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

In which school or department?: _____

Provide your GWID number: _____

14. Gender: ☐ Male ☐ Female

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

16. 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

Under Title VI of the Civil Rights Act of 1964, we are required to ask the above question of U.S. citizens and permanent residents. Answers will not affect our admissions decisions. Your cooperation is requested and appreciated, but is not required.

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, a TOEFL or IELTS score is required.

The TOEFL or IELTS score requirement is not applicable if you received a law degree from an institution where English was the sole medium of instruction. To choose "not applicable", be sure that your transcript indicates English as the sole medium of instruction or provide a letter from your university registrar's office to this effect.

a. Have you taken the TOEFL or IELTS tests?: ☐ Yes ☐ No ☐ Not Applicable

b. If yes, when?: _____

c. Score: _____

If you have not taken the TOEFL or IELTS test, and the requirement applies to you, please note that your application will not be reviewed until the TOEFL or IELTS score is received.

If you have registered to take the TOEFL or IELTS test on a future date, enter the test date: _____

Please arrange to send an official score report to the George Washington University Law School.

For the IELTS, list the George Washington University Law School to receive a score report.

For the TOEFL, use the Institution Code 5246, Department Code 03 for the George Washington University Law School.

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. _____

26. Are you applying for a scholarship?: ☐ Yes ☐ No

If applying for a scholarship, complete the LL.M. Scholarship Application Form for International Students and submit it with your scholarship essay at the time of application by the March 1 scholarship review deadline. Only completed applications with completed scholarship applications received by the March 1 deadline will be considered for a scholarship. Please note that if you are applying for a scholarship and you do not submit your LL.M. Scholarship Application Form for International Students and scholarship essay at the time of application, you will be considered for admission only.

27. List chronologically every college, university, professional school, or other institution of higher learning (including law schools) previously attended. All institutions must be reported, whether or not credit was earned or is desired.

NAME OF INSTITUTION	LOCATION (City & State or Country)	ATTENDANCE DATES		MAJOR FIELD	TYPE OF DEGREE RECEIVED
		FROM	TO		

28. Reason for leaving any law school attended:

29. Have you ever been subject to academic or disciplinary action (e.g., probation, suspension, dismissal, warning, invitation to withdraw) from any institution attended?: ☐ Yes ☐ No If yes, explain giving dates and details:

30. List completely and chronologically employment or other occupation since graduation from first institution of higher learning. (Do not repeat material covered in question 27 above. If unemployed for any period of time, indicate how time was used, e.g., in travel, at home, etc.)

NAME AND LOCATION OF EMPLOYER	NATURE OF WORK	FROM (Month/Year)	TO (Month/Year)

31. How did you hear about the LL.M. degree program at GW Law? _____

32. If admitted, would you like to be in contact with a member of our worldwide alumni network? ☐ Yes ☐ No

33. **Personal Statement:** On a separate page or pages, please provide any additional information you think might be of assistance to the Graduate Admissions Committee in evaluating your application, such as the reasons why you wish to pursue graduate study, a discussion of your background, or an explanation of any unusual aspects of your academic record. Include this statement with your completed application form.

34. Include a copy of your résumé and/or curriculum vitae with this application.

35. Please check that you have:

- ☐ a. **Reviewed your application** to see that all information is complete and correct.
- ☐ b. Included an **\$80 application fee**. Do not send cash. Make check or money order payable to The George Washington University. Fee must be paid in U.S. currency.
- ☐ c. Included your **personal statement**.
- ☐ d. Requested that **official transcripts** be sent directly to Graduate and International Programs, The George Washington University Law School, 2000 H Street, NW, Washington, DC 20052.
- ☐ e. Had your **TOEFL** (Code 5246-03) or **IELTS score** sent directly to the George Washington University Law School.
- ☐ f. Included your **recommendation letters** in signed, sealed envelopes, or had them sent directly to the George Washington University Law School.
- ☐ g. Included your **résumé or CV**.
- ☐ h. Included your **scholarship application** and **scholarship essay** (if applying for a scholarship). Please note that if you are applying for a scholarship and you do not submit your scholarship essay at the time of application, you will be considered for admission only.

Please review your application carefully. By signing this application form, you certify that your application is complete and accurate. Purposefully omitting or inaccurately reporting information requested on this form may constitute an act of academic dishonesty. If such an act of dishonesty is admitted or discovered once you have gained admission, the Law School may impose sanctions including, but not limited to: disqualification for, or loss or denial of, scholarships, academic awards, or honors; a permanent notation of academic dishonesty on the student record; suspension or expulsion from the Law School; and suspension or revocation of a conferred degree. Moreover, some state bars check your law school admission application for honesty. Dishonesty on an admission application is an extremely serious obstacle to gaining admission to the practice of law.

I hereby certify that the information I have provided in response to the questions on this form, including information contained in any supplemental material submitted, is complete and accurate; and that the personal statement I have submitted in response to question 32 is my own work, and all factual representations made therein are true and correct.

36. _____
Applicant's Signature

Date

NOTICE OF NONDISCRIMINATION

The George Washington University does not unlawfully discriminate against any person on any basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law, including without limitation, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression. This policy covers all programs, services, policies, and procedures of the university, including admission to education programs and employment.

Inquiries concerning this policy and federal and local laws and regulations concerning discrimination in education and employment programs and activities may be directed to the university's Office of Equal Employment Opportunity and Affirmative Action, Suite 320, 2033 K Street, NW, Washington, DC 20052, (202) 994-9656. Inquiries may also be directed to the U.S. Department of Education Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, or the applicable state or local agency (for example, the District of Columbia Office of Human Rights).

Questions regarding protections against discrimination on the basis of sex may be directed to the university's Title IX Coordinator, the Vice Provost for Diversity and Inclusion, 813 Rice Hall, 2121 Eye Street, NW, Washington, DC 20052, (202) 994-7440.

Questions regarding the protections against discrimination on the basis of disability may be directed to the university's Disability Services Coordinators. Students may contact the Associate Dean of Students, Administrative Services, Office of the Dean of Students, 401 Rice Hall, 2121 Eye Street, NW, Washington, DC 20052, (202) 994-6710, and other members of the university community may contact the Executive Director of Equal Employment Opportunity and Affirmative Action, Suite 320, 2033 K Street, NW, Washington, DC 20052, (202) 994-9633.

To request disability accommodations, students should contact the Office of Disability Support Services at (202) 994-8250 or dss@gwu.edu. Employees and other members of the university community should contact the Office of Equal Employment Opportunity and Affirmative Action at (202) 994-9656 or eeo@gwu.edu.

SECURITY AND FIRE SAFETY INFORMATION

GW is committed to assisting all members of the GW community to collectively achieve a safe campus environment. The annual security and fire safety compliance document is available on the GWPD website at police.gwu.edu.

If you would like to receive a booklet called "The Annual Security and Fire Safety Report" which contains this information, you can stop by the GW Police Department at 801 22nd Street, NW, Rome Hall 101, Washington, DC, 20052 or you can request that a copy be mailed to you by calling (202) 994-6948.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by GW; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the George Washington University Police Department.

Graduate and International Programs

The George Washington University Law School • 2000 H Street, NW, Washington, DC 20052 • 202-994-7242 • e-mail: igpo@law.gwu.edu

RECOMMENDATION FOR GRADUATE STUDY MASTER OF LAWS PROGRAMS

Graduate and International Programs • 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 Admissions Committee 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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RECOMMENDATION FOR GRADUATE STUDY MASTER OF LAWS PROGRAMS

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

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