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# ENTRANCE AND APPLICATION REQUIREMENTS

## MASTER OF LAWS PROGRAM

### (U.S. LAW SCHOOL GRADUATES)

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The included application form should be used by graduates of U.S. law schools who are applying to the Master of Laws (LL.M.) degree program. Applicants who are graduates of non-U.S. law schools should request a separate application from Graduate and International Programs, The George Washington University Law School, 2000 H Street, NW, Washington, DC 20052 (telephone 202-994-7242; e-mail grad@law.gwu.edu).

#### ***Entrance Requirements***

Applicants must hold a B.A. or equivalent degree from a regionally accredited college or university and a J.D. or equivalent degree 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).

All candidates for admission must have demonstrated excellence in scholarship, high 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 \$80
- Transcripts\* from all law, graduate, and undergraduate schools attended
- Two letters of recommendation, each accompanied by the enclosed recommendation form
- A brief essay describing the applicant's professional goals and the reasons for pursuing graduate law study (question 28 on application)

#### ***General Instructions***

Your Social Security Number is required in Question 1. If you are a U.S. citizen and do not have a Social Security Number, you must obtain one before submitting the application. Failure to furnish all information and supporting credentials requested will invalidate the application.

#### ***Application Deadlines***

Applicants for the LL.M. degree program must submit all application materials by **May 1** for the fall semester and **November 1** for the spring semester.

#### ***Application Fee***

A nonrefundable application fee of \$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.

\* 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. Unofficial records sent by the student will not be accepted. Applicants should request that their law school transcript(s) include the grade point average for work leading to the degree and class standing at the time of graduation.

**APPLICATION FOR ADMISSION  
TO THE LL.M. DEGREE PROGRAM  
(U.S. LAW SCHOOL GRADUATES)**

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

Deadline Fall Semester: May 1; Spring Semester: November 1

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Social Security Number LSAC Account Number

3. \_\_\_\_\_  
Name (Last) (First) (Middle)

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 & ZIP Code/Postal Code

6. \_\_\_\_\_  
Daytime Phone E-mail Address

7. Address is current until: \_\_\_\_\_

8. \_\_\_\_\_  
Permanent Address - Number, Street & Apt. Number  
\_\_\_\_\_  
City, State & ZIP Code/Postal Code

9. \_\_\_\_\_  
Daytime Phone at Permanent Address

PLEASE NOTIFY US IMMEDIATELY OF ANY CHANGE IN YOUR CONTACT INFORMATION.

10. I am applying for: \_\_\_\_\_ As a: \_\_\_\_\_  
 Fall 20 \_\_\_\_\_  Full-time student  
 Spring 20 \_\_\_\_\_  Part-time student

11. Indicate area of specialization.

<input type="checkbox"/> Business and Finance Law	<input type="checkbox"/> Intellectual Property Law
<input type="checkbox"/> Energy and Environmental Law	<input type="checkbox"/> International and Comparative Law
<input type="checkbox"/> Environmental Law	<input type="checkbox"/> International Environmental Law
<input type="checkbox"/> Government Procurement Law	<input type="checkbox"/> Litigation and Dispute Resolution
<input type="checkbox"/> Government Procurement and Environmental Law	<input type="checkbox"/> National Security and U.S. Foreign Relations Law
	<input type="checkbox"/> General* _____

Indicate proposed area of specialization

\* If applying to the General LL.M. Program you must submit, on a separate sheet, a list of the courses you propose to take and an indication of the subject or area you plan to research for your thesis.

12. Have you applied previously for admission to any division of this university (degree or nondegree, on- or off-campus)?  Yes  No

If yes, for which semester and year? \_\_\_\_\_  
Semester Year

To which college, school, or division was the application made? \_\_\_\_\_

13. Have you ever registered in any division of this 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

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

Country of Citizenship: \_\_\_\_\_

15. 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 ID (yellow card) or your 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

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. Are you applying for VA benefits?  Yes  No

18. Will you be funded by your employer?  Yes  No If yes, name of employer \_\_\_\_\_

19. Have you ever been charged with or convicted of a crime other than a minor traffic violation, or are any such charges pending?  Yes  No  
If yes, attach a separate explanatory statement.

## Law School

THE GEORGE WASHINGTON UNIVERSITY

20. Have you ever been denied admission to a bar because of failure to pass the examination or for any other reason?  Yes  No  
If yes, attach a separate explanatory statement.
21. If admitted to a bar, are there any charges pending against you or has there been any other disciplinary action?  Yes  No  
If yes, attach a separate explanatory statement.
22. Give the name and affiliation of two persons from whom you have requested letters of recommendation in support of this application.

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23. 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		

24. Reason for leaving any law school attended:

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25. 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:

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26. List completely and chronologically employment or other occupation since graduation from first institution of higher learning. (Do not repeat material covered in question 23 above.) If unemployed for any period of time, indicate how time was used (e.g., in travel, at home, etc.). A résumé or curriculum vitae may be included in lieu of this section.

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

27. How did you first hear about GW's LL.M. programs? \_\_\_\_\_

28. You are required to submit a **personal statement** with your application. This statement should include the reason(s) you wish to pursue this graduate course of study. You may also include other information pertaining to your background or unusual aspects of your academic record that you think might be of assistance to the Graduate Admissions Committee in their consideration of your application.

29.  a. **Review your application** to see that all information is complete and correct.
- b. Return **this form**; do not return a photocopy.
- c. Include 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.
- d. Include your **personal statement**.
- e. Request that **official transcripts** be sent directly to Graduate and International Programs, The George Washington University Law School, 2000 H Street, NW, Washington, DC 20052.
- f. Include your **recommendation letters** in signed, sealed envelopes, or have them sent directly to Graduate and International Programs, The George Washington University Law School, 2000 H Street, NW, Washington, DC 20052.

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 your 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 28 is my own work, and all factual representations made therein are true and correct.**

\_\_\_\_\_  
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](mailto: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](mailto: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](http://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 22<sup>nd</sup> 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 • 202-994-0715 • e-mail: [grad@law.gwu.edu](mailto:grad@law.gwu.edu)

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# RECOMMENDATION FOR GRADUATE STUDY MASTER OF LAWS PROGRAM

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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 applicants and 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.

## Law School

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