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# ENTRANCE AND APPLICATION REQUIREMENTS

## DOCTOR OF JURIDICAL SCIENCES (S.J.D.) PROGRAM

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The included application form should be used by graduate law applicants when 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. 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.

### ***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.

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

\* 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.

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# APPLICATION FOR ADMISSION TO THE S.J.D. DEGREE PROGRAM

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*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.*

**Return to: Graduate Programs Office, International Students Division • 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. 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?: \_\_\_\_\_

**Law School**

**THE GEORGE WASHINGTON UNIVERSITY**

12. 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

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

If yes, provide your GWID number: \_\_\_\_\_

13. Gender:  Male  Female

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

15. 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

16. 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

17. 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

18. 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.

If English was the sole medium of instruction for your university education, submit a TOEFL waiver request letter along with this application.

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.*

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

(Question applies only to United States citizens)

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

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

21. 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.

22. 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.

23. If admitted to a bar, are there any charges pending against you?:  yes  no  
If yes, attach a separate explanatory statement.

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

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

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

25. 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		

26. Reason for leaving any law school attended:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

27. 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

28. List completely and chronologically employment or other occupation since graduation from first institution of higher learning. (Do not repeat material covered in question 25 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)

29. How did you hear about the S.J.D. degree program at GW Law?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

30. **Personal Statement:** On a separate page or pages, please provide any additional information you think might be of assistance to the Graduate Programs Office 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.
31. You are required to submit a 30- to 40-page substantive research proposal on your dissertation topic.
32. For a writing sample, include a copy of your LL.M. thesis or other writing sample in English.
33. If available, include a copy of your résumé and/or curriculum vitae with this application.
34. 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 the Graduate Programs Office, International Students Division, 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 30-40 page **substantive research proposal** on your dissertation topic
  - h. Included a copy of your **LL.M. thesis** or **other writing sample**
  - i. Included your **résumé** or **CV**

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 30 is my own work, and all factual representations made therein are true and correct.

35. \_\_\_\_\_ Date

Applicant's Signature

### 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](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.

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# RECOMMENDATION FOR GRADUATE STUDY POST-J.D. PROGRAMS

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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.

## Law School

THE GEORGE WASHINGTON UNIVERSITY

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# RECOMMENDATION FOR GRADUATE STUDY POST-J.D. PROGRAMS

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## Law School

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