

LLM APPLICATION CHECKLIST

- Completed and signed Application Form (*Required*);
- Personal Statement (*Optional*);
- Résumé or Curriculum Vitae (C.V.) (*Required*);
- Character and Fitness Addendum (*Required if applicable*);
- One (1) Letter of Recommendation (*Optional*);
- Law School Transcripts (translated if not in English) (*Required*);
- Interview (*if applicable*); and
- Non-US applicants must submit additional documents, including English proficiency demonstrated with either the TOEFL, IELTS, interview with Program Director, or waived for the exceptions

FEES & DEADLINES

There is no fee to apply. It is highly recommended that applicants apply prior to the priority deadline as admission and scholarship decisions are made on a rolling basis. Applications may be accepted after the posted deadline and are reviewed on a space-available basis.

- April 1 is the priority application deadline for starting the program in Summer (May)
- June 1 is the priority application deadline for starting the program in the Fall (August)
- December 1 is the priority application deadline for starting the program in the Spring (January)

ADMISSIONS PROCESS

Applications are complete when they contain all of the required materials detailed below. Once an application is complete, it is forwarded to the Admissions Committee for review. Applicants will be notified of decisions through email and LSAC's Online Status Check. All admission decisions are final.

APPLICATION FORM

Applicants may use the electronic application form available through the LSAC website (www.LSAC.org) or apply directly by submitting a completed application to gradlawadmit@ggu.edu. Applicants are advised to read the application form thoroughly and follow the instructions carefully.

PERSONAL STATEMENT

Applicants must submit a personal statement. The statement must be no more than 2 pages, font size 10, double-spaced, typed 8.5-11-inch (or A4) pages. The statement is the applicant's opportunity to present credentials in non-statistical terms and may include reasons for seeking the degree. The statement may also address the applicant's experiences as a law student or practitioner in the subject area of the specific LLM program. The applicant is encouraged to describe the impact of these experiences in the decision to undertake graduate legal study.

PERSONAL STATEMENT CONTINUED

The statement should be in narrative form. Applicants **MUST** certify their authorship of the statement, and the fact that they did not receive undue assistance in its preparation.

RÉSUMÉ or C.V.

Applicants must include a current résumé or C.V. detailing educational and work history along with any current or past community service or volunteer experience.

CHARACTER & FITNESS ADDENDUM

If an applicant answers "Yes" to any of the questions in the Character and Fitness section, an addendum is required. Applicants must provide a statement that includes **the date(s) of occurrence, an explanation of relevant circumstances, and how the matter was resolved** for each "Yes" response in that section. If an applicant has questions or is uncertain about how to answer, the applicant is strongly encouraged to consult our Office of Admissions and/or the Committee of Bar Examiners in the state in which the applicant intends to practice law.

LETTERS OF RECOMMENDATION

Applicants are strongly encouraged to submit at least one letter of recommendation. Letters from current or former professors, professional colleagues, and/or supervisors who can attest to the applicant's intellectual and professional attributes are most effective.

Letters from friends, family members, and other such acquaintances are not advisable. **All letters of recommendation must be submitted by the recommender directly.**

LAW SCHOOL TRANSCRIPTS

AT MINIMUM, APPLICANTS MUST POSSESS A JD, LLB, OR EQUIVALENT LAW DEGREE FROM A LAW SCHOOL OR UNIVERSITY BEFORE THE FIRST DAY OF NEW STUDENT ORIENTATION IN ORDER TO ENROLL. Applicants are required to provide original, official transcripts or certified true copies of their academic record, whether from a U.S. institution or non-U.S. institution. Admissions will allow unofficial copies to be submitted with the application, for review purposes only. These records must be in the original issuing language and come directly from the issuing academic institution. If that issuing language is not English, a certified English translation must accompany the record. If these records are included with the applicant's submission, academic records should be in an official, sealed envelope from the institution. GGU Law will withdraw offers of admission from admitted students who cannot show proof of a conferred law degree.

CREDIT TRANSFERS

For ABA-approved JD or LLM programs, up to twelve (12) completed units may be transferred in at time of admission. To be considered, the applicant must have taken the course within the **last five years**; the applicant must have earned grades of B- or better (minimum 2.50 GPA); the course must be equivalent to a required or elective course in that particular LLM program; and the LLM Program Director must determine that the application of the the units towards the degree is in the best interest of the student. The application of units is at the discretion of the specific LLM Program Director. Units from any non-law school program, or non-ABA-approved JD or LLM program are non-transferable.

ONLINE STATUS CHECKER

Through the LSAC website, GGU Law provides an Online Status Check for applicants to check the progress of their application. We encourage applicants to check their status via this service, as it provides the most up-to-date information. Once the Admissions Office receives an application, the applicant is emailed a confirmation, which includes a unique username and password to access the Online Status Check.
<https://aces2.lsac.org/YourStatus/membership/logon.aspx>

ADMISSION TO THE BAR

In addition to the bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Please ensure your answers to Golden Gate University School of Law's Character and Fitness section are consistent with your state and moral character assessment.

APPLYING FOR

_____ Full-Time
_____ Part-Time

_____ Spring Semester: 2022
_____ Summer Semester: 2022
_____ Fall Semester: 2022

PROGRAM

Check the program you are applying to:
_____ LLM Estate Planning, Trust, and Probate Law
_____ LLM Taxation
_____ Dual LLM in Taxation & Estate Planning,
Trust and Probate Law
_____ LLM Estate Planning Certificate

LSAC Account #: _____
(if available)

PERSONAL INFORMATION

Full Name: Last/Family _____ First _____ Middle _____

Gender: _____ Gender Pronouns: _____ Date of Birth _____

Social Security Number (if applicable): _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

CITIZENSHIP/RESIDENCY STATUS

_____ Non-Resident Alien

_____ US Citizen

_____ US Permanent Resident

Visa type? Check one: _____ FI _____ H1

Country of Citizenship: _____

Other status (please specify): _____

City and Country of Birth: _____

Native Language: _____ TOEFL Score: _____ Date Taken: _____

Full name as written on your passport: _____

Passport number: _____ Expiration date: _____

LEGAL EDUCATION

Name and Location of Institution: _____

Location: _____

Degree: _____ Dates of Attendance: _____

Academic Awards, Honors, Scholarships: _____

OTHER LEGAL EDUCATION

Name and Location of Institution: _____

Location: _____

Degree: _____ Dates of Attendance: _____

Academic Awards, Honors, Scholarships: _____

PROFESSIONAL EXPERIENCE

Name/Address of Employer: _____

Position: _____ Years there: _____ Telephone: _____

DEMOGRAPHICS

ETHNIC SURVEY (US CANDIDATES ONLY) Which of the following identify you? Check all that apply

Are you of Hispanic origin?: Yes No

If yes, please indicate: Chicano/Mexican Hispanic-Other

WHAT IS YOUR RACE? Select one or more races to indicate what you consider yourself to be.

Aboriginal/Torres Strait Isl. Australia American/Alaskan Indian Asian

Black/African American Canadian Aboriginal/Indigenous

Caucasian/White Native Hawaiian/Other Pacific Islander

Puerto Rican Decline to respond

TRIBAL AFFILIATION

Tribal affiliation or village name: _____

Enrollment number (enrolled members only): _____

CHARACTER AND FITNESS QUESTIONS

Have you ever been subjected to discipline by any college, university, or graduate-level educational institution (including law school)? This includes having been found to have violated the institution's honor code; dropped, suspended, warned, placed on scholastic or disciplinary probation; expelled or requested to resign or allowed to resign in lieu of discipline; and requested or advised to discontinue your studies within the institution.

If your answer to this question is "Yes," you are required to provide a Character and Fitness Statement that details the date(s) you have ever been charged with or convicted of a crime, including expunged offenses (other than minor non-alcohol-related traffic violations) or are any charges pending against you? **___Yes ___ No**

Have you ever been convicted of the violation of a misdemeanor or felony? As used herein, a conviction includes a plea of guilty or nolo contendere, or a verdict or finding of guilt, regardless of whether the sentence is imposed by the court.

If your answer to this question is "Yes," you are required to provide a Character and Fitness Statement that details the date(s) of occurrence, an explanation of the relevant circumstances, and how the matter was resolved.

___Yes ___ No

Are any criminal charges of any kind currently pending against you?

If your answer to this question is "Yes," you are required to provide a Character and Fitness Statement that details the date(s) of occurrence, an explanation of the relevant circumstances, and how the matter was resolved.

___Yes ___ No

Have you ever been suspended, censured, or otherwise reprimanded or disqualified or had your license revoked as a member of any business, trade, profession (e.g., certified public accountant, real estate broker, physician, etc.), or as a holder of an elected office.

If your answer to this question is "Yes," you are required to provide a Character and Fitness Statement that details the date(s) of occurrence, an explanation of the relevant circumstances, and how the matter was resolved.

___Yes ___ No

Are any suspensions, censures, reprimands, disqualifications or license revocations as a member of any business, trade, profession (e.g., certified public accountant, real estate broker, physician, etc.), or as a holder of an elected office currently pending against you?

If your answer to this question is "Yes," you are required to provide a Character and Fitness Statement that details the date(s) of occurrence, an explanation of the relevant circumstances, and how the matter was resolved.

___Yes ___ No

Character and fitness questions continued

****For those seeking licensure:** In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Please ensure your answers to Golden Gate University School of Law's Character and Fitness section are consistent with your state moral character assessment. It is of critical importance that the disclosures you make on your law school application will match the disclosures and findings of your future Moral Character Application when you apply for membership to a state bar. For more information, please contact the admissions office at lawadmissions@ggu.edu or refer to the jurisdiction where you plan to practice law.

WHERE DID YOU LEARN ABOUT GOLDEN GATE UNIVERSITY SCHOOL OF LAW'S LLM PROGRAM?

WEBSITES:

- _____ Find Your LLM
- _____ LLM Directory.com
- _____ LLM Guide.com
- _____ LSAC.org
- _____ GGU.edu
- _____ ILSA.org
- _____ Institute of Int'l Education (i.i.e.)
- _____ Other website: _____

OTHER:

- _____ GGU Law Brochure/Publication
- _____ GGU Campus Event
- _____ Current or Former Student
- _____ LLM Fair (location: _____)
- _____ OSEAS overseas advisor
- _____ National Jurist magazine
- _____ Recruiter (Name: _____)
- _____ Your law school (website, exchange agreement, etc.)
- _____ Other advertisement: _____

CERTIFICATION

By signing my name below, I certify to my best knowledge and belief that this application is correct in all aspects, and I understand that if I am admitted to GGU, I must abide by the rules and regulations of the university and the School of Law. I understand that knowingly providing false or inaccurate information in admission and/or financial aid application materials is grounds for denial of admission or, if discovered after admission, for revocation of any offer of admission or immediate dismissal from the School of Law.

Signature: _____ **Date:** ____/____/20____