



Boston University School of Law

LL.M. Programs

Application For Admission



LL.M. Programs Application for Admission

Application Instructions

To complete your application, you must provide us with the materials described below. All of the attached forms may also be printed from our Web site at www.bu.edu/law/prospective/apply/llm. You should keep a copy of all materials you submit to us, since we cannot return or copy any part of your application. We also cannot return original transcripts after we receive them.

- 1. Application for Admission.** We recommend that you complete the online application form at: www.bu.edu/law/prospective/apply/llm. Alternatively, you may complete and sign the application form included with these materials, or download the paper forms from the admissions page of our Web site. Use additional sheets of paper if necessary to give complete answers to any of the questions on the application form.
- 2. Application Fee.** Payment of a nonrefundable application fee of U.S. \$75 must accompany the application. Online applicants may pay this fee by credit card only. Other applicants may pay the fee in the form of a money order or check in U.S. dollars, made payable to Boston University.
- 3. Academic Records.** You should fill out the identifying information at the top of the transcript request form included in the application materials and send it (or a copy of it) to the registrar's office of each college or university from which you have received a degree. (If you are a Boston University School of Law student or graduate, you need not provide original undergraduate transcripts.) Schools should mail official transcripts to you to be submitted, unopened, with the application. (If this procedure is against school policy, you should indicate on the application form that your school is mailing the transcripts directly to us.) The official transcript or an accompanying report must contain your class standing or an official approximation of class standing, together with a description of the school's grading system. All transcripts or other academic records must be official documents bearing the registrar's signature and/or the institution's seal. If these records are not in English, a certified English translation must be submitted together with the originals or copies. Complete official transcripts or notarized, full-sized copies from all colleges, universities, or graduate schools from which you have received a degree must be submitted along with an official certification of the law degree received. We recommend that international applicants register with LSAC's (Law School Admission Council's) LL.M. Credential Assembly Service. For more information visit our Web site at www.bu.edu/law/prospective/apply/llm or www.LLM.LSAC.org.
- 4. Two Letters of Recommendation.** You must submit two letters of recommendation from individuals who are well acquainted with your academic or professional abilities. At least one must be from a former law professor; the other should be from a law professor, a law school administrator, or an employment supervisor. A recommendation form, which you may photocopy, is provided with these application materials. You should ask each recommender to enclose the recommendation form and letter in an envelope, seal the envelope, sign it across the seal, and return it to you to be submitted, unopened, with the other application materials. (If a recommender prefers, he or she may mail the recommendation directly to us, and you should indicate on the application form that the recommender is doing so.) If you are currently a Boston University School of Law student, you need submit only one Letter of Recommendation from a Boston University School of Law professor.
- 5. Personal Statement of Interest.** A carefully worded and detailed personal statement of interest is an important part of your application. You should discuss your personal and professional reasons for pursuing the LL.M. degree. You should also include an explanation of your study interests and their relation to your previous study, employment experiences and professional goals.
- 6. Curriculum Vitae.** Please enclose your curriculum vitae or resume as a separate item, not as a substitute for your personal statement.
- 7. LSAT Scores.** If you have taken the Law School Admission Test (LSAT), you must list on the application form each time you took the test and the scores you received. (We do not require the LSAT, GRE or other standardized test results.)
- 8. International Student Data Form.** If you are not a citizen or permanent resident of the United States, you must complete the International Student Data Form, which is included in the application materials, and provide the appropriate financial declaration and documentation as described in the form. Applications cannot be processed unless complete financial documentation is submitted.
- 9. Proof of English Language Proficiency.** LL.M. students must have a high degree of English proficiency in speaking, reading, writing and listening. If your native language is not English, you must demonstrate proficiency in English by achieving a minimum score on the Test of English as a Foreign Language (TOEFL) of 600 (paper-based), 250 (computer-based), or 100 (internet-based). If you have taken the new internet-based test, your scores on the individual sections should be 25 (reading), 25 (listening), 25 (writing) and 23 (speaking). Candidates whose scores fall slightly below these minimums may still apply to the program but may be asked to attend an intensive English language program prior to commencing law school studies. You should take the TOEFL as

(continued on next page)

early as possible, preferably before December 1, so your scores will be received by the application deadline. You must arrange for an official report of your TOEFL scores to be sent to us from the Educational Testing Service (ETS). Information on the TOEFL may be obtained from the Educational Testing Service, TOEFL/ETS Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA; telephone: 609.771.7100; fax: 609.771.7500; e-mail: toefl@ets.org; Web site: www.TOEFL.org. When completing the TOEFL Score Report Request Form, enter the number 9627 in the space marked "Institution Code" and indicate that it should be sent to Boston University School of Law, LL.M. Admissions Office, 765 Commonwealth Avenue, Room 1534, Boston, MA 02215.

10. Application Deadlines:

LL.M. in American Law: April 15

LL.M. in Intellectual Property: April 15

LL.M. in Banking & Financial Law:

Fall Semester Enrollment:

Domestic Students: June 30

International Students: May 31

Spring Semester Enrollment:

Domestic Students: November 30

International Students: October 31

LL.M. in Taxation:

Fall Semester Enrollment:

Domestic Students: July 31

International Students: May 31

Spring Semester Enrollment:

Domestic Students: November 30

International Students: October 31

Please mail your completed application materials to:

**Boston University School of Law
LL.M. Admissions Office
765 Commonwealth Avenue, Room 1534
Boston, MA 02215**

Additional Contact Information:

LL.M. in American Law

Phone: 617.353.5323 Fax: 617.358.2720

E-mail: ofp@bu.edu

www.bu.edu/law/americanllm

LL.M. in Intellectual Property Law

Phone: 617.353.5323 Fax: 617.358.2720

E-mail: ipllm@bu.edu

www.bu.edu/law/ipllm

LL.M. in Banking and Financial Law

Phone: 617.353.3023 Fax: 617.353.2444

E-mail: banklaw@bu.edu

www.bu.edu/law/banking

LL.M. in Taxation

Phone: 617.353.3105 Fax: 617.353.2368

E-mail: gradtax@bu.edu

www.bu.edu/law/gradtax



LL.M. PROGRAMS APPLICATION FOR ADMISSION

PERSONAL DATA

1. Name _____ Male Female
last (family) first middle

If any of your academic records are in a different name, please state it here: _____

2. Please indicate the Boston University School of Law graduate program(s) to which you are applying:
 LL.M. in American Law LL.M. in Banking and Financial Law
 LL.M. in Intellectual Property Law LL.M. in Taxation

3. If you are applying to more than one program, please indicate your order of preference:

4. Please indicate the semester and year in which you intend to begin your studies:
(LL.M. in American Law and LL.M. in Intellectual Property Law applicants may begin only in the fall semester.)
 Fall semester of the year _____ Spring semester of the year _____

5. Please indicate your intended enrollment status: *(LL.M. in Banking and Financial Law and LL.M. in Taxation applicants only. The LL.M. in American Law and LL.M. in Intellectual Property Law programs are full-time only.)*
 Full Time Part Time Non-degree
 Seven Semester Program *(Only Boston University J.D. students applying to the LL.M. in Banking and Financial Law program or the LL.M. in Taxation program)*

6. Social Security number (if you have one) |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

7. Date of birth _____ Country of citizenship _____
month/day/year
 If you are not a U.S. citizen, do you have a U.S. visa? _____ If yes, what is your visa status? _____

8. If you are a U.S. citizen or Permanent Resident and wish to be considered a member of an ethnic minority group, you may so indicate here:

9. Current contact information _____
street

city state zip code country
 Telephone (____) _____ Fax (____) _____ E-mail _____
 Until what date is this valid? _____

10. Permanent contact information _____
(Where you can be contacted at any time)
street

city state zip code country
 Telephone (____) _____ Fax (____) _____ E-mail _____

11. How did you hear about this LL.M. Program?

EDUCATIONAL BACKGROUND

Please list in chronological order (beginning with the most recent) the colleges, universities, law schools and professional schools from which you have received a degree, including those in which you are currently enrolled. Use additional sheets if necessary.

12. Name of institution _____ Location _____

Dates of attendance _____ to _____ Degree _____ Date of degree _____
month/year month/year month/year

Transcript or academic record enclosed will be sent

13. Name of institution _____ Location _____

Dates of attendance _____ to _____ Degree _____ Date of degree _____
month/year month/year month/year

Transcript or academic record enclosed will be sent

14. Name of institution _____ Location _____

Dates of attendance _____ to _____ Degree _____ Date of degree _____
month/year month/year month/year

Transcript or academic record enclosed will be sent

EXPLANATION OF ACADEMIC RECORD

15. In addition to providing transcripts, on separate sheets of paper please: (1) describe the grading and honors system used in the academic institutions where you pursued your basic law studies and any graduate law studies; and (2) provide a brief statement evaluating your academic record in the context of the grading system(s) you have described.

16. If you received an academic degree "with honors" or with some other distinction, please indicate the type of honors or distinction.

17. List any scholastic honors, prizes, or memberships in honor societies. _____

18. Has your college, university, graduate, or professional school course of study been interrupted for one or more terms for any reason? _____ If yes, please give dates and details here. Use additional sheets if necessary.

19. Have you ever been subject to disciplinary action by any of the colleges, universities, graduate, or professional schools you have attended? _____ If yes, please give dates and details here. Use additional sheets if necessary.

BAR ADMISSION AND STATUS

20. Have you ever been licensed to practice law? _____ If yes, please give jurisdiction and date admitted:

21. Have you ever for any reason been denied a license to practice law or been subject to disciplinary action by a board of bar overseers or other lawyer licensing authority? _____ If yes, please give dates and details here; use additional sheets if necessary.

CONDUCT VERIFICATION

22. Have you been convicted (without the conviction later having been vacated) of any felony or misdemeanor within the past five years? _____ Is there any criminal charge pending against you? _____ If yes, please give dates and details here. Use additional sheets if necessary.

LSAT RESULTS

23. Have you ever taken the Law School Admission Test (LSAT)? _____ If yes, please provide the dates and scores for each time taken.

a) Date _____ Score _____ b) Date _____ Score _____

INTERNATIONAL STUDENTS

24. Have you taken or arranged to take the Test of English as a Foreign Language (TOEFL)? _____ If yes, please provide the dates, locations and scores.

a) Date _____ Location _____ Score _____

b) Date _____ Location _____ Score _____

Note: You must have your official score sent directly to the LL.M. Admissions address on page 8.

25. If you have registered with the Law School Admission Council LL.M. Credential Assembly Service, please provide your eight-digit LSAC account number: _____

RECOMMENDATIONS

26. Please list the names and official positions of the persons who will be writing the required letters of recommendation on your behalf. Please indicate whether the letters will be enclosed with your application or sent separately.

a) _____ enclosed will be sent
Name / position

b) _____ enclosed will be sent
Name / position

OCCUPATIONAL EXPERIENCE

27. Please list your experience in law or related fields and any full-time employment in any other field if it lasted a year or more. If you are not employed, indicate your current full-time activity below. If you are teaching, indicate whether in a law faculty or otherwise and whether full- or part-time. Use additional sheets if necessary.

Present employment, activity or academic status

Type of work or activity	Name and location of employer or school	Telephone	Date (from/to)
_____	_____	_____	_____
_____	_____	_____	_____

Previous employment

Type of work or activity	Name and location of employer or school	Telephone	Date (from/to)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPONSORSHIP

28. If you will receive financial support for your LL.M. studies from a government agency, foundation, employer, or other organization, please provide the name of the organization.

_____ _____ _____ _____
Name of sponsor *Location* *Telephone* *E-mail*

ACADEMIC INTERESTS

29. Briefly indicate, in general terms, the areas of law you wish to study in this LL.M. program.
Use additional sheets if necessary.

30. Briefly describe your future plans regarding employment or study after this LL.M. program.
Use additional sheets if necessary.

PERSONAL STATEMENT

31. On separate sheets of paper, please describe your personal and professional reasons for pursuing this LL.M. degree at Boston University School of Law. Please elaborate on your study interests listed above and their relation to your previous studies, employment experiences, and professional goals, as well as any other information that would be helpful in evaluating your application. Please type the statement and sign it as certification that you are the original author.

32. I certify that the information above is complete and correct to the best of my knowledge and that I am the original author of any information that is directly requested of me. I understand that my acceptance and matriculation may be canceled if any information in support of my application is found to be false.

signature

date

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LL.M. Admissions Office
765 Commonwealth Avenue, Room 1534
Boston, MA 02215
www.bu.edu/law

LL.M. in American Law

Phone: 617.353.5323 Fax: 617.358.2720
E-mail: ofp@bu.edu

LL.M. in Intellectual Property Law

Phone: 617.353.5323 Fax: 617.358.2720
E-mail: ipllm@bu.edu

LL.M. in Banking and Financial Law

Phone: 617.353.3023 Fax: 617.353.2444
E-mail: banklaw@bu.edu

LL.M. in Taxation

Phone: 617.353.3105 Fax: 617.353.2368
E-mail: gradtax@bu.edu



Boston University International Student Data Form

This form must be completed by all international students applying for admission. Please answer all of the questions completely and return the form with the requested financial documentation and copies of U.S. immigration documents (if applicable) to the Admissions Office reviewing your academic application. Once you have been admitted to a program of study (and, in some cases, once you have formally accepted the offer of admission), the Admissions Office will send this form, the supporting documents, and a file to the Boston University International Students & Scholars Office (ISSO). Once your file has been reviewed and determined to be complete, the ISSO will forward an official immigration document to you with instructions on how to apply for the student visa at the nearest U.S. Embassy or Consulate. If you are currently in the U.S., the ISSO will forward specific immigration instructions to you to facilitate your enrollment.

General Information (Please record all names exactly as they appear on your passport)

Name _____ Female
family/last (in capital letters) first/given middle Male

Date of birth _____ Place of birth _____
month day year city country

Country of citizenship _____ Country of legal permanent residence _____

Permanent address in home country:
 Street _____ City _____ State/Province _____
 Country _____ Postal code _____

If you wish correspondence to be sent to you at an address other than the one above, please write it here:
 Street _____ City _____ State/Province _____
 Country _____ Postal code _____

This address can be used for mail from _____ to _____
month day year month day year

Financial Declaration

Boston University is required by U.S. government regulations to check the availability of adequate funding for your tuition, fees, and living expenses for the duration of your studies at Boston University to issue the immigration documents necessary to obtain a student visa. All financial documents submitted for evaluation will become the property of Boston University and will not be returned to the applicant. It is recommended that you request multiple copies of the documentation listed below to submit at the point of visa application and to retain for your records. Please refer to the Estimate of Expenses for the breakdown of fees and for the minimum required per year.

- All declarations of financial support must:**
1. Be original documents (not photocopies)
 2. Reflect the minimum amount of support in U.S. dollars
 3. Specify funding for study at Boston University (not another college or university)
 4. Include a date and be no more than one year old from the intended date of enrollment
 5. Indicate the period of time for which the support will be provided
 6. Be written in English

Please check the box below which describes the type of funding you will be receiving, and attach the appropriate official documentation as outlined below:

- If you will be funded by a family member, please submit:
 1. A letter of sponsorship which indicates that your sponsor is willing and able to support you financially for your academic fees and living expenses throughout the duration of your studies at Boston University and the relationship of the sponsor to the applicant.
 2. An official bank statement or credit reference from a bank stating the availability of the minimum estimated expenses as indicated on the Estimate of Expenses.
- If you will be funded by your government, an organization, a company, etc., the sponsor must submit a letter of sponsorship on official letterhead which states:
 1. That your funding is valid specifically for Boston University.
 2. Exactly which expenses will be covered (i.e., academic fees, living expenses, health insurance, financial support for family members, travel, etc.)
 3. The length of the financial support.
- If you will be funded by a bank loan, you must submit an official letter of certification from the lending institution indicating the specific amount for which you have been guaranteed.
- If you will be funded in a manner not listed above (for example, if you will fund yourself), you must submit official documentation (a bank statement or a credit reference from a bank) indicating the specific amount.

Educational Information

List all schools, colleges, or other institutions you have attended or are attending in your country and elsewhere, **including** the United States:

Secondary or Preparatory Schools	Location	Indicate degree or diploma granted	Dates from to

Immigration and Visa Information

If you are currently in the U.S., or have been in the U.S. during the past six months, please indicate your current or most recent U.S. immigration classification _____ and submit dark, legible copies of the following documents:

- _____ Personal data pages of your passport including the page that indicates the passport expiration date
- _____ Copy of the front and reverse side of your most recent I-94 card (usually small card stapled into your passport)
(Please make certain that the copy clearly reflects the blue and red DHS stamp on the I-94 card)
- _____ Copy of the most recent visa stamp in your passport (if applicable)

In addition:

- If you are currently in the U.S. in F-1 student status, please submit dark, legible copies of the front and reverse side of all of your Form(s) I-20 and Employment Authorization Card(s) (if applicable)
- If you are currently in the U.S. in J-1 Exchange Visitor status in any category, please submit dark, legible copies of all of your Form(s) DS-2019.
- If you are currently in the U.S. in F-2, J-2, H-4 or any other dependent immigration status, please submit copies of all immigration documents from your spouse or parent on which you are dependent for your immigration status.
- If you are currently in the U.S. in any other immigration status, please submit copies of all of your Form(s) I-797 and/or any other relevant immigration documents.

If you are not currently in the U.S., to which U.S. Embassy or Consulate do you intend to apply for your visa stamp?
_____ (Please include the city and the country)

Family Information

Your spouse and your children (under the age of 21) are eligible to apply for dependent visas to accompany you to the U.S. or to follow to join you at a later time. Please complete the information below about each dependent whether or not they will be included in your visa/status applications.

1. Do you have any dependents (as defined above)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes. How many? _____
2. Are your dependents currently in the U.S.?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Will your family travel with you to the U.S.?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Will your family travel to the U.S. separately?	<input type="checkbox"/> No	<input type="checkbox"/> Yes. When? _____

	Dependent 1	Dependent 2	Dependent 3	Dependent 4
Family/Last Name				
First/Given Name(s)				
Middle Name(s)				
Date of Birth				
City of Birth (month/day/year)				
Country of Birth				
Country of Citizenship				
Country of Legal Permanent Residence				
Relationship*				
Current immigration status, if in U.S.				

* Please indicate "Wife," "Husband," "Son," or "Daughter." If you have more than four dependents, list them on an additional sheet.

Last Position Held in Home Country

Please give the title and a brief description of the most recent (or current) position held in *your country of citizenship or country of last legal permanent residence*. If the last position was that of student, please write "Undergraduate student" or "Graduate student."

Please choose the category that best describes the employer of the above position:

- Government Academic Community Private Sector The Arts or Sports Labor Union or Organization Communications/Media Military

I attest that the information I have provided above is accurate, and I understand that it will be released to the U.S. Department of Homeland Security to create official immigration records for me and my dependent family members. I understand that I am responsible for submitting adequate financial documentation demonstrating my ability to pay for my tuition and living expenses. Failure to report accurate information could jeopardize my eligibility for a U.S. visa or my ability to enter the U.S. and enroll in my academic program.

Signed _____ Dated _____

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, or marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including admissions, financial assistance, employment, housing, athletics, and educational programs. Boston University recognizes that nondiscrimination does not ensure that equal opportunity is a reality. Because of this, the University will continue to implement affirmative action initiatives which promote equal opportunity for all students, applicants, and employees. Inquiries regarding the application of this policy should be addressed to the Director of Equal Opportunity, 25 Buick Street, Boston, Massachusetts 02215.



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765 Commonwealth Avenue
Boston, MA 02215
www.bu.edu/law