

# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ADMISSION TO THE S.J.D. (Doctor of Juridical Science)

The application process for the S.J.D. Program at the University of Pittsburgh School of Law is managed by the applicant. This lessens the possibility of late or misplaced supporting documents, giving the applicant control and responsibility for a substantial portion of the process. The applicant is required to collect and submit the required material in one envelope, with the exception of the TOEFL results (if applicable) and letters of recommendation.

Carefully read and follow the instructions below to ensure that there will be no delay in the presentation of your application for admission to the S.J.D. Program for Foreign Law Graduates.

## Checklist of Required Application Materials:

- Completed S.J.D. Application for Admission.

### ***Materials to be included with your application:***

- Original or certified (notarized) copies of all original language academic records/mark sheets/transcripts from all post-secondary institutions attended. Where the official original documents are issued in a language other than English, certified English translations must also be submitted. Certified copies of the original certificates or diplomas awarded at the completion of studies must also be submitted. *S.J.D. applicants who are graduates of the University of Pittsburgh School of Law LL.M. program need not submit any academic records for study predating the LL.M. program.*

- Applicants who have studied in the United States must submit official transcripts from all-post-secondary institutions attended. Transcripts must be submitted in an envelope sealed by the issuing institution. Copies or student copies of transcripts are not acceptable. **Applicants must include official copies of their LL.M. transcripts.** *S.J.D. applicants who are graduates of the University of Pittsburgh School of Law LL.M. program need not submit any academic records for study predating the LL.M. program.*

- Writing Sample.

- Dissertation Proposal.

- Curriculum Vitae or résumé.

- Application fee of \$55.00. Make the check payable to the University of Pittsburgh School of Law. The application fee cannot be refunded, waived, or deferred.

### ***Materials to be provided by others directly to the Center for International Legal Studies:***

- Official results of the Test of English as a Foreign Language (TOEFL) must be sent directly to the University of Pittsburgh by the Educational Testing Service. Copies of TOEFL test results are not acceptable. *S.J.D. applicants who are graduates of the University of Pittsburgh School of Law LL.M. program need not submit TOEFL results.*

- Recommendation Forms. Identify and seek the recommendations of three individuals who are in a position to evaluate your ability, motivation, and potential for succeeding in the University of Pittsburgh's S.J.D. Program. ***One of the three individuals must be a University of Pittsburgh School of Law faculty member who is willing to supervise your S.J.D. and to serve as the chair of your dissertation committee.*** For their convenience in assessing your skills, please provide those individuals from whom you are seeking recommendations with a copy of your dissertation proposal. Recommendation Forms must be submitted in envelopes sealed by the individual completing the Recommendation Form. Provide those persons from whom you seek recommendations with a stamped envelope addressed to the Center for International Legal Education.

**All of the above materials (with the exceptions of the TOEFL results and Recommendation Forms) are to be submitted in one envelope to:**

Center for International Legal Education  
University of Pittsburgh - School of Law  
3900 Forbes Avenue  
Pittsburgh, Pennsylvania 15260 U.S.A.

Telephone: (412) 648-7023  
Fax: (412) 648-2648  
E-Mail: CILE@law.pitt.edu



University of Pittsburgh
SCHOOL OF LAW

APPLICATION FOR ADMISSION
S.J.D. (Doctor of Juridical Science)

Please type or print all entries in ink:

Biographical Information:

Family Name First Name Middle Name

Intended Date of Study:

Gender: Female Male

Ethnic Status: Black [1] Asian/Pacific Islander [2] American Indian/Alaskan Native [3]
Hispanic [4] White [5]

Disability: Auditory [A] Visual [V] Motor/Physical [M] Other [O] None [N]

U.S. Social Security Number (if applicable):

Date of Birth: month/day/year

Country of Citizenship:

City of Birth: Country of Birth:

Country of Legal Permanent Residence:

Position/Occupation in Home Country: (e.g. student, professor, etc.)

Current Mailing Address:

Street Address

City, State/Province

Country and Postal Code

Telephone Fax E-Mail

Address in Home Country (if different from above):

Street Address

City, State/Province

Country and Postal Code

Telephone Fax E-Mail

Address to Which Visa Documents Should be sent:

Street Address

City, State/Province

Country and Postal Code

Telephone Fax E-Mail



# University of Pittsburgh SCHOOL OF LAW

## ENGLISH PROFICIENCY (IF APPLICABLE)

Applicants from countries where English is not the mother (native) language must submit official results of the **Test of English as a Foreign Language (TOEFL)**. Official results submitted directly from the Educational Testing Service must be received by the School of Law before an application can be processed. It is your responsibility to ensure that ETS sends your test results to the proper address in time to meet our deadline. Copies of TOEFL test results are not acceptable. For information or to apply for the TOEFL, contact the Educational Testing Service, P.O. Box 6151, Princeton, New Jersey 08541-6151 U.S.A. (<http://www.toefl.org>) The University of Pittsburgh ETS code is 2927 and the department code for Law is 03.

Most recent TOEFL: \_\_\_\_\_ Date: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**We must receive your TOEFL score from the Educational Testing Service by the application deadline. *S.J.D. applicants who are graduates of the University of Pittsburgh School of Law LL.M. program need not submit TOEFL results.***

## DISSERTATION PROPOSAL

Please attach a dissertation proposal. The proposal must be typed, double-spaced, and in the range of 2,500 words (ten pages), with a two-page bibliography attached that lists relevant works that proved significant in the formulation of the applicant's thinking about his or her proposal. The substance of the proposal should: (a) demonstrate the originality of the research project; (b) indicate the importance of the project within the applicant's field of study; and (c) indicate the methodology the applicant expects to employ in the development of the dissertation.

Please sign your name and the date at the end of this proposal to certify that the proposal is true and is the product of your own work.

## WRITING SAMPLE

Please attach a writing sample, the legal subject matter of which need not be related to the dissertation proposal. The writing sample must be in English, typed and double-spaced. There is no page limit.

Please sign your name and the date at the end of this writing sample to certify that the proposal is true and is the product of your own work.

## CURRICULUM VITAE

Please attach a current Curriculum Vitae or résumé.

## EDUCATION

List all academic post-secondary institutions you have attended. Include universities, graduate schools, and law schools. State all post-secondary degrees, diplomas, or certificates you have received or expect to receive from these institutions.

**NOTE: Applicant must submit original or certified copies of all post-secondary academic documents, including the LL.M. degree. *S.J.D. applicants who are graduates of the University of Pittsburgh School of Law LL.M. program need not submit any academic records for study predating the LL.M. program.***

Institution and Location                      Dates of Attendance (from - to)                      Name of Degree/Diploma & Date Awarded

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(For the following, use a separate sheet of paper if necessary.)

Scholastic honors you have received: \_\_\_\_\_

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Memberships in scholastic honor societies: \_\_\_\_\_

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Scholarly publications and major published dissertations: \_\_\_\_\_

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Major unpublished dissertations: \_\_\_\_\_

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Principal extracurricular activities: \_\_\_\_\_

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### PROFESSIONAL EXPERIENCE

List only experience in law or law-related fields and any full-time employment, if it lasted a year or more. If not employed, indicate current full-time activity.

Present employment or other current full-time activity: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_

Previous employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other relevant experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

Enter the names and addresses of three people from whom you have requested letters of recommendation. One of the three people must be a University of Pittsburgh School of Law faculty member who is available and willing to supervise your S.J.D. and to chair your dissertation committee. In general, the Center for International Legal Education prefers letters from law school faculty members or persons for whom you have worked in a professional capacity. Please provide these three individuals with a copy of your dissertation proposal. As these letters are essential to the evaluation process, **the Center for International Legal Education will not consider your application until we receive all three letters.** We suggest that you provide your references with stamped, pre-addressed envelopes and that you check with them periodically to be sure they have sent your recommendation letters. All references must be written in English or accompanied by a certified English translation.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Any material misstatement on this application or its accompanying documents or any forms of dishonesty, including fraudulent practices relating to entrance examinations, will result in disqualification for admission, and if discovered after admission will result in immediate dismissal from the University of Pittsburgh. It is a condition of admission that entering students agree to support the Code of Academic Integrity in force in the school, and by signing this application, you so agree.

I certify that all of my responses to the application questions are true and I am the author of any information that is directly requested of me. I understand that my acceptance and matriculation may be canceled if any information provided by me in support of my application is found to be false.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

The University of Pittsburgh as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University of Pittsburgh will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations. For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact: William A. Savage, Assistant to the Chancellor and Director of Affirmative Action (and Title IX and 504 Coordination), Office of Affirmative Action, 901 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260; (412) 648-7860. Published in cooperation with the Department of University Relations. PR 9502-493





**Overall Assessment:**

- I recommend without qualification that the applicant be admitted to the program.
- I recommend that the applicant be admitted to the program.
- I recommend with some reservation that the applicant be admitted to the program.
- I do not recommend that the applicant be admitted to the program.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (Please type or print):** \_\_\_\_\_

**Position or Title:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

\_\_\_\_\_

**Law School Faculty Member Certification**

I, \_\_\_\_\_, a full-time tenured faculty member of the University of Pittsburgh School of Law, certify that, if this applicant is accepted to the S.J.D. program and upon entry into the program as a S.J.D. candidate, I agree to serve as the candidate's faculty advisor and to chair the candidate's 3-to-4-person dissertation committee. I understand that this reference carries with it certain responsibilities and obligations, including a time commitment on my part. Although the S.J.D. candidate is responsible for selecting his or her dissertation committee, it is I, as faculty advisor and dissertation committee chair, who must approve of that selection. As the candidate's faculty advisor, I agree to be accessible to the candidate such that I can provide the guidance necessary for successful completion of the dissertation and the program. I understand that the candidate must meet in person with the dissertation committee at least once per year and that any other meetings may be by telephone. During these meetings, the committee will assess the student's progress and discuss objectives and a timetable for completing degree requirements.

(Please sign and print your name below)

\_\_\_\_\_  
Professor of Law, University of Pittsburgh School of Law (Print)

\_\_\_\_\_  
Professor of Law, University of Pittsburgh School of Law (Signature)

\_\_\_\_\_  
Date

When completed, this recommendation must be sent in a sealed envelope to:

Center for International Legal Education  
University of Pittsburgh - School of Law  
3900 Forbes Avenue  
Pittsburgh, Pennsylvania 15260 U.S.A.







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- I recommend with some reservation that the applicant be admitted to the program.
- I do not recommend that the applicant be admitted to the program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please type or print): \_\_\_\_\_

Position or Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (Please type or print):** \_\_\_\_\_

**Position or Title:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

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