INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ADMISSION TO THE
ONLINE LLM (MASTER OF LAWS) PROGRAM FOR FOREIGN LAW GRADUATES

The application process for the Online LLM Program in the Law School at the University of Pittsburgh 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 Online LLM Program for Foreign Law Graduates.

Checklist of Required Application Materials:

☐ Completed LLM Application for Admission.

Materials to be included with your application:

☐ Submit 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.

☐ Applicants who have studies 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.

☐ Professional and Educational Goals Statement.

☐ Certification of Financial responsibility. (Read and follow the instructions on the form.)

☐ 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 Education:

☐ 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. 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. (www.toefl.org) The University of Pittsburgh ETS code is 2927 and the department code for Law is 03. An alternative to the TOEFL is the International English Language Testing System (IELTS). For information contact the University of Cambridge, Local Examinations Syndicate, 1 Hills Road, Cambridge CB1 2EU, U.K. (www.ielts.org). The requirements for the Online LLM. Program are a minimum score of 100 for TOEFL and 7.0 for the IELTS.

☐ 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 Online LLM Program. 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 or IELTS results and Recommendation Forms) are to be submitted in one envelope to: (you can submit all materials by e-mail to cile@pitt.edu)

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@pitt.edu

Applications may also be submitted on-line through the Law School Admission Council (LSAC) http://www.lsac.org/llm/applying/llm-checklist.asp. If you apply through LSAC, a hard copy is not required.
**APPLICATION FOR ADMISSION**  
**Online LLM (MASTER OF LAWS) FOR FOREIGN LAW GRADUATES**

Please type or print all entries in ink:

**Biographical Information:**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

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_____________

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University of Pittsburgh  
**SCHOOL OF LAW**
Immigration Information:
*You must include a copy of your passport with your application

If you are currently INSIDE the United States, please complete the following:

Current Visa Classification: ________ Current Sponsor/School: _________________________________

Date of Initial Entry into United States (mm/dd/yyyy): _______ /_______ /________

I-94 Expiration Date: ______ /______ /______ (If D/S, check here: ☐)

(NOTE: You must attach supporting documentation verifying current visa classification, e.g., Form I-20, Form IAP-PP or DS-2019, Form I-797, etc.)

If you are currently OUTSIDE the United States, please complete the following:

City/Country where you will apply for the required visa: __________________________________________

Dependent Information:

For each dependent who will accompany you to the U.S., please provide the following information. Use additional sheet if necessary. Please note that a dependent is defined as your spouse and/or any unmarried children under 21 years of age.

1) Gender: □ Female □ Male Relationship: ____________________________

Family Name: ______________________ Given Name: _____________________ Middle Name: ______________________

Date of Birth (mm/dd/yyyy)_____/_____/_____ City & Country of Birth: _________________________________

Country of Citizenship: __________________________ Country of Residence: _________________________________

2) Gender: □ Female □ Male Relationship: ____________________________

Family Name: ______________________ Given Name: _____________________ Middle Name: ______________________

Date of Birth (mm/dd/yyyy)_____/_____/_____ City & Country of Birth: _________________________________

Country of Citizenship: __________________________ Country of Residence: _________________________________

3) Gender: □ Female □ Male Relationship: ____________________________

Family Name: ______________________ Given Name: _____________________ Middle Name: ______________________

Date of Birth (mm/dd/yyyy)_____/_____/_____ City & Country of Birth: _________________________________

Country of Citizenship: __________________________ Country of Residence: _________________________________

Emergency Contact:

Name ____________________________________________

Street Address ______________________________________

City, State/Province __________________________________

Country and Postal Code _____________________________

Telephone________________________ Fax________________________ E-Mail ____________________________

STATEMENT OF PROFESSIONAL AND EDUCATIONAL GOALS

On a separate sheet of paper, please attach a narrative statement of your plans regarding employment or study after the Online LLM Program. Include any information that might be helpful in assessing your application, including personal history, special interests, and abilities not otherwise reflected on this application form. Please sign your name and the date at the end of this statement to certify that the statement is true and is the product of your own work.
ENGLISH PROFICIENCY

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. The requirements for the LL.M. Program are a minimum score of 100 for TOEFL and 7.0 for the IELTS.

Most recent TOEFL: Date: __________ Registration Number: __________________

We must receive your TOEFL score from the Educational Testing Service by the application deadline.

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.

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

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

Scholastic honors you have received:
________________________________________________________________________

Memberships in scholastic honor societies:
________________________________________________________________________

Scholarly publications and major published dissertations:
________________________________________________________________________

Major unpublished dissertations:
________________________________________________________________________

Principle extracurricular activities:
________________________________________________________________________

HOW DID YOU HEAR ABOUT PITT LAW?

(THIS INFORMATION IS FOR OUR INTERNAL USE ONLY.)

- Friend
- Internet
- website ______________________ (i.e. LL.M. guide, google search, direct link to Pitt Law, etc.)
- LSAC
- Moot Court Competition
  - moot name ______________________
- Pitt Law Alumni
  - Name ______________________
- An advisor at an organization or Institution
  - name ______________________
- Other, please explain:
  - ______________________
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. The Center for International Legal Education prefers letters from law school faculty members or persons for whom you have worked in a professional capacity. 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
RECOMMENDATION FORM

LLM (MASTER OF LAWS) FOR FOREIGN LAW GRADUATES

To the Applicant

1. Request that the person completing this form enclose it in an envelope you provide, seal it, and mail it to:

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

2. Under the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), a student has access to all files pertaining to him or her with the exception of those documents to which (s)he has waived right of access.

   □ I waive my right to examine the following recommendation.
   □ I do not waive my right to examine the following recommendation.

Signature of Applicant: ______________________________________________________________________________
Name (Family, First, Middle Initial) (type or print): _____________________________________________________
________________________________________________________________________________________________

To the Person Acting as Reference

The applicant named above has asked you to serve as a reference for admission to the University of Pittsburgh LLM Program.

   • Competent evaluation is important both to the candidate and to the program. Candor in your comments is essential to fairness to both parties. We ask that you make no statements that would indicate the applicant's race, creed, or national origin.
   • This form is designed to provide an efficient and fast way for you to assess the applicant's overall potential for study in U.S. law. If you wish to submit a separate letter in addition to this form, please attach it to this form.

How long have you known the applicant? _________________________________________________________________
In what capacity? ______________________________________________________________________________________

In comparison with other individuals at the same stage in their career, how would you rate the applicant on the following dimensions:

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Top 5%</th>
<th>Top 10%</th>
<th>Top 25%</th>
<th>Average</th>
<th>Below Average</th>
<th>Can't Assess</th>
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<tr>
<td>Ability to analyze a problem</td>
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<td>Ability to work independently</td>
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<td>Breadth of knowledge</td>
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</tbody>
</table>

University of Pittsburgh
SCHOOL OF LAW
Please assess this candidate’s qualifications for graduate study and ability as a lawyer:

________________________________________________________________________________________________________

________________________________________________________________________________________________________

(If necessary, this evaluation may be continued on an additional piece of paper attached to this form.)

**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: ______________________

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.
RECOMMENDATION FORM
LLM (Master of Laws) for Foreign Law Graduates

To the Applicant

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   ☐ I waive my right to examine the following recommendation.
   ☐ I do not waive my right to examine the following recommendation.

Signature of Applicant: ______________________________________________________________________________

Name (Family, First, Middle Initial) (type or print): ______________________________________________________
__________________________________________________________________________________________________

To the Person Acting as Reference

The applicant named above has asked you to serve as a reference for admission to the University of Pittsburgh LLM Program.

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- This form is designed to provide an efficient and fast way for you to assess the applicant's overall potential for study in U.S. law. If you wish to submit a separate letter in addition to this form, please attach it to this form.

How long have you known the applicant? _________________________________________________________________

In what capacity? ______________________________________________________________________________________

In comparison with other individuals at the same stage in their career, how would you rate the applicant on the following dimensions:

<table>
<thead>
<tr>
<th></th>
<th>Top 5%</th>
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<th>Top 25%</th>
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</tr>
</thead>
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<tr>
<td>Ability to analyze a problem</td>
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Signature: ______________________________________________________ Date: ____________________________________

Name (Please type or print): ________________________________________________

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Telephone Number: ______________________ Fax Number: ______________________ E-Mail: ______________________

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<td>Ability to work independently</td>
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<td>Creativity</td>
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<td>Breadth of knowledge</td>
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University of Pittsburgh
SCHOOL OF LAW
Please assess this candidate's qualifications for graduate study and ability as a lawyer:

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

(If necessary, this evaluation may be continued on an additional piece of paper attached to this form.)

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: ____________________________

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.
School of Law Online L.L.M. Program for Foreign Law Graduates

INSTRUCTIONS

Please review the following instructions before completing and signing this form.

1. Review the cost estimates and the estimated length of the degree program to which you are applying.
2. Complete the certification indicating the amount of support that will be provided from each source for each year of the program.
3. All proof of financial support must be submitted in English.
4. All proof of financial support must be stated in U.S. dollars and clearly state the date that the documentation was written or printed.
5. All proof of financial support must be an original document.
6. All financial resources must be in liquid assets. Stocks, bonds, or other investments with cash value may be accepted if evidenced by a portfolio on the managing firm’s letterhead. Please note that retirement accounts cannot be used as a source of financial support unless the sponsor can provide evidence that he/she is, in fact, retired and able to access those funds without penalty for early withdrawal. Real estate or other non-liquid asset such as automobiles, jewelry, or other personal property cannot be used as a source of financial support under any circumstances.
7. Please be aware that evidence of financial support must also be shown to the U.S. Embassy or Consulate when applying for a visa. Therefore, you will need to have two sets of financial support documents—one to submit to the University of Pittsburgh and one for the U.S. Embassy or Consulate.
8. More than one sponsor may be used. More than one sponsor may copy this form for use.

ESTIMATED LENGTH & COST OF STUDIES

Online L.L.M. (Master of Laws) – 18 Months

| 9 Months | 
| --- | --- |
| Tuition and Fees: | $36,800.00 (four terms) |
| Total: | $36,800.00 |
Certification of Financial Responsibility

Student's Name ____________________________________________

Family Name ___________________________ Given Name ___________ Middle Name _____________

Department/School ________________________________

Sponsor’s Name _______________________________________

Family Name ___________________________ Given Name ___________ Middle Name _____________

Sponsor’s Address (Number and Street): ____________________________________________________________

City: _______________________________________ State/Province: ____________________________

Country: ______________________________________ Postal Code: ________________________________

Phone: _______________ / ___________________________ E-Mail: ______________________________________

Relationship of Sponsor to Student: ________________________________

Certification of Financial Responsibility

I/we hereby certify that I/we will provide financial support for ________________________________

to engage in a program of study at the University of Pittsburgh. I/we will provide funds from the following

sources:

1. Provided each year from annual salary/income.
   Total annual salary in $US ____________________

   Attach documentation or verification of annual salary/income.

2. Provided from bank account with a total
   in $US ____________________

   Attach an Official Bank Statement.

3. Provided from other sources.
   Identify source(s) and attach documentation.

4. Total Available from All Sources:

   ______________________

__________________________  __________________________
Signature of Sponsor Date Signed