Application Instructions

Duquesne University School of Law LLM Application

Thank you for your interest in our LLM program for international students. To apply, you must have received your foreign law degree by the time Fall 2018 classes begin. Please consult the Duquesne University International Office for visa instructions and information.

- Application due date: May 31, 2018
- LLM Tuition 2017-2018: $24,238 (USD)
- Minimum TOEFL score required: 90 or IELTS score of 7.0
- Possible conditional admission with TOEFL scores of 85-89 or IELTS score of 6.5

Application items required:

1. Application Form
2. Current Resume
3. Official TOEFL score report
4. Official foreign law transcripts indicating a Bachelor of Laws degree conferred (English translated)
5. Copy of passport
6. Letter of recommendation (academic letters preferred)
7. Personal Statement

NON-BAR TRACK CURRICULUM

The general, or non-bar track LL.M. curriculum features a selection of required core American law courses and a variety of eligible elective courses. All LL.M. candidates must receive passing grades on a pass/fail grading system.

CORE COURSES

- Introduction to the American Legal System
- Legal Research Writing and Analysis

Minimum of 2 courses from the following list:
- Contracts I, II
- Torts I, II
- Civil Procedure I, II.
- Property I, II
- Criminal Law
- Criminal Procedure Constitutional Law I, II

ELECTIVE COURSES

In addition to the core courses, LL.M. candidates may take any elective or J.D.- required course offered by the School of Law, with some exceptions.

GRADING

The examinations of LL.M. candidates will be specifically identified and graded outside of any curve established by the School of Law. LL.M. candidates will be graded in all courses on a pass/fail/honors basis. Non-native English speakers can use a common-language (not legal) translating dictionary during examinations. At the professor’s discretion, other accommodations may be offered.
The Bar-Track Curriculum provides foreign-trained lawyers with the foundations for practicing law in the United States. LL.M. students in this program gain grounding in the basic principles of American law in a curriculum designed to meet the requirements for foreign-trained lawyers to sit for the bar examinations in New York or California.

CORE COURSES

The Bar-Track Curriculum requires successful completion of structured instruction in core courses in the American Legal System: Legal Research, Writing and Analysis; Contract Law; Property Law; Core Competencies for Legal Practice; Professional Responsibility (ethics) and Constitutional Law.

ELECTIVE COURSES

It is strongly recommended that student take electives in subjects that are tested on the bar examination, including Criminal Law; Criminal Procedure; Civil Procedure; Sales; and Corporations.

GRADING

Examinations of LL.M. candidates on the Bar Track will be the same exam as, and will be subject to the same standards and grading scale as J.D. candidates in every course.
Program

Duquesne University School of Law offers two program tracks for the LLM degree. Please select which track you would like to enroll in. Tracks may be changed after admission, with permission, this question is for informational purposes.

1. Bar Track Curriculum (25 credits)
   1. The Bar Track Curriculum guides students through courses that are required for the New York or California state bar examinations. Students in this track are required to take courses tested on the bar examination and exams are graded along with JD law students.

2. General LLM Program in American Law
   1. The General LLM Program allows students to take an increased number of elective courses and students are graded on a pass/fail basis

Additional program requirements are listed on the Duquesne Law LLM Program website.

____ Bar Track Curriculum
____ General LLM Curriculum

Biographical

Prefix ___________________________ Date of birth ___________________________
First name ___________________________ Place of birth: City ___________________________
Middle name ___________________________ Place of birth: Country ___________________________
Last name ___________________________ Place of birth: State/Province ___________________________
Suffix ___________________________ Gender ___________________________
Previous (other) name ___________________________ Social security number (last 4 digits) ___________________________
Preferred first name ___________________________ LSAC account number ___________________________

Demographics

Citizenship

Citizenship
____ Other
____ US Citizen
Country of citizenship ___________________________
Visa/SEVIS number ___________________________
Permanent resident number ___________________________
Permanent city ___________________________
Permanent state/province ___________________________
Permanent country ___________________________
Demographics continued

Native language ________________________________

Ethnicity

Are you Hispanic or Latino?
_____ Yes
_____ No

If you selected ‘Yes’ to the above question, select an ethnicity.
_____ Hispanic/Latino

What is your race? Select one or more races to indicate what you consider yourself to be.

Aboriginal or Torres Strait Islander Australian
_____ Aboriginal/Torres Strait Isl. Australian

American Indian or Alaska Native
_____ American Indian/Alaskan Native

Asian
_____ Asian

Black or African American
_____ Black/African American

Canadian Aboriginal
_____ Canadian Aboriginal

Caucasian/White
_____ Caucasian/White

Native Hawaiian or Other Pacific Islander
_____ Native Hawaiian/Other Pacific Islander

Puerto Rican
_____ Puerto Rican

Consent
_____ Decline to respond
Contact Information

Current Address

Country ___________________________
Street address--line 1 ___________________________
Street address--line 2 ___________________________
Street address--line 3 ___________________________
City ___________________________
State/province ___________________________
Zip/postal code ___________________________

Current mailing address good until date _____________
Day phone ___________________________
Evening phone ___________________________

Permanent Address

Country ___________________________
Street address--line 1 ___________________________
Street address--line 2 ___________________________
Street address--line 3 ___________________________
City ___________________________
State/province ___________________________
Zip/postal code ___________________________

Permanent mailing address good until date _____________
Day phone ___________________________
Evening phone ___________________________

Other Contact Information

Primary e-mail address ___________________________
Secondary e-mail address ___________________________
Mobile phone ___________________________

Duquesne University School of Law can send text messages to my mobile phone.

_____ Yes
_____ No
Standardized Testing

TOEFL

Test Date  Test Score

Please review five statements below and select the statement which describes your English language proficiency.

____ My native language is English and my legal education at the university level was conducted in English in an English-speaking country.

____ Within the period of five years prior to the date of this application, I have been a full-time student for at least one year in a university legal academic program conducted entirely in English in one of the following countries: the United States, the United Kingdom, Ireland, Australia, New Zealand, Canada (English medium universities) or South Africa (English medium universities).

____ My native language is not English, but my legal education at the university level was conducted entirely in English in one of the following countries: India, Pakistan, the Philippines, Hong Kong or Singapore, and I have attached a statement from an official at my university verifying that English was the medium of instruction.

____ I have taken or will take the TOEFL and have arranged to have my scores sent through the LSAC LLM Credential Assembly Service.

____ I have taken or will take the IELTS and have arranged to have an official IELTS score report sent directly to the Law School.

Education

List ALL educational institutions attended.

Institution type  ____ High School  ____ Undergraduate  ____ Graduate  ____ Law  ____ Other Post Graduate

Institution name ____________________________________________________________

Major  ____________________________________________________________________

Country  __________________________  Start date  __________________________

State/Province  ____________________  End date  __________________________

City  ______________________________  Degree  __________________________

GPA  ______________________________  Date degree granted  __________________

Rank  ______________________________
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Have you ever attended any law school?

_____ Yes
_____ No
**Education continued**

Did you leave the law school under less than good standing?

____ Yes  
____ No

Has your education in college, university, or professional school been interrupted for one term or more for any reason?

____ Yes  
____ No

List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Describe, as fully as possible, the grading and honor system used in the academic institutions where you pursued your first degree in law and any graduate law studies.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Military**

Have you served or are you now serving on full-time, active US military duty?

____ Yes  
____ No

Date of entrance (month/year) _________________

Date of discharge (month/year) _________________

Rank ________________________________

Expected military reserve or National Guard status during law school

________________________________________________________________________

Branch ________________________________

Discharge type ___________________________

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?

____ Yes  
____ No

If you have been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Employment

List all employment including internships.

Employment type  ____ Full-time  ____ Part-time  ____ Internship  ____ Unpaid Internship

Employer ____________________________________________

Position ___________________________ Country ___________________________

Hours per week ___________________________ State/Province ___________________________

Start date ___________________________ City ___________________________

End date ___________________________

Reason for leaving ___________________________

Employment type  ____ Full-time  ____ Part-time  ____ Internship  ____ Unpaid Internship

Employer ____________________________________________

Position ___________________________ Country ___________________________

Hours per week ___________________________ State/Province ___________________________

Start date ___________________________ City ___________________________

End date ___________________________

Reason for leaving ___________________________

Employment type  ____ Full-time  ____ Part-time  ____ Internship  ____ Unpaid Internship

Employer ____________________________________________

Position ___________________________ Country ___________________________

Hours per week ___________________________ State/Province ___________________________

Start date ___________________________ City ___________________________

End date ___________________________

Reason for leaving ___________________________
Employment continued

Employment type  ____ Full-time  ____ Part-time  ____ Internship  ____ Unpaid Internship

Employer

Position                                        Country

Hours per week                                State/Province

Start date                                     City

End date

Reason for leaving

Total number of months full-time work experience.

List your extracurricular, community, or other activities in the order of their importance to you. Give a brief description of your involvement, including any special responsibilities or leadership positions held.

Family

Next of Kin/Emergency Contact

Salutation                                       Country

First (given) name                               Street address--line 1

Middle name/initial                             Street address--line 2

Last (family) name                               Street address--line 3

Relationship to applicant                       City

Telephone (include area code)

State/province

Zip/postal code
Family continued

If you have any close relatives who have been students at this university, please provide the following information.

Relative 1

[ ] Law school  [ ] University

First (given) name ________________________________

Middle name/initial ________________________________

Last (family) name ________________________________

Relationship to applicant __________________________

School attended ________________________________

Start date (month/year) ____________________________

End date (month/year) ____________________________

Degree awarded ________________________________

Parent/Guardian - 1

[ ] Choose not to answer

[ ] Deceased

First (given) name ________________________________

Middle name/initial ________________________________

Last (family) name ________________________________

Country ________________________________

Street address--line 1 ________________________________

Street address--line 2 ________________________________

Street address--line 3 ________________________________

City ________________________________

State/province ________________________________

Zip/postal code ________________________________

Parent/Guardian - 2

[ ] Choose not to answer

[ ] Deceased

First (given) name ________________________________

Middle name/initial ________________________________

Last (family) name ________________________________

Country ________________________________

Street address--line 1 ________________________________

Street address--line 2 ________________________________

Street address--line 3 ________________________________

City ________________________________

State/province ________________________________

Zip/postal code ________________________________
**Immigration Information**

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

Current Visa classification:

__________________________________________

Current sponsor/school:

__________________________________________

Date of initial entry into the United States:

__________________________________________

I-94 expiration date:

__________________________________________

If D/S, check yes:

_____ Yes

_____ No

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:

__________________________________________

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**Visa Documents Address**
Visa Documents Address continued

Address to which visa documents should be sent:

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Bar Admission

List the states and/or countries, dates of admittance, and the current status (active/inactive) to practice law.

<table>
<thead>
<tr>
<th>Country</th>
<th>Date of Admittance</th>
<th>Current Status ____ Active ____ Inactive</th>
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If you are not a member of the bar in any state/country, when do you plan to sit for a bar examination and in which state/country?

<table>
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<tr>
<th>Planned bar exam date</th>
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<tr>
<td>Country</td>
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<td>State or Province</td>
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Bar Admission continued

If you are not qualified to practice law, have you completed all of the academic (university level) legal education requirements necessary to take the bar examination?

____ Yes
____ No

If you have answered 'No' to the above question, when do you expect to complete the legal education requirements?

Character and Fitness

Have you ever had your license to practice law suspended?

____ Yes
____ No

Have you ever been disbarred?

____ Yes
____ No

Have you ever been expelled, dismissed, suspended or disciplined by any college or university, including any law school?

____ Yes
____ No

Have you ever been arrested or charged with any criminal offense other than a minor traffic violation?

____ Yes
____ No

Certification

Any material misstatement on this application or its accompanying documents for 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 Duquesne University School of Law. It is a condition of admission that entering students agreed 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 cancelled if any information provided by me in support of my application is found to be false.

Please sign your name in the text box below.
**Law School Interest**

What prompted you to apply to this law school?

- Internet
  - ABA
  - Law School
  - LSAC
  - Other

- Faculty/Alumni/Professional
  - Admissions recruiter
  - Alumni
  - Faculty/acquaintance
  - Law school faculty member
  - Legal professional
  - Prelaw advisor
  - Relative
  - University/college faculty member

**Publications**

- Law school publication
- LSAC Official Guide to ABA Law Schools
- Other advertisement
- Princeton Review
- US News & World Report

**Recruiting Events**

- Campus event
- Current student
- International forum
- Law school direct mail/e-mail
- Law school fair
- LSAC Forum

If you attended any events mentioned in the Recruiting Events section, please list them below:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Have you previously applied to this law school?

- Yes
- No

If you applied previously, what year was the application for?

________________________________________________________________________

Were you offered admission?

- Yes
- No

Are you applying, or have you applied, to other law schools? If so, please list them.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Financial Aid

Are you applying for financial aid?
___ Yes
___ No

Are you applying for academic scholarship?
___ Yes
___ No

Are you applying for a need based scholarship?
___ Yes
___ No