

Columbia University School of Law

Graduate Legal Studies

Application Instructions

General Information

In evaluating applications for admission to our graduate legal studies programs, we strive to select a student body of diverse backgrounds and interests that shares a discernible commitment to excellence. We place primary emphasis on demonstrated qualities and proven skills we regard as necessary for academic success and intellectual engagement at Columbia Law School and also highly value personal strengths that we believe predict professional distinction and public service. We endeavor to identify how and to what extent candidates have forged their values and achieved their goals; how they have actually chosen to commit their time, energies and talents; and how they have made use of their opportunities. Applicants are evaluated, therefore, not only on their potential but also by their demonstrated motivation, self-discipline and industry.

Strong preference is given to applicants who have at least one year of work experience after earning their first law degree. Only in exceptional circumstances are applications from candidates who are in their final year of law school considered. Applicants who have not yet graduated must demonstrate that their admission to the program would enable them to realize an immediate and specific career objective that would not otherwise be attainable. Foreign applicants who have already had a year of residence in an American law school are generally ineligible for admission.

Regrettably, because of the large number of applicants from all over the world, it is not logistically possible for interviews to be included as part of the selection process. As a substitute, the Admissions Committee depends upon the insights provided by letters of recommendation and the applicant's Personal Statement. In addition to providing the Committee with a more personal sense of the individual qualities of the applicant, the Personal Statement affords the candidate an opportunity to present any special information or factors that may prove useful to the Committee's deliberations.

Completed applications and the required supporting materials should be sent to:

Office of Graduate Legal Studies
Columbia Law School
435 West 116 Street, MC 4036
New York, NY 10027-7297

If you plan to send your application by courier, please note that Columbia Law School does not accept courier deliveries on Saturdays, Sundays or holidays.

The Office of Graduate Legal Studies telephone number is 212-854-2655; the fax number is 212-854-9742; and the e-mail address is gls@law.columbia.edu. *Due to the large volume of applications we receive, it is not possible for the Graduate Legal Studies staff to report on the progress*

of applications over the telephone. All inquiries should be e-mailed to gls@law.columbia.edu. Faxed applications or e-mailed supporting documents will not be accepted.

All application materials become the property of the Office of Graduate Legal Studies and as such will not be returned to the applicant under any circumstances.

We *strongly encourage* all applicants to submit their applications online. While submitting a paper application will not affect an applicant's admissions decision, it may significantly delay the processing of the application and the timing of the decision. Applicants who submit an online application *should not* include a paper application with their supporting documents, as doing so will also significantly delay the processing of the application and the timing of the decision.

Special Application Procedure for LL.M. Admission

(not applicable for admission to the J.S.D. or Associates-in-Law Programs)

We recommend that LL.M. applicants who graduated from law schools outside of the U.S. or Canada register with the Law School Admissions Council's (LSAC) LL.M. Credential Assembly Service. This service is designed to save applicants time and money, especially if they intend to apply to several U.S. or Canadian graduate law degree programs.

For a registration fee of U.S. \$185, LSAC will collect and authenticate an applicant's university records and TOEFL scores and will distribute them to the schools to which the applicant is applying. Thus, an applicant needs to obtain only one set of transcripts and other required academic credentials. The registration fee includes five law school reports; for an additional fee, applicants can purchase additional reports. Further information about this service is available online at www.llm.lscac.org.

Please note that all applicants for admission to the LL.M. Program, including those who register with LSAC, must complete Columbia Law School's Application for Admission to Graduate Legal Studies form and submit it directly to the Law School, together with the letters of recommendation, Personal Statement and application fee (U.S. \$70). LSAC will not collect these materials for Columbia.

Application Deadlines

A. Early Review Program

LL.M. Program applicants for the 2008-2009 academic year except those in their final year of law school in their home countries have the option of applying through the Early Review Program. Appli-

cants wishing to be considered under the Early Review Program must submit their applications online; we will not accept paper applications for the Early Review Program. In addition, to be considered for Early Review, all application materials, including supporting documents and TOEFL scores, must be postmarked **no later than November 1, 2007** and the applicant should specify that he or she wishes to be considered for Early Review by checking the appropriate box on the application form. If all materials are not postmarked by November 1, 2007, the applicant will automatically be considered for admission in the regular cycle.

The Office of Graduate Legal Studies will provide a decision for early applicants by the end of December. Applicants will be admitted, rejected or deferred to the regular admission cycle. Applicants admitted through the Early Review Program will not be required to withdraw their applications to other LL.M. Programs or to make an early binding commitment to Columbia Law School. Admitted candidates will be required to notify us of their intention to matriculate in early March.

B. Regular Application Deadline

Applications and all supporting documents for the 2008–2009 academic year must be postmarked **no later than December 15, 2007**. Applications postmarked after this date will be returned unread. Admissions decisions are made on a rolling basis, in most cases no later than late April.

Application Form

Applicants for admission to the LL.M., J.S.D. and Associates-in-Law Programs must complete, sign and submit Columbia Law School's Application for Admission to Graduate Legal Studies ("application form"). The application form can be completed online and submitted electronically, or can be downloaded from the Graduate Legal Studies Web site at www.law.columbia.edu/llm_jsd/Paper_App and submitted in paper form. Applicants should carefully follow the application instructions. **We strongly encourage all applicants to submit their applications online. While submitting a paper application will not affect an applicant's admissions decision, it may significantly delay the processing of the application and the timing of the decision.**

Provide as much information as possible on the application form itself. If you need more space, use additional pages. To avoid any confusion or delay in the processing of your application, please make sure to consistently use the same form of your proper name and to keep us informed of any changes to your contact information (including mailing address, e-mail address and telephone number).

Please type or write legibly. **Do not staple the pages together or put them in a binder.** If you wish, you may place your entire application in a plastic folder or sleeve to protect it in the mail, but do not place each sheet in a separate folder or sleeve.

Application Fee

You must submit an application fee of U.S. \$70 with your application. This fee is non-refundable and will not be credited against tuition if you enroll. The fee must be paid in U.S. dollars and may be paid by credit card (MasterCard or Visa only), a check drawn on a bank located in the U.S., traveler's checks, or a bank or postal money order. *Checks must have mica numbers and fraction numbers (the numbers at the bottom of the check), which may not be typed in.* Payment should be made out to "Columbia University." To pay by credit card, please provide the following information: (1) type of card: MasterCard or Visa; (2) the name exactly as it appears on the card; (3) the account number; and (4) the month and year of expiration (month first, then year). We cannot accept Japanese International or Canadian Postal Money Orders; checks drawn on foreign banks (even if in U.S. dollars); UNESCO coupons; wire/bank transfers; or cash.

TOEFL/TWE or TOEFL iBT

All applicants, except those whose both native and working language is English or who earned their first law degree entirely in English, must take the Test of English as a Foreign Language (TOEFL) and the Test of Written English (TWE) or the TOEFL iBT. The scores required for admission are:

- TOEFL iBT: 105 overall score, 26 on the Reading and Listening sections and 24 on the Writing and Speaking sections
- Computer-based TOEFL: 260 overall score, 25 on each section
- Paper-based TOEFL: 620 overall score, 59/60 on the Structure/Writing and Reading sections, 60/61 on the Listening section
- TWE: 5.0

If your scores fall below these levels, your chances of admission could be adversely impacted even if other factors in your application are strong. You must decide whether to repeat the test based on how far below these scores your results fall; we cannot make this decision for you.

Applicants should register for and take the TOEFL by the **November 1 or December 15 deadline**. Although applicants may include a copy of their student score report with their application, Columbia must receive the official test results directly from ETS. Applicants who register with LSAC (see "Special Application Procedure" above) do not need to send an official report to Columbia Law School; LSAC will send it. Columbia University's institution code is 2163; the Law School's code is 03. No other examination is required. Waivers of the TOEFL requirement are almost never granted. Therefore, applicants who request a waiver should assume the request will be denied and make arrangements to take the test by the deadline. Requests for waivers on the grounds that an applicant has run out of time to take the exam or works primarily in the English language will not be granted.

Certificate of Proficiency in English

This form must be completed and returned with your application.

Personal Statement

You must submit a detailed Personal Statement describing your background, academic interests, the program of study you wish to follow and your reasons for doing so. This statement should be prepared without assistance from others and should not exceed three double-spaced pages. Your application will not be considered without such a statement. We will not accept a résumé or curriculum vitae in place of the Personal Statement.

Résumé or Curriculum Vitae

While résumés are not required, you may submit one for consideration as part of your application. Individuals applying for an Associates-in-Law position must include their résumé with their applications.

Transcripts and Diplomas

(Forms are not provided)

If you have not registered with LSAC, you must submit an official transcript and, where applicable, a diploma or proof of degree from each college, university, graduate school and law school you have attended, whether or not you earned a degree. If you are unable to submit original documents, you may submit certified copies. If the originals are not in English, you must submit an official, certified translation of each document in addition to the original document. If you are in school at the time you submit your application, please send us your most recent transcript with your application and send us an updated one once your fall grades are available.

If your rank does not appear on your transcript, we must receive a separate, official statement of rank from your law school. If your law school does not rank its graduates, we must receive an official statement to this effect.

Letters of Recommendation

(Forms are not provided)

We require two original letters of recommendation from your law school professors, employers, supervisors or other persons qualified to appraise your academic potential for graduate legal studies. At least one letter should come from a law school professor. If you have work experience (in addition to internships while in school), one letter should also come from a work supervisor. "To Whom It May Concern" letters (which tend to be very general), letters from friends and letters from prominent persons who have not supervised your work are not helpful. Letters of recommendation must be written by the recommender and addressed to the Office of Graduate Legal Studies. (If your recom-

menders cannot write in English, please submit certified translations together with the original letters.) We reserve the right to disqualify letters written or translated, in part or in whole, by the applicant.

Please do not submit more than two letters. Even if you indicate that you are submitting more than two letters of recommendation, we will consider an application complete once we have received two letters of recommendation and all other required supporting documentation.

Note: Transcripts and letters of recommendation should be sent with your application in sealed envelopes.

Application for Financial Assistance

To apply for financial assistance, complete, sign and submit this form with your application. Enter the amount of money available to you (or that you anticipate will be available to you) in the appropriate boxes. All amounts should be entered in U.S. dollars (excluding cents). If completing the form online, please do not use any punctuation marks (e.g., periods or commas) when entering numbers. For example, five thousand dollars should be entered as 5000. Numbers entered in other formats (e.g., 5.000) will not appear accurately when your information is submitted and therefore could negatively affect your potential award calculation. Please list in the "Additional Remarks" section of the form all scholarships to which you have already applied or to which you intend to apply. It is your obligation to notify the Office of Graduate Legal Studies should other funds become available to you. Since Columbia Law School awards financial assistance mostly on the basis of need, the Law School reserves the right to reduce the amount of any financial aid it has awarded if other funds become available to a student. Applicants who do not submit an application for financial assistance will not be considered for financial aid, even if they request it after the admissions deadline. Any applicant who thinks he or she may need financial aid should complete and sign the form.

Application for Human Rights or Appel Fellowships

If you are applying for a Human Rights or Appel Fellowship, see the section on "Financial Assistance and Loans" for additional information.

Application Checklist

Please complete this form and submit it with your application.

Writing Sample

(for Associates-in-Law and J.S.D. applicants only)

Applicants for the Associates-in-Law and the J.S.D. Programs must submit a writing sample originally written in English (translations of works originally written in another language do not qualify). Writing samples will not be returned. If you are not applying for admission to the J.S.D. or the Associates-in-Law Program, please do not submit a writing sample.

Dissertation Proposal and Bibliography

(for J.S.D. Applicants only)

You must submit a dissertation proposal and bibliography with your application. See section on the J.S.D. Program (page 13) for additional information.

Re-application

We retain application files for one year after the original year of application. To reapply, you must complete, sign and submit a new application form; submit a new Personal Statement updating your file on your academic and professional activities since you first applied; submit one additional letter of recommendation; and submit a re-application fee of U.S.\$70. The re-application fee will not be waived. **The re-application deadline is December 15, 2007.**

Application Checklist

Please indicate on the checklist below the materials that you are enclosing with your application and submit this form with your application. We urge you to submit a complete application, but if something is missing, please indicate when you expect to send it. All supporting materials must be postmarked by November 1 for Early Review, or December 15 for regular admission. Incomplete applications after the deadline will be withdrawn from consideration.

Name: _____

	Enclosed	Not Enclosed
Application for Admission form (4 pages) (must be signed; please do not include a paper form if you submitted the application online)	<input type="checkbox"/>	<input type="checkbox"/>
LSAC Registration Number (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Application for Financial Assistance form (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Proficiency in English form	<input type="checkbox"/>	<input type="checkbox"/>
Personal Statement	<input type="checkbox"/>	<input type="checkbox"/>
All Transcripts and Diplomas (unless registering with LSAC)	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Law School Rank (if not included in transcript)	<input type="checkbox"/>	<input type="checkbox"/>
Two (2) Letters of Recommendation	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee (\$70)	<input type="checkbox"/>	<input type="checkbox"/>
Writing Sample (for J.S.D. and Associate applications only)	<input type="checkbox"/>	<input type="checkbox"/>
Dissertation Proposal and Bibliography (for J.S.D. applications only)	<input type="checkbox"/>	<input type="checkbox"/>
Application for Human Rights Fellowship (if applicable; make sure your name is on it)	<input type="checkbox"/>	<input type="checkbox"/>
Application for Appel Fellowship (if applicable; make sure your name is on it)	<input type="checkbox"/>	<input type="checkbox"/>

Please remember to sign all forms.

Comments:

Columbia Law School
APPLICATION FOR ADMISSION TO
GRADUATE LEGAL STUDIES IN SEPTEMBER 20__

- Re-application
 Deferred Admission

PLEASE TYPE OR PRINT LEGIBLY U.S. Social Security Number (if applicable): _____

DO NOT COMPLETE THIS FORM IF YOU SUBMITTED YOUR APPLICATION ONLINE

Female Male

LSAC Registration Number (if applicable): _____

SURNAME (Family Name): _____

FIRST AND MIDDLE NAMES: _____

If you were registered in any institution under any variation(s) of your name as it appears above, please list it/them here.

CURRENT MAILING ADDRESS:

ALTERNATE/PERMANENT MAILING ADDRESS:

Home telephone no.: _____

Home telephone no.: _____

Home fax no.: _____

Home fax no.: _____

Work telephone no.: _____

Work telephone no.: _____

Work fax no.: _____

Work fax no.: _____

E-mail address: _____

E-mail address: _____

(Please include country, city, and area codes for all numbers.)

Until what date may we use address #1? *(Please be as specific as possible)* _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____
Month Day Year

Are you a citizen of the U.S.? Yes No If no, of which country? _____
(If you have dual citizenship, please list both countries.)

Visa status (for non-U.S. citizens): Permanent Resident Student Visa Other *(please specify)* _____

Program(s) Desired: LL.M. J.S.D. Associates-in-Law Special Student (non-degree)

(Applicants to the Associates-in-Law program must complete the shaded area below.)

Are you applying for an Associate-in-Law Position:

Yes No

In which of these program(s) are you interested?

LL.M./Associate J.S.D./Associate Non-Degree/Associate

Do you wish to be considered for admission to the LL.M. or J.S.D. program if you are not offered an Associate-in-Law position?

Yes No

Will you require financial assistance if you are not selected for an Associate-in-Law position?

Yes No

Name: _____

Have you ever applied to Columbia's LL.M. or J.S.D. Program? Yes No

If so, for what year? _____ Were you offered admission? Yes No

Are you applying to Columbia University for financial assistance? Yes No

(If so, you must submit the Application for Financial Assistance)

Are you applying for a Human Rights Fellowship? Yes No

Are you applying for an Appel Fellowship? Yes No

Are you applying for an LL.M. Pro Bono Fellowship? Yes No

ACADEMIC HISTORY				
Name of Educational Institution	Location	Dates of Attendance MM/YY	Degree or Diploma Awarded	Date of Award MM/YY

If you are *already* a student at Columbia, please indicate the school and degree. _____

List scholastic honors received, scholarships held, elections to honor societies, important extracurricular activities, etc.

Applicants for the J.S.D. and Associates-in-Law programs must submit written material, such as theses, term papers, essays, or published papers, originally written in English. *Writing samples will not be returned.* List materials being submitted.

Do not leave blank

1. What are your objectives in seeking to pursue graduate work in law?

Law teaching Practice of law Government Service Other

In what country? _____

2. Briefly state the field(s) and topic(s) in which you plan to do the principal part of your graduate work, being as specific as possible. (For example, a field would be "Intellectual Property," and a topic would be "Copyright.") If more than one, give first and second choices of fields and topics. A Personal Statement must also be submitted.

3. LL.M. candidates: From the courses described in the Law School Curriculum Guide, list the 5 courses you are most interested in taking provided they are offered during your year of residence.

Name: _____

Are you a member of the Bar? _____ If so, of what state or country? _____

List current and past employment, with dates, and briefly describe each position.

If you are **not** currently employed or in school, what are you doing now?

Do not leave blank

If you answer "Yes" to any of the following questions, please provide full details on a separate sheet(s) of paper.

1. Have you ever been convicted of a crime (misdemeanor or felony)?
 Yes No
2. Are there any criminal charges pending against you?
 Yes No
3. Has your college, university, law, graduate or professional academic career been interrupted for one or more terms?
 Yes No
4. Have you ever been subject to academic probation, suspension or expulsion for any reason (including scholastic or misconduct)?
 Yes No
5. Have you ever been disbarred, suspended or prohibited from practicing in any professional capacity?
 Yes No

Have you applied, or do you intend to apply, to any other law school for admission to graduate legal studies? _____

If so, which one(s)? _____

List the names and titles of each person you have asked to write letters of recommendation on your behalf. Next to their names and titles, list their relationship to you. Please also list their Columbia affiliation, if applicable (*i.e.* Alumni/æ, including class and year).

If you are personally acquainted with any members of the Columbia Law School faculty, list their names.

If any members of your immediate family attended Columbia University, please give their names, relationship to you, division of the University attended, degrees received and years.

Name: _____

PLEASE ATTACH HERE

PHOTOGRAPH
SHOWING FULL FACE
(Optional)

(Please write your name
on back of photo.)

I understand that under the Educational Rights and Privacy Act of 1974, I have a right to inspect letters of recommendation and that this right may be waived if I so choose. Although such a waiver must be voluntary and cannot be a condition of admission or financial aid, I hereby expressly waive any and all rights of access to the letters of recommendation contained in my application form.

Date _____ Signature of Applicant _____

I certify that the information given in this application is complete and accurate. I also certify that my Personal Statement represents my own original writing and that I did not seek outside assistance in composing it. If any information submitted is found to be false, misleading, or incomplete, I understand that I risk loss of admission to, or expulsion from, the Graduate Legal Studies Program at Columbia University. I agree to immediately notify the Office of Graduate Legal Studies of any changes in the information I have provided in this application. I agree that if admitted to the Graduate Legal Studies Program at Columbia Law School, I will abide by the regulations of Columbia University and Columbia Law School.

Date _____ Signature of Applicant _____

Columbia Law School

GRADUATE LEGAL STUDIES

CERTIFICATE OF PROFICIENCY IN ENGLISH

You are exempt from taking the Test of English as a Foreign Language (TOEFL) and the Test of Written English (TWE) or TOEFL iBT if English is your native language or you earned your first law degree entirely in English; otherwise, you must take these exams. Columbia University's Institution Code is 2163; the Department code is 03. (Please see the Graduate Legal Studies catalogue for further information.)

Name: _____
Surname/Family Name
First Name
Middle Name

What is your native language? _____

Describe your formal study of the English language.

	Number of Years	Number of Months Per Year	Hours Per Week with a Teacher	Native Language of Teacher
In secondary school				
In university/law school				
In English-language institutes				
With private tutors				

Estimate your own proficiency in English.

- Reading: Excellent Good Fair Poor
- Writing: Excellent Good Fair Poor
- Speaking: Excellent Good Fair Poor

Please indicate below the date(s) on which you plan to take the TOEFL and TWE.

TOEFL Test Date(s)	TOEFL Score(s)	TWE Score(s)

Please complete if applicable.

TOEFL iBT Test Date(s)	Listening Score	Reading Score	Speaking Score	Writing Score	Total Score

I am not required to take the TOEFL/ TOEFL iBT or TWE. English is my native language or I earned my first law degree entirely in English.

Columbia Law School

APPLICATION FOR FINANCIAL ASSISTANCE

Name: _____
Surname/Family Name
First Name
Middle Name

Applications for financial assistance will receive consideration only in connection with completed applications for admission to Graduate Legal Studies. Applicants will be automatically considered for award of all funds for which they are eligible. *(Applicants not applying for financial assistance need not submit this form.)*

Because our financial aid funds are limited, applicants who require financial assistance to attend Columbia should also seek assistance from other sources, as we cannot guarantee an award. It is your obligation to notify the Office of Graduate Legal Studies should other funds become available to you. Since Columbia Law School awards financial assistance mostly on the basis of need, the Law School reserves the right to reduce the amount of any financial aid it has awarded if other funds become available to a student.

I certify that the following list of resources are the only funds I know which would be available to me while at Columbia Law School:

Savings _____	U.S. \$ _____
Government Stipend _____	_____
Family Money _____	_____
Scholarships (please state the source and the duration) _____	_____
Other Means, e.g., loans, etc. _____	_____
(Please describe under "Additional Remarks" below.)	
Total	U.S. \$ _____

If there are currency or exchange restrictions in your country which would limit the funds available for your study at Columbia University, describe them briefly under "Additional Remarks" below.

Please list all persons who are dependent upon you for financial support. Put a check mark next to the names of those who will accompany you to Columbia Law School.

Name	Age	Relationship	Plan for support during the time you may be at Columbia

Complete if possible: Travel to and from the United States will be paid for by _____

Have you ever applied or do you intend to apply for scholarships from outside sources? If yes, which ones?

Additional Remarks:

Do you pledge yourself to repay to the University an equitable part of any sum awarded to you as financial assistance if you should withdraw for any reason before the conclusion of the term for which you are registered, or without completing the work required? Yes No

I understand it is my obligation to notify the Office of Graduate Legal Studies should other funds become available to me, and that the Law School reserves the right to reduce the amount of any financial aid it has awarded me should I receive any outside funding.

Date _____ Signature of Applicant _____