



SCHOOL
OF LAW

MASTER OF LAWS IN BANKRUPTCY PROGRAM

8000 Utopia Parkway • Queens, NY 11439 • (718) 990-5343

APPLICANT INSTRUCTIONS

Application: Complete and sign the application. Applicants are responsible for assembling all application materials.

Re-Applying: Any applicant who has applied within the previous two years may submit a letter requesting their application be re-activated. You need not submit a second application fee.

Personal Statement: Provide a typewritten personal statement of approximately 250-500 words explaining why you wish to attend the LL.M. in Bankruptcy program and how the LL.M. will advance your career goals and objectives.

Application Fee: Enclose with the application a non-refundable application fee of \$100 made payable to St. John's University.

Recommendations: Please submit at least two letters of recommendation with this application, preferably at least one from a faculty member at a school you attended. Please use the enclosed recommendation forms.

Transcripts: Official transcripts are required for all undergraduate, graduate, and law schools attended. Transcripts for summer school courses or study abroad programs recorded in the transcripts need not be supplied. If possible, submit the official transcripts with your application, or send them directly to the LL.M. in Bankruptcy Office. **Law School Transcripts must include class rank.** If your school does not rank, a statement from your Law School Registrar indicating that they do not rank must accompany your transcript. If possible, the statement should include an indication in where you stand in relation to your peers.

LSAT Scores: - a copy of the applicant's LSDAS report page indicating LSAT score. You may request this from your Law School when requesting your transcript.

Copies of Application Materials: Retain copies of all correspondence for your records. All application materials submitted become the property of St. John's University School of Law and can not be returned. Include your social security number on any information submitted in connection with your application.

Student Aid: For information concerning student loans or scholarship assistance, or if you are applying for the ABI Annual Scholarship or the Robert M. Zinman Bankruptcy Scholarship please complete and submit the included forms.

Foreign Applicants: Foreign applicants **must** complete the *Foreign Applicant Addendum* portion of this application. You **must** also register with the LL.M. Credential Assembly Service, administered by LSAC. Registration can be done through their website at www.llm.lsac.org. **Foreign student applications not made through the LSAC will not be considered.**

Foreign applicants (other than students from Australia, English-speaking Canada, Ireland, New Zealand and the United Kingdom) are required to have taken the Test of English as a Foreign Language (TOEFL) and obtain a grade of at least 600 on the Paper-Based TOEFL Test, a score of at least 250 on the Computer-Based TOEFL Test, or a grade of at least 100 in the Internet-Based TOEFL. In addition, applicants must obtain a grade of at least 5 on the TWE component of the TOEFL Test. The TOEFL score report codes are 2799 for the institution and 03 for the department. Applicants should contact:

TOEFL
P.O. Box 6155
Princeton, NJ 08541-6155
Telephone: (609) 921-9000
www.ets.org

or

CITO/SYLVAN Learning Systems
P.O. Box 1109,
6801 BC Arnhem,
The Netherlands, 31263521577.

All TOEFL scores are to be sent to the LSAC as indicated on its website.

Important: Taking the New York State Bar Examination

An applicant with a foreign law degree who is interested in sitting for the New York State Bar Examination **must** contact the State Board of Law Examiners directly in order to have his or her law degree evaluated for duration and substance, and to receive confirmation of the U.S. legal education requirements that will satisfy eligibility requirements for the Bar Exam.

State Board of Law Examiners
Corporate Plaza- Building 3
254 Washington Avenue Extension
Albany, NY 12203-5195
518/452-8700 (tel)
800/342-3335 (tel)
518/452-5729 (fax)
<http://www.nybarexam.org>

Completion of the LL.M. in Bankruptcy Program does not necessarily guarantee eligibility to sit for the Bar Exam, and our LL.M. program is not intended to be a bar preparation program. St. John's School of Law makes no representation or assurance that students who complete the LL.M. program will qualify for the New York State Bar Exam or the bar examination of any other jurisdiction.

Checklist

- Completed & signed application**
- Two letters of recommendation**
- Personal statement**
- Transcripts from law school (including class rank) and undergraduate schools attended**
- LSAT Score (a copy of the front sheet of the applicant's LSDAS report, indicating his/her LSAT score provided by Law School)**
- Application fee of \$100**
- Foreign Applicant Addendum (if applicable)**

St. John's University does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, marital status, or disability in admitting students to its programs or in administering its educational policies, scholarship and loan programs, athletics, and other institutionally administered programs or activities generally made available to students at the University. In addition, the University continually strives to fulfill its educational goals by maintaining a fair, humane, responsible, and non-discriminatory environment for all employees and students.

Applicant Name _____



SCHOOL OF LAW

MASTER OF LAWS IN BANKRUPTCY PROGRAM

8000 Utopia Parkway • Queens, NY 11439 • (718) 990-5343

APPLICATION FOR ADMISSION

Program: [] LL.M. [] JD/LL.M.

Desired Enrollment: [] Full Time (1 Year) Starting: [] Fall _____(Year)

[] Part Time (2-4 Years) [] Spring _____(Year)

Full Name: _____ Surname First Middle

Mailing address for all correspondence (Please inform us of any changes immediately.) Complete address, including country and postal code:

Permanent Address (only if different from mailing address) Complete address, including country and postal code:

Home telephone: _____
Business telephone: _____
Cell Phone: _____
Fax number: _____
E-mail: _____

Sex: (optional) Male [] Female []
Date of birth: (required) _____
U.S. Social Security Number (if applicable):
[][][]-[][]-[][][][]

Are you a citizen of the United States? [] Yes [] No (If not, please be sure to complete the foreign applicant section of the application.)

Are you requesting a personal interview? (Interviews are not required for acceptance.) [] Yes [] No

Applicant Name _____

Higher education:

List in chronological order all universities and law schools you have attended. Use an additional page if necessary.

Name of Institution			
City			
Country			
Dates of Attendance (Month/Year TO Month/Year)	To	To	To
Field of Study			
Degree or Diploma			
Date of Degree			
Average or Result*			
Official Class Rank (Rank in class of Class Size)	In class of	In class of	In class of
Estimated Class Rank**	In class of	In class of	In class of

*Please indicate your numerical GPA, honors level, state examination result, etc.

**If Official Class Rank is not available, please submit a brief description of how you estimated your class rank.

Academic honors: If you received any of your university or post-secondary degrees “with honors” or with some other distinction, please indicate the type of honors or distinction you received (e.g. magna cum laude, First Class Honors, etc.) and the dates on which you received them. Please include any memberships in scholastic honor societies and other significant honors.

Publications and Law Reviews: List any books, articles, or thesis you have published (give title, date of publication, and name of publisher) or any law review experience and the position held.

Law School Admissions Test (highest score recorded): Score _____ Date Taken _____

Occupational experience: List below your experience in law or law-related fields. In each case provide dates (from/to), name and location of employer, and a brief description of the position, starting with your current position. If you are not currently employed or in school, what are you now doing? *You may also provide a curriculum vitae or resume on an attached sheet.*

From	To	Name and Address of Employer	Position	Responsibilities

References: Please give the names and professional positions of at least two persons whom you have asked to write letters of recommendation on your behalf. (Note: The letters that are most helpful are those written by law school faculty members who know you well or by persons for whom you have worked in a professional capacity. Letters from personal or family friends are generally not helpful.)

Bar membership: Are you a member of the bar?
If yes, please list the jurisdiction(s) and the date(s) of admission:

If your answer is "yes" to any of the following questions, attach a statement giving full details and dates.

Have you ever been denied admission to a federal, state, or foreign bar?

Yes No

Have you been subject to disciplinary action by any bar association or by any of the colleges, universities, graduate or professional schools you have attended?

Yes No

Have you been convicted (without the conviction later having been vacated) of any felony (at anytime) or misdemeanor (within the past five years)? Is there any criminal charge pending against you?

Yes No

Please note that admission does not guarantee that you will meet the good moral character requirement necessary to sit for a state bar exam or to be admitted to practice. If you are concerned about any facts which may affect your eligibility to practice law, you should discuss the matter with the Board of Bar Examiners or the appropriate Committee on Character & Fitness in the jurisdiction in which you hope to practice.

PLEASE READ CAREFULLY:

I the undersigned, hereby apply for admission to the St. John's University School of Law, LL.M. in Bankruptcy Program and make the following statements as the basis of my application: If accepted, I agree to comply with the rules of the University, the School of Law, the LL.M. Bankruptcy Program and to cooperate with the Faculty in maintaining high standards of scholarship and conduct. I agree that the decisions of the Faculty as to standards or scholarship shall be final. I agree to be governed by the existing rules and regulations of the University, the School of Law, the LL.M. Bankruptcy Program and by any others which may hereafter be enacted by the Trustees of St. John's University, the Faculty of the School of Law and the Faculty of the LL.M. Bankruptcy Program.

I certify that all statements made in this application are complete and accurate. I agree to notify the School of Law Registrar immediately of any changes in or additions to the information contained in this application. I understand that any omission or misstatement may result in denial of admission to or dismissal from the School of Law and the LL.M. Bankruptcy Program.

I understand that a copy of this application may be forwarded to the appropriate Committee on Character and Fitness at the time a student applies for admission to the Bar. Any omission or misstatement on this application may result in denial of admission to the Bar.

Signature of Applicant

Date

St. John's University does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, marital status, or disability in admitting students to its programs or in administering its educational policies, scholarship and loan programs, athletics, and other institutionally administered programs or activities generally made available to students at the University. In addition, the University continually strives to fulfill its educational goals by maintaining a fair, humane, responsible, and non-discriminatory environment for all employees and students.

Applicant Name _____



SCHOOL
OF LAW

MASTER OF LAWS IN BANKRUPTCY PROGRAM

8000 Utopia Parkway • Queens, NY 11439 • (718) 990-5343

FOREIGN APPLICANT ADDENDUM

PLEASE NOTE: All international applicants are **required** to register with the LL.M. Credential Assembly Service, administered by LSAC, in order to have their application considered. Please apply through the website at www.LLM.LSAC.org.

LSAC No. _____

What is your country of citizenship? _____

Are you a permanent resident of the U.S.? Yes No

Permanent Resident Number: _____

What type of visa do you anticipate using during your law school education?

English language proficiency:

How many years of formal instruction in English have you received? _____

What language(s) do you usually use at home? _____

At school? _____

At work? _____

If English is not your native language or if you did not receive your basic legal education entirely in the English language, you must take the Test of English as a Foreign Language (TOEFL) exam. Please indicate when the TOEFL and the TWE component was or will be taken. *Please note that the TOEFL is not required for students who are citizens of Australia, English Speaking Canada, Ireland, New Zealand, and the United Kingdom.*

Please indicate TOEFL taken: (computer based, internet based or written) _____

TOEFL score: _____ Test date(s): _____

TWE score: _____ Test date(s): _____

Applicant Name _____



SCHOOL OF LAW

MASTER OF LAWS IN BANKRUPTCY PROGRAM

8000 Utopia Parkway • Queens, NY 11439 • (718) 990-5343

RECOMMENDATION FORM

TO THE APPLICANT

Please complete the first part of this form and give it to your recommender with an envelope addressed to you. Ask your recommender to return the recommendation and this form in the envelope, sealed, and signed across the flap. Do not open the envelope; submit it with the rest of your application materials. If your recommender prefers, the recommendation may be mailed to our program at the address above.

Please take note that recommendations are to be written only by the recommender. Please provide your recommender with a copy of your application materials to assist him/her in writing the recommendation.

Applicant's Name _____

Applicant's Address: _____

I understand that U.S. legislation provides me with a right of access to this recommendation under certain circumstances. I understand that I may waive such access, and that no school may require me to waive this right.

I hereby waive my right of access to this recommendation.

I do not waive my right of access to this recommendation.

Signature Date

TO THE PERSON WRITING THE RECOMMENDATION

Please return your recommendation to the applicant in a sealed envelope with your signature across the seal. The applicant will submit the recommendation along with the application. If you prefer, you may mail the recommendation to us directly.

Please note that if you wish your recommendation to remain confidential, the student must indicate above that the right to see your recommendation is waived.

Recommender _____

Title _____

Address _____

Phone _____

email _____

May we contact you for additional information about the applicant? Yes No

Applicant Name _____



SCHOOL OF LAW

MASTER OF LAWS IN BANKRUPTCY PROGRAM

8000 Utopia Parkway • Queens, NY 11439 • (718) 990-5343

RECOMMENDATION FORM

TO THE APPLICANT

Please complete the first part of this form and give it to your recommender with an envelope addressed to you. Ask your recommender to return the recommendation and this form in the envelope, sealed, and signed across the flap. Do not open the envelope; submit it with the rest of your application materials. If your recommender prefers, the recommendation may be mailed to our program at the address above.

Please take note that recommendations are to be written only by the recommender. Please provide your recommender with a copy of your application materials to assist him/her in writing the recommendation.

Applicant's Name _____

Applicant's Address: _____

I understand that U.S. legislation provides me with a right of access to this recommendation under certain circumstances. I understand that I may waive such access, and that no school may require me to waive this right.

I hereby waive my right of access to this recommendation.

I do not waive my right of access to this recommendation.

Signature Date

TO THE PERSON WRITING THE RECOMMENDATION

Please return your recommendation to the applicant in a sealed envelope with your signature across the seal. The applicant will submit the recommendation along with the application. If you prefer, you may mail the recommendation to us directly.

Please note that if you wish your recommendation to remain confidential, the student must indicate above that the right to see your recommendation is waived.

Recommender _____

Title _____

Address _____

Phone _____

email _____

May we contact you for additional information about the applicant? Yes No

Applicant Name _____



SCHOOL
OF LAW

MASTER OF LAWS IN BANKRUPTCY PROGRAM

8000 Utopia Parkway • Queens, NY 11439 • (718) 990-5343

Scholarship Application

The LL.M. Program awards various scholarships to outstanding students each year. Factors for awarding the scholarships include the individual's performance at undergraduate and law schools, experience in practice (where applicable), published and unpublished written work, and, where appropriate, personal interviews. Particular emphasis will be placed on the applicant having achieved an outstanding academic record in law school and on the applicant's employment history and documented promise in the practice of bankruptcy law.

If you would like to be considered for a scholarship, please complete this form and submit it to the LL.M. Office. Your application materials will be the basis for the decision, but you may submit additional materials with this form.

Full Name: _____

Surname

First

Middle

Please list and describe any honors, publications or experience not already included in your application that you would like to have considered.

In the space provided below, or typed separately on no more than one page, please briefly detail the reasons your application merits a scholarship.

Signature

Date

St. John's University does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, marital status, or disability in admitting students to its programs or in administering its educational policies, scholarship and loan programs, athletics, and other institutionally administered programs or activities generally made available to students at the University. In addition, the University continually strives to fulfill its educational goals by maintaining a fair, humane, responsible, and non-discriminatory environment for all employees and students.

Applicant Name _____



SCHOOL
OF LAW

MASTER OF LAWS IN BANKRUPTCY PROGRAM

8000 Utopia Parkway • Queens, NY 11439 • (718) 990-5343

Transcript Request Form

For applicants who are graduates of a law school in the U.S. or Puerto Rico.

To the Applicant

Please complete the first part of this form and give it to the registrar or office in charge of student records at the school that granted your law degree. Please provide the office with a self-addressed envelope. Upon receipt, do not open the envelope or disturb the seal. Include it in your application materials. Alternatively, you may request the school to send the transcript directly to us at the above address.

Name

Surname First Middle

Address

Street City State Zip Code

Social Security Number _____

Law School Dates of Attendance Degree Awarded

Student Signature

Date

To the Registrar or school official handling this form:

The applicant named above has applied for admission to the St. John's University School of Law LL.M. in Bankruptcy Program. The Admissions Committee appreciates your assistance with the assembly of the application materials. Please attach an official copy of the applicant's transcript to this form. Please enclose this form and the transcript in the envelope provided by the student and sign across the seal. If it is the policy of the school, official transcripts may be sent directly to us at the above address. **Attention Law Schools** – please include a copy of the front sheet of the applicant's LSDAS report, indicating his/her LSAT score.

If not already reflected on the transcript:

Please provide the applicant's class rank, if available and grade point average

Please provide an explanation of the grading system in use at the time the student attended.

