



ST. JOHN'S
UNIVERSITY

SCHOOL OF LAW GRADUATE LAW PROGRAMS

8000 Utopia Parkway • Queens, NY 11439 • (718) 990-8335

APPLICATION INSTRUCTIONS

Rolling Admissions: We use a rolling admissions process and consider applications as they come in and make every effort to inform you of our decision as soon as possible after receipt of your completed application. An application is considered complete when the School of Law has received the following:

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. 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 attached recommendation form.

Resume: Include a current resume, with education background, work experience and any other relative activities.

Writing Sample (required for foreign-educated applicants): Please provide a writing sample of not less than 250 words. Your writing sample should be the best legal writing you have done. For example, you can translate part of a legal document that you have written.

Personal Interview (required for foreign-educated applicants): Please note that a personal or telephone interview during the admission procedure is required and will be scheduled by the Office of Graduate Programs. Be sure to submit accurate contact information.

Personal Interview (US-educated applicants): Please note that a personal or telephone interview during the admission procedure may be requested at the time of application and will be scheduled by the Office of Graduate Programs. Be sure to submit accurate contact information.

Transcripts: Transcripts from law school(s) (including class rank) or foreign equivalent and undergraduate and graduate 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 Graduate Admissions Office. **US 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.

Degree Certificate (foreign-educated applicants): If the official transcript does not clearly state the degree awarded and/or the date such degree was awarded, you must also furnish the degree certificate. Submit official transcripts and degree certificates with an English translation, along with your application directly to the Office Graduate Studies.

English Proficiency Scores (foreign-educated applicants): (TOEFL or IELTS test). All TOEFL scores are to be sent to the LSAC as indicated on the website.

LSAT Scores (US-educated applicants): 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 cannot 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 a scholarship, please complete and submit the included forms.

Decision Notification: St. John's Law Office of Graduate Studies communicates with applicants primarily through email. This includes decision notification. Please make sure your email address remains current, active and is added to your safe domain list. If your contact information changes you must notify the Office of Graduate Studies immediately at llm@stjohns.edu.

New York Bar Examination: The New York bar examination has often been the choice for foreign-educated lawyers who complete an LL.M. program at an ABA-accredited law school. In April 2011, changes were made to the eligibility requirements that became effective August 2012. Eligibility requirements for the New York bar examination found at <http://www.nybarexam.org>.

<p>Checklist</p> <ul style="list-style-type: none"><input type="checkbox"/> Completed & signed application<input type="checkbox"/> Personal statement<input type="checkbox"/> Application fee of \$100 (non-refundable)<input type="checkbox"/> Two letters of recommendation<input type="checkbox"/> Resume<input type="checkbox"/> Writing Sample (required for foreign-educated applicants)<input type="checkbox"/> Personal Interview (required for foreign-educated applicants)<input type="checkbox"/> Transcripts from law school(s) (including class rank) or foreign equivalent and undergraduate and graduate schools attended<input type="checkbox"/> LSAT Score (US-educated applicants) (a copy of the front sheet of the applicant's LSDAS report indicating his/her LSAT score provided by Law School)<input type="checkbox"/> Scholarship Application (if applicable)*<input type="checkbox"/> English Proficiency Scores (foreign-educated applicants): <p>*A scholarship request has no impact on the admission decision, but due to budget planning needs, scholarship requests not included with the application are not likely to be granted.</p>
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