APPLICANT INSTRUCTIONS

Rolling Admissions: Students may commence the program either in the Fall or Spring terms. 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. 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.

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

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 you 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 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 Dean’s Scholarship, the ABI Annual Scholarship, the Robert M. Zinman Bankruptcy Scholarship or the Richard Lieb Scholarship please complete and submit the included forms.

Decision Notification: St. John’s Law LL.M. in Bankruptcy Admissions Office 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 Admissions Office immediately at llm@stjohns.edu.
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 score of at least 100 (a minimum of 25 on each component) on 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.

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.

Equality of Opportunity It is the policy of St. John’s University School of Law not to discriminate in its educational program, admission policies, financial aid programs, employment practices, and other school-sponsored activities on the basis of race, color, religion, sex, sexual orientation, marital or parental status, national or ethnic origin, age, or disability.
APPLICATION FOR ADMISSION

Program:  □ LL.M.   □ JD/LL.M.

Desired Enrollment:  □ Full Time (1 Year)   □ Part Time (2-4 Years)

Starting:  □ Fall ___________ (Year)   □ 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:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

Permanent Address
(only if different from mailing address)
Complete address, including country and postal code:
________________________________________________________________________
________________________________________________________________________
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Home telephone: ____________________________
Business telephone: ____________________________
Cell Phone: ____________________________
Fax number: ____________________________
E-mail: ____________________________

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

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<tr>
<th>Name of Institution</th>
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<td>City</td>
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<td>Country</td>
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<td>Dates of Attendance (Month/Year TO Month/Year)</td>
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<td>Field of Study</td>
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<td>Degree or Diploma</td>
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<td>Date of Degree</td>
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<td>Average or Result*</td>
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*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.

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<th>From</th>
<th>To</th>
<th>Name and Address of Employer</th>
<th>Position</th>
<th>Responsibilities</th>
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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:

Required Questions:

Have you ever been denied admission to a federal, state, or foreign bar?  
☐ Yes ☐ No  
If yes, please attach a statement giving full details and dates.

Have you ever been subject to any disciplinary action, placed on academic probation, or dismissed from any school, college, university, or graduate/professional school, or is any such action pending or expected to be brought against you?  
☐ Yes ☐ No  
If yes, please state the precise facts and disposition of such action in a supplementary statement. Please note: although a disciplinary action may have been expunged or dismissed, it nevertheless should be disclosed in answer to this question.

Have you ever, either as an adult or a juvenile, been cited, arrested, taken into custody, charged with, indicted, convicted or tried for, or pleaded guilty to, the commission of any felony or misdemeanor or the violation of any law, except minor parking violations, or been the subject of any juvenile delinquency or youthful offender proceeding?  
☐ Yes ☐ No  
If yes, please explain in a supplementary statement the charge or charges and relevant facts, including the nature of the offense, the dates and courts involved, and the penalty imposed, if any.

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 ________________
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

Applicant's email address and cell phone number

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

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
How long and in what capacity have you known the applicant?

Please rate the applicant on the following criteria:

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<tr>
<th>Inadequate Opportunity To Observe</th>
<th>Below Average (Low 50%)</th>
<th>Satisfactory (Top 50%)</th>
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Please give your candid evaluation of this applicant, particularly including observations bearing upon character, academic ability, and potential for success in the LL.M. in Bankruptcy Program. Please bear in mind that the St. John's LL.M. in Bankruptcy is a rigorous program involving successful completion of 30 credits including the preparation and defense of a major thesis on a significant area of bankruptcy law. We request your evaluation of the ability of the applicant to handle such a program successfully and your judgment as to the applicant's promise in the practice of bankruptcy law. Please feel free to add additional pages to your evaluation or to submit the evaluation in an attached letter.

What is your overall evaluation of this applicant? (Please circle the appropriate designation.)

Below Average (Low 50%) Satisfactory (Top 50%) Good (Top 25%) Excellent (Top 10%) Exceptional (Top 2%)

Recommender's Signature Date
RECOMMENDATION FORM

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Applicant’s Name

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Applicant’s email address and cell phone number

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

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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
Applicant Name__________________________________________

llm@stjohns.edu
www.stjohns.edu/law/bankruptcy

How long and in what capacity have you known the applicant?

Please rate the applicant on the following criteria:

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What is your overall evaluation of this applicant? (Please circle the appropriate designation.)

Below Average (Low 50%) Satisfactory (Top 50%) Good (Top 25%) Excellent (Top 10%) Exceptional (Top 2%)

Recommender's Signature ___________________________ Date ___________________________
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.

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.

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 ________________
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

Email address
Cell Phone Number

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.
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](http://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):