

## **APPLICATION INSTRUCTIONS**

The Tulane Law School LLM Application is considered complete once the following items have been submitted.

### **1. Complete the Application Form**

- You must answer all questions completely and accurately. Some questions may require further explanation; include explanations as necessary.
- Please provide a **personal statement**. The statement should be used to provide information about yourself and your interests that you consider significant to our evaluation of your file. Be sure to address your reasons for seeking a graduate degree at Tulane in law, and discuss the areas of law that most interest you.
- Submit a **résumé or curriculum vitae**.
- The above should be submitted to Maria Landry by e-mail at [mgusmaop@tulane.edu](mailto:mgusmaop@tulane.edu), or by mail to the address found below:

Tulane Law School  
Office of Admission – Graduate Programs  
6329 Freret Street  
New Orleans, LA 70118

### **2. Official transcripts**

- Tulane Law School requires complete, official transcripts of work at all colleges, universities, and law schools attended, whether or not a degree was granted.
- Arrange for transcripts to be sent directly to Tulane, along with an authorized translation. **Transcripts may not be sent by the candidate**, even if in a sealed and signed envelope. Transcripts should be sent to the address found below:

Tulane Law School  
Office of Admission – Graduate Programs  
6329 Freret Street  
New Orleans, LA 70118

### **3. Two Letters of Recommendation**

- Letters of recommendation should be written by someone who knows you well and can speak of your academic ability.
- **Letters should be sent by the recommenders directly to Tulane Law School.** Letters of recommendation should be scanned by e-mail to [mgusmaop@tulane.edu](mailto:mgusmaop@tulane.edu) or mailed to the following address:

Tulane Law School  
Office of Admission – Graduate Programs  
6329 Freret Street  
New Orleans, LA 70118

### **4. Official TOELF Score Report or Official IELTS Score Report**

English proficiency testing is required if:

- The applicant's native language is not English, *or*
- English was not the language of instruction at the law school where the applicant received his or her first law degree (JD, LLB or equivalent).

Applicants who must complete English proficiency testing should take:

- The TOEFL internet-based test. The minimum score requirement is an 80 with no less than 19 in any element.

OR

- The International English Language Testing System (IELTS). The minimum score requirement is 6.5 with no less than 6.0 any element.

## 5. Essay

- Applicants are required to write an essay with a proctor in attendance. More information about the date, time, and subject of the essay will be made available to applicants in the spring.

## 6. Interview

- If necessary, after we receive your application, the Office of Admission will contact you to schedule an online interview.

**Please notify us of any change of address** so that correspondence will be sure to reach you; do not rely on the post office to forward mail in a timely manner. In addition, it is your responsibility to **inform us of any change of circumstances** that may affect your admission (for example, disciplinary or criminal charges, or a change in expected graduation date).

**We use e-mail** to update candidates on the status of their files whenever we can. We ask for your primary e-mail address and an alternate e-mail address (if you have one) on the application form.

**We require full disclosure** of charges, arrests, convictions, guilty and nolo pleas regarding violation of any law. This includes offenses that resulted in purged, sealed, obliterated, dismissed, or destroyed records. Many state bar authorities require that the law school provide a copy of your admission application when you apply for admission to the state bar. If state bar authorities note any discrepancy between answers to questions on the admission application and answers to questions on the state bar application (for example, in response to questions about criminal or disciplinary proceedings, or in response to questions about previous enrollment at educational institutions), they will investigate further. In some cases, discrepancies of this sort have caused serious problems for graduates seeking bar admission. Applicants are cautioned to provide full and accurate responses to all questions on the law school application. If you are unsure whether to make a disclosure because of the disposition of a particular event, or because you feel it is too minor to mention, it is prudent to go ahead and make the disclosure. If you wish to discuss this with a member of the admission staff first, contact the office before you submit your application.

Questions about the application process should be directed to Maria Landry, Tulane Law School, Admission Office, New Orleans, LA 70118, 504.865.5930. E-mail: [mgusmaop@tulane.edu](mailto:mgusmaop@tulane.edu). Telephone: 504.865.5930

## 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 _____
Preferred first name _____	LSAC account number _____

## LLM Program

To which program are you seeking admission? Please check only one program.

- ☐ General LLM  
☐ LLM in Admiralty  
☐ LLM in Energy & Environment  
☐ LLM in International and Comparative Law  
☐ LLM in American Law

Please specify whether you are choosing the full-time or part-time LLM program. (Part-time enrollment in the Admiralty program is permitted only for attorneys practicing full-time in the New Orleans area. Part-time enrollment for all other programs is an option for applicants who are not required to enroll full-time in order to meet student visa requirements.)

- ☐ Full-Time  
☐ Part-Time

Have you previously applied to Tulane Law School?

- ☐ Yes  
☐ No

For what year was your application made? (YYYY)

\_\_\_\_\_

Were you offered admission?

- ☐ Yes  
☐ No

## Law School Enrollment

Did you or will you receive your JD from a United States institution prior to beginning the LLM program?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

From what school did you or will you receive your law degree?

\_\_\_\_\_

In what year did you or will you receive your law degree?

\_\_\_\_\_

Please indicate your rank in law school (e.g., #\_\_\_\_\_ of \_\_\_\_\_ students), or the percentile of the class in which you fell (e.g., top 10%, top half, etc.). Please provide supporting documents.

\_\_\_\_\_

If your school does not provide class rank, arrange for Tulane Law School to receive a letter from your school confirming that it does not rank its students and providing some means for us to judge your strength as a student. We must have some indication of how you compared to other students in your graduating class.

\_\_\_\_\_ I have read the paragraph above

What is your overall or cumulative grade average in law school (please do not convert to another scale)?

\_\_\_\_\_

Please describe the grading scale where you attended law school. If possible, please provide supporting documents regarding your law school's grading policy.

\_\_\_\_\_

For candidates attending or who have graduated from law schools in Germany, please indicate the date of your First State Exam, your numerical score, your grade, and your percentile score.

\_\_\_\_\_

## Language Proficiency

Was English the language of instruction during your first law degree?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Is English your native language?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

What is your native language?

\_\_\_\_\_

For how many years have you formally studied English?

\_\_\_\_\_

What special courses in English have you taken?

\_\_\_\_\_

By what date will you have taken the Test of English as a Second Language (TOEFL) or the International English Language Testing System (IELTS)?

\_\_\_\_\_

What is your TOEFL registration number or IELTS identification number?

\_\_\_\_\_

What was your score on the TOEFL? If you took the IELTS in lieu of the TOEFL, what was your band score?

\_\_\_\_\_

If you completed the paper-based TOEFL, please indicate your score on the Test of Written English (TWE)?

\_\_\_\_\_

If you took the Test of Spoken English (TSE) in addition to the TOEFL, please indicate your score.

\_\_\_\_\_

## Factors

What prompted you to apply to Tulane Law School?

- ☐ Recommendation of a current student
- ☐ Relative's recommendation
- ☐ Tulane representative at your university
- ☐ Contacted by Tulane
- ☐ Recommendation of alumnus of Tulane
- ☐ Recommendation of faculty/advisor
- ☐ A Tulane publication
- ☐ Own knowledge of Tulane
- ☐ A general publication about law schools
- ☐ Other

## 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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## Education continued

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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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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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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## 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 \_\_\_\_\_

Permanent e-mail address \_\_\_\_\_

Mobile phone \_\_\_\_\_

Tulane University Law School can send text messages to my mobile phone

\_\_\_\_ Yes

\_\_\_\_ No



## Demographics

### Citizenship

Citizenship

☐ Non-Resident Alien

☐ US Citizen

☐ US Perm Residence

Country of citizenship \_\_\_\_\_

Visa type \_\_\_\_\_

Visa/SEVIS number \_\_\_\_\_

Permanent resident number \_\_\_\_\_

Permanent city \_\_\_\_\_

Permanent state/province \_\_\_\_\_

Permanent country \_\_\_\_\_

Native language \_\_\_\_\_

### Ethnicity

Are you Hispanic or Latino

☐ Yes

☐ No

## Demographics continued

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    ☐ Australian Aboriginal    ☐ Torres Strait Islander Australian

### American Indian or Alaska Native

☐ Alaska Native    ☐ American Indian    ☐ American Indian/Alaskan Native

### Asian

☐ Cambodian    ☐ Chinese    ☐ Filipino  
☐ Indian    ☐ Japanese    ☐ Korean  
☐ Malaysian    ☐ Other Asian    ☐ Pakistani  
☐ Thai    ☐ Vietnamese

### Black or African American

☐ Black/African American

### Canadian Aboriginal

☐ First Nation    ☐ Inuit    ☐ Metis  
☐ Other Canadian Aboriginal

### Caucasian/White

☐ European    ☐ Middle Eastern    ☐ North African  
☐ Other Caucasian/White

### Hispanic/Latino

☐ Central American    ☐ Chicano/Mexican    ☐ Cuban  
☐ Other Hispanic/Latino    ☐ South American

### Native Hawaiian or Other Pacific Islander

☐ Native Hawaiian/Other Pacific Islander

### Puerto Rican

☐ Puerto Rican

### Consent

☐ Decline to respond

### Tribal Affiliation

Tribal affiliation or village name \_\_\_\_\_

Enrollment number (enrolled members only) \_\_\_\_\_

## Family

### Next of Kin/Emergency Contact

Salutation \_\_\_\_\_

First (given) name \_\_\_\_\_

Middle name/initial \_\_\_\_\_

Last (family) name \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Telephone (include area code) \_\_\_\_\_

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

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 \_\_\_\_\_

#### Relative 2

\_\_\_\_ 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 \_\_\_\_\_

Occupation \_\_\_\_\_

Highest level of education \_\_\_\_\_

E-mail address \_\_\_\_\_

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

## Family continued

### Parent/Guardian - 2

☐ Choose not to answer

☐ Deceased

First (given) name \_\_\_\_\_

Middle name/initial \_\_\_\_\_

Last (family) name \_\_\_\_\_

Occupation \_\_\_\_\_

Highest level of education \_\_\_\_\_

E-mail address \_\_\_\_\_

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

## 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.

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## Financial

Candidates who are citizens of the United States may be eligible for various U.S. government-sponsored or guaranteed loan programs and should complete this section as well as the Financial Aid Information & Request Form, which can be found in the Forms section.

Do you plan to apply for need-based financial assistance?

☐ Yes

☐ No

Please list your financial sponsors, if any.

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Non-U.S. citizens, as well as U.S. citizens, are eligible for a limited number of scholarships and occasionally other special stipends (for example, the Maritime Law Fellowship). These awards are made on the basis of academic achievement as well as candidates' financial need. If you wish to be considered for a scholarship, respond to the following questions.

How much of your own funds (including family funds) do you expect to be able to contribute to your graduate education and living expenses?

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Do you anticipate receiving any grants from organizations other than Tulane?

☐ Yes

☐ No

If you anticipate receiving any grants from organizations other than Tulane, please indicate the sources and amounts of the funding.

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Do you anticipate receiving loans from any source?

☐ Yes

☐ No

If you anticipate receiving loans, please indicate the sources and amounts of the loans.

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Are any other resources available to you?

☐ Yes

☐ No

If you expect to receive funding from other resources, please indicate the sources and amounts.

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Will it be possible for you to attend Tulane Law School in the absence of a scholarship award from Tulane?

☐ Yes

☐ No

## Character and Fitness

The Tulane Law School Admission Committee requires complete disclosure regarding any violation or alleged violation of law (including traffic offenses) and regarding any university disciplinary actions, including a fully descriptive narrative of the event or events. In some cases, committee members may request additional information and/or supporting documentation. State bar character and fitness committees require bar applicants to provide such detail, and bar examiners compare the candidate's disclosure on law school applications with bar application disclosures after a background check that includes purged, sealed, and dismissed actions.

The failure to disclose an act or event such as the ones described in the questions below is often more significant, and leads to more serious consequences, than the act or event itself. Failure to provide truthful answers, or failure to inform the Office of Admission of any changes to your answers, may result in revocation of admission or disciplinary action by the Law School, or denial of permission to practice law by the state in which you seek admission to the bar.

We strongly urge, if you are unsure as to whether to make a disclosure, that you err on the side of disclosure. We encourage you to contact us if you have any questions about what you are required to disclose. Please note also that it is your responsibility to update your application by notifying the Tulane Admission Office if any criminal charges or disciplinary actions are filed or expected to be filed between the date you submit this application and the date you enroll at Tulane. Further, students have a continuing duty to supplement their responses to questions in the admission application concerning disciplinary action, arrests, convictions (whether or not sentence was imposed), pleas of guilty or nolo contendere, or violation or alleged violation of any law while enrolled at Tulane.

\_\_\_\_ I have read the paragraphs above.

Have you ever been subject to disciplinary action (for scholastic or other reasons) in any of the colleges, universities, graduate or professional schools you have attended? This includes being dropped, suspended, warned, placed on academic or disciplinary probation, disciplined, expelled, or requested or advised to resign from any postsecondary school, college, university, professional school, or law school.

\_\_\_\_ Yes

\_\_\_\_ No

Are there any disciplinary charges currently pending or expected to be brought against you?

\_\_\_\_ Yes

\_\_\_\_ No

Please electronically attach a statement marked "Character and Fitness 1" with an explanation of the reasons for, and circumstances surrounding, the disciplinary action(s), or any pending action. Be sure to provide the dates of the events you are disclosing, along with a full description of what took place.

Have you ever been charged with, arrested for, convicted of, pled guilty or nolo contendere for a violation of any law? For purposes of this question, you should include offenses that resulted in purged, sealed, obliterated, dismissed, or destroyed records, regardless of whether you have been told that you need not disclose any such event, including traffic offenses. These will also be requested by state bar authorities in many states. If you are not sure about the nature or the ultimate disposition of a particular charge, you are advised to make full disclosure, as a subsequent finding that you failed to disclose relevant information could have disqualifying consequences.

\_\_\_\_ Yes

\_\_\_\_ No

Are there any criminal charges pending or expected to be brought against you?

\_\_\_\_ Yes

\_\_\_\_ No

## Character and Fitness continued

If your answer to either question concerning violations of the law is yes, please electronically attach a statement marked "Character and Fitness 2" with a full explanation of the reasons for, and circumstances surrounding, your arrest or conviction, or any pending charges. Be sure to provide the dates of the events you are disclosing along with a full description of what took place.

Date:

Tulane University Law School  
Graduate Law Admission  
Weinmann Hall  
6329 Freret Street  
New Orleans, LA 70118

**LLM Certification Letter**

Dear Admission Officers:

I certify that the information provided in my application to Tulane University Law School, including any enclosures or material sent separately, is true and understand that any such information found to be false may constitute grounds for denial of admission, revocation of an offer of admission, or dismissal, as will information discovered to have been omitted. I understand that information contained in this application may be considered by bar examination authorities during their investigation of character and fitness for the practice of law. I understand that it is my responsibility to inform the Tulane Law School Admission Office of changes in any of the information requested on this application.

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Signature

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Date