

Brooklyn Law School

2018

LL.M. Application Instructions

OVERVIEW

Prospective students interested in attending Brooklyn Law School should refer to the [Brooklyn Law School](#) website for a full description of the LL.M. Program.

These instructions refer to the application and process for admission for candidates to the LL.M. Program for Internationally Trained Lawyers. To assist us with processing and evaluating your application, please consistently use your proper name, inform us of any changes in your address or other contact information and include your LSAC account number on all correspondence with the Office of Admissions.

1. Eligibility

To be eligible for admission to the LL.M. Program for Internationally Trained Lawyers, you must hold a first degree in law from an accredited foreign university that is substantially equivalent to the legal education provided by an American Bar Association-approved law school in the United States. Such education should meet the educational requirements for admission to the practice of law in that country. A degree in a field other than law, even if followed by a master's degree in law, generally does not suffice for admission. Applicants who have earned a law degree by correspondence coursework or distance learning may not be eligible for admission. The Law School Admission Test (LSAT) administered by the Law School Admission Council (LSAC) is **not** required for admission to our LL.M. Program.

2. Application Checklist

A complete application consists of the following items. Each item is discussed briefly below.

- Completed Brooklyn Law School LL.M. Application (accessible at www.LSAC.org).
- USD70 Application Fee.
- Personal Statement (uploaded with your completed Application).
- Résumé/Curriculum Vitae (uploaded with your completed Application).
- Two Letters of Recommendation (completed online with LSAC by your recommenders or sent directly to LSAC).
- Official Law School Transcript, with certified English translation if necessary, sent directly to LSAC. All law transcripts must also be authenticated and evaluated. We recommend you use LSAC's Credential Assembly Service (CAS), though we also accept evaluations from WES (World Education Services). If your transcripts do not show proof of graduation, you also need to provide directly to LSAC an official certification of each degree you have earned. If you have earned other non-law degrees, please provide directly to LSAC official transcripts, with certified English translation if necessary, from the college, university or professional school where you earned another degree.
- Official TOEFL score report from the Educational Testing Service, or an official score report from the International English Language Testing System (IELTS), sent directly to LSAC. If you are fluent in English, you may request a TOEFL/IELTS waiver on our Application.

Important Note: Only complete applications will be reviewed by the Law School's LL.M. Admissions Committee. Applicants are encouraged to keep a copy of their application materials as they will not be returned.

3. How to Submit Your Application

Go to the LSAC website at www.LSAC.org. Create a free LSAC account online. Select the Brooklyn Law School application.

4. LSAC and the LLM Credential Assembly Service (LLM CAS)

All applicants to our LL.M. Program are required to apply online through LSAC and are encouraged to use the LLM Credential Assembly Service for the evaluation of their foreign law school transcripts. This evaluation and reporting service is solely for graduates of law schools outside of the United States who wish to obtain an LL.M. degree from a participating law school in the United States.

LSAC will collect, analyze, authenticate and process all academic records and related documentation required by Brooklyn Law School. This includes transcripts, copies of diplomas or graduation certificates, letters of recommendation and TOEFL/IELTS scores. LSAC will review your documents and create a report for us that will help our LL.M. Admissions Committee better understand your credentials. You do not need to direct LSAC to send us your report. Soon after you complete our online application, it is transmitted to us. Other materials are added to your file by LSAC as you submit them, and can be accessed by us as they become available. It is important, therefore, that you include your LSAC account number, assigned to you when you register with LSAC, on any document you send to them.

Your LSAC file remains available for five years from the date of registration, and there is no need to re-send your documents during those years unless there have been updates or corrections.

The fees for these services are: USD135 for the International Transcript Authentication and Evaluation Service; USD85 for the Document Assembly Service; and USD30 for the initial law school report, which LSAC will send to Brooklyn Law School, for a total of USD250.

Detailed information about the LLM CAS can be obtained on the LSAC website at www.LSAC.org, by emailing LLMinfo@LSAC.org, or by telephoning (215) 968-1315. If you have any problems or issues utilizing this service, please contact LSAC directly for assistance.

5. Application Due Date

You are strongly encouraged to submit your application with all supporting materials by February 1 for an August start and be December 1 for a January start, although there is no actual application deadline. Applications are evaluated as they become complete. Prompt submission of application materials allows time for correspondence if some aspect of the application requires clarification.

6. Application Supporting Documents

All supporting documents should be submitted directly to LSAC. Documents must be submitted to LSAC in their original language. Documents in languages other than English must be accompanied by a certified translation. Make sure to include your full name, exactly as it appears on your admission application form, on any supporting document you submit to LSAC and your LSAC account number. It is your responsibility to allow enough time for all required materials to be processed by LSAC so that they can be transmitted to us in a timely manner.

Personal Statement

A detailed Personal Statement is an essential part of the application. The choice of subject is left to you, but we are seeking to learn something about you that may not be readily discernible from the other elements of your application. The statement might, therefore, include a discussion of your values, your strengths and special talents, your concerns about serious issues in the legal profession, your intellectual interests, your assessment of your career progress to date, or your thoughts about how Brooklyn Law School's LL.M. program of study will meet your educational needs and career goals. You should prepare this statement without the assistance of others. Your application will not be considered complete without a Personal Statement, and we will not accept a résumé or curriculum vitae in lieu of the statement.

□ **Letters of Recommendation (LOR)**

You are required to submit two letters of recommendation. Letters should be written by law school professors, employers, supervisors, or other persons qualified to assess your accomplishments and appraise your potential for successful graduate legal studies. If you are in your final year of law study or if you are a recent law graduate, our Admissions Committee will expect that you submit at least one letter from a professor of law. If a law faculty letter is not obtainable because of a circumstance beyond your control, or if you have been out of law school for several years or more, letters from those familiar with your professional performance, such as an employer or someone who supervised your work, are acceptable. General letters from family members, friends, or prominent persons who have no direct knowledge of your work are not helpful. Bear in mind that we are interested primarily in the recommender's candid, personalized judgment about your academic abilities and potential for further success in the legal profession.

There are two options for submitting Letters of Recommendation. First, recommenders may submit them electronically with LSAC's online LOR Service. Alternatively, letters may be submitted on paper. Applicants should enter their recommenders' names and letter description in their LSAC account. Applicants can have the LSAC system email the request to the recommender which includes instructions for uploading the letter electronically or print the LOR form and forward it the recommender. If the recommender is submitting a hard copy letter, the applicant should provide the recommender with a self-addressed, stamped envelope. The recommender should insert the letter of recommendation into the envelope, seal it, sign the envelope across the sealed flap to ensure confidentiality, and return the envelope to the applicant who should mail the unopened recommendation envelope directly to LSAC's LLM Letter of Recommendation Service. Applications are generally processed more quickly when recommendations are submitted directly to LSAC. Recommenders may, however, send their letters directly to Brooklyn Law School, if that is their preference. Letters sent by fax or email will not be accepted.

Recommenders should write their letters on official letterhead. If your recommenders cannot write in English, they should submit certified translations together with the original letters. Applicants are responsible for coordinating with recommenders on how best to do this.

Under U.S. federal law, enrolled students are guaranteed the right of access to the contents of letters of recommendation submitted in support of their applications. Applicants can waive their right of access electronically on their online LSAC account and that selection is printed on the recommendation form. The applicant's decision on whether to waive the right of access will not influence Brooklyn Law School's admission decision, but it might be important to the recommender. Applicants may want to discuss this in advance with the recommender.

□ **Résumé or Curriculum Vitae**

A current, one- or two-page résumé or curriculum vitae, written in English, is required and must be uploaded as one of your supporting documents with your Application at www.LSAC.org. It should include a chronology of institutions of higher education attended; a description of all full-time legal, academic or business-related work experience; and a listing of any other academic and professional activities, publications and presentations.

□ **Transcripts and Other Academic Records**

Complete official transcripts of all previous college, university, graduate, law or other professional school study must be submitted to LSAC. Transcripts should show in detail your academic record, including all courses taken, grades received, degree(s) earned, and the date(s) awarded.

An official transcript from each school, in the native language, must be mailed to LSAC in a school envelope bearing the official school seal/stamp over the sealed flap of the envelope. Transcripts cannot be the applicant's copy. If you are in school for a program of study still in progress at the time you submit your application, the school must send LSAC your most recent transcript, with written confirmation of your current enrollment and expected completion date. Then, arrange for the school to send LSAC an updated transcript once your final grades are available. Although our clear preference for applicants educated outside the U.S. is to utilize the LLM CAS International Transcript Authentication and Evaluation Service, we will accept evaluations from other companies such as World Education Services (WES). These should be emailed directly to admitq@brooklaw.edu from WES.

You are also required to submit either an original or certified copy of a diploma or an official degree certificate or certificate of graduation from each college, university, graduate school or law school from which you earned a degree. Sometimes the transcript will include this information. If it does not, please send the diploma(s) or certificate(s) in an envelope by the issuing institution directly to LSAC.

A certified English translation is required for all transcripts and related education records if the originals are not in English. It may be sent under separate cover and it need not come from the school. It is your responsibility to provide LSAC with the English translation; LSAC does not offer a translation service. If you have no copy of the transcript for yourself, we suggest that you order two originals from your school(s) — one to be sent to LSAC, and one for you to use as a reference for the English translation.

Once LSAC has received all of your required records, its evaluators will conduct a credential analysis that will take a minimum of 10 to 15 business days to complete, provided no additional documentation is needed. Arranging for document delivery can be time-consuming. You are, therefore, urged to begin the process of ordering your academic records well in advance of submitting your LL.M. admission application.

□ **TOEFL/IELTS Score**

A high level of English proficiency is required for the successful completion of the LL.M. Program. Your level of proficiency, as demonstrated by all aspects of your application, is a significant factor in the Admission Committee's decision-making process. All applicants, except those whose native and working language is English or who earned their first law degree entirely in English in an English-speaking country (see last paragraph in this section), must take either the Internet-based TOEFL iBT Test or the IELTS Examination. Applicants should be tested for English proficiency within two years prior to submitting their LL.M. admission application.

TOEFL is offered by the Educational Testing Service (ETS), TOEFL Services, telephone: 1-609-771-7100, email: toefl@ets.org. Visit the TOEFL website at www.ets.org/toefl for the most up-to-date information about test registration, dates and locations. For Internet-based test takers, a minimum overall score of 100 and a minimum score of 25 on each of the four sections — in Reading, Listening, Speaking and Writing — are considered competitive for admission.

IELTS is run jointly by Cambridge ESOL, British Council and IDP Education Australia. You can visit the IELTS website at www.ielts.org, telephone 1-323-255-2771, email ielts@ieltsintl.org. Their test is offered in two formats; LL.M. candidates must use the Academic module. A minimum overall band score of 7.0 is considered competitive for admission.

You must direct ETS or IELTS to send an official copy of your language proficiency score report to LSAC. LSAC's institution code is 8395 and its department code is 00. Use these codes at the time you place your order for a copy of the score report to be sent to LSAC electronically. LSAC will process this report and send your scores to Brooklyn Law School. LSAC will not accept paper copies of score reports from candidates.

If your scores fall below our benchmark levels, your chances for admission could be adversely affected, notwithstanding other strong elements of your application. You must decide whether or not to repeat the test, based on how far below our minimum standards your scores fall. We also offer applicants the option to take the Brooklyn Law School English Aptitude Test (BEAT), a free, online legal English proficiency exam.

Applicants whose native and working language is English and applicants whose first degree in law is from a university in a country where both the language of instruction and the native language is English may request a waiver of the language proficiency examination. Please submit a brief statement in your application indicating the factual basis for the request. Waivers are not granted automatically. In many cases, in-person or evaluative online interviews will be required. Waivers are granted at the sole discretion of the Office of Admissions. Requests for TOEFL/IELTS waivers by applicants who do not clearly satisfy the above waiver requirements are seldom granted.

□ **Application Fee**

A USD70 nonrefundable application fee is required at the time you submit your admission application.

7. Tracking Your Application

The fastest and easiest way to monitor the progress of your application is to use the Law School's password-protected Online Status Tracking System. The system is designed to show you which application documents have been received and which documents are still needed. Upon receipt of your admission application, the Office of Admissions will send you an email containing instructions on how to access this tracking system.

The Office of Admissions sends each applicant by email (1) notification that the Law School has received your application and, if applicable, (2) notification that your application is missing items.

We send all Admissions Committee decisions by email. Please keep the Office of Admissions informed of any changes in your contact information, including mailing address, email address and telephone number.

Questions about the status of application documents sent to LSAC should be directed to LSAC by telephone 1-215-968-1315 or via email at LLMinfo@LSAC.org.

8. Application Review Process

Brooklyn Law School admits LL.M. students for entry in the fall and spring semesters. The fall semester commences in early August and the spring semester commences in early January. There is no May entry.

The Law School practices a form of rolling admissions. This means that there is no universal acceptance date. We review files year round and give notification of acceptance, wait-listing or denial, as decisions are made.

9. Interviews

At the discretion of the Admissions Committee, certain candidates for admission will be selected for evaluative interviews either in person or via the internet with a member or members of the Admissions Committee to further assess the candidates' interpersonal skills, English proficiency, and commitment to success in our program.

10. Seat Deposit

If you are accepted for admission, you must pay a seat deposit of USD325 to reserve a place in the entering LL.M. class. The deposit must be remitted to the Office of Admissions by the deadline date indicated in the letter of admission. Acceptable forms of payment are the same as those required for payment of the application fee.

The seat deposit will be applied against tuition for the first term for those students who matriculate. If the deposit is not paid by the deadline date, the place that has been reserved for the applicant may be forfeited.

11. Transfer to the J.D. Program

LL.M. students are permitted to transfer to the J.D. program. The LSAT requirement will be waived and certain credits earned during the LL.M. will transfer towards the J.D. degree.

12. Deferred Enrollment

Applicants who have been accepted for admission, may, under special circumstances, defer their entry to the Law School for one academic year. To do so, the admittee must petition the Admissions Committee in writing, stating the reason for which a deferral is sought. If the deferral is granted, the admittee will be required to remit the requested seat deposit in order to hold his or her place in the following year's class. An admittee who has not attended any classes may petition for a deferral of enrollment up to two weeks after the first day of the first semester for which he or she was admitted. After that date, a new application for admission will be required. After receiving the deferment, admittees must re-confirm their intention to enroll by contacting the Office of Admissions in writing three months prior to the start date. Applicants who were offered admission after having been previously wait-listed will not be granted a deferred enrollment.

13. Reapplication

The Law School retains LL.M. application files for three years after the original year of application. If you applied within that period and wish to reapply, you may request that the Office of Admissions reactivate your original file. However, a new admission application form must be submitted. It is not necessary to submit a new LSAC LLM CAS Report, nor is it necessary to submit another English language proficiency test score report, unless you retook the test and have a new reportable score or if your previous score is more than two years old. The Personal Statement and letters of recommendation from your original file will be included in your new file; however, you must submit an addendum statement that updates your file as to your academic and professional activities since you first applied. A nonrefundable reapplication fee of USD70 must also be remitted. Applicants who reapply more than three years after filing their original application must submit an entirely new and complete set of application documents. Previously denied candidates are advised that, absent a significant improvement in their application profile, a more favorable outcome is unlikely upon reapplication.

14. Visa Requirements

To qualify for a visa, international students admitted to the LL.M. Program for Internationally Trained Lawyers must demonstrate their ability to fully fund graduate study at the Law School for the duration of the program. While limited scholarship assistance may be offered by the Law School, federal financial aid is only available if you are a U.S. citizen or a Permanent Resident.

After you have been formally accepted for admission to Brooklyn Law School and all appropriate financial documentation has been submitted, you will receive your Certificate of Eligibility (Form I-20) from the Law School's Office of International Programs. This form should be taken with your passport to the nearest United States Consul who will issue an F-1 (student) visa. A student cannot be granted an F-1 visa unless sufficient funding is available and documented. The Form I-20 must be

presented to immigration officials upon your arrival in the United States, as well as each time you leave and re-enter the country.

All F-1 students are required to enroll in a program of at least 10 credit hours and to maintain a satisfactory academic average. Part-time enrollment is permitted only for students with U.S. citizenship, permanent residency, or students with another valid status that permits part-time study.

For additional information about visa options, regulations and immigration policies, visit www.ice.gov/sevis or contact a U.S. embassy.

15. Questions?

For questions, please contact the Office of Admissions at:

Office of Admissions
Brooklyn Law School
250 Joralemon Street
Brooklyn, NY 11201
U.S.A.

Telephone: 1-718-780-7906
Fax: 1-718-780-0395
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