Brooklyn Law School

LL.M. Application Instructions

OVERVIEW

Greetings from New York City! We are excited to learn of your interest in our LL.M. program. If you have any questions while reading these instructions, please reach out to intlprograms@brooklaw.edu

Prospective students interested in attending Brooklyn Law School can also refer to the Brooklyn Law School website for a full description of the LL.M. Program.

These instructions refer to the application 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 in all correspondence with the Office of International Programs.

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 the country in which you earned your first degree. 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).
- Resume/Curriculum Vitae (uploaded with your completed Application).
- Letter 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. If you have earned other non-law degrees, please provide directly to LSAC official

transcripts, with certified English translations, if necessary.

- Official TOEFL score report from the Educational Testing Service (minimum score of 5 or 95 for tests taken before January 21, 2026), an official score report from the International English Language Testing System (IELTS) (minimum score of 6.5), sent directly to LSAC, or certified Duolingo score sent to Brooklyn Law School (minimum score of 115).

Important Note: The Law School's LL.M. Admissions Committee will only review completed applications. Applicants are encouraged to keep a copy of their application materials.

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.

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 to 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 documents that 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: USD45 for the Electronic Application Service (EAPS), USD63

for Document Assembly Service (DAS), USD159 for International Authentication and Evaluation Service (ITAES), and USD38 for each Credential Assembly Service Report (CAS).

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 +1 833-747-9802. 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 as soon as they are ready, so that our office can provide you with an answer as soon as possible. Applications submitted by June 1 for an August start are given priority consideration, 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 translation. Make sure to include your full name, exactly as it appears on your admission application form, and your LSAC account number on any supporting document you submit to LSAC . 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. You may not use any form of artificial intelligence when preparing your Personal Statement or any other part of your application.

- **Personal Statement**

  A 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.

- **Letters of Recommendation (LOR)**

  You are required to submit a letter 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

- **Resume or Curriculum Vitae**

  A current, one- or two-page resume 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, should 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.

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.

Once LSAC has received all 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/Duolingo Scores**

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, the IELTS Examination, or the Duolingo Exam. Applicants should be evaluated for English proficiency within two years prior to submitting their LL.M. admission application.

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. If this applies to you, please indicate it in the relevant sections of the application questionnaire.

- **Application Fee**

A USD70 non-refundable application fee is required at the time you submit your admission application.

7. Application Review Process

Brooklyn Law School admits LL.M. students for entry in the fall semester only. The fall semester commences in late August.

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.

8. 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.

9. 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 International Programs by the deadline date indicated in the letter of admission. To request an extension on the deadline for your seat deposit, please reach out to intlprograms@brooklaw.edu

Acceptable forms of payment are the same as those required for payment of the application fee. The seat deposit will be deducted from the tuition owed for the first term for those students who matriculate.

10. 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 should contact the International Programs department at intlprograms@brooklaw.edu

11. 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 International Programs 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.

12. Visa Requirements

International students who are not U.S. Citizens, Permanent Residents, or students with another valid status admitted to the LL.M. Program for Internationally Trained Lawyers must obtain an F-1 visa to study in the United States.

After you are 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. You need this form and a valid passport to apply for an F-1 (student) visa and schedule a visa interview. All F-1 students are required to enroll full-time in a program (a minimum of at least 10 credit hours) and 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.

13. Questions?

For questions, please contact the Director of International Programs at:

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