



THE JOHN MARSHALL LAW SCHOOL®

LLM Program Application (Post-JD Applicants)

315 S. Plymouth Court ■ Chicago, IL 60604 ■ 312.360.2658

Applications for admission to the Master of Laws (LLM) programs will be considered only when all items listed below have been received by our Graduate Admission and International Education Services Office by the application deadline: August 1 for Fall, December 1 for Spring, and May 1 for Summer. Applications submitted after these dates will be considered on a space-available basis.

Application submitted for:

Semester (check one):

- Fall August 20
□ Spring January 20
□ Summer June 20

Enrollment Status:

- LLM
□ Joint JD/LLM
□ Visiting Student
□ Audit
□ Distance Education Courses
□ Intellectual Property Law Summer Institute
□ Full-Time Enrollment (5+ credit hours)
□ Part-Time Enrollment (less than 5 credit hours)

Program:

- Employee Benefits Law
□ Employee Benefits Law (online)
□ Estate Planning (online only)
□ U.S. Legal Studies (Fall only) (for foreign lawyers)
□ Information Technology and Privacy Law
□ Intellectual Property Law
□ Intellectual Property Law (online)
□ International Business and Trade Law
□ Real Estate Law (Fall & Spring only)
□ Tax Law
□ Trial Advocacy and Dispute Resolution

If you are applying under an Alliance program, please check off one of the boxes below. If your membership has a card, please submit a copy with your application. Please note: Alliance Scholarships will only be granted if an agreement is valid. The Graduate Admissions Office will have effective dates. An email to the Graduate Admissions Office will be required every semester for which you qualify for the Alliance.

Membership number: Effective date: Expiration date:

- Chicago Bar Association (Promotion during academic year 2013-14 only)
□ Commercial Real Estate Executive Women of Chicago
□ The American Association of Exporters and Importers
□ The Chicago Council on Global Affairs
□ The Law Offices of the Cook County Public Defender
□ The Office of the Illinois Attorney General

Application Checklist for Submission

- Application Form: Completed, signed, and dated form.
□ Personal Statement: See item no. 1 under Disclosure Questions on page 2 of this application for requirements.
□ Transcripts: Request official academic transcripts from all colleges and universities attended. JD/LLM students are excused from this requirement.
□ Resumé or Curriculum Vitae: Submit the most current documents.
□ International Supplement Form: If you are not a U.S. Citizen or Permanent Resident, consult the International Supplement Form for applicable requirements.
□ Deadline: The completed application form and all supporting documents must be submitted by the deadline listed above for each specific term.

Personal Information

Social Security Number: Gender: □ Male □ Female

Name (please print or type): Last First Middle Previous Surname

Current Address:

City: State: ZIP: Country:

Telephone: Personal Email:

Permanent Address:

City: State: ZIP: Country:

Telephone:

Country of Citizenship: □ USA □ Permanent Resident
□ Foreign National from: (you must complete the International Supplement Form)

Date of Birth: Birthplace: City Country

Is English your primary language? □ Yes □ No

Emergency Contact Name: Relationship to Applicant:

Telephone: Email:

Ethnicity

Title IV of the Civil Rights Act of 1964 requires that the law school report ethnic and racial data to the United States Department of Education. Your response to this question is purely voluntary. Please check ALL that apply below:

1) Are you Hispanic or Latino? Yes or No

If you answered "YES" to the above question, select an ethnicity: Mexican American or Chicano Other Hispanic

2) What is your race? Select one or more races to indicate what you consider yourself to be:

- Aboriginal or Torres Strait Islander Australian
- American Indian or Alaskan Native
- Asian
- Black or African American
- Canadian Aboriginal
- Native Hawaiian or Other Pacific Islander
- Puerto Rican
- Caucasian or White

If American Indian or tribal affiliation, list tribal affiliation of village name: _____

Enrollment number (enrolled members only): _____

Employment Information

Name of Firm or Employer (if employed): _____ Present Position: _____

Business Address: _____ Telephone: _____

Academic and Professional Credentials

All transcripts must be sent from the educational institutions directly to Graduate Admission and International Education Services Office, The John Marshall Law School, 315 S. Plymouth Court, Chicago, IL 60604 (USA). List below the undergraduate and graduate programs you have attended. You may attach an additional 8.5" x 11" sheet if necessary.

NAME OF COLLEGE OR UNIVERSITY (list most recent first)	LOCATION City/State	Date of Attendance from to mo/yr mo/yr	DEGREE	DEGREE DATE

Have you previously applied for admission to any program at The John Marshall Law School?

No Yes If so, when? _____ Application was Accepted: _____
 Denied _____ mo/yr

If accepted, did you register? No Yes

Did you attend class? No Yes Cancelled Other Dates of Attendance: _____

BAR MEMBERSHIP: Please list every state and/or international bar of which you are a member and your current membership status.

Bar Membership: _____ Bar Status: _____

Bar Membership: _____ Bar Status: _____

Bar Membership: _____ Bar Status: _____

If you are not a member of any bar, when do you plan to sit for a bar and in which state? _____

Have you been denied bar membership in any state? Yes No **If yes, state the facts fully on a separate 8.5" x 11" sheet.**

Disclosure Questions

PLEASE ANSWER THE FOLLOWING QUESTIONS.

1. What are your reasons for wishing to study in the graduate program and what are your career goals after completion of your studies?
(Type answer on a separate 8.5" x 11" sheet — minimum 200 words.)

2. Please list two professional/educational references.

Name: _____ Address: _____ Telephone: _____

Name: _____ Address: _____ Telephone: _____

3. Has any member of your family attended The John Marshall Law School?

If yes, what is their name and your relationship to this person? _____

4. Are you now in proceedings in which you may be or have you ever been disciplined, placed on academic or social probation, suspended, dismissed or expelled by any educational institution or professional organization, or governmental agency charged with reviewing professional conduct?

Yes No **If yes, state the facts fully on a separate 8.5" x 11" sheet.**

5. Have you ever, either as an adult or a juvenile, been cited, arrested, charged or convicted for violation of any law? Yes No

NOTE: Please answer regardless of the final disposition and regardless of how minor you consider the offense. State the facts fully on a separate sheet and attach a copy of the arresting officer's report, complaint, indictment, trial disposition, sentence and appeal, if any. You must disclose each instance even though charges may not have been formally brought against you or they were dismissed or you were acquitted or adjudication was withheld or a conviction was reversed, set aside or vacated or the record sealed, regardless of whether you have been told that you need not disclose any such instance (exclude non-moving traffic violations).

6. Have you ever defaulted or are you currently in default on an educational loan (Stafford, SLS/ALAS/PLUS, or Perkins)?

Yes No **If yes, state the facts fully on a separate 8.5" x 11" sheet.**

7. How did you learn of our Master of Laws Programs? _____

8. To what other LLM degree programs, if any, are you applying? _____

Student Signature

I understand and agree that the omission, misrepresentation, or concealment of any significant fact in any statement may be considered sufficient reason for refusal of admission, expulsion after admission, revocation of credits or degree, or for denial of admission to the bar by the appropriate state agency.

If this application for admission is approved, I agree to comply with all rules and regulations of the law school as published in the Student Handbook. I also acknowledge that I will comply with The John Marshall Law School Code of Conduct.

Date: _____ Signature of Applicant: _____

**Mail completed application to: Graduate Admission and International Education Services Office
The John Marshall Law School
315 S. Plymouth Court
Chicago, IL 60604**

Applicants may call the Graduate Admission and International Education Services Office toll free at 1.800.276.0003.

For local calls regarding admission, dial 312.360.2658 or email graduateadmission@jmls.edu.

DO NOT WRITE BELOW THIS LINE

Proof of Law Study Received/Date: _____

Application Fee Receipt No./Date: _____

Accepted by: _____ Rejected by: _____ Date: _____

Remarks: _____

**EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER
NON-DISCRIMINATION POLICY**

The John Marshall Law School, finding any invidious discrimination inconsistent with the mission of free academic inquiry, does not discriminate in admission, service, or employment on the basis of sex, sexual orientation, race, color, religion, national origin, ancestry, age, or disability in accordance with provisions of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other existing federal and state laws and executive orders pertaining to equal rights. The Associate Dean for Academic Services is responsible for coordinating the law school's compliance with section 504 of the Rehabilitation Act of 1973.



THE JOHN MARSHALL LAW SCHOOL®

International Supplement Form

315 S. Plymouth Court ■ Chicago, IL 60604 ■ 312.360.2658

If you are not a citizen or permanent resident of the United States and plan to enroll at The John Marshall Law School, you must complete this International Supplement Form (ISF) and return it as part of your application to: Graduate Admission and International Education Services Office, The John Marshall Law School, 315 S. Plymouth Court, Chicago, IL 60604. Foreign applicants enrolling in online courses, but not attending class in the US, will only need to submit an evaluated transcript and TOEFL official test scores.

Applicants will not be considered for admission until the following items are received by the application deadline: **August 1** for Fall, **December 1** for Spring, and **May 1** for Summer. Applications submitted after these dates will be considered on a space-available basis.

USA Transcript Evaluation Agencies

In order to evaluate all applicants on a uniform basis, we require all international applicants to have their international transcripts/grade reports evaluated by an independent company. These evaluation companies translate the information into English as well as provide us with your US grade equivalency. If possible, always request a “course by course” report which lists each individual university course and the grade received.

The John Marshall Law School requires the use of one of the following agencies:

Educational Perspectives

P.O. Box 618056
Chicago, IL 60661-8056
t 312.421.9300
f 312.421.9353
www.edperspective.org

World Education Services, Inc. (WES)

P.O. Box 745, Old Chelsea Station
New York, NY 10113-0745
t 212.966.6311
f 212.739.6100
www.wes.org

Educational Credential Evaluators (ECE)

P.O. Box 514070
Milwaukee, WI 53203-3470
t 414.289.3400
F 414.289.3411
www.ece.org

One Earth

1360 Regent Street No. 122
Madison, WI 53715
t 608.205.8189
f 608.255.4194
www.oneearthevaluations.org

TOEFL Requirements

The Test of English as a Foreign Language (TOEFL) official test scores are required for all international applicants. This requirement may be waived if a student has earned a law degree in a country where English is the official language or has earned a degree from an accredited US college/university. The TOEFL code for The John Marshall Law School is 1344. The law school accepts TOEFL scores for up to two (2) years after the test administration. Original scores must be sent directly from Educational Testing Services to the Graduate Admission and International Education Services Office at The John Marshall Law School in order for the scores to be valid. An application will not be complete and ready for review until the law school receives the official score report. The International English Language Testing System (IELTS) is also accepted by The John Marshall Law School.

To be admitted into a degree program, international applicants must have a high level of English proficiency, as demonstrated by a sufficient TOEFL or IELTS score.

For more information on test taking locations, please contact one of the following agencies:

Educational Testing Services – TOEFL Services

P.O. Box 6151
Princeton, NJ 08541-6151
USA
877.863.3546 – from the US and Canada
609.771.7100 – from all other locations
www.ets.org/toefl

International English Language Testing System (IELTS)

825 Colorado Boulevard, Suite 112
Los Angeles, CA 90041-1741
USA
323.255.2771
www.ielts.org

Financial Documentation Requirements and Sponsor Statement of Support

The John Marshall Law School is required by US government regulations to verify the availability of adequate funding for your tuition, fees, and living expenses for the current school year. Financial proof is required by United States Citizenship and Immigration Services (USCIS) before the institution may issue a form I-20 or a form DS-2019, the documents necessary to obtain your F-1 or J-1 visa. Therefore, all applicants who require a student (F-1) or exchange visitor (J-1) visa are required to show proof that funds are guaranteed for the first year of study. Documents must not be older than six (6) months. Please ensure that adequate funding will continue to be available from the same or equally dependable sources for subsequent years. You may be asked to show proof of this at your visa interview. This proof can come from several different sources (personal, family, business, government, etc.); however, you must be sure to have supporting documents for each of the sources of funding. Be sure to obtain two (2) copies of ALL documents: one to submit with this application to your admitting office; and the second to bring with you when applying for your visa stamp at the US Consular office and to show upon your entry to the US or to USCIS, if you are submitting an application for Change to Status (COS).

If your program of study is longer than 12 months, you should be able to certify, at the beginning of each successive term, that funds are available for tuition, fees, and living expenses. When indicating sources of financial support, you may not supplement your funds by including anticipated future wages earned from employment in the US F-1 and J-1 students and their dependents are not allowed to be employed in the US without prior approval.

Figures shown on the following page are based on the academic year that begins in August and ends in May. Students starting in January can expect an incremental change in tuition in August of each year. You must certify that you have the following resources for tuition, fees, and living expenses (books, supplies, housing, meals, health insurance) for yourself. Additional funding of USD \$5,000 per year is required for each dependent accompanying you to the United States.

Bank Statement Guideline

Must be dated within the past six (6) months;
 Name of account holder must be present;
 Amount of money in the account must be listed and stated in US dollars;
 Must be in English, or include a certified English translation; and
 Type of account (e.g., savings, checking, time deposit) must be indicated.

Bank Letter Guidelines

Must be dated within the past six (6) months;
 Name of account holder must be present;
 Amount of money in the account must be listed and stated in US dollars;
 Must be in English, or include a certified English translation; and
 Type of account (e.g., savings, checking, time deposit) must be indicated.

Government Award Letter of Support Guidelines

Must be an original;
 Must be dated within the past six (6) months;
 If you will be funded by your government, an organization, a company, etc., the sponsor must submit an official letter of sponsorship that states:

1. Your funding is valid for The John Marshall Law School specifically;
2. What expenses will be covered. For example: academic fees, living expenses (how much), health insurance, financial support for family members, travel costs, etc.;
3. The length of time of the support; and
4. All amounts must be stated in US dollars.

Admission Tuition and Fees for Academic Year 2014-2015

LLM/MS - Students Only

	Full Year	1/2 Semester
*Full-Time Tuition:	\$ 35,880.00	\$ 17,940.00
Fees:	\$ 248.00	\$ 124.00
Housing:	\$ 16,000.00	\$ 8,000.00
Books and Supplies:	\$ 2,500.00	\$ 1,250.00
Personal Expenses:	\$ 4,648.00	\$ 2,324.00
Health Insurance:	\$ TBD	\$ TBD
Total Living Expenses:	\$ 23,148.00	\$ 11,574.00
**Total:	\$ 59,276.00	\$ 29,638.00

Totals are for the 9-month period

*Based on a tuition rate of \$1,495 per credit hour

**You must add \$5,000 USD to the total for each dependent

JD - Students Only

	Full Year
*Full-Time Tuition:	\$ 44,850.00
Fees:	\$ 248.00
Housing:	\$ 16,000.00
Books and Supplies:	\$ 2,500.00
Personal Expenses:	\$ 4,648.00
Health Insurance:	\$ TBD
Total Living Expenses:	\$ 23,148.00
**Total:	\$ 68,246.00

Totals are for the 9-month period

*Based on a tuition rate of \$1,495 per credit hour

**You must add \$5,000 USD to the total for each dependent

Visa Comparisons

F-1 Status (FORM I-20)

Study

Student must be admitted to a program of study leading to a specific educational objective.

Student must be proficient in English.

Student must show sufficient evidence of financial support.

The John Marshall Law School requires all international individuals to provide proof of health insurance.

Employment

On-campus employment is permitted without special authorization (limited to 20 hours per week while school is in session).

Off-campus employment *may* be authorized by the International Office during the degree program. Certain eligibility requirements apply.

Off-campus employment *may* be authorized by the United States Citizenship and Immigration Service during the degree program. Certain eligibility requirements apply.

Off-campus employment after graduation is permitted (up to 12 months) with authorization from the United States Citizenship and Immigration Service.

Dependents

F-2 dependents are not permitted to work.

F-2 dependent spouses may not attend school full time. Part-time study must be recreational or vocational in nature.

F-2 dependent children may attend grades K-12 full time.

J-1 Status (FORM DS-2019)

Study

Student must be admitted to a program of study leading to a specific educational objective.

Student must be proficient in English.

Student must show sufficient evidence of financial support.

Student must either be a part of an *established* exchange program OR have a significant amount of funding come from an institutional source (e.g., government agency, university funding, or employer-based funding). Loans of any kind constitute personal funds and do not qualify as institutional support or university funding.

Student must have a minimum \$50,000 worth of health insurance coverage for self and all dependents.

Employment

On-campus employment is permitted with prior authorization from the International Office (limited to 20 hours per week while school is in session).

Off-campus employment, either before and after graduation, may be authorized by the International Office for up to 18 months or for the length of your program, whichever is shorter.

Individuals in J status may be subject to 212(e), the two-year-home-residency requirement. If subject, an individual would be required to spend two (2) years in his/her home country before becoming eligible to return to the US in H-1B, L, K, or Permanent Residency status. For more information see: http://travel.state.gov/visa/temp/info/info_1296.html.

Dependents

J-2 dependents may apply for work authorization after they arrive in the US. Authorization involves as an application to the United States Citizenship and Immigration Service. Approval can take up to three (3) months.

J-2 dependents may attend school full or part time *without* special authorization.

The above is a snapshot of both the F and J statuses.

Application submitted for:

Semester (check one):

Fall: August 20 _____ Spring: January 20 _____ Summer: June 20 _____

Checklist for Submission of International Supplement Form

This application will be considered upon receipt of:

- MS LLM or JD program application.
- Official school transcripts. International transcripts must be evaluated by a US credential evaluation service such as: Educational Perspectives, LSAC, WES, or ECE.
For an LLM application, the international transcripts evaluation must indicate that the applicant has earned a primary law degree (equivalent to a JD degree in the United States).
For an MS or JD application, the international transcripts must indicate that the applicant has earned at least the equivalent of a bachelors degree.
- A letter of recommendation, in English or in translation, from an academic or professional reference.
- A photocopy of your current valid biographical passport page.
- This form must be signed by applicant and, when applicable, by sponsor.

Biographical Information

Type or print your name EXACTLY as it appears on your passport:

Last (Surname) First (Given) Middle (Name/s)

Gender: Male Female Birth City: _____ Birth Country: _____ Date of Birth: _____

Country of Citizenship: _____ E-mail: _____

Permanent International Address: _____

Professional Title: _____ If student, indicate your degree level: _____

If you are currently living in the US, indicate the last position held in your home country for visa status purposes: _____

Emergency Contact Name: _____ Relationship to Applicant: _____

Phone Number: _____ E-mail: _____

Visa Category Request (only if currently outside of the US)

If you are granted admission to The John Marshall Law School and are not currently in the US, please indicate the visa category that best defines your status.

- Check one: F-1 J-1 Transfer Student
- Student Exchange Student Student
 - Student with dependent(s) Exchange Student with dependent(s) Student with dependent(s)
 - Research Scholar
 - Research Scholar with dependent(s)
 - Short-Term Scholar
 - Short-Term Scholar with dependent(s)

Current Visa Status Information (only if currently in the US)

If you are granted admission to The John Marshall Law School and are currently in the US, please indicate the visa category that best defines your status.

- Transfer Student:** You must contact your current school and request a transfer of your current F-1 status to The John Marshall Law School.
- Change of Status:** If you will be requesting a change in status will you be leaving the country to obtain your change of status? Yes No
- Reinstatement:** Are you currently working with an attorney? If so, please provide full contact information:

Have you submitted Form I-539 to USCIS? If so, please provide date: _____

Financial Documentation Requirements and Sponsor Statement of Support

Sources of Financial Support

You must indicate one or more of the following support sources. See above list for guidelines.

- A. Personal Funds: Amount \$ _____
- B. Scholarship: Amount \$ _____
- C. Bank Loan: Amount \$ _____
- D. Sponsor: Amount \$ _____ Check one: Government Agency Relative Employer Other: _____

Please type or print.

Sponsor's Full Name: _____ Relationship to Applicant: _____

Sponsor's Permanent Address: _____

Sponsor's Telephone: _____ Sponsor's Email: _____

Affidavit of Support: (To be signed by your sponsor, if applicable) I certify that I am willing, authorized, and financially able to maintain the student named above in this financial supplement; I agree to be responsible for the maintenance and support of said prospective student and agree, if necessary, to deposit a bond to guarantee that such prospective student will not become a public charge during his/her stay in the United States. This affidavit is made by me to assure The John Marshall Law School that the above-named student will not find it necessary to appeal to The John Marshall Law School for scholarship or other material and financial aid. I have attached a copy of a bank statement dated within the past six (6) months and/or a letter from my bank verifying my holdings.

Please sign in blue ink:

Signature: _____ Print Name, Title: _____ Date: _____

Certification of Applicant: I certify that the information provided above is correct and complete, and I shall notify The John Marshall Law School of any change in my financial circumstance. I understand that giving false information makes me ineligible for admission and enrollment.

Please sign in blue ink:

Signature: _____ Date: _____

Dependent Information

Enter information for each dependent (spouse or child) who will accompany you to the US in dependent status (F-2 or J-2). If you do not have dependents, or if your dependents will not accompany you to the US in dependent status, do not fill this section out. Note: Eligible dependents are spouses and children (parents, grandparents, fiancés, etc. are not considered dependents for visa purposes).

Dependent Relationship: _____

Type name EXACTLY as it appears on biographical passport page:

Last (Surname) _____ First (Given) _____ Middle (Name/s) _____

Birth City: _____ Gender: _____ Birth Country: _____ Date of Birth: _____

Country of Citizenship: _____ Email: _____

Dependent Relationship: _____

Type name EXACTLY as it appears on biographical passport page:

Last (Surname) _____ First (Given) _____ Middle (Name/s) _____

Birth City: _____ Gender: _____ Birth Country: _____ Date of Birth: _____

Country of Citizenship: _____ Email: _____

Dependent Relationship: _____

Type name EXACTLY as it appears on biographical passport page:

Last (Surname) _____ First (Given) _____ Middle (Name/s) _____

Birth City: _____ Gender: _____ Birth Country: _____ Date of Birth: _____

Country of Citizenship: _____ Email: _____

Submit additional names on separate sheet of paper. Remember: You must add USD \$5,000 to approximate expenses for the year for **each** dependent (spouse or child).