

# LL.M. Application Instructions



## APPLICATION MATERIALS

A complete application consists of the following items:

- I. A completed Application form.
- II. A memorandum to the Graduate Admissions Committee stating why you are interested in pursuing the LL.M. degree at SIU School of Law.
- III. An official law school transcript from each institution attended.
- IV. Two letters of reference forms (included in application).
- V. A current resume.
- VI. A \$50.00 non-refundable fee payable to SIU.
- VII. LSAC Credential Evaluation (non-common-law and foreign-trained lawyers only)
- VIII. TOEFL score from the educational testing service. (non-native English speakers only)

The receipt of all of the above documents by the Director of Graduate Legal Studies constitutes a complete application file. The Graduate Admissions Committee will not wait for documentation that is neither required nor requested before reviewing a file unless the applicant specifically requests, in writing, that the Committee wait until the arrival of additional documents.

Any supplementary information that is not required nor requested (videotapes, pictures, writing samples) will be destroyed and not returned to the applicants. Applicants should not bind, laminate, or put their application in a folder. Applicants who are unsure as to whether they should submit supplementary information are advised to contact the Director of Graduate Legal Studies.

The Director of Graduate Legal Studies will respond to questions concerning application status.

Telephone: 618.453.8980

e-mail: [LLMadmit@siu.edu](mailto:LLMadmit@siu.edu)

### I. The Application

You must submit a completed Application for Admission. Incomplete applications will delay processing. All the questions on the application form must be answered in full. Typed or printed responses are preferred. The application form must be signed and dated, certifying that your answers to the questions are accurate and complete. Unsigned or undated applications will be returned. Applicants who complete and submit their forms electronically will be presumed to have signed and dated the form upon submission.

Providing false or inaccurate information on an application, or omitting relevant information from an application, may result in the applicant's dismissal from the School of Law, cancellation of admission, or revocation of any degree and scholarship that may have been granted.

### II. Admissions Committee Memorandum

All applicants are required to submit a typed, single-spaced, 12-point font memorandum that answers the following four questions. The memo should be from one to four pages in length.

- What makes you different from other applicants?
- Why do you want to pursue a LL.M. degree?
- Why do you want to attend Southern Illinois University School of Law?
- Why should the Graduate Admissions Committee grant you an offer of admission?

### III. Transcripts

Arrange to have official transcripts from all law schools attended forwarded to SIU Law using the address at the end of the application. A transcript request form also is available on-line.

### IV. Letters of Recommendation

All applicants are required to submit two letters of recommendation. Please utilize the *Letter of Recommendation for the LL.M. Program* form, also available on-line. You are advised to select recommenders who have direct, specific, knowledge of your skills, demeanor, career goals, work habits/history, accomplishments, and service. Letters of recommendation must be sent directly from the recommender to the SIU Director of Graduate Legal Studies.

## V. Resume

All applicants are required to submit a one or two page resume that contains the following information: Name, address, and social security number, post-undergraduate employment, post- J.D. employment, J.D. honors or awards.

Gaps in an applicant's education or employment history of more than six months should be explained on a separate sheet. Applicants to the Health Law and Policy program need to show relevant experience in health care or a related field.

## VI. Application Fee

A fee in the amount of fifty dollars must accompany the application. A check or money order should be made payable to SIU. Do not send cash. The \$50 fee is non-refundable, must be paid in United States dollars, and is not credited toward any charges when an accepted applicant enrolls as a student. Applicants who submit their application without a fee will have their application returned. The fee will not be waived.

## VII. LSAC Evaluation (non-US graduates only)

SIU Law requires all non-common law trained and foreign-trained lawyers to submit law school transcripts to the Law School Admission Council for evaluation (LSAC). LSAC may be contacted at:

LSAC LL.M. Credential Assembly Service  
662 Penn Street  
Box 8511  
Newtown, PA 18490-8511 USA  
215.968.1315 E-mail: [LLMinfor@LSAC.org](mailto:LLMinfor@LSAC.org) <http://www.LLM.LSAC.org>

## VIII. TOEFL Score Submission (non-native English only)

The study of law depends heavily on the fluent use of the English language. Students for whom English is a second language must submit TOEFL scores. A TOEFL is required of all International students whose native language is not English. The minimum score for admission is 600 (250 on the computer based test, 100 on the internet based test). Please ensure the Educational Testing Service sends the official test score report must be sent directly to the Director of Graduate Legal Studies. The test date must be within the 24-month period immediately preceding term of admission.

Information regarding the submission of TOEFL scores may be found at:

Educational Testing Service  
Rosedale Road  
Princeton, NJ 08541 USA  
(609) 921-9000 FAX: 609-734-5410 <http://www.ets.org>

## Notes on Illinois Residency

If you are to be considered an Illinois resident for the purpose of paying in-state tuition, you must be a member of one of the following four groups:

### 1. You have established Illinois residency.

To establish residency, all of the following must be true:

- a) you have lived in Illinois for six months immediately preceding start of the semester,
- b) you possess an Illinois Driver's License or state identification card,
- c) you have registered to vote in Illinois, and
- d) you have registered your vehicle (if you own a vehicle) in Illinois.

### 2. You are the dependent or spouse of an Illinois resident.

To establish residency, all of the following must be true:

- a) your spouse or your parent owns or leases property (real estate) in Illinois,
- b) all real estate taxes or lease payments on said property have been paid in full,
- c) you submit a copy of your birth certificate or marriage certificate indicating your relationship to the property owner/lessor, and
- d) you submit a copy of the lease or tax bill and show that all payments have been paid.

### 3. You are a member of the United States armed forces living or stationed in Illinois.

To establish residency, both of the following must be true:

- a) you entered the armed forces as an Illinois resident or you were stationed in Illinois by the armed forces, and
- b) you have submitted a copy of your orders – DD214.

**4. You are the dependent or spouse of a member of the United States armed forces living or stationed in Illinois.**

To establish residency, both of the following must be true:

- a) your spouse or parent entered the armed forces as an Illinois resident or was stationed in Illinois by the armed forces, and
- b) you have submitted a copy of your spouse's or parent's orders – DD214.

If you have met all of the requirements of one of the above four groups then you qualify as a resident of Illinois. *If not, then you are an out-of-state resident and will be charged out-of-state tuition until these requirements have been met.*

**Submission of Application Documents and Questions**

All application documents required by the School of Law must be mailed, hand delivered, or submitted by fax or e-mail ([LLMadmit@siu.edu](mailto:LLMadmit@siu.edu)). Special preparation may be required for some elements, such as where signature is required.

Additional forms are available on-line at <http://www.law.siu.edu> under the admissions tab, LL.M. Program.

**All application materials, and any questions, should be forwarded to:**

Director of Graduate Legal Studies  
Southern Illinois University School of Law  
1150 Douglas Drive, Mailcode 6804  
Carbondale, IL 62901 USA

August 2005