

Master of Laws (LL.M.) Program

2009 Admission Application Instructions

Who May Apply

The LL.M. program is limited to students who have:

- (1) obtained an LL.B. (or its equivalent) from a foreign country;
- (2) completed in a foreign country the university based legal education required to take the equivalent of the bar examination in that country;
- (3) qualified to practice law in a foreign country; or
- (4) the equivalent thereof as determined by the LL.M. Admissions Committee.

In admitting students, the LL.M. Admissions Committee will consider, among other things, outstanding academic performance, professional experience, and quality of the degree-granting institution.

How and When to Apply

Applicants should complete the online application, pay the required application fee, and submit their application and supplemental information via the electronic application process. If an applicant cannot use the electronic application process, a paper application is available on request from the LL.M. Office. Applications will be considered as they are received, so prospective students will increase their chances of admission by applying early. Applicants are also advised to apply early because it can take up to three months to obtain a U.S. student visa after receiving an Official Notice of Admission from the Ohio State University. The final deadline for applications is May 31, and prospective students who apply after May 31 will be considered only if the class has not been filled or if vacancies occur.

Application Materials

You must submit all of the following application materials before you will be considered for admission to the Moritz LL.M. Program for Foreign Lawyers:

1) **Application Form:** Use your correct legal name at the time you apply to the university. If your name or address changes prior to enrollment in the university, please e-mail the Professional Admissions Office at professional@osu.edu after the change occurs. Also, please provide a valid e-mail address, which will be used for most admissions communications.

2) **Application Fee:** There is a nonrefundable \$50 application fee for international students and \$40 application fee for U.S. citizens or permanent residents. You must pay this application fee by credit card, debit card, or electronic check drawn on a U.S. bank at the time you submit your online application.

Applicants with questions regarding online payment should contact the Professional Admissions Office at (614) 292-9444 or e-mail professional@osu.edu.

3) **Transcripts:** At the time of application you must send one official transcript from each college and/or university attended to the Professional Admission Office **and** one official transcript from each college and/or university attended to the LL.M. Program Office; each transcript must be translated into English by the awarding institution. Upon completion of any subsequent courses, you must send an updated official transcript to **both** the Professional Admissions Office and the LL.M. Program Office. For the transcripts to be official, they must be sent directly from the institution attended to The Ohio State University Professional Admissions Office, PO Box 182003, Columbus, OH 43218-2003 **and** to Moritz College of Law, LL.M. Program Office, The Ohio State University, 55 West 12th Ave., Columbus, OH 43210-1391. Applicants who have attended Ohio State are not required to furnish OSU transcripts, but they must provide transcripts for any courses taken elsewhere. PLEASE NOTE THAT MORE TIME IS USUALLY REQUIRED TO RECEIVE FOREIGN TRANSCRIPTS.

4) **English Proficiency:** All non-native English speakers must take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing Service (IELTS) examination to demonstrate proficiency in English, with the following exceptions: Applicants who are citizens of or who have received a bachelor's or higher degree in one of the following countries are exempt from the examination requirement: Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Caicos Islands, Canada (except Quebec), Cayman Islands, Dominica, Grenada, Guyana, Ireland, Jamaica, Liberia, Montserrat, New Zealand, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago, Turks, United Kingdom, and United States. Applicants who can prove they have been a U.S. resident for at least one year may also be exempt, but must demonstrate their written and spoken English skills by submitting a professional/academic writing sample in English and participating in a brief telephone conversation with a representative of the Moritz LL.M. program. At that time, the decision will be made as to whether the applicant's English skills warrant a waiver of the TOEFL/IELTS examination, or whether the applicant will have to take one of the two examinations.

The minimum score for admission to the LL.M. Program is 600 paper-based, 250 computer-based, or 100 internet-based TOEFL; or 7.5 on the IELTS. You must have taken the test within the past two years. Please arrange to have your scores sent directly to The Ohio State University. The Educational Testing Service (ETS) institution code for sending scores to Ohio State is 1592. Information and registration materials for the tests can be obtained by contacting TOEFL, www.toefl.org; or IELTS, www.ielts.org.

5) **Letters of Recommendation:** You are required to submit three letters of recommendation in support of your application for admission. At least one person recommending you needs to be a professor familiar with your legal coursework. We suggest that you ask these individuals to use our online recommendation system. If you decide to use the traditional mail-in recommendation letter, those recommending you should complete the reference form available at the application website; attach a signed separate letter written on academic or business letterhead; seal the form and letter in the envelope provided; sign across the seal; and return it to you. For verification purposes, persons recommending you

must include their contact information in the letter -- in particular a current e-mail address or phone number. You should send all your mail-in recommendation letters together directly to the LL.M. Program Office, Moritz College of Law, 55 West 12th Ave., Columbus, Ohio 43210-1391.

6) **Personal Statement:** Your Personal Statement is especially valuable to the Admissions Committee. You may enter the Personal Statement directly into the online application, or cut and paste it into the application from another document. Your Personal Statement should provide a thoughtful reflection on your reasons for seeking an LL.M. in a foreign country and on your longer term career and personal goals. Other potential topics include, but are not limited to, the following: experiences that you believe would enable you to contribute to the LL.M. program; the relevance of your law school performance and/or professional experience as indicators of your potential success in the LL.M. program; particular challenges you have confronted which you believe are relevant to your past academic performance and/or to your potential success in the LL.M. program.

7) **Resume:** You must submit a resume containing the following: all post-secondary educational information; all relevant past and present work experience; volunteer, service, and/or extracurricular activities with which you have been involved in the past three years; and a list of any honors and/or awards you have received. Please note that you may be required to submit written documentation supporting any statement in your resume. You may cut and paste your resume directly into the application, or submit it as an attachment to the application.

Admission Notification Process

Provisional Admission: Once you have submitted all of the documents required for admission, the LL.M. Admissions Committee will make an admission decision within two-four weeks. If it is favorable, you will receive a letter of provisional admission. Attached to this document will be a Proof of Availability of Funds form. You must complete this form and submit it with appropriate documentation to the Office of Professional Admissions at the address noted above.

Official Notice of Admission: When the Office of Professional Admissions determines that your financial status meets U.S. government requirements, the Office will send you an Official Notice of Admission, along with an I-20 for an F-1 visa, or a DS-2019 for a J-1 visa. You should use the I-20 or DS-2019 form to obtain a visa. Note that the Bureau of Citizenship and Immigration Services requires that international students requesting such visas must provide an address outside the United States.

Acceptance Statement and Fees: When you receive the Official Notice of Admission, it will be accompanied by an Acceptance Statement. You should return the Acceptance Statement along with a non-refundable \$25 Acceptance Fee and a non-refundable \$200 tuition deposit by May 31, or three weeks after you receive the Official Notice of Admission. The tuition deposit will be credited to your tuition charges for the fall semester.

Final Transcript: New law school graduates must submit a final transcript to the Office of Professional Admissions at the address noted above.

Valuing Diversity

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, disability or Vietnam-era veteran or other veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other university activities is extended to all persons. The university promotes equal opportunity through a positive and continuing affirmative action program that complements and supports the University's aspirations for diversity.

Mr. Larry Lewellen, Associate Vice President for Human Resources, is responsible for the coordination of matters relating to equal opportunity and affirmative action. The Associate Vice President can be reached at the Office of Human Resources, 1590 North High Street, Suite 300, Columbus, Ohio 43210-1175, and (614) 292-4164. The University adheres to federal and state law prohibiting discrimination, including Title VII of the Civil Rights Act of 1964, as amended, Title IX, Section 504 of the Rehabilitation Act and O.R.C. Section 4112. United States Department of Defense regulations prohibit gay men, lesbians and bisexuals from serving in the armed forces, including Reserve Officers Training Corps. As a result of this prohibition, ROTC programs at Ohio State are inconsistent with University Policy Number 1.10. (Issued 10/1/73 and revised 2/2/04).

Office for Disability Services

Applicants with any documented disability who may require special assistance are urged to contact the Office for Disability Services, 150 Pomerene Hall, 1760 Neil Avenue, Columbus, Ohio 43210-1297, Phone (614) 292-3307, Fax (614) 292-4190. This office coordinates academic support services and accommodations for individuals who have special needs as a result of a permanent or temporary disability. Individuals eligible for services include, but are not limited to those with attention deficit disorder, mobility, hearing, visual, speech, psychiatric, or learning disabilities. If you want more information about these support services and accommodations, please contact the Office for Disability Services: <http://www.ods.ohio-state.edu>. Your self-referral is the only indication of your interest and need of these services.

Retention/Reapplication and Deferral Requests Information

The application and supporting documents become the property of The Ohio State University and may not be returned to the applicant nor forwarded to another institution. All application materials are retained for one year.

An applicant who wishes to reapply for admission for the following year may do so by submitting a new online application and application fee. Letters of recommendation, personal statement and resume may be carried over to the new year, though the applicant is encouraged to provide the LL.M. Admissions committee with a summary of new and/or significant developments since the time the first application was submitted.

Admitted applicants who wish to delay enrollment into the LL.M. Program may request a deferral of admission. Such requests must be in writing (e-mail is acceptable) and should outline the reason(s) for the request. Deferral requests are reviewed on a case-by-case basis by the LL.M. Admissions Committee. An applicant who is granted a deferral must pay the \$200 tuition deposit in order to hold his/her seat for the coming year and will be asked to reapply prior to February 1 of the following year.

Application Checklist & Reminders

Use this checklist to be sure you have completed all necessary steps to apply for admission to the Moritz College of Law LL.M. Program for Foreign Lawyers at The Ohio State University.

The following items must be submitted to **The Ohio State University Professional Admissions Office, PO Box 182003, Columbus, OH 43218-2003.**

- Complete all sections and submit the electronic application, which includes the personal statement and resume. Online payment of the application fee is required to submit this application.
- Have one official transcript from each college and/or university attended sent directly to the Professional Admissions Office, P.O. Box 182003, Columbus, OH 43218-2003, U.S.A.
- Arrange to take the TOEFL or IELTS test and have the score sent directly to The Ohio State University. The institution code for the TOEFL is 1592.
- E-mail any name and/or address changes to the Professional Admissions Office at professional@osu.edu

The following items must be submitted to **The Ohio State University Moritz College of Law LL.M. Office, 55 W. 12th Ave., Columbus, OH 43210-1391 U.S.A.**

- Arrange for three references to submit letters electronically **or** send letters by mail to the Moritz College of Law, LL.M. Program Office.
- Have one official transcript from each college and/or university attended sent directly to the Moritz College of Law, LL.M. Program Office.
- E-mail any name and/or address changes to the Moritz LL.M. Program at MoritzLLM@osu.edu.

For More Information

<p>The Ohio State University Professional Admissions Office P.O. Box 182003 Columbus, OH 43218-2003 Phone: 001-614-292-9444 Email: professional@osu.edu Web: www.professional.osu.edu Location: Third Floor, Lincoln Tower 1800 Cannon Drive</p>	<p>You may contact the LL.M. Office by phone or e-mail as listed below. The office is staffed Monday-Friday, 9:00 a.m. to 5:00 p.m., ET.</p> <p>Moritz College of Law LL.M. Program Office 55 West 12th Ave. Columbus, Ohio 43210-1391 11-614-688-5328</p> <p>MoritzLLM@osu.edu http://moritzlaw.osu.edu/programs/llm</p>
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