LL.M. PROGRAM APPLICATION PACKAGE

VANDERBILT UNIVERSITY LAW SCHOOL
This package contains everything you need to apply to the Vanderbilt Law School’s LL.M. Program.

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LL.M. APPLICATION DEADLINE
Your application must be postmarked by April 30 to be considered for the following academic year.

IF YOU HAVE QUESTIONS ABOUT YOUR LL.M. APPLICATION
Contact the Vanderbilt Law School’s Admissions Office via email at llm.program@law.vanderbilt.edu, or via telephone at (+001) 615-322-6452 from 8:00 a.m. to 4:30 p.m. Central Time.

MAILING ADDRESS:
Vanderbilt University Law School
Admissions Office
131 21st Avenue South
Nashville, Tennessee 37203
USA
Telephone: (+001) 615-322-5970
Fax: (+001) 615-322-1531
Email: llm.program@law.vanderbilt.edu
Web site: http://law.vanderbilt.edu

You may download a checklist of LL.M. application requirements and an application form from our Web site at www.law.vanderbilt.edu/go/llm
An online application, as well as these instructions and all required forms are also available on the website.
This booklet provides complete information about the program’s requirements and the LL.M. application process.

Ready to Apply for Vanderbilt Law School’s LL.M. Program?

**PROGRAM REQUIREMENTS**

To apply for the LL.M. program, you must meet these requirements:

You must be proficient in English. If you live in a non-English-speaking country, you must include Test of English as a Foreign Language (TOEFL) scores in your application unless you earned a law degree in a country where English is the official language or received a bachelor degree from an accredited U.S. college or university. You’ll find information about TOEFL at [www.toefl.org](http://www.toefl.org).

You must have completed an undergraduate or graduate law degree outside of the United States. To consider your application, we must receive official transcripts from all colleges and universities you have attended. Your transcripts must show that you have earned a university degree in law, which is the equivalent of the J.D. or LL.B. degree, from an accredited institution outside the United States. *Correspondence course degrees will not be considered for admission to the LL.M. program.*

We must receive two letters of recommendation, provided on the Applicant Recommendation Forms included in this package. Please ask recommenders to send letters of recommendation written on your behalf directly to the Vanderbilt University Law School Office of Admissions. You may submit the letters yourself in sealed envelopes along with the LL.M. Applicant Recommendation Form if you prefer. Recommendation forms are included in this package, and they can also be downloaded from our Web site at [law.vanderbilt.edu/go/llm](http://law.vanderbilt.edu/go/llm).

Applicants to the Thesis Track Program must provide a writing sample in English of no fewer than 300 words. Your writing sample may be a legal opinion, a scholarly article, or an essay on a legal topic of your choosing.

**HOW WE EVALUATE APPLICATIONS**

In deciding whether to extend an offer of admission, Vanderbilt University Law School’s LL.M. Admissions Committee considers:

- Previous legal experience
- Areas of interest
- Academic work
- Letters of reference
- Scholarly publications
- Writing samples
- Demonstrated proficiency in English

Applicants to the Thesis Track Program should have a well-developed research focus and a strong interest in working closely with one or more Vanderbilt professors.
Degree Requirements

LL.M. DEGREE REQUIREMENTS

Applicants may apply to either the Course Track, the Thesis Track, or the Law and Business Track LL.M. Program. Descriptions of these programs are listed on the Vanderbilt website at: law.vanderbilt.edu/go/llm.

To complete your LL.M. degree, you must earn at least 17 credits over two semesters, although you may earn up to 28 credits. In addition to elective courses, your credits must include “Introduction to Legal Research and Scholarly Writing in the United States,” which all LL.M. students take during their first semester of study.

Requirements for the LL.M./M.A. in Latin American Studies

To participate in this joint degree program, you must be accepted for the LL.M. Program and by the Vanderbilt University Graduate School’s Latin American Studies department. The requirements for this program and the joint degrees include:

- 11 hours of course work in the Law School
- 24 hours of course work in Latin American Studies
- A thesis (6 hours credit)

Students normally pursue their course work over the first three semesters and devote the bulk of their time in the fourth semester of study to completing the thesis. Participants in the LL.M./M.A. program are enrolled in each school for two of the program’s four semesters.

Program Deposit

If you are accepted, you must submit a $250 (U.S. dollars) deposit to reserve your place in the LL.M. program.

Optional Program

Start Your Studies at Vanderbilt in Venice, Italy

Students accepted for the LL.M. program may choose to begin their studies during the summer before they come to Vanderbilt Law School through our Vanderbilt in Venice program. This program offers LL.M. students an opportunity to study with Vanderbilt J.D. students who have an interest in international law in a small-group setting. It is particularly advantageous when English is your second language, as it provides an opportunity to hone your English skills before starting the LL.M. program at Vanderbilt in the fall.

Program Deposit

If you are accepted, you must submit a $250 (U.S. dollars) deposit to reserve your place in the LL.M. program.

We recommend that you register with the Law School Admission Council’s LL.M. Credential Assembly Service (www.LLM.LSAC.org). This service will save you time and money if you intend to apply to a number of U.S. or Canadian law degree programs. You will only need to obtain your transcripts and other required credentials once to make them available for all of your applications. For a registration fee of $185 (U.S.), LSAC will collect, authenticate, and distribute your university records and TOEFL scores. You will be able to use this credential processing service to apply to participating U.S. and Canadian law schools for a period of five years. Reports to up to five law schools are included in the registration fee. Please note that you must still complete our application and submit the application fee of $50. The LSAC service serves only to authenticate non-U.S. or Canadian credentials needed in addition to a completed law school application.

How to Apply
APPLICATION CHECKLIST:

☐ Two (2) letters of recommendation on your behalf, and the accompanying recommendation forms provided in this booklet.

Applicant recommendation forms can also be downloaded from our Web site at: law.vanderbilt.edu/go/llm. Your recommenders may send letters directly to our office, or you may submit the letters yourself in sealed envelopes along with the LL.M Applicant Recommendation Form if you prefer. Letters should be from people who have worked closely with you and know you well. Letters from faculty members who have served as your advisors, research supervisors, or have taught you and are familiar with your work tend to provide information most relevant to you as a prospective law student and most helpful to readers of your application. Recommendations from those familiar with your professional performance are also acceptable.

Recommenders should send completed recommendation forms directly to:

Vanderbilt University Law School
Office of Admissions
Re: LL.M. Recommendation
131 21st Avenue South
Nashville, TN 37203 U.S.A.

☐ Official academic transcripts from all colleges and universities you have attended.

Your package should include your official transcripts unless the institutions you attended are mailing your transcripts directly to us, or they will be forwarded to us by the LSAC CAS, or an academic evaluation service. Your transcripts should show that you have earned a university degree in law (the equivalent of a J.D. or LL.B. degree) from an accredited institution outside the United States. Transcripts must be in English or must be accompanied by a certified English translation. To accompany this, we strongly recommend that you register for the LSAC LL.M. Credential Assembly Service at www.LLM.LSAC.org. LSAC will forward your transcripts, translations, and other required credentials. You may use other academic evaluation services such as the Educational Credential Evaluators, Inc., www.ece.org; or World Education Services, www.wes.org. These services summarize courses taken, grades received, and degrees conferred, and then translate these academic credentials into English. If academic institutions will send official transcripts on your behalf, request that they be sent to the Vanderbilt University Law School, Office of Admissions, 131 21st Avenue South, Nashville, TN 37203, U.S.A., or to the LSAC LL.M. Credential Assembly Service.

☐ Personal statement of interest.

Describe your reasons for seeking the LL.M. degree and your qualifications.

☐ Official TOEFL scores.

You must include these scores in your application unless you earned a law degree in a country where English is the official language or received a bachelor’s degree from an accredited U.S. college or university. Vanderbilt’s TOEFL institution code is 1871, and its department code is 03. To have your TOEFL score report sent to the LSAC LL.M. Credential Assembly Service, you must have ETS send your TOEFL score to the LSAC using institution code number 8395.

☐ LL.M. Financial Aid Statement. This form is included in the application materials in this booklet.

☐ $50 (U.S) application fee.

Payment of the nonrefundable application fee should be made in U.S. dollars in the form of a certified check or money order payable to Vanderbilt University Law School. If you apply online, you may pay by credit card.

For Thesis Track Applicants:

☐ The faculty member with whom you wish to pursue individualized research. You must indicate the faculty member with whom you wish to study during your year at Vanderbilt on your application form. To select a preferred advisor, you can review biographies and curricula vitae of our faculty at www.law.vanderbilt.edu.

☐ Your proposed field of study. Typically, the faculty member you request as your advisor will focus on the area of law you propose to address in the scholarly paper you will complete during your year of study.

☐ Writing sample in English. Your sample, which should be no fewer than 300 words in length, may be a legal opinion, a scholarly article, or an essay on a legal topic of your choosing.
Vanderbilt Law School awards some merit-based scholarships to a limited number of LL.M. students each year. All admitted candidates are considered for merit-based scholarships. Recipients for scholarships are identified during the selection process and notified after admission to the program. Applicants may also qualify for university or private loan programs. These loan programs require a co-signer who is a U.S. citizen or permanent resident. Some private loans also require that the LL.M. applicant and co-signer have a good credit rating.

All admitted international applicants must submit an Affidavit of Support, demonstrating your ability to cover the full cost of tuition, fees, and living expenses. If you fail to provide an Affidavit of Support and documentation establishing your ability to pay all costs of attendance, you will not be allowed to register for classes. The Affidavit of Support must be signed by the applicant and a guarantor and must include documentation such as bank statements, certificates of deposit, and fellowship or grant funding information.

For more information on financial aid for LL.M. applicants, call the Vanderbilt University Law School’s Admissions department at (+001) 615-322-6452 or send an email to us at: lhm.program@law.vanderbilt.edu.
Application for LL.M. Admission  PAGE ONE

To enter the fall semester of ______________ YEAR

INSTRUCTIONS FOR APPLICATION

1. Complete, sign, and date the application form.
2. Give the two LL.M. Applicant Recommendation Forms in this package to two persons with whom you have worked closely. Recommenders may submit their letters directly to the Vanderbilt University Law School Office of Admissions, or you may return the letters and recommendation forms in sealed envelopes directly to the Vanderbilt University Law School Office of Admissions.
3. Submit official transcripts from all colleges and universities attended. To accomplish this, we strongly recommend that you register for the LSAC LL.M. Credential Assembly Service.
4. Complete the Financial Aid Statement and enclose it with your application.
5. The LL.M. writing sample and personal statement should be attached to the application form.
6. If English is not your native language, you must submit an official TOEFL test score. If you are registered for the LSAC LL.M. Credential Assembly Service, please use LSACs designated institution code of 8395, and your TOEFL score will be reported to us through LSAC. If you are not registered with LSAC LL.M. CAS, please use Vanderbilt Law School's institution code of 1871, and your TOEFL score will be reported directly to the Admissions Office.

APPLICANT INFORMATION

Full legal name: □ Mr. □ Ms. □ Ms.

LSAC Account Number: L

Date of Birth (Optional): / / Place of Birth:

MONTH DAY YEAR

Country of Citizenship:

Present Address:

CITY STATE POSTAL CODE COUNTRY

Telephone: Telefax:

E-mail: Country Visa status, if already in the U.S.

LANGUAGE SKILLS

What is your native language? If English is not your native language, and you did not receive your bachelor's degree from an accredited college or university in the U.S., you are required to take the test of the National Council on the Testing of English as a Foreign Language (TOEFL). If you have not yet taken the test, please indicate below the date(s) on which you plan to take it. Please note that even if you list your score, we must receive the official TOEFL results.

TOEFL test date/score (if known)

LEGAL WRITING SAMPLE (FOR THESIS TRACK APPLICANTS ONLY)

Please include in your application a copy of a legal opinion or publication you have written or an excerpt from your dissertation. If these are not in English, please provide a translation. Alternatively, you may type a 300-word essay on a legal topic of interest to you.

HIGHER EDUCATION

Please list below all colleges and universities, graduate and professional schools you have attended, whether or not credit was received. Please indicate the degrees or diplomas you have earned or expect to earn.

<table>
<thead>
<tr>
<th>NAME OF INSTITUTION AND LOCATION</th>
<th>DEGREE/DIPLOMA</th>
<th>DATES OF ATTENDANCE FROM TO</th>
<th>MONTH/YEAR OF AWARD</th>
<th>MAJOR FIELD OF STUDY</th>
<th>SCHOLASTIC HONORS</th>
</tr>
</thead>
</table>

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| | | | | | |
OCCUPATIONAL EXPERIENCE

Please list legal experience and any prior full-time employment. If not employed, indicate current full-time activity.

Please list any jurisdictions in which you are licensed to practice law and bar association membership below:

FINANCES

Do you have sufficient funds to cover your travel to and from the United States, tuition, and living expenses while attending our school?  □ No  □ Yes

If yes, please describe below your sources of funds (name, relationship, and amount in US$):

PERSONAL STATEMENT AND PROPOSED STUDY PLAN

On a separate sheet, please type a personal statement describing your reasons for seeking the LL.M. degree and your qualifications.

I wish to pursue the (please check one):  □ Course Track LL.M.  □ Thesis Track LL.M.  □ Law and Business Track LL.M.

NOTE: Program descriptions are listed on the Vanderbilt website at law.vanderbilt.edu/go/llm

Applicants to the Thesis Track LL.M. must complete the following.

My field of concentration will be:

The Vanderbilt University Law School Professor(s) that I prefer to work with is:

NOTE: Faculty Profiles are listed on the Vanderbilt website at www.law.vanderbilt.edu

OTHER

A. Excluding minor traffic violations, have you ever been accused of or convicted of any criminal offense?  □ No  □ Yes

If yes, explain the circumstances fully including the final disposition of the case on a separate piece of paper.

B. Have you ever been sanctioned or disciplined by any court or authority that regulates the legal profession?  □ No  □ Yes

If yes, explain the circumstances fully including the final disposition of the case on a separate piece of paper.

C. To what other L.L.M. programs in the U.S., if any, are you applying?

By signing this form or submitting it electronically, I certify that the information provided by this application is true and correct to the best of my knowledge and belief, and I agree to report to the Assistant Dean for Admissions any change in the response to all questions which may occur after the filing of this application. I understand that any false or incomplete statements may disqualify my application, cause a rejection of an offer of admission, or result in suspension or expulsion after enrollment. In submitting this application, I indicate my willingness to accept and adhere to the Honor Code, and recognize that I will be subject to the procedures and regulations of Vanderbilt University.

Signature:  Date:

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Vanderbilt University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of educational policies, programs, or activities; its admissions policies; scholarship and loan programs; athletic or other University-administered programs; or employment. Inquiries or complaints should be directed to the Opportunity Development Officer, Baker Building, Box 1809 Station B, Nashville, Tennessee 37235. Telephone (615) 322-4705 (V/TDD); fax (615) 421-6871.
LL.M. Financial Aid Statement PAGE ONE

APPLICANT INFORMATION

Full legal name: □ Mr. □ Ms.

Date of Birth (Optional):   /   / Place of Birth:

Country of Citizenship:

Present Address:

STATUS

Are you a citizen or permanent resident of the United States? □ Yes □ No

Marital status: □ Single □ Married □ Separated/divorced If single, do you plan to be married before you enter the LL.M. program? □ Yes □ No

If you are married, what are your spouse's occupational intentions during the academic year you intend to be in residence at Vanderbilt?

Please list below dependents, if any, you will have during the year you intend to be in residence at Vanderbilt.

Name: Relationship: Age:

Name: Relationship: Age:

Name: Relationship: Age:

If you have dependents, will they accompany you to Nashville? □ Yes □ No

If yes, how will you support your dependents in Nashville?

If no, how will you support them elsewhere?

Parents’ marital status: □ Married □ Separated/divorced □ Mother living/father deceased □ Father living/mother deceased □ Other

FINANCES

Family’s total yearly income in US$: Self $ Spouse $ Father $ Mother $

Please list sources of income below for the previous two years and the current year:

Last Year: Year before last: Other (explain):

Estimated current year:

Please list dependents (other than yourself) in college or graduate school who will be supported in whole or part by you, your spouse, and your parents during the year you intend to be in residence at Vanderbilt:

Dependent’s Name:

College/University (Name/Location):

Annual Cost To Attend:

Family ($):

Grant/Loan/Work ($):
ASSETS
Value of land and buildings (other than home) in US$:  
Investments (such as stocks and bonds) in US$:  
Savings in US$:  
Other (please explain) in US$:  

Do you or your family have any other assets, including any in a foreign country?  □ Yes  □ No  
If yes, enter value in US$:  
Country(ies) in which these assets are held:  
Does your family receive income from these assets?  □ Yes  □ No  
If yes, is the income available to you in the US?  □ Yes  □ No  

OUTSIDE RESOURCES AVAILABLE FOR EDUCATIONAL COSTS AT VANDERBILT
Student’s assets in US$:  
Family income in US$:  
Family assets in US$:  
Relative(s) and friend(s) contributions in US$:  
Agency/Foundation/Government funding in US$:  
Other resources (please describe) in US$:  
What is the present exchange rate between the currency of your country and the U.S. dollar?  
What are the official restrictions, if any, on the transfer of your funds for study in the U.S.?  
Do you have a source of emergency funds once you arrive in the U.S.?  □ Yes  □ No  
If yes, amount available in US$:  

If any cash, savings, trust and/or securities you have listed on the application cannot legally be used in support of your education, please indicate the amount and the reason on a separate piece of paper.  
If you have been awarded a fellowship or grant to support your graduate studies, please attach a copy of the official letter or other notice you have received. If you believe you will receive such a fellowship or grant, please describe the award, the amount and duration of financial support it would provide, and the date by which you expect to be notified on a separate piece of paper. If you have an award or expect to have one, we must know the amount of support you will receive and whether it is renewable for more than one year.  
If there is any other information that might be helpful, please describe it on a separate sheet attached to this page.

OTHER
If we are unable to grant financial aid, would you still accept admission to the Vanderbilt University Law School?  □ Yes  □ No  

Statement of Student Responsibilities and Certification on Refunds and Default
I understand that all university loans, private loans, and scholarships that I qualify for or receive from Vanderbilt must be used only for expenses related to attendance or continued attendance at Vanderbilt. I agree to advise the Vanderbilt University Law School Assistant Dean of Admissions and Vanderbilt University Office of Student Financial Aid of any significant changes, including withdrawal from any class or complete withdrawal from Vanderbilt University, that might affect my eligibility for financial assistance. I understand that I may be responsible for repayment of a prorated amount of any portion of loan and/or scholarship payments made by Vanderbilt to me that cannot be reasonably attributed to meeting educational expenses while in attendance at Vanderbilt. Repayment of any funds or reimbursement are governed by applicable U.S. Department of Education criteria and by Refund Policies and Procedures available for my information at the Vanderbilt Office of Student Accounts and Office of Student Financial Aid upon request. I further agree to notify the Assistant Dean of Admissions and Office of Student Financial Aid of all financial aid assistance that I have been awarded or anticipate receiving for academic year. I intend to be in residence at Vanderbilt, including any outside sources from scholarships, grants, fellowships, business, organizations, civic groups, sponsoring governments or agencies, employers, prizes/awards, tuition reimbursement/discount programs, etc. I understand that any loan or scholarship awards made by Vanderbilt may be subject to reduction upon receipt of other financial assistance not originally indicated on my application materials. I certify by my signature that to the best of my knowledge all of the information provided on this Financial Aid Statement is true.

SIGNATURE  
DATE  

FOR OFFICE USE ONLY
<table>
<thead>
<tr>
<th>Student Contribution: $</th>
<th>Total Contribution: $</th>
<th>Need: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award: $</td>
<td>Approval:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
LL.M. Applicant Recommendation

To the LL.M. Applicant: LL.M. applicants MUST complete and sign this form and give it to the recommender. The recommender will mail this form, along with a letter of recommendation, directly to the Vanderbilt University Law School Office of Admission.

Applicant’s Name: ________________________________

(PLEASE PRINT YOUR NAME)

Students are permitted access to permanent education records unless this right has been waived. Vanderbilt does not require such a waiver as a condition of admission. However, many applicants have concluded that the effectiveness of recommendation letters may be enhanced by having it made clear that such letters are written in confidence.

Please check ONLY one box below and sign:

☐ I waive my right of access to this recommendation.

______________________________

APPLICANT’S SIGNATURE

☐ I DO NOT waive my right of access to this recommendation.

______________________________

APPLICANT’S SIGNATURE

Recommender’s Name: ________________________________

(PLEASE PRINT)

Recommender’s Title: ________________________________

To the Recommender: The student is applying for admission to the Vanderbilt University Law School. We must select our students from applicants qualified to meet the demanding standards of the Law School. Therefore, we must make judgments based both on objective criteria and on abilities and characteristics that cannot appear exclusively in objective indicators.

Your opinion will help us evaluate the applicant. It is important that the letters be detailed and frank. Please state the extent of your acquaintance with the applicant and, as fully as possible, your opinion of the applicant’s aptitude for the study of law. The Admissions Committee finds it particularly useful if special attributes can be identified that would set apart this candidate from others whose objective indicators might be similar. Please discuss specifically the applicant’s intellectual ability (particularly analytical and verbal skills), creativity, English language skills, commitment to academic pursuits, and writing skills. Also of interest to the Committee are such matters as character, reliability, and maturity.

Mailing Instructions: Please use the reverse side of this sheet for your recommendation or attach your letter to this form, and mail it directly to the Admissions Office at:

Vanderbilt University Law School
Office of Admissions
131 21st Avenue South
Nashville, TN 37203 USA

Very sincerely,

LL.M. Advisory Committee
LL.M. Applicant Recommendation

To the LL.M. Applicant: LL.M. applicants MUST complete and sign this form and give it to the recommender. The recommender will mail this form, along with a letter of recommendation, directly to the Vanderbilt University Law School Office of Admissions.

Applicant’s Name: ____________________________

(PLEASE PRINT YOUR NAME)

Students are permitted access to permanent education records unless this right has been waived. Vanderbilt does not require such a waiver as a condition of admission. However, many applicants have concluded that the effectiveness of recommendation letters may be enhanced by having it made clear that such letters are written in confidence.

Please check ONLY one box below and sign:

☐ I waive my right of access to this recommendation.

___________________________________________

APPLICANT’S SIGNATURE

☐ I DO NOT waive my right of access to this recommendation.

___________________________________________

APPLICANT’S SIGNATURE

Recommender’s Name: ____________________________

(PLEASE PRINT)

Recommender’s Title: ____________________________

To the Recommender: The student is applying for admission to the Vanderbilt University Law School. We must select our students from applicants qualified to meet the demanding standards of the Law School. Therefore, we must make judgments based both on objective criteria and on abilities and characteristics that cannot appear exclusively in objective indicators.

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Vanderbilt University Law School
Office of Admissions
131 21st Avenue South
Nashville, TN 37203 USA

Very sincerely,

LL.M. Advisory Committee