

LAWBILITY

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HOW TO APPLY FOR AN LL.M. IN THE U.S.

STEP-BY-STEP GUIDE TO APPLICATION LOGISTICS

Most U.S. law schools now require LL.M. candidates to submit significant portions of their application materials electronically via the Law School Admissions Council (“LSAC”). You benefit from the LSAC process in that you need only submit your TOEFL score, required transcripts and other academic documents, and your letters of recommendation to LSAC once. LSAC then compiles and forwards your application materials for you in a personalized Law School Report to the law schools to which you apply.

Your LSAC Law School Report will include:

- copies of all undergraduate, graduate, and law/professional school transcripts, as required by each school
- an International Credential Evaluation report
- copies of letters of recommendation
- copies of English proficiency exam scores (TOEFL)

STEP 1 - CREATE AN LL.M. ACCOUNT

Go to <http://llm.lsc.org/LOGIN/Access.aspx> and create your own LL.M. account.

For a general overview of information, see <http://www.lsc.org/llm>

STEP 2 – YOUR UNIVERSITY TRANSCRIPTS

Each university you attended must send an official copy of all required transcripts to LSAC, as LSAC will not process transcripts issued to you or sent by you. Follow these steps to have your transcripts sent to LSAC:

- Download Transcript Request Forms (“TRF”) through your LL.M. account.
- Send a TRF to each of the postsecondary institutions you attended during your legal studies, regardless of whether or not you earned a degree from that institution.
- Have each institution complete the form and send it to LSAC by mail, along with your official transcript/mark sheet/academic record, to the following address:

*LSAC
LLM Credential Assembly Service
662 Penn Street
PO BOX 8511
Newtown PA 18940-8511
USA*

- Submit all transcripts in their original language, along with an English translation. You can complete the English translation yourself, as the translations do not have to be certified.
For further assistance, please contact the Language Production Services of Lawbility and ask us to quote an offer for translation services to you.

- If your university offers the option to print transcripts in either the original language or in English, you must order the original language transcript. LSAC will accept the English version as the translation.
- If your university issues only one original to the student, LSAC will accept a copy of the transcript which is certified by the issuing university as a true and correct copy of the original. The official stamp/seal of the institution must be placed over the sealed flap of the envelope.
- All documents must be received in a sealed institution envelope from the issuing university, with a university stamp or seal across the sealed envelope flap.

STEP 3 – PURCHASE LL.M. CREDENTIAL ASSEMBLY SERVICES (LL.M. CAS)

The LL.M. CAS consists of (1) the Document Assembly Service (DAS) and (2) the International Transcript Authentication and Evaluation Service (ITAES).

Document Assembly Service (DAS)

\$85 (good for five years) plus \$30 for each law school report

- arrange for transcripts to be sent once to LSAC for forwarding to law schools
- arrange for letters of recommendation to be sent once to LSAC for forwarding to law schools
- complete and transmit admission applications online (NOTE: Individual law school application fees are not included in the DAS fee.)
- arrange for English exam scores to be sent once to LSAC for forwarding to law schools

International Transcript Authentication and Evaluation Service (ITAES) - \$135

- arrange for your official transcripts to be sent once to LSAC for authentication, evaluation, and transmission to participating law schools

STEP 4 – YOUR LETTERS OF RECOMMENDATION

- Download the LSAC Letter of Recommendation form(s) from your LL.M. account.
- Ask your recommenders to write letters and to send them to LSAC or directly to the law schools (as specified by each school).

STEP 5 – ORDER LAW SCHOOLS REPORTS FOR EACH LL.M. PROGRAM

- Order law school reports online for each LL.M. program to which you want to apply.
- Each report will automatically require a \$30 reporting fee.

Sources: www.lsac.org, <http://www.lsac.org/llm> (current as of August 2015)

LAWBILITY LL.M. APPLICATION PROGRAM

LL.M. Application Private Coaching	LL.M. Application Coaching Online Seminar	Toefl Exam Preparation
<ul style="list-style-type: none"> • Customized LL.M. application strategy • Professional LL.M. application • Customized support and feedback 	<ul style="list-style-type: none"> • Customized LL.M. application strategy • Professional LL.M. application • Work aids and individual feedback 	<ul style="list-style-type: none"> • Training exam strategies • Practicing exam situations • Individual feedback

Please contact us at contact@lawbility.ch. We are pleased to further assist and advise you.



Apply for your LL.M. Programm. Demonstrate your lawbility!