

Hofstra Law School

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MASTER OF LAWS (LL.M.) PROGRAM APPLICATION PROCEDURES

ELIGIBILITY REQUIREMENTS

A candidate for the degree of Master of Laws (LL.M.) must hold the first degree in law (J.D. or LL.B.) from a law school that is approved by the Section of Legal Education of the American Bar Association or a bachelor of laws degree from a non-U.S. law school approved by its foreign equivalent.

APPLICATION PROCESS

Applications may be submitted on the School of Law's official application form, which can be downloaded and printed from the School of Law's Web site at law.hofstra.edu. We also accept applications that are prepared using the Hofstra Law School Web site's electronic application, Law School Admissions Council's LSACD or LSACD on the Web. To expedite the application process, we suggest that you apply electronically. Additionally, if you apply electronically, we will waive the \$60 application fee. All questions must be answered and the application must be signed and dated; if you are applying electronically, the certification box must be checked to validate your application prior to transmission. Please note that it is your responsibility to notify the Law School of any change of status to any part of this application that may occur after the date of signature on this application, and submit the required document(s) within 30 days of the status change. We suggest that you keep a copy of your application and all documents you submit with your application. We cannot return or provide copies of any part of your application, transcripts, translations, letters of recommendation, or supporting material. Applicants for the LL.M. program may apply to only one program. Please note: Admission decisions are released only in writing on Law School letterhead under the signature of the assistant dean for enrollment management or the Dean of the Law School.

When to Apply

The American Legal Studies (ALS) program offers fall matriculation only. The priority application deadline is June 1. The International Law (IL) and Family Law (FL) programs offer both fall and spring matriculation. The IL and FL application priority deadline is June 1 for fall matriculation and November 1 for spring matriculation. We will permit applications to be filed after the deadline until we can no longer provide full consideration.

Review of Applications

Hofstra Law School has a modified rolling admissions process. Applications are considered in the order in which they are received and deemed complete. We guarantee full consideration for all applications submitted by the deadline, and we permit applications to be filed after the deadline until we can no longer provide full consideration. Personal interviews are not part of the admissions process. Applicants currently enrolled in non-U.S. law schools that use a final examination result or a final degree classification as a measure of academic performance may not receive a decision until those results are received by the Admissions Committee.

FOREIGN-EDUCATED APPLICANTS

Candidates who have received their academic legal training from an institution outside the United States will need to either register with the LL.M. Credential Assembly Service (see item 6 under Application Requirements) or submit official law school transcripts and TOEFL reports to Hofstra Law School. Candidates who choose not to use the Credential Assembly Service must send their official transcripts with certified translations, if the original is not in English. Credential services such as World Educational Services (www.wes.org) or the American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org) offer certified translations. Applicants whose academic legal training was in a language other than English are required to present a recent score from the Test of English as a Foreign Language (TOEFL) from the Educational Testing Service (ETS, www.ets.org or www.toefl.org). Hofstra Law School's institution code is 2295.

RE-APPLICATION

Candidates who have previously applied for admission to the Law School may choose to reapply. Although it is highly likely that an applicant will receive the same decision, in some cases, applicants do receive a different determination based upon additional information. Applications are maintained on file for two years only. Please check "yes" to Previous Applicant in question 5; this will allow us to include your previous materials in the review process. The \$60 application fee and an updated application form are required. If applying electronically via the Hofstra Law School Web site, LSACD or LSACD on the Web, there is no cost to apply. Submitting an updated personal statement or new letters of recommendation is optional.

APPLICATION REQUIREMENTS

Because the various parts of an application must come from several sources, it is your responsibility to ensure that all required materials reach the Admissions Office. No application will be considered complete for submission to the Admissions Committee until the following materials have been received and processed:

1. **The Application Form.** Please type or print neatly. Ensure that your printed name and Social Security number (if applicable) appear on each document you submit. Answer all questions, sign the form and, if you need more space, attach additional pages. Some questions may require further explanation on a separate page, and you are welcome to include any attachments you would like. All supplementary statements submitted must clearly indicate the question number to which the statement refers, must be signed by the applicant and must have the applicant's name printed or typed at the top of each page. Do not, however, substitute a resume or other attachment in answer to any question requesting a response on the application form. We suggest that you keep a photocopy of your entire application. Failure to furnish a complete application will result in delays in processing. Please note: We use e-mail to update candidates on the status of their files whenever we can. We ask for your e-mail address in question #6 on the application form. Please be sure to distinguish between the numeral "1" and the lowercase letter "L."
2. **Personal Statement.** The Personal Statement provides an opportunity for you to present yourself, your background, your ideas, and your qualifications to the Admissions Committee. Please limit your statement to three (3) pages. Attach your Personal Statement to the application form, and sign both the form and your statement.
3. **Application Fee.** \$60 check or money order payable to Hofstra Law School. This fee is nonrefundable, is not credited toward tuition and is not applicable toward the fee for the LL.M. Credential Assembly Service.
4. **Two Letters of Recommendation** are required. Recommendations play a useful role in the selection process. Recommendations should come from those who have had an opportunity to evaluate you carefully and individually over a sufficient period of time to formulate a reasonable evaluation.
5. **Law School Transcripts.** The authorities of the college(s) and of all of the graduate or professional schools you have attended will need to send one set of official academic transcripts directly to Hofstra Law School. International applicants: Please refer to item 6 below.
6. **International Applicants Only.** International applicants to Hofstra Law School's LL.M. degree programs are encouraged to register with the LSAC's LL.M. Credential Assembly Service (www.LLM.LSAC.org). This service will save you time and money, especially if you intend to apply to a number of U.S. or Canadian graduate law degree programs. You will only need to obtain your transcripts and other required credentials one time in order to make them available for all your law school applications. For a registration fee of \$185 (U.S. dollars), LSAC will collect, authenticate, and distribute your university records [and TOEFL score(s), if required]. 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. Five reports to law schools are included in the registration fee. For additional information about this service, visit www.LLM.LSAC.org. *Please note that you must still complete the Hofstra Law School application and submit all required application fees to Hofstra Law School. The LSAC service serves only to authenticate non-U.S. or Canadian credentials that are needed in addition to a completed application.*

If you choose not to register with LSAC's LL.M. Credential Assembly Service, you will need to send us one set of original transcripts printed in the school's native language and one set printed in English and evaluated by a credential evaluation service such as World Education Services.

DECISION NOTIFICATION

Decision letters are mailed to the valid address as of the date of decision. Decisions are not released over the telephone, in-person, or through e-mail.

COMMUNICATING WITH THE ADMISSIONS OFFICE

Please be assured that as long as we have accurate telephone, e-mail and mailing address information for you, we will communicate with you regarding the status of your application. We mail notification for each stage of the application process: application received, application incomplete and missing a particular item(s), application completed and sent to committee for review, and final decision. If you have not received notification from us confirming receipt of your application within four weeks of submission, contact us to confirm receipt of your application. The Office of Admissions can be reached by phone at (516) 463-5916 or by e-mail at llmadmissions@hofstra.edu.