

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 American Bar Association or a bachelor of laws degree from a non-U.S. law school approved by its foreign equivalent.

APPLICATION PROCESS

Applicants to the LL.M. program should complete the application, then mail the completed form, personal statement, and resume to the Office of Enrollment Management. Apply online using the LL.M. application available via the Law School Admission Council's (LSAC) online service, or apply using our LL.M. printed application. Both may be accessed at law.hofstra.edu/apply.

Please be sure to respond to all questions throughout the application, and remember to sign and date before you submit. 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 dean of the Law School or the dean's designee.

WHEN TO APPLY

The American Legal Studies (ALS) program offers fall matriculation only. The priority application deadline is June 1. The Family Law (FL) programs offer both fall and spring matriculation. The 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 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 at 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 (1) register with the LL.M. Credential Assembly Service (see item 6 under Application Requirements) or (2) submit official law school transcripts and TOEFL reports directly to the Maurice A. Deane School of Law at Hofstra University. Candidates who choose not to register with LSAC's LL.M. Credential Assembly Service will need to make arrangements for one set of original transcripts printed in the school's native language and one set printed in English to be sent to and evaluated by the World Education Services credential evaluation service, www.wes.org. The evaluation(s) must be sent to the Office of Enrollment Management at Hofstra Law. 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's institution code is 2295. Applicants may instead submit scores from The International English Language Testing System (www.ielts.org) or the International Legal English Certificate (www.legalenglishtest.org). If you believe your English proficiency qualifies for a waiver from these examinations, please write to llmadmissions@hofstra.edu with an explanation.

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 Office of Enrollment Management. No application will be considered complete for submission to the Admissions Committee until the following materials have been received and processed:

- 1. 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. All supplementary statements submitted must clearly indicate the question number to which the statement refers, be signed by the applicant and have the applicant's name printed or typed at the top of each page. We suggest that you keep a photocopy of your entire application. Failure to furnish a complete application may result in processing delays. Please note: Since we use e-mail to update candidates on the status of their files

whenever we can, please provide your e-mail address in question 6 on the application form. Also, 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. **Resume/ CV** The Resume/CV should include work experience, extracurricular activities, honors, and scholarships.

4. **Two Letters of Recommendation** are required. Recommendations play a useful role in the selection process and should come from those who have had an opportunity to carefully assess you over a sufficient period of time to formulate a reasonable evaluation.

5. **Law School Transcripts** The authorities of the college(s) and graduate or professional school(s) you have attended will need to send one set of official academic transcripts directly to the Maurice A. Deane School of Law at Hofstra University.

6. **Foreign Educated Applicants** to Hofstra Law'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 need to obtain your transcripts and other required credentials only one time in order to make them available for all your law school applications. For a registration fee of \$200 (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 application and submit all required application materials 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.

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. Admissions decisions are released only in writing on Law School letterhead under the signature of the Dean of the Law School or the Dean's designee. Once an application for admission has been denied, it will not be evaluated again for the same enrollment period.

CHECKLIST FOR APPLICANTS

- Application
- Resume or Curriculum Vitae (CV)
- Personal Statement (in English)
- Academic Transcripts
- Foreign-educated applicants register with the LL.M. Credential Assembly Service **or** Transcript evaluation by World Education Services (if required)
- Two letters of recommendation
- TOEFL, IELTS or ILEC score (international applicants)

CAMPUS SAFETY REPORT

The Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities to publish and distribute an annual security report containing policies and procedures as well as campus crime statistics.

The Campus Safety Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by Hofstra University, and/or on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security such as policies on alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You may obtain a copy of this report by contacting the Department of Public Safety at (516) 463-6606 or by accessing the following Web site: hofstra.edu/campusafetyreport.

Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status in the conduct and operation of its educational programs and activities, including admission and employment. This statement of nondiscrimination is in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other federal, state and local laws. The Americans with Disabilities Act compliance officer in the Plant Department (516) 463-6641 is designated by the University to coordinate its efforts to comply with Section 504. The Equal Rights and Opportunity Officer is the University's official responsible for coordinating its adherence to Title IX and other equal opportunity regulations and laws. Questions or concerns regarding Title IX or other aspects of this policy (other than Section 504) should be directed to the Equal Rights and Opportunity Officer at (516) 463-6775, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549.

12. The Law School reports annually to the American Bar Association and U.S. Department of Education on the ethnic composition of its student body. Please answer the following questions to assist us with our reporting.

a. I identify as a person of Hispanic or Latino/a culture or origin. Yes No

If "Yes," please check the most appropriate box(es).

- Cuban Other Spanish/Hispanic/Latino Puerto Rican
 Mexican American/Chicano

Specify: _____

b. Please select one or more of the following:

- American Indian or Alaska Native
Specify name of enrolled or principal tribe: _____
 Chinese Filipino Other Asian
Specify: _____
 Guamanian or Chamorro Other Pacific Islander
Specify: _____
 Asian Indian Japanese Samoan
 Black/African American Korean Vietnamese
 Caucasian/White Native Hawaiian

13. Visa Information (for international applicants):

- Do you intend to apply for a student visa? Yes No
 Do you intend to apply for U.S. permanent residence? Yes No
 I have already submitted my permanent residence request paperwork to U.S. Citizenship and Immigration Services (USCIS). Yes No

14. Emergency Contact Information (e.g., parent, partner):

NAME RELATIONSHIP TO YOU _____				TELEPHONE NUMBER (include area code) _____
ADDRESS 1 _____				CELLULAR TELEPHONE (include area code) _____
ADDRESS 2 _____				INTERNATIONAL NUMBER (include country) _____
CITY _____	STATE/PROVINCE _____	ZIP _____	COUNTRY (If other than U.S.) _____	E-MAIL ADDRESS _____

LAW SCHOOL INTEREST

15. Why are you applying to Hofstra Law? (Check one.)

- | SOURCE | NAME/LOCATION |
|---|---------------|
| <input type="checkbox"/> Hofstra Law alumnus/a | _____ |
| <input type="checkbox"/> Hofstra Law student | _____ |
| <input type="checkbox"/> Friend/family member | _____ |
| <input type="checkbox"/> Pre-law adviser | _____ |
| <input type="checkbox"/> LSAC Law School Forum | _____ |
| <input type="checkbox"/> Law/Grad school fair | _____ |
| <input type="checkbox"/> Hofstra Law event/visit | _____ |
| <input type="checkbox"/> Reputation of faculty | _____ |
| <input type="checkbox"/> Web site/Internet | _____ |
| <input type="checkbox"/> Hofstra brochure (requested) | _____ |
| <input type="checkbox"/> Hofstra brochure (unsolicited) | _____ |
| <input type="checkbox"/> Guide Book | _____ |
| <input type="checkbox"/> Other | _____ |

16. Have you applied or do you intend to apply to any other LL.M. programs? Yes No

16a. If "Yes," please indicate school(s) and the action(s) taken on your application:

EDUCATION AND EMPLOYMENT INFORMATION

17. List in chronological order all universities and law schools you have attended. Use an additional page if necessary.

Name of Institution			
City, State			
Country			
Dates of Attendance	_____ to _____ MM/YYYY MM/YYYY	_____ to _____ MM/YYYY MM/YYYY	_____ to _____ MM/YYYY MM/YYYY
Field of Study			
Degree Earned			
Date of Degree			
Average or Result*			
Official Class Rank	_____ in class of _____ RANK CLASS SIZE	_____ in class of _____ RANK CLASS SIZE	_____ in class of _____ RANK CLASS SIZE

* Please enter your numerical grade point average, honors level, state examination result, etc.

Law Review Experience: _____
School Position

Scholastic Honors: _____

Have you been admitted to practice law in any state or country? If yes, indicate where and when. Yes No

State(s)/Country Date of Admission

State(s)/Country Date of Admission

INTERNATIONAL APPLICANTS

18. Transcripts: Please select one of the following:

- I have registered with the LSAC LL.M. Credential Assembly Service and have sent all necessary documents to LSAC.
- Hofstra Law will receive my official transcripts (including necessary translations and certifications if applicable) and TOEFL, IELTS or ILEC report separately.

I have enclosed the required transcripts in sealed and signed envelopes with this application, and Hofstra Law will receive my official TOEFL, IELTS or ILEC report.

19. If you have already taken the TOEFL, IELTS or ILEC, provide the date(s) and score(s) you received:

_____/_____/_____
MM/DD/YYYY SCORE

_____/_____/_____
MM/DD/YYYY SCORE

_____/_____/_____
MM/DD/YYYY SCORE

If you have applied to take the TOEFL, on what date will you do so? ____/____/_____

20. Do you plan to take a bar examination after you receive your LL.M. degree? Yes No

21. Publications: List any books, articles or theses you have published (list title, date of publication, and name of publisher). Note: Do not submit books, articles or other publications with your application.

22. Previous employment that you consider significant:

From MM/YY	To MM/YY	Position Held	Name and Address (City and State) of Employer	No. Hours per Week	Reason for Leaving

23. In addition to completing the previous question, please attach a resume or curriculum vitae listing work experience, extracurricular activities, honors and scholarships.

24. Because of the high ethical standards governing lawyers, the failure to disclose an act or event, such as the ones described below, is often more significant and leads to more serious consequences than the act or event itself. Failure to provide full and truthful answers may result in revocation of admission or disciplinary action by the Law School, or denial of permission to practice law by the state in which you seek admission. Note: An affirmative answer to any of these questions will not automatically preclude your admission. In addition, as state requirements vary, we advise you to obtain information about qualification for admission to the bar of the state in which you intend to practice.

- 24a. Yes* No Have you ever been subject to any disciplinary action, placed on academic probation, or dismissed from any school, college, university, or graduate professional school that you have attended? Is any such action pending or expected to be brought against you? Please provide details, including relevant dates, description of the incident, disposition of the incident and other relevant information following the incident.
- 24b. Yes* No Have you ever pleaded guilty to or been found guilty of any crime, offense or violation (other than a minor traffic violation)? Please provide details, including relevant parties involved, description of incident, disposition of the incident(s) (expunged, dismissed, probation, arrest, incarceration, etc.), photocopy of any official court documentation and information related to post-sentence events (pardon, etc.).
- 24c. Yes* No Have you ever been discharged by an employer or asked to resign? Please provide details, including relevant dates and a brief description of the circumstances.
- 24d. Yes* No Has your higher education, employment, or business activity been interrupted for six (6) months or more for any reason?

**If your response to any of questions 24a-24d is "Yes," please attach an explanatory statement. (If applying electronically, please use an electronic attachment.) Vague statements are not acceptable. Failure to fully disclose details may result in dismissal from Hofstra Law.*

Continuing Obligation to Report Information: Should your response to any of these questions change during the course of your application, prior to matriculation or while enrolled at the Law School, you must immediately inform the Office of Enrollment Management.

PERSONAL STATEMENT

25. On a supplementary sheet, submit a brief statement of purpose. In particular, we would be interested in knowing why you wish to pursue the LL.M. degree and why you chose the concentration in American Legal Studies or Family Law. Please limit your essay to three (3) pages, and include your printed name and Social Security number (if applicable) on all attachments (if applying electronically via the Hofstra Law Web site or LSAC, use an electronic attachment).

26. **LETTERS OF RECOMMENDATION:** Please provide the names and professional positions of at least two persons whom you have asked to write letters of recommendation on your behalf. (Note: The letters that are most helpful are those written by law school faculty members who know you well or by persons for whom you have worked in a professional capacity. Letters from friends or family members are generally not helpful.)

- Letter enclosed
 Letter will be sent

Name	Professional Position
<input type="checkbox"/> Letter enclosed	
<input type="checkbox"/> Letter will be sent	

Name	Professional Position
<input type="checkbox"/> Letter enclosed	
<input type="checkbox"/> Letter will be sent	

Name	Professional Position
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MASTER OF LAWS (LL.M.) PROGRAM

I certify that the information I have provided is true and complete; that I will notify Hofstra Law's Office of Enrollment Management immediately if there is any change in the information that I have provided in this application; that I am the author of the statements or additional information included with this application; and that I understand the statements made herein are the basis upon which my application will be decided. In the event that any information is subsequently found to be false, I understand that my acceptance may be voided and my matriculation canceled.

I also understand that acceptance is conditional upon meeting the requirements stated in Hofstra Law's Application Procedures and any further conditions expressed at the time of acceptance. I understand that any action taken on this application by the Admissions Committee is solely within its discretion, and the decision is final. Hofstra Law does not authorize and is not bound by any requirements or conditions other than those communicated by Hofstra Law's Office of Enrollment Management.

_____	_____		
SIGNATURE	DATE		

PRINTED NAME	SOCIAL SECURITY NUMBER	L. _____	LSAC ACCOUNT NUMBER

**SUBMIT THE COMPLETED APPLICATION AND ALL SUPPORTING CREDENTIALS TO:
Maurice A. Deane School of Law, Office of Enrollment Management, 108 Hofstra University, Hempstead, NY 11549-1210**

Any materials submitted as part of this application are the property of Hofstra Law and will not be released at the request of the applicant.

We suggest that you keep a copy of your application and all documents you submit with your application.

**LETTER OF RECOMMENDATION
FOR MASTER OF LAWS (LL.M.) PROGRAM**

To the Applicant: Enter your name and the name and address of your reference below. Sign one of the waiver statements, and mail or deliver the form to your reference; include a self-addressed envelope. The envelope should then be sealed, returned to you, and submitted with your application. If preferred, the person providing the recommendation can send it directly to the Law School.

APPLICANT'S NAME

U.S. SOCIAL SECURITY NUMBER (IF APPLICABLE)

NAME AND ADDRESS OF REFERENCE

The Family Educational Rights and Privacy Act of 1974, as amended, provides an applicant with the right of future access to the contents of this recommendation once the applicant is enrolled as a student at this institution. The act also allows an applicant the right to waive future access. The act prohibits a school from requiring an applicant to waive this right as a condition of admission, or review and evaluation of an application for admission.

I have read and understand this statement of the federal law governing my right of access to this recommendation form.

Please sign and date ONE of the following statements:

I hereby waive my right of future access to the contents of this recommendation form and authorize my reference and his or her institution to provide Hofstra Law with all appropriate evaluations and information that may be required in support of my application.

SIGNATURE

DATE

I do not waive my right of future access to the contents of this recommendation form, but I authorize my reference and his or her institution to provide Hofstra Law with a candid evaluation of me, and other relevant information that may be required in support of my application.

SIGNATURE

DATE

To the Person Completing This Recommendation Form: The above-named person has applied for admission to Hofstra Law School. Your comments and candid evaluation will help us greatly in our efforts to select the best-qualified students. Please complete the form, seal it, and either return it to the applicant in the envelope that is provided, or send it directly to: Office of LL.M. Admissions, Maurice A. Deane School of Law, 121 Hofstra University, Hempstead, NY 11549-1210.

I. How long and in what capacity have you known the applicant?

II. Please rate the applicant in relation to other students or lawyers you have known.

CHARACTERISTIC	Above Average Top 40%			Average Middle 20%	Below Average Lowest 40%	Unable to Estimate
	Outstanding Top 5%	Unusual Top 15%	Good Top 40%			
Intelligence						
Independence of thought						
Oral Communication						
Written Communication						
Industry and Motivation						
Leadership						
Judgment of Maturity						

III. On a separate piece of paper, please give us your candid evaluation of this applicant, with particular emphasis on his or her academic promise. We appreciate the time you have taken to provide us with your comments.

SIGNATURE

INSTITUTION

TITLE

DATE

ADDRESS

BUSINESS PHONE

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FOR MASTER OF LAWS (LL.M.) PROGRAM**

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SIGNATURE DATE

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SIGNATURE DATE

To the Person Completing This Recommendation Form: The above-named person has applied for admission to Hofstra Law School. Your comments and candid evaluation will help us greatly in our efforts to select the best-qualified students. Please complete the form, seal it, and either return it to the applicant in the envelope that is provided, or send it directly to: Office of LL.M. Admissions, Maurice A. Deane School of Law, 121 Hofstra University, Hempstead, NY 11549-1210.

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II. Please rate the applicant in relation to other students or lawyers you have known.

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	Outstanding Top 5%	Unusual Top 15%	Good Top 40%			
Intelligence						
Independence of thought						
Oral Communication						
Written Communication						
Industry and Motivation						
Leadership						
Judgment of Maturity						

III. On a separate piece of paper, please give us your candid evaluation of this applicant, with particular emphasis on his or her academic promise. We appreciate the time you have taken to provide us with your comments.

SIGNATURE INSTITUTION

TITLE DATE

ADDRESS BUSINESS PHONE