Application instructions

Application materials, including the application fee, application forms, statement of interest, and letters of recommendation, should be assembled together and mailed to Cornell Law School, LL.M./J.S.D. Admissions, 226 Myron Taylor Hall, Ithaca, NY 14853-4901, U.S.A., or via the Law School Admission Council (LSAC). Documents must be submitted in their original language. Documents in languages other than English must be accompanied by a certified translation.

Deadlines

LL.M. applications, including all supporting materials, must be received by February 1. If you want to be considered for an LL.M. fellowship, your application and all supporting materials must reach us by January 10.

J.S.D. applications must be submitted before May 1.

Statement of interest

A detailed (approximately 750 words) personal statement of interest is an essential part of the application. The statement should include a discussion of your purpose in obtaining the degree, and an explanation of your research and study interests and their relation to your previous education and professional goals. Please include your full name on the top of each page of the statement of interest.

If you are applying to the J.S.D. program, please include a detailed and footnoted research proposal of no more than 3,000 words.

Transcripts/other academic records

Complete official transcripts of all previous college, university, and graduate/professional school study, including work done at Cornell, must be submitted. To accomplish this, we strongly recommend that you register with LSAC’s LL.M. Credential Assembly Service (www.LLM.LSAC.org). We require that applicants use the Document Assembly Service if applying through LSAC. These services will save you time and money, especially if you intend to apply to more than one U.S. or Canadian graduate law program. You will need to obtain your transcripts and other required academic records only one time to make them available in all of your applications. For a registration fee, LSAC will collect, authenticate, and distribute your academic records and your TOEFL score (see the section “English proficiency,” overleaf, for how to have your TOEFL score report sent to LSAC) to up to five law schools you select. (Additional reports are available for an additional fee.) Once you register for this service, it will be available to you for a period of five years.

Recommendations

Two letters of recommendation must be submitted from faculty members acquainted with your work in the major area of study. If that work occurred more than three years ago, or if such letters are not obtainable because of circumstances beyond your control, recommendations from those familiar with your professional performance are acceptable.

Forms for recommendations are provided with these application materials. You can photocopy the forms if necessary. You should ask each recommender to enclose the recommendation form in an envelope, seal the envelope, sign it across the seal, and return it to you to be submitted, unopened, with the other application materials. (If the recommender prefers, the letter can be sent directly to the Law School; however, applications received with the recommendations are processed more quickly.) The recommender may also submit the recommendation via email. Please send the email to law.gradlaw@cornell.edu. The final option is for the recommender to submit the recommendation through LSAC. Cornell Law School recommendation forms are not required if recommendations are submitted through LSAC.

Under U.S. federal legislation, enrolled students have access to letters of recommendation. If you want to waive your right of access, you can do so by signing the appropriate statement on the recommendation form. (If a form is not available, you can waive the right of access by submitting the following written statement to the recommender: “I hereby waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this letter of recommendation in regard to my application for admission to Cornell Law School. I understand that this letter will be used by the Law School only in its procedures relative to admission and fellowship awards.” This statement must be signed and dated by the applicant and attached to the letter of recommendation. Your decision on whether to waive your right of access will not influence our admission decision, but it might be important to your recommenders. You should discuss the matter with them.)
English proficiency

Proficiency in English is required for admission and your level of proficiency, as demonstrated by all aspects of the application, is a significant factor in our decision-making process. If your native language is not English, you must take the Test of English as a Foreign Language (TOEFL) unless you have received your first degree in law from a college or university in a country where both the language of instruction and the native language is English. We do not accept IELTS.

A minimum overall TOEFL score of 550 (paper-based), 213 (computer-based), or 79 (Internet-based) is required to be considered for admission.

Accepted applicants whose TOEFL scores are between 550 and 600 (paper-based), between 213 and 250 (computer-based), or between 79 and 100 (Internet-based) must take the English placement test given at Cornell during registration week. If the placement score indicates that you need additional formal training in English, a course will be required during the first semester.

The TOEFL is offered frequently throughout the world. Information on times and places and an application form can be obtained from the Educational Testing Service (ETS), Princeton, NJ 08541, U.S.A. (telephone: 609 921-9000 or web: www.ets.org). Our institution code is 2098, department code 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 LSAC using the institution code number 8395.

Application fee

Payment of the nonrefundable application fee of US$80 must be submitted with the application. Payment should be made in U.S. dollars in the form of a certified check or money order or by completing the credit-card authorization on the application form, which must include the security code from the back of the credit card.

Financial requirement

Non-U.S. applicants offered admission must submit evidence of full financial support (this can include any fellowship award) for themselves and their dependents for the duration of the program of study. The Law School will inform accepted applicants of financial support certification procedures at the appropriate time in the admission process.

APPLICATION CHECKLIST: LL.M. and J.S.D.

We strongly recommend that you use the LSAC LL.M. Credential Assembly Service. We require that applicants use the Document Assembly Service if applying through LSAC.

LL.M. Deadline: February 1, 2013 • J.S.D. Deadline: May 1, 2013

A complete application contains the following items:

(See the instructions for important additional details.)

☐ Completed and signed application form; please do not send duplicate applications

☐ US$80 application fee (certified check or money order payable to Cornell University, or credit-card authorization)

☐ LSAC LL.M. Credential Assembly Service or the LL.M. Document Assembly Service School Report containing all required academic credentials, or official copies of all transcripts and degree certifications from the university

☐ An official certification of each degree you have earned

☐ Two recommendation forms and accompanying letters in signed, sealed envelopes or email from recommenders

☐ An official statement of class rank from the institution at which you earned or will earn your first degree in law; if such rankings are not provided by your school, provide a statement to this effect along with a detailed explanation of the grading system employed

☐ A personal statement of interest

☐ If you are applying to the J.S.D. program, please include a detailed and footnoted research proposal of no more than 3,000 words

☐ If English is not your native language, please include an official TOEFL score report from the Educational Testing Service (this may be submitted to the LSAC LL.M. Credential Assembly Service); we strongly recommend, but do not require, that you take the Test of Written English (TWE) as well as the TOEFL

☐ We do not accept IELTS

Important note  Documents in languages other than English must be accompanied by a certified translation. Only complete applications will be reviewed by our committee. The deadline for completed LL.M. applications is February 1. Applications completed after that date will be reviewed on a space-available basis only. LL.M. fellowship applicants must complete their applications by January 10. J.S.D. applications must be received by May 1. Also, please note that the processing of paper applications may require additional time. This includes documents not submitted through the Credential Assembly Service.
Please read instructions before completing this application. Type or print in ink. Attach additional sheets if necessary.

**Degree Program:** Please check only one. □ LL.M. □ J.S.D.

1. Legal Name on Passport: ___________________________________________
   last (family)             first                   middle

2. Date of birth: ______/______/______    □ Female □ Male
   U.S. Social Security No. (if any): __________________________
   LSAC Identifier: L-________
   Country of birth: _______   Citizenship status: □ U.S. □ U.S. Permanent Resident □ Other: __________

3. Current address (through __________) (required):
   month/day/year
   number and street
   city                      state/country           postal or zip code
   Telephone #: (cell phone preferred) ____________  Fax #: ____________  Email address: ________________

4. Permanent address (required):
   number and street
   city                      state/country           postal or zip code
   Telephone #: (cell phone preferred) ____________  Fax #: ____________  Email address: ________________

5. Have you ever applied to Cornell Law School? □ Yes □ No   If so, when?__________________________
   What was the decision? _____________________________________________

6. Are you now or have you ever attended a U.S. law school? □ Yes □ No
   If so, which ones and when? ________________________________________

7. List in order of attendance all colleges, universities, and graduate/professional schools you have attended.
   
   School/Location                      Entry Date   Leaving Date (expected)   Major Subject   Degree Received/Expected Date
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

8. If your native language is not English, when did you or will you take the TOEFL?__________________________
   test date
   What was your score? __________(Official score reports must be sent directly to the LSAC or the Law School by the
   Educational Testing Service.)

9. What is your native language? ___________________________________________________________________
   What other languages have you studied?
   (please indicate number of years)
   How would you rate your level of fluency in spoken English? (circle) 1 native 2 3 4 5 adequate

10. Please list any scholarly publications or other original work you have published.
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
11. Please list any academic honors, fellowships, scholarships, or other awards you have received.

________________________________________________________________________________________________

12. Please list academic or other full-time employment related to law. You may attach a resumé.

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<tr>
<th>Dates</th>
<th>Employer/Location</th>
<th>Position Title</th>
<th>Reasons for Leaving (if any)</th>
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13. Please list the names and professional affiliations of people who influenced your decision to apply to Cornell Law School. _____________________________________________________________________________________

________________________________________________________________________________________________

14. Please indicate the extent of financial support you must receive from Cornell Law School to enroll in the LL.M. program:  □ No aid needed  □ Aid desirable but not essential  □ Partial aid needed  □ Full aid needed

14a. Do you wish to be considered for a fellowship?  □ Yes  □ No

15. Please list any sources (including personal or family) of non-Cornell financial support available to you, or which you have received or expect to receive for the coming academic year (e.g., government, employer, personal).

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<th>Source</th>
<th>Date Available to You</th>
<th>Amount (US$)</th>
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If the answer is “yes” to any of questions 16–18, please submit an explanatory statement.

16. Has your college, university, graduate-school, or professional-school course been interrupted for one or more terms for any reason?  □ Yes  □ No

17. Have you ever been the subject of disciplinary proceedings; or warned, placed on probation, or suspended for academic, nonacademic, or any other reasons by any of the colleges, universities, graduate schools, or professional schools you have attended; or are any such proceedings pending?  □ Yes  □ No

18. Have you ever been charged with or convicted of a crime, including expunged offenses, other than a minor traffic violation, or are charges pending?  □ Yes  □ No

19. Please submit a separate Statement of Interest discussing your academic interests and proposed course of study at Cornell.

20. Payment of nonrefundable fee of US$80:  □ Certified check or money order enclosed

I authorize payment by:  □ Visa  □ MasterCard  Credit-card number:_______________________________

Cardholder’s name:_________________________________________ Security code (required):_______________

Cardholder’s signature:_________________________________________ Date of Expiration:_______________

I certify that the information I have provided on this form and in any related material is true and complete and will notify Cornell Law School promptly if there is any change in any aspect of this application. I understand this is a continuing obligation throughout my enrollment at Cornell and that inaccurate, misleading, or incomplete statements or a failure to update any aspect of this application could result in disciplinary sanctions.

Signature:_____________________________________________________________ Date:________________________

month/day/year

Cornell Law School, 226 Myron Taylor Hall, Ithaca, NY 14853-4901, U.S.A.
Applicant: Complete this section (please type or print). Then give this form and a self-addressed letter-size envelope to the person whom you have asked to recommend you. When that person returns the sealed envelope to you, include it with your other application materials.

Applicant’s name: ____________________________________________________________

U.S. Social Security No. (if any): ____________________________

Date of birth: ____________________________

In accordance with the Family Educational Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation by signing the statement below.

❏ I hereby waive my right of access to this recommendation. _____________________________________________

Recommender: Thank you for assisting us with our admission process. Your insights on this applicant to our LL.M. program are an important part of his or her application. This recommendation will remain confidential during the admission process and will be used by the Law School only in its procedures relative to admission and fellowships. If the applicant has not waived the right of access to your recommendation, it will become accessible to the student only if he or she enrolls in the Law School.

In the table below, please compare this applicant with one of the following (check one):

❏ Students from your institution who have gone on to graduate programs  ❏ Current students in his or her graduating class  ❏ Other: ____________________________

No basis for judgment

<table>
<thead>
<tr>
<th>Academic performance</th>
<th>Top 2%</th>
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<th>Top 10%</th>
<th>Top 50%</th>
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<td>Native intelligence (e.g., analytical powers, rigor of thought, critical faculty, reasoning ability)</td>
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Please write candidly about the applicant on the other side of this form, or attach a separate letter. It is very helpful to us if you indicate how long and in what capacity you have known the applicant. Beyond that, we appreciate any thoughts you would like to offer on the applicant’s suitability for advanced legal studies, as well as his or her promise of professional success. If possible, please indicate the applicant’s rank in classes taken from you and discuss both strong and weak aspects of his or her abilities.

Signature: ____________________________________________  Date: ____________________________

Name: ____________________________________________  Title: ____________________________

Institution: ____________________________________________  Name: ____________________________  Address: ____________________________

Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you do not want to return the recommendation to the applicant, you may send it directly to Cornell Law School, LL.M./J.S.D. Admissions, 226 Myron Taylor Hall, Ithaca, NY 14853-4901, U.S.A.
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Applicant’s name: ____________________________________________________________________________

U.S. Social Security No. (if any): ___________________________  LSAC Identifier: L-_____________________

Date of birth: __________________________

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Signature: ____________________________  Date: ____________________________

Name: ____________________________  Title: ____________________________

Institution: ____________________________  name  ____________________________  address

Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you do not want to return the recommendation to the applicant, you may send it directly to Cornell Law School, LL.M./J.S.D. Admissions, 226 Myron Taylor Hall, Ithaca, NY 14853-4901, U.S.A.