

# Application Instructions

## Application Requirements

Every application must contain the following items (if applicable):

1. This completed, electronically signed, and dated LSAC Flexible Application (Flex App.)
2. An official transcript (with English translation) from all colleges, universities, law or professional schools attended.
3. A personal statement in English discussing your reasons for applying for an LL.M. or M.S.L. degree and your career plans after completing your degree. (You may attach your personal statement to this LSAC Flex App.)
4. A photocopy of your current passport and any visa documents.
5. A financial declaration showing adequate funding for your tuition and living expenses at the University of Dayton School of Law. (Please mail a paper copy to Dayton Law at the address below).
6. Applicants whose native language is NOT English and applicants who have NOT completed their basic legal or undergraduate studies in a university where instruction was in English: Such applicants are required to take the TOEFL and attain a score of at least 600 (paper-based), 250 (computer-based), or 100 (IBT). The equivalent IELTS score that you must attain is an overall band score of 7.0. Scores must be from a test taken within the past two (2) years. Scores from tests taken more than two (2) years prior to this application will not be accepted. This requirement will be waived for applicants seeking conditional admission based on attendance at the University's [Intensive English Program](#).
7. LL.M. applicants only: A photocopy of any attorney registration card you have been issued.
8. M.S.L. applicants only: An official test report reflecting the applicant's score on either the Graduate Record Exam (GRE) or the Graduate Management Admissions Test (GMAT). Score reports should be sent to the University of Dayton School of Law from the testing service. The University of Dayton School of Law reporting code for the GRE is 0002. Our reporting code for GMAT scores is KF2-36-44. Information on the GRE test can be found at <http://www.ets.org/gre>. Information on the GMAT can be found at <http://www.mba.com/>.

## Contact Information

Please mail paper copies of documents to:

The University of Dayton School of Law  
300 College Park  
Dayton, Ohio 45469-2772  
United States of America  
Attn: Tan Boston, Director, LL.M. & M.S.L. Programs

Please email electronic copies of documents to:

[llm\\_msl@udayton.edu](mailto:llm_msl@udayton.edu)

## Type of Program

Select a degree

LLM

MSJ

Full Time or Part Time?

Full Time

Part Time

What term would you like to begin the program?

Fall

Spring

What year are you planning to start in the program?

2018

2019

How did you hear about our program?

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## Biographical

Prefix \_\_\_\_\_

First name \_\_\_\_\_

Middle name \_\_\_\_\_

Last name \_\_\_\_\_

Suffix \_\_\_\_\_

Previous (other) name \_\_\_\_\_

Preferred first name \_\_\_\_\_

Date of birth \_\_\_\_\_

Place of birth: City \_\_\_\_\_

Place of birth: Country \_\_\_\_\_

Place of birth: State/Province \_\_\_\_\_

Gender \_\_\_\_\_

Social security number \_\_\_\_\_

LSAC account number \_\_\_\_\_

## Contact Information

### Current Address

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

Current mailing address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_

### Permanent Address

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

Permanent mailing address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_

### Other Contact Information

Primary e-mail address \_\_\_\_\_

Secondary e-mail address \_\_\_\_\_

Mobile phone \_\_\_\_\_

University of Dayton School of Law can send text messages to my mobile phone.

\_\_\_\_ Yes

\_\_\_\_ No

## Emergency Contact

Person to Notify in Case of Emergency:

Name

\_\_\_\_\_

## Emergency Contact continued

Relationship

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Street Address

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City

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State/Province

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ZIP/Postal Code

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Country

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Home Phone

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Mobile Phone

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E-mail Address

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## Demographics

### **Citizenship**

Citizenship

Immigrant

Non-immigrant

Refugee, asylum, or other

US Citizen

Country of citizenship \_\_\_\_\_

Visa type \_\_\_\_\_

Visa/SEVIS number \_\_\_\_\_

Permanent resident number \_\_\_\_\_

Permanent city \_\_\_\_\_

Permanent state/province \_\_\_\_\_

Permanent country \_\_\_\_\_

Native language \_\_\_\_\_

### **Ethnicity**

Are you Hispanic or Latino?

Yes

No

If you selected 'Yes' to the above question, select an ethnicity.

Chicano/Mexican American

## Demographics continued

What is your race? Select one or more races to indicate what you consider yourself to be.

### **Aboriginal or Torres Strait Islander Australian**

Aboriginal/Torres Strait Isl. Australian

### **American Indian or Alaska Native**

American Indian/Alaskan Native

### **Asian**

Asian

### **Black or African American**

Black/African American

### **Canadian Aboriginal**

Canadian Aboriginal

### **Caucasian/White**

Caucasian/White

### **Native Hawaiian or Other Pacific Islander**

Native Hawaiian/Other Pacific Islander

### **Puerto Rican**

Puerto Rican

### **Consent**

Decline to respond

## Education

List ALL educational institutions attended.

Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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## Education continued

Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Have you ever attended any law school?

Yes

No

Did you leave the law school under less than good standing?

Yes

No

If your education was interrupted, explain the circumstances.

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List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

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## Standardized Testing

### TOEFL

Test Date	Test Score
_____	_____
_____	_____
_____	_____

### IELTS

Test Date	Test Score
_____	_____
_____	_____
_____	_____

Please review five statements below and select the statement which describes your English language proficiency.

\_\_\_ My native language is English and my legal education at the university level was conducted in English in an English-speaking country.

\_\_\_ Within the period of five years prior to the date of this application, I have been a full-time student for at least one year in a university legal academic program conducted entirely in English in one of the following countries: the United States, the United Kingdom, Ireland, Australia, New Zealand, Canada (English medium universities) or South Africa (English medium universities).

\_\_\_ My native language is not English, but my legal education at the university level was conducted entirely in English in one of the following countries: India, Pakistan, the Philippines, Hong Kong or Singapore, and I have attached a statement from an official at my university verifying that English was the medium of instruction.

\_\_\_ I have taken or will take the TOEFL and have arranged to have my scores sent through the LSAC LLM Credential Assembly Service.

\_\_\_ I have taken or will take the IELTS and have arranged to have an official IELTS score report sent directly to the Law School.

## Education Continued

If you are applying for an M.S.L. only, please enter your GRE, GMAT or other standardized test score(s). (Do not include TOEFL, IELTS, or other English proficiency tests in this section.)

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## **Professional & Bar Info**

Are you licensed to practice law?

Yes

No

If so, where are you licensed (State/Province, Country)?

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Please include with your application form a photocopy of any attorney registration card you may have been issued.

When and where did you take a bar examination?

Please specify: Date (MM/DD/YYYY) and Location

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Was your application to take a bar examination ever denied, delayed, or questioned?

Yes

No

If yes, please explain.

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Are you a registered U.S. patent agent?

Yes

No

If so, when did you pass the U.S. Patent Exam?

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Are you a registered patent agent in any other country?

Yes

No

If so, which country?

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## Professional & Bar Info continued

When did you pass the patent exam in that country?

\_\_\_\_\_

## Bar Admission

If you are not a member of the bar in any state/country, when do you plan to sit for a bar examination and in which state/country?

Planned bar exam date \_\_\_\_\_

Country \_\_\_\_\_

State or Province \_\_\_\_\_

## Employment

List all employment including internships.

Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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## Employment continued

Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Total number of months full-time work experience.

\_\_\_\_\_

List your extracurricular, community, or other activities in the order of their importance to you. Give a brief description of your involvement, including any special responsibilities or leadership positions held.

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Character and Fitness

Have you ever been convicted of a crime, including traffic violations but excluding parking tickets?

Yes

No

Have you ever pled guilty or no contest to a crime, including traffic violations but excluding parking tickets?

Yes

No

Have you ever been discharged or requested to resign from employment?

Yes

No

Have you ever been suspended or expelled from school?

Yes

No

Have you ever had any license denied, suspended, or revoked?

Yes

No

Have you ever been the subject of a disciplinary, grievance, disbarment, or similar type of proceeding?

Yes

No

Have you ever been denied a visa?

Yes

No

Have you ever been charged with fraud?

Yes

No

If you answered "Yes" to any of the above questions, please provide, as a separate attachment to this application, a detailed explanation of your answer. You are also obligated to update this information immediately with the School of Law in the event that similar occurrences arise after submitting your application.

Your explanation should include specific information about the date, location, description of occurrence, the resulting action (conviction, fine, dismissal, denial, etc.), and any further explanation. Failure to specifically disclose past conduct with regard to character and fitness may result in revocation of your admission to the School of Law.



## **Official Recommenders**

Please list two professional or educational references. (Include name, organizational affiliation, address, and contact information.)

First reference:

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Second reference:

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## **Financial Declaration**

The University of Dayton and the United States Immigration and Customs Enforcement (ICE) require that students who meet the academic requirements for admission and plan to enter the U.S. on F-1 (student) or J-1 (scholar/exchange visitor) visas provide proof of financial support before immigration documents (1-20 or IAP66) can be issued. Applicants must submit proof of the financial ability to cover tuition, fees and living expenses for the duration of your studies at the University of Dayton School of Law. If your spouse and/or child/children will accompany you to the United States, sufficient additional funds must be demonstrated.

While financial documents are not required to reach an admission decision, submitting them at the time of application expedites the visa process once an admission decision is reached.

All sources of support which you submit must be:

1. Originals, not photocopies;
2. Shown in U.S. dollars;
3. For the University of Dayton School of Law specifically and no other college or university;
4. No more than one year old; and,
5. Written in English.

In the box below, please enter the number that corresponds to the type of funding you will be receiving, and attach the appropriate official documentation as outlined below (all amounts should be in U.S. dollars).



## Financial Declaration continued

1. If you will be funded by your parents or a relative, please submit:
  - o A notarized or legalized letter of sponsorship which indicates that your sponsor is willing and able to support you financially and to pay for your academic fees and living expenses throughout the duration of your studies at the University of Dayton School of Law, and
  - o A bank statement or credit reference from a bank stating the availability of the minimum estimated expenses. This document should be in English, and the sum should be indicated in U.S. dollars.
2. If you will be funded by your government, an organization, or a company, the sponsor must submit an official letter of sponsorship which states:
  - o Your funding is valid for the University of Dayton School of Law specifically.
  - o The expenses and the amount your sponsor will cover. (For example: academic fees, living expenses (how much the sponsor will cover), health insurance, financial support for family members, travel and other costs.)
  - o The length of time your sponsor will support your law studies.
3. If you will be funded by a bank loan, you must submit an official letter of certification from the lending institution.
4. If you will be funded by a salary or study-leave allowance, you must submit an official letter from your employer validating this information.
5. If you will be funded in a manner not listed above (for example, if you will fund yourself), you must submit official documentation (a bank statement or a credit reference from a bank) clearly stating the amount of financial support to be provided and the length of time for which it will be available.

Please type the number of the funding option you will use to pay for your studies (1-5).

## Family Information

Below please give the names of the dependents who will accompany you to the U.S. The definition of dependents who can be listed on your visa document includes only your husband/wife and your children under 21 years of age. If you wish to have other family members and/or employees accompany you to the U.S., please consult the U.S. Consulate for information on which visa would be appropriate for them.

Please indicate the following: (Husband/Wife, Daughter/Son)  
RELATIONSHIP

FAMILY NAME

FIRST NAME

DATE OF BIRTH (MM/DD/YYYY)

CITY AND COUNTRY OF BIRTH

CITIZENSHIP

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## **Family Information continued**

Permanent address in your country of citizenship

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If you will be accompanied by your husband/wife, what will he/she do while in the U.S.?

Study

Child Care

Other (be specific)

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## **Signature**

Any material misstatements on this application form or its accompanying documents or any forms of dishonesty will result in the applicant being disqualified from admission and, if discovered after admission, may affect the student's standing in the School of Law. All applications for admission become the property of the University of Dayton School of Law.

The University of Dayton School of Law Student Body has established an Honor Code which all enrolled law students are to follow. If admitted, I understand that my behavior as a law student at the University of Dayton School of Law is governed by the School of Law Honor Code.

By signing this application, I certify that the information herein is complete and accurate, and that I will notify the School of Law of any subsequent changes.

Signature

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Date

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## **Signature continued**

### NOTICE OF NONDISCRIMINATION POLICY

Nondiscrimination Policy. The University of Dayton School of Law admits students of both sexes and of any race, color, creed, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, creed, national or ethnic origin, gender, sexual orientation, or against otherwise qualified handicapped students in its admissions policies, and academic and other standards, nor in the granting of scholarships, loans, and other financial aid, nor in the planning and administration of any of its academic and other programs, services, and activities.

Please mail all required paper documents to the following address:

The University of Dayton School of Law  
Attn: Tan Boston, Director, LL.M. & M.S.L. Programs  
300 College Park  
Dayton, OH 45469-2772  
United States of America