Application Instructions
Duquesne University School of Law LLM Application

Thank you for your interest in our LLM program for international students. To apply, you must have received your foreign law degree by the time Fall 2017 classes begin. Please consult the Duquesne University International Office for visa instructions and information.

- Application due date: May 31, 2017
- LLM Tuition 2016-2017: $23,350 (USD)
- Minimum TOEFL score required: 90
- Possible conditional admission with TOEFL scores of 85-89

Application items required:
1. Application Form
2. Current Resume
3. Official TOEFL score report
4. Official foreign law transcripts indicating a Bachelor of Laws degree conferred (English translated)
5. Copy of passport
6. Letter of recommendation (academic letters preferred)
7. Personal Statement

NON-BAR TRACK CURRICULUM

The general, or non-bar track LL.M. curriculum features a selection of required core American law courses and a variety of eligible elective courses. All LL.M. candidates must receive passing grades in classes totaling 24 credits.

CORE COURSES

- Introduction to the American Legal System (2 credits)

- Legal Research Writing and Analysis (2 credits)

Minimum of 2 courses from the following list:
- Contracts I, II
- Torts I, II
- Civil Procedure I, II.
- Property I, II
- Criminal Law
- Criminal Procedure Constitutional Law I, II

ELECTIVE COURSES

In addition to the core courses, LL.M. candidates may take any elective or J.D.- required course offered by the School of Law, with some exceptions.

GRADING

The examinations of LL.M. candidates will be specifically identified and graded outside of any curve established by the School of Law. LL.M. candidates will be graded in all courses on a pass/fail/honors basis. Non-native English speakers can use a common-language (not legal) translating dictionary during examinations. At the professor’s discretion, other
accommodations may be offered.

BAR-TRACK CURRICULUM

The Bar-Track Curriculum provides foreign-trained lawyers with the foundations for practicing law in the United States. LL.M. students in this program gain grounding in the basic principles of American law in a curriculum designed to meet the requirements for foreign-trained lawyers to sit for the bar examinations in New York or California. LL.M. candidates in the Bar-Track Curriculum must receive passing grades in classes totaling 25 credit hours.

CORE COURSES

The Bar-Track Curriculum requires successful completion of structured instruction in core courses in the American Legal System; Legal Research, Writing and Analysis; Contract Law; Property Law; Core Competencies for Legal Practice; Professional Responsibility (ethics) and Constitutional Law.

ELECTIVE COURSES

In addition to the core courses, candidates may take up to two electives in courses offered by the School of Law, with specific exceptions. It is strongly recommended that student take electives in subjects that are tested on the bar examination, including Criminal Law; Criminal Procedure; Civil Procedure; Sales; and Corporations.

GRADING

Examinations of LL.M. candidates on the Bar Track will be the same exam as, and will be subject to the same standards and grading scale as J.D. candidates in every course.
Program
Duquesne University School of Law offers two program tracks for the LLM degree. Please select which track you would like to enroll in. Tracks may be changed after admission, with permission, this question is for informational purposes.
1. Bar Track Curriculum (25 credits)
   1. The Bar Track Curriculum guides students through courses that are required for the New York or California state bar examinations. Students in this track are required to take courses tested on the bar examination and exams are graded along with JD law students.
2. General LLM Program in American Law (24 credits)
   1. The General LLM Program allows students to take an increased number of elective courses and students are graded on a pass/fail basis

Additional program requirements are listed on the Duquesne Law LLM Program website.

___ Bar Track Curriculum
___ General LLM Curriculum

Biographical
Prefix ____________________________ Date of birth ____________________________
First name ____________________________ Place of birth: City ____________________________
Middle name ____________________________ Place of birth: Country ____________________________
Last name ____________________________ Place of birth: State/Province ____________________________
Suffix ____________________________ Gender ____________________________
Previous (other) name ____________________________ Social security number (last 4 digits) ____________________________
Preferred first name ____________________________ LSAC account number ____________________________

Demographics
Citizenship
Citizenship
___ Other
___ US Citizen
Country of citizenship ____________________________
Visa/SEVIS number ____________________________
Permanent resident number ____________________________
Permanent city ____________________________
Permanent state/province ____________________________
Permanent country ____________________________
Demographics continued

Native language ________________________________

Ethnicity

Are you Hispanic or Latino?
____ Yes
____ No

If you selected ‘Yes’ to the above question, select an ethnicity.
____ Hispanic/Latino

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
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 ____________________________

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

_____ Yes
_____ No
Standardized Testing

TOEFL

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

List ALL educational institutions attended.

Institution type  _____ High School  _____ Undergraduate  _____ Graduate  _____ Law  _____ Other Post Graduate

Institution name  

Major  

Country  

State/Province  

City  

GPA  

Rank  

Start date  

End date  

Degree  

Date degree granted  


### Education continued

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Have you ever attended any law school?

____ Yes
____ No
Education continued

Did you leave the law school under less than good standing?
- Yes
- No

Has your education in college, university, or professional school been interrupted for one term or more for any reason?
- Yes
- No

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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Describe, as fully as possible, the grading and honor system used in the academic institutions where you pursued your first degree in law and any graduate law studies.

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Military

Have you served or are you now serving on full-time, active US military duty?
- Yes
- No

Date of entrance (month/year) _________________

Date of discharge (month/year) _________________

Rank ________________________________

Expected military reserve or National Guard status during law school

______________________________

Branch ________________________________

Discharge type ________________________________

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?
- Yes
- No

If you have been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances.

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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 __________________________

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 __________________________

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 __________________________

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 __________________________
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  

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.

Family

Next of Kin/Emergency Contact

Salutation  

Country  

First (given) name  

Street address--line 1  

Middle name/initial  

Street address--line 2  

Last (family) name  

Street address--line 3  

Telephone (include area code)  

City  

State/province  

Zip/postal code
Family continued

Parent/Guardian - 1

___ Choose not to answer
___ Deceased
First (given) name ____________________________
Middle name/initial ____________________________
Last (family) name ____________________________

Parent/Guardian - 2

___ Choose not to answer
___ Deceased
First (given) name ____________________________
Middle name/initial ____________________________
Last (family) name ____________________________

Immigration Information

If you are current INSIDE the United States, please complete the following:

Current Visa classification:

________________________________________________________________________

Current sponsor/school:

________________________________________________________________________

Date of initial entry into the United States:

________________________________________________________________________

I-94 expiration date:

________________________________________________________________________

If D/S, check yes:
___ Yes
___ No
Immigration Information continued

You must attach supporting documentation verifying current visa classification, e.g., Form I-20, Form IAP-PP or DS-2019, Form I-797, etc.

If you are currently OUTSIDE the United States, please complete the following:

City/Country where you will apply for the required visa:

__________________________________________________________

Visa Documents Address

Address to which visa documents should be sent:

Country ____________________________________________
Street address--line 1 ________________________________
Street address--line 2 ________________________________
Street address--line 3 ________________________________
City ________________________________________________
State/province ______________________________________
Zip/postal code ______________________________________

Bar Admission

List the states and/or countries, dates of admittance, and the current status (active/inactive) to practice law.

Country ________________________________ Date of Admittance ________________________________
State or Province __________________________ Current Status _____ Active _____ Inactive
### Bar Admission continued

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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 __________________________

If you are not qualified to practice law, have you completed all of the academic (university level) legal education requirements necessary to take the bar examination?

____ Yes
____ No

If you have answered 'No' to the above question, when do you expect to complete the legal education requirements?

______________________________

### Character and Fitness

Have you ever had your license to practice law suspended?

____ Yes
____ No

Have you ever been disbarred?

____ Yes
____ No

Have you ever been expelled, dismissed, suspended or disciplined by any college or university, including any law school?

____ Yes
____ No
Character and Fitness continued
Have you ever been arrested or charged with any criminal offense other than a minor traffic violation?
_____ Yes
_____ No

Certification
Any material misstatement on this application or its accompanying documents for any forms of dishonesty, including fraudulent practices relating to entrance examinations, will result in disqualification for admission, and if discovered after admission will result in immediate dismissal from Duquesne University School of Law. It is a condition of admission that entering students agreed to support the Code of Academic Integrity in force in the school, and by signing this application, you so agree.

I certify that all of my responses to the application questions are true and I am the author of any information that is directly requested of me. I understand that my acceptance and matriculation may be cancelled if any information provided by me in support of my application is found to be false.

Please sign your name in the text box below.