APPLICATION INSTRUCTIONS, REVIEW PROCEDURES AND ADMISSION STANDARDS

Eligibility

To be eligible for admission to the LL.M. Program for Foreign-Trained Lawyers, applicants must hold a first degree in law from an accredited foreign university or college that is substantially equivalent to the legal education provided by an American Bar Association-approved law school in the United States. Such education should meet the educational requirements for admission to the practice of law in that country. A degree in a field other than law, even if followed by a master's degree in law, generally does not suffice for admission. Applicants who have earned a law degree by correspondence course work or distance learning are not eliqible for admission. Brooklyn Law School rarely accepts into its LL.M. Program anyone who already holds or is pursuing an LL.M. or equivalent degree from another law school in the United States. The Law School Admission Test (LSAT) administered by the Law School Admission Council (LSAC) is not required for admission to our LL.M. Program.

Application Checklist

A complete admission application consists of the following items. Refer to the Application Filing Period and Application Supporting Documents sections below for important additional details about each of these items.

- Completed LL.M. Application for Admission form.
- USD70 application fee.
- Personal Statement.
- Two letters of recommendation.
- · Résumé/curriculum vitae.
- Copy of passport ID page showing your photograph.
- LSAC LLM Credential Assembly Service (LLM CAS) Report containing all required academic credentials and evaluation.
- · LSAC LLM CAS documents include:
 - Official law school transcript, with English translation, sent directly to LLM CAS. 1.
 - Official statement of class rank from the institution at which you earned or will earn your first degree in law, sent directly to LLM CAS. 2.
 - Official transcripts, with English translation, from any other college, university or professional school from which you have a degree, sent 3. directly to LLM CAS.
- Official certification of each degree you have earned (proof of graduation), sent directly to LLM CAS.
 Official TOEFL score report from the Educational Testing Service (ETS), or an official score report from the International English Language Testing System (IELTS), sent directly to LSAC.

Important Note: Only complete applications will be reviewed by the Law School's LL.M. Admissions Committee. Applicants are encouraged to keep a copy of their application materials as they will not be returned.

Submitting Your Application

You should complete the School's application form online by using the LSAC LLM electronic application service. Log onto the LSAC Web site at www.LSAC.org. Create a free LSAC account online. Indicate that you want to apply to Brooklyn Law School through the LSAC electronic application service and that you are required to register with LLM CAS. LSAC will then provide instructions on how to complete our application.

Applicants must indicate on the application form whether they are applying for admission to the Full-time or Part-time Division.

The Law School will not accept applications submitted by third-party educational advisors or consultants, as we have no way of verifying that such an application is your own work.

LSAC LLM Credential Assembly Service (LLM CAS)

All international applicants are required to register with the Law School Admission Council LLM Credential Assembly Service. This evaluation and reporting service is solely for graduates of law schools outside of the United States who wish to obtain an LL.M. degree from a participating law school in the United

LSAC will collect, analyze, authenticate and process all academic records and related documentation required by Brooklyn Law School. This includes transcripts, copies of diplomas or graduation certificates, letters of recommendation and TOEFL/IELTS scores. LSAC will review your documents and create a report for the Law School that will help our LLM Admissions Committee better understand your credentials. You do not need to direct LSAC to send us your report. Soon after you complete our online admission application, it is transmitted to us. Other materials are added to your file by LSAC, as you submit them, and can be accessed by us as they become available. It is important, therefore, that you include your LSAC account number, assigned to you when you register with LSAC, with any document you may send to them.

Your LSAC file remains available for five years from the date of registration, and there is no need to re-send your documents during those years unless there have been updates or corrections to any of them.

The fees for these services are: USD125 for the International Transcript Authentication and Evaluation Service; USD75 for the Document Assembly Service; and USD16 for the initial law school report, which LSAC will send to Brooklyn Law School, for a total of USD216.

Detailed information about the LLM CAS can be obtained on the LSAC Web site at www.LSAC.org, by e-mailing LLMinfo@LSAC.org, or by telephoning (215) 968-1315. If you have any problems or issues utilizing this service, please contact LSAC directly for assistance.

Application Filing Period

Early Action Program

Applicants for admission to the LL.M. Program, except those who are in their final year of law school in their home countries, have the option of applying through the Early Action Program. Admission as an Early Action applicant has several benefits. Early notification of acceptance will enable the applicant to avoid the anxiety typically associated with the traditional law school application process, as well as the expense and time involved with completing applications to other schools. In addition, a successful early outcome will allow candidates to resume their normal academic, professional and personal lives and to start sooner in making specific plans for living and studying in New York City in the fall.

Applicants who wish to be considered under this program must check the Early Action box on the online application form. All required application documents — including the LLM CAS report and TOEFL/IELTS scores — must be received by the Office of Admissions no later than December 1, 2012. Candidates are advised to incorporate into their application timeline the several weeks it will take the English language proficiency testing service to process a score report and for LSAC to process an LLM CAS Law School Report. Early Action candidates who complete their applications after December 1, 2012, will automatically be considered for admission in the regular review period.

Regular Review

Candidates applying for admission under regular review are strongly encouraged to submit their applications, with all supporting materials, by February 1, 2013, although there is no actual filing deadline. Applications are evaluated as they become complete. Thus, many places in the new LL.M. class are filled by qualified early applicants. Individuals filing an application after February 1 will find admission certainly possible, but probably more competitive than earlier in the application processing year. Prompt submission of application materials also allows time for correspondence between the Law School and the applicant when some aspect of the application requires clarification.

Application Supporting Documents

The following materials should be submitted directly to LLM CAS, not to Brooklyn Law School. Documents must be submitted to LSAC in their original language. Documents in languages other than English must be accompanied by a certified translation. Make sure to denote your full name, exactly as it appears on your admission application form, on any supporting document you submit to LSAC. It is your responsibility to allow enough time for all required materials to be processed by LLM CAS so that they can be transmitted to the Law School's Office of Admissions in a timely manner.

Application Fee

A USD70 nonrefundable application fee is required at the time you submit your admission application. The Law School does not grant fee waivers.

Brooklyn Law School prefers that you pay this fee online directly to LSAC with a valid credit card. To do so, your payment must be processed BEFORE you press the Submit button to transmit your application. LSAC cannot accept an offer of payment after the application has been submitted.

As an alternative, you may remit your application fee directly to Brooklyn Law School by mailing a check or money order in the amount of USD70, payable to Brooklyn Law School. The fee must be paid in U.S. dollars and may be paid by a check drawn on a bank located in the U.S., a wire/bank transfer, or a U.S. bank or postal money order. Checks must have officially printed mica numbers and fraction numbers (the numbers at the bottom of the check, which may not be manually typed or entered by hand). Your name should be noted on the check or money order. We cannot accept checks drawn on foreign banks (even if in U.S. dollars), credit cards, or cash. Payment should be mailed to Brooklyn Law School, Office of Admissions, 250 Joralemon Street, Brooklyn, NY 11201, U.S.A.

Personal Statement

A detailed Personal Statement is an essential part of the application. The choice of subject is left to you, but we are seeking to learn something about you that may not be readily discernible from the other elements of your application. The statement might, therefore, include a discussion of your values, your strengths and special talents, your concerns about serious issues in the legal profession, your intellectual interests, your assessment of your career progress to date, or your thoughts about how Brooklyn Law School's LL.M. program of study will meet your educational needs and career goals. You should prepare this statement without the assistance of others. Your application will not be considered complete without a Personal Statement, and we will not accept a résumé or curriculum vitae in lieu of the statement.

Letters of Recommendation

You are required to submit two letters of recommendation. Letters should be written by law school professors, employers, supervisors, or other persons qualified to assess your accomplishments and appraise your potential for successful graduate legal studies. If you are in your final year of law school or if you are a recent law school graduate, our Admissions Committee will expect that you submit at least one letter from a law school professor. If a law faculty letter is not obtainable because of a circumstance beyond your control, or if you have been out of law school for several years or more, letters from those familiar with your professional performance, such as an employer or someone who supervised your work, are acceptable. General letters from family members, friends, or prominent persons who have no direct knowledge of your work are not helpful. Bear in mind that we are interested primarily in the recommender's candid, personalized judgment about your academic abilities and potential for further success in the legal profession.

A Brooklyn Law School Letter of Recommendation form is provided with the LLM CAS online application. You may print multiple copies of the form as necessary. You should complete and sign the appropriate sections of the form. Then give the form and a self-addressed, stamped envelope to the recommender.

Recommenders should write their letters on official letterhead. If your recommenders cannot write in English, they should submit certified translations together with the original letters.

The recommender should insert the completed form and the letter of recommendation into the envelope, seal it, sign the envelope across the sealed flap to ensure confidentiality, and return the envelope to you. You should mail the unopened recommendation envelope directly to LSAC's LLM Letter of Recommendation Service. We usually can process your admission application more quickly when those recommendations are submitted directly to LSAC. However, recommenders may send their letters directly to Brooklyn Law School, if that is their preference.

Under U.S. federal law, enrolled students are guaranteed the right of access to the contents of letters of recommendation submitted in support of their applications. Brooklyn Law School needs to know whether or not you wish to waive your right of access. You can do so by signing the appropriate statement on the recommendation form before you send it to the recommender. Your decision on whether to waive your right of access will not influence our admission decision, but it might be important to the recommender. You may want to discuss this in advance with the recommender.

Résumé or Curriculum Vitae

A current, one or two-page résumé or curriculum vitae, written in English, is required and must be submitted to LSAC as one of your supporting documents. It should include a chronology of institutions of higher education attended; a description of all full-time legal, academic or business-related work experience; and a listing of any other academic and professional activities, publications and presentations.

Transcripts and Other Academic Records

Complete official transcripts of all previous college, university, graduate, law or other professional school study must be submitted to the LLM CAS. Transcripts should show in detail your academic record, including all courses taken, grades received, degree(s) earned, and the date(s) awarded.

An official transcript (or mark sheets) from each school, in the native language, must be mailed to LSAC in a school envelope bearing the official school seal/stamp over the sealed flap of the envelope. Transcripts must come directly from the school. Records received from the applicant will be returned unprocessed. If you are in school for a program of study still in progress at the time you submit your application, the school must send LSAC your most recent transcript, with written confirmation of your current enrollment and expected completion date. Then, arrange for the school to send LSAC an updated transcript once your new grades are available. Although our clear preference is for applicants educated outside the U.S. to utilize the LLM CAS International Transcript Authentication and Evaluation Service, we will accept evaluations from other companies such as World Education Services (WES), subject to prior approval by our Office of Admissions. (Contact admitt@brooklaw.edu as necessary.)

If your class rank does not appear on your law school transcript, you will need to ask your school to include an official statement of class rank with the transcript that it mails to LSAC. If your law school does not rank its graduates, you must arrange for the school to send LSAC a statement to that effect.

You are also required to submit either an original or certified copy of a diploma or an official degree certificate or certificate of graduation from each college, university, graduate school or law school from which you earned a degree. The diplomas or certificates must be sent by the schools in a sealed envelope directly to LSAC.

An English translation is required for all transcripts and related education records if the originals are not in English. The translation need not be certified, but it must be a literal translation. It may be sent under separate cover and it need not come from the school. It is your responsibility to provide LSAC with the English translation; LSAC does not offer a translation service. If you have no copy of the transcript for yourself, we suggest that you order two originals from your schools — one to be sent to LSAC, and one for you to use as a reference for the English translation. If you use the services of a professional translator, that person must sign the translated copy and include contact information.

Once LSAC has received all of your required records, its evaluators will conduct a credential analysis that will take a minimum of 10 to 15 business days to complete, provided no additional documentation is needed. Arranging for document delivery can be time-consuming. You are, therefore, urged to begin the process of ordering your academic records well in advance of submitting your LL.M. admission application.

If you enroll at Brooklyn Law School, LSAC will send us the original copies of transcripts and other academic documents mailed to the LLM CAS from all schools you attended. This means you will not need to request that your schools send another set of these documents to the Law School.

English Proficiency

A high level of proficiency in English is required for the successful completion of the LL.M. program of study. Your level of proficiency, as demonstrated by all aspects of your application, is a significant factor in the Admission Committee's decision-making process. All applicants, except those whose native and working language is English or who earned their first law degree entirely in English in an English-speaking country (see last paragraph in this section), must take either the Internet-based TOEFL iBT Test or the IELTS examination.

Applicants should be tested for English proficiency within two years prior to submitting their LL.M. admission application. If you are applying as a regular review admission candidate, we recommend that you take the TOEFL/IELTS by December of the year prior to enrollment. If you are applying for Early Action, you must ensure that your score results are available to us, through LLM CAS, before the December 1 deadline. An application will not be deemed complete and ready for review without TOEFL/IELTS scores.

TOEFL is offered by the Educational Testing Service (ETS), TOEFL Services, P.O. Box 6151, Princeton, NJ 08454-6151, U.S.A.: telephone: (609) 771-7100, e-mail: toefl@ets.org, fax: (610) 290-8972. Visit the TOEFL Web site at www.ets.org/toefl for the most up-to-date information about test registration, dates and locations.

For Internet-based test takers, a minimum overall score of 100 and a minimum score of 25 on each of the four sections — in Reading, Listening, Speaking and Writing — are considered competitive for admission.

IELTS is run jointly by Cambridge ESOL, British Council and IDP Education Australia. You can visit the IELTS web site at www.ielts.org or write to them at 825 Colorado Boulevard, Suite 112, Los Angeles, CA 90041 U.S.A., telephone (323) 255-2771, e-mail ielts@ieltsintl.org, fax (323) 255-1261. Their test is offered in two formats; LL.M. candidates must use the Academic module.

A minimum overall band score of 7.0 is considered competitive for admission.

If your scores fall below these benchmark levels, your chances for admission could be adversely affected, notwithstanding other strong elements of your application. You must decide whether or not to repeat the test, based on how far below our minimum standards your scores fall.

You must direct the Educational Testing Service or the International English Language Testing System to send an official copy of your language proficiency score report to the LLM CAS. LSAC's institution code is 8395 and its department code is 00. Use these codes at the time you place your order for a copy of the score report to be sent to LSAC electronically. LSAC will process this report and send your scores to Brooklyn Law School. LSAC will not accept paper copies of score reports from candidates. Do not have the testing service send your official score reports to the Law School.

Applicants whose native and working language is English and applicants whose first degree in law is from a college or university in a country where both the language of instruction and the native language is English may request a waiver of the language proficiency examination. Please submit a brief letter to the Law School's Office of Admissions, indicating the factual basis for the request. Waivers are not granted automatically. In some cases, evaluative telephone/Skype interviews may be required. Waivers are granted at the sole discretion of the Law School's Office of Admissions. Requests for TOEFL/IELTS waivers by applicants who do not clearly satisfy the above waiver requirements are seldom granted. Requests for waivers on the grounds that you have run out of time to take the test will be denied.

Tracking Your Application

The fastest and easiest way to monitor the progress of your application is to use the Law School's password protected Online Status Tracking System. The system is designed to show you which application documents have been received and which documents are still needed. Upon receipt of your admission application, the Office of Admissions will send you an e-mail containing instructions on how to access this tracking system.

The Office of Admissions sends each applicant by e-mail (1) notification that the Law School has received your application and, if applicable, (2) notification that your application is missing items.

We send all Admissions Committee decisions by e-mail. Offers of admission are also sent in writing, via USPSExpress Mail. It is important that you provide on your admission application a valid e-mail address and a specific street address or P.O. Box number for courier delivery. Please keep the Office of Admissions informed of any changes in your contact information, including mailing address, e-mail address and telephone number.

Questions about the status of application documents sent to the LLM CAS should be directed to LSAC by telephone (215) 968-1315 or via e-mail at LLMinfo@LSAC.org.

Admission Criteria

Admission to Brooklyn Law School's LL.M. Program is based on a meticulous appraisal of each applicant's character and fitness, academic achievements, career accomplishments, commitment to graduate legal education, personal and professional goals, and other pertinent indications of distinction. All relevant factors presented in the application are evaluated by the Admissions Committee and, before reaching a decision, the Committee does its best to form an assessment of the whole applicant.

We strive to select a group of outstanding students who possess diverse backgrounds, interests and areas of expertise, but share a commitment to academic success and professional excellence. Students come from a variety of legal systems and with various career plans. Although no minimum amount of employment experience is required, preference is given to applicants who have had at least one year of work experience after earning their first law degree. Enrollees may include lawyers pursuing careers in law teaching, government service, the judiciary, business and industry, international organizations, and private law practice. Most successful candidates express an intent to return to their home countries to make further contributions to the legal profession there. Only in exceptional circumstances are applicants who are in the final year of their first law degree offered admission.

The Admissions Committee has not set rigid standards for class rank or grade point average; however, accepted applicants generally ranked high in their law school classes or have, in some other way, demonstrated strong academic ability. Sound writing skills, demonstrated English proficiency, and impressive letters of recommendation are essential requirements for admission.

Application Review Process

Brooklyn Law School admits LL.M. students only for entry in the fall semester, which commences in early August; there is no January or May entry.

Early Action Program

Early Action applicants will receive a decision by late December. There is no competitive advantage to applying via Early Action; the Admissions Committee will evaluate Early Action applications with the same selection criteria used to evaluate regular review applications. Our Early Action Program is non-binding. Those admitted under Early Action need not respond to our offer before the regular review seat deposit deadline in April 2013. Those wait-listed under Early Action will receive further consideration during the regular review period (see below). Those denied under Early Action will not be reconsidered during the regular review period.

Regular Review

The Law School practices a form of rolling admissions in its regular review admission program. This means that there is no universal acceptance date. We generally begin to review files in early January. Starting in late January and continuing through late June, the Admissions Committee gives notification of acceptance, wait-listing or denial, as decisions are made. Wait-listed candidates, however, may receive their final decisions as late as the end of July.

Interviews

At the discretion of the Admissions Committee, certain candidates for admission will be selected for evaluative interviews either in person or via telephone/Skype with a member or members of the Committee, to further assess the candidates' interpersonal skills, English proficiency, and commitment to success in our program.

Tuition Deposit

An applicant accepted for admission is required to pay a seat deposit of USD300 to reserve a place in the entering LL.M. class. All students are also required to pay a nonrefundable USD25 matriculation fee. The deposit and fee must be remitted to the Office of Admissions by April 15 or the deadline date denoted in the letter of admission, whichever is later. Acceptable forms of payment are the same as those required for payment of the application fee.

The seat deposit will be applied against tuition for the first term for those students who matriculate. If the deposit and fee are not paid by the deadline date, the place that has been reserved for the applicant may be forfeited.

Any person who makes a seat deposit on tuition prior to April 15 of the year in which enrollment is sought, and who subsequently notifies the Law School that he or she will not be attending Brooklyn Law School, shall be entitled to a full refund of the USD300 seat deposit, provided that written notification of the withdrawal is post-marked, faxed, e-mailed or hand-delivered to the Law School by April 15. In the event that a person withdraws his or her admission application after April 15, the USD300 seat deposit is partially refundable, in accordance with the following schedule:

Date of Withdrawal Refund

April 16 - April 29 USD150 April 30 - May 13 USD100 May 14 - May 27 USD50 After May 27 No Refund

Note: Seat deposits will be refunded in full to any candidate who withdraws within five (5) business days after our receipt of payment. Beyond this grace period, the above schedule will apply to all admitted applicants, irrespective of the date of their acceptance letter. Thus, candidates who, for any reason, remit a seat deposit after May 27 are not entitled to any refund after the 5-day grace period in the event of withdrawal before entrance.

Deferred Enrollment

Applicants who have been accepted for admission, may, under special circumstances, delay their entry to the Law School for one academic year. To do so, the admittee must petition the Admissions Committee in writing, stating the reason for which a delay is sought. If the deferral is granted, the admittee will be required to remit the requested seat deposit in order to hold his or her place in the following year's class. An admittee who has not attended any classes may petition for a deferral of enrollment up to two weeks after the first day of the fall semester of the year for which he or she was admitted. After that date, a new application for admission will be required. After receiving the deferment, admittees must re-confirm their intention to enroll by contacting the Office of Admissions in writing by February 1 of the following year. Applicants who were offered admission after having been previously wait-listed will not, under any circumstances, be granted a deferred enrollment.

Transfer to the J.D. Program

Completion of an LL.M. degree at Brooklyn Law School does not guarantee admission to the J.D. Program. Admission to the J.D. Program is very competitive, with different application requirements and a separate candidate review process. All J.D. applicants must submit a reportable LSAT score that is no more than five years old and satisfy the scholastic standards of that program. An LL.M. student's academic performance at Brooklyn Law School, recommendations from Brooklyn Law professors, and the student's personal conduct as an LL.M. enrollee will be carefully evaluated.

Reapplication

The Law School retains LL.M. application files for three years after the original year of application. If you applied within that period and wish to reapply, you may request that the Office of Admissions reactivate your original file. However, a new admission application form must be submitted. It is not necessary to submit a new LSAC LLM CAS Report, nor is it necessary to submit another English language proficiency test score report, unless you retook the test and have a new reportable score. The Personal Statement and letters of recommendation from your original file will be included in your new file; however, you must submit an addendum statement that updates your file as to your academic and professional activities since you first applied. A nonrefundable reapplication fee of USD70 must also be remitted. Applicants who reapply more than three years after filing their original application must submit an entirely new and complete set of application documents. Previously denied candidates are advised that, absent a significant improvement in their application profile, a more favorable outcome is unlikely upon reapplication.

Visa Requirements

To qualify for a visa, international students admitted to the LL.M. Program for Foreign-Trained Lawyers must demonstrate their ability to fully fund graduate study at the Law School for the duration of the program. While limited scholarship assistance may be offered by the Law School, federal

financial aid is only available if you are a U.S. citizen or a Permanent Resident. Detailed information about your financial resources must be provided on Brooklyn Law School's LL.M. Application for Admission.

After you have been formally accepted for admission to Brooklyn Law School and all appropriate financial documentation has been submitted, you will receive your Certificate of Eligibility (Form I-20) from the Law School's Office of the Registrar. This form should be taken with your passport to the nearest United States Consul who will issue an F-1 (student) visa. A student cannot be granted an F-1 visa unless sufficient funding is available and documented. The Form I-20 must be presented to immigration officials upon your arrival in the United States, as well as each time you leave and reenter the country.

If you hold an F-1 visa, you are required to enroll in a program of at least 10 credit hours and to maintain a satisfactory academic average. Part-time enrollment is permitted only for students with U.S. citizenship, permanent residency, or students with another valid status that permits part-time study.

For additional information about visa options, regulations and immigration policies, visit www.ice.gov/sevis or contact a U.S. embassy.

Visiting the Law School

While applicants are always welcome to visit the Law School, it is recommended that you schedule an appointment prior to your arrival. The Office of Admissions is located on the 4th floor of the One Boerum Place Building in downtown Brooklyn. It is usually possible to meet briefly with an admissions officer to clarify specific issues regarding your application. Directly across the street, at 250 Joralemon Street, is our main building. The Office of International Programs is located there on the ninth floor, Room 932.

Guided tours of our law campus are offered several times each week by appointment. A mobile phone self-guided tour of our academic facilities, residence halls, and neighborhood is available daily. If you are visiting during the academic year, the Admissions Office can provide you with a visitor's pass and a schedule of classes open to visitors that day. You may observe a class in session from September through November and from late January through April.

For detailed directions to the Law School by car, subway, bus or railroad, please visit our Web site: www.brooklaw.edu and click on Admissions, then Visit Us, for a campus map, directions and information about overnight accommodations.

If a personal visit to the Law School is not possible, we suggest that you explore our Web site and take a Virtual Tour.

Correspondence and Inquiries

All correspondence and inquiries regarding the admissions process of Brooklyn Law School's LL.M. Program should be directed to the Office of Admissions:

Henry W. Haverstick III Dean of Admissions Brooklyn Law School 250 Joralemon Street Brooklyn, NY 11201 U.S.A.

Telephone: (718) 780-7906 Facsimile: (718) 780-0395 E-mail: <u>admitq@brooklaw.edu</u> Web site: <u>www.brooklaw.edu</u>

All inquiries regarding the academic program of the LL.M. for Foreign-Trained Lawyers should be directed to:

Julie Sculli
Director of International Programs
LL.M. for Foreign-Trained Lawyers
Brooklyn Law School
250 Joralemon Street
Brooklyn, NY 11201
U.S.A

Telephone: (718) 780-0626 Facsimile: (718) 780-0393 E-mail: julie.sculli@brooklaw.edu Web site: www.brooklaw.edu/llm