

**INSTRUCTIONS FOR THE INTERNATIONAL GRADUATE PROGRAM  
MASTER OF LAWS (LLM) APPLICATION  
Fall 2019**

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An applicant must submit the following:

1. Master of Laws (LLM) application, dated and signed. Please complete the application through the Law School Admission Council (LSAC), or you may complete, print, and mail the paper application to the Alabama Law Admissions Office. To complete the application through LSAC, you must register with LSAC for the LLM Document Assembly Service. You may access the registration and application through a link online at [www.law.ua.edu/apply](http://www.law.ua.edu/apply). The Admissions Committee encourages you to apply in the fall to ensure time to process visas and other special documents.
2. US \$54 Application Fee (made payable to The University of Alabama). You may pay by check, money order, or Visa, MasterCard, and Discover online. **Do not send cash.** This fee cannot be waived and is non-refundable. If paying by check or money order, please complete and mail the form included with the application on [www.lsa.org](http://www.lsa.org) to the Law School Admissions Office. If paying by credit card, please pay online: <http://www.law.ua.edu/intllmpayment>.
3. Personal Statement. Please submit a statement of your background, of why you wish to enroll in the LLM Program, and of your career expectations.
4. Official transcripts, certificates, and diplomas through the LSAC LLM Credential Assembly Service (LLM CAS). SEE WWW.LSAC.ORG under "Future LLM Students" FOR DETAILS. It is strongly preferred that applicants use the LLM CAS International Transcript Authentication and Evaluation Service in addition to the Document Assembly Service. LSAC requires an additional fee for this service. However, if an applicant is experiencing financial hardship, official transcripts, certificates, and diplomas from all schools, colleges, and universities attended above the secondary level may be sent to LSAC using LLM CAS Document Assembly Service OR sent directly to the Law School. If sent to the Law School, these must come directly from each educational institution and must be certified by the dean or registrar of each institution and translated in English.
5. Letter of Recommendation. Provide at least one letter of recommendation from the dean or a professor of the university where you obtained your first degree in law. The letter must be sent directly to the Law School Admissions Office or to LSAC to include in your LLM CAS. The best letters are those from professors, employers, or others who assess your analytical abilities, writing, and intellectual development.
6. Résumé. Please attach a résumé that shows all full-time employment, honors and activities.
7. Completed I-20/DS-2019 Request Form. Please read all instructions very carefully. This document is available under the International LLM section of the Law School website at [www.law.ua.edu](http://www.law.ua.edu), and at [http://international.ua.edu/files/2017/09/I-20\\_DS-2019\\_Request\\_Form.pdf](http://international.ua.edu/files/2017/09/I-20_DS-2019_Request_Form.pdf). This document is submitted directly to the Law School Admissions Office.
8. Supplementary page providing details if you answer **Yes** to any portion of the Disciplinary and Criminal History section. If you have questions about any part of this section, please call the Law School Admissions Office. You should be aware that state bar associations may require disclosure of all criminal matters and may consider these matters in bar admissions decisions. In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.
9. Official TOEFL report or IELTS score if language of instruction was not English. The TOEFL report must come directly from Educational Testing Services (ETS), and the TOEFL or IELTS cannot be more than two years old. The scores may be sent to LSAC to include with your LLM CAS file.
10. Copy of the front and back of your resident card or your visa, whichever is applicable.