



## **Application Instructions**

### **Domestic Student LLM Application**

\*Separate application procedures are required of internationally educated students. Please see below.

Applicants to Drake Law School's LLM program must include the following items:

1. Drake Law School LLM application.
2. Deadline. The priority application deadline for domestic students is April 1st. We have a rolling admission process; therefore, applications will continue to be accepted after this date.
3. Official law school transcripts.
4. Statement of Purpose. Please explain why you wish to pursue an LLM and how the degree will further your career plans in 2 pages or less. You are also encouraged to include any information you consider to be useful in the admission evaluation process.
5. At least one letter of recommendation is required, and up to three letters will be accepted. Letters should address an applicant's academic performance and potential.

### **International Student LLM Application**

For the purpose of admission, an international student is defined as a student who received their law degree outside the United States or will be in the United States on a non-immigrant visa. This specifically refers to the Student (F) and Exchange Visitor (J) visas.

International applicants are required to submit the following items:

1. Completed Drake Law School LLM application.
2. Deadline. The priority application deadline is April 1st for the fall semester. We have a rolling admission process; therefore, applications will continue to be accepted after this date.
3. Statement of Purpose. Please explain why you wish to pursue an LLM and how the degree will further your career plans in 2 pages or less. You are also encouraged to include any information you consider to be useful in the admission evaluation process.
4. An LSAC LLM Credential Assembly Service report is required for applicants who are defined as an international student. Transcripts and TOEFL or IELTS scores must be sent to the LSAC LLM Credential Assembly Service to be evaluated by the International Transcript Authentication and Evaluation Service. All services are offered only online at [LSAC.org](https://lsac.org).
5. TOEFL or IELTS scores are required for applicants whose native language is not English. An official copy of the test report must be sent by the testing service directly to LSAC. These scores will be included in the foreign credential assembly service at LSAC.
6. At least one letter of recommendation is required, and up to three letters will be accepted. Letters should address an applicant's academic performance and potential. Letters of recommendation may be sent to the LLM Credential Assembly Service.

### **Bar Admission Statement:**

Admission to Drake Law School does not guarantee admission to the bar of any state. 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.

### **Non-discrimination Policy:**

The principles of equal access and equal opportunity require that all interactions within the University be free from invidious discrimination. Drake University therefore prohibits discrimination based upon race, color, national origin, creed, religion, age, disability, sex, pregnancy, gender identity or expression, sexual orientation, genetic information, veteran status or any characteristic protected by law in its educational programs and activities, admissions, or employment. Inquiries regarding non-discrimination policies may be directed to the Title IX Coordinator, 316 Old Main, 2507 University Ave., Des Moines, IA 50311, (515)271-4956, [titleix@drake.edu](mailto:titleix@drake.edu) or the Executive Director, Human Resources, 319 Old Main, 2507 University Avenue, Des Moines, IA 50311, (515)271-4804, [drakehr@drake.edu](mailto:drakehr@drake.edu).

## **Biographical**

Prefix \_\_\_\_\_

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

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

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

Suffix \_\_\_\_\_

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

Preferred or chosen 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 \_\_\_\_\_



## **Contact Information continued**

### **Other Contact Information**

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

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

Permanent e-mail address \_\_\_\_\_

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

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

\_\_\_\_ Yes

\_\_\_\_ No

## **Demographics**

### **Citizenship**

Citizenship

\_\_\_\_ Non-Resident Alien

\_\_\_\_ US Citizen

\_\_\_\_ US Permanent Resident

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

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

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

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

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

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

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

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



## Demographics continued

### Family

#### Next of Kin/Emergency Contact

Salutation \_\_\_\_\_

First (given) name \_\_\_\_\_

Middle name/initial \_\_\_\_\_

Last (family) name \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Telephone (include area code) \_\_\_\_\_

Country \_\_\_\_\_

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

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

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

City \_\_\_\_\_

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

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

If you have any close relatives who have been students at this university, please provide the following information.

#### Relative 1

\_\_\_\_ Law school \_\_\_\_ University

First (given) name \_\_\_\_\_

Middle name/initial \_\_\_\_\_

Last (family) name \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

School attended \_\_\_\_\_

Start date (month/year) \_\_\_\_\_

End date (month/year) \_\_\_\_\_

Degree awarded \_\_\_\_\_

#### Relative 2

\_\_\_\_ Law school \_\_\_\_ University

First (given) name \_\_\_\_\_

Middle name/initial \_\_\_\_\_

Last (family) name \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

School attended \_\_\_\_\_

Start date (month/year) \_\_\_\_\_

End date (month/year) \_\_\_\_\_

Degree awarded \_\_\_\_\_



## Family continued

### Parent/Guardian - 1

☐ Choose not to answer

☐ Deceased

First (given) name \_\_\_\_\_

Middle name/initial \_\_\_\_\_

Last (family) name \_\_\_\_\_

Occupation \_\_\_\_\_

Highest level of education \_\_\_\_\_

Country \_\_\_\_\_

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

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

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

City \_\_\_\_\_

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

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

### Parent/Guardian - 2

☐ Choose not to answer

☐ Deceased

First (given) name \_\_\_\_\_

Middle name/initial \_\_\_\_\_

Last (family) name \_\_\_\_\_

Occupation \_\_\_\_\_

Highest level of education \_\_\_\_\_

Country \_\_\_\_\_

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

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

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

City \_\_\_\_\_

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

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

## Entrance Year

Year/Term you wish to enter Drake Law School (YYYY/Fall): (The LLM program begins in the fall only)

\_\_\_\_\_

## Areas of Law

Drake Law School offers an LLM in Compliance and Risk Management and an LLM in Individualized Legal Studies, which allows you to concentrate your studies in a pre-selected area or design your own concentration of courses. Please indicate your program preference:

I would like to pursue an LLM in Compliance and Risk Management:

☐ Yes

☐ No



Areas of Law continued

I would like to pursue an LLM in Individualized Legal Studies: (if Yes, you must answer the following questions)

Yes  
No

I am interested in an LLM in Individualized Legal Studies, with a pre-set concentration in:

Business Law  
Criminal Law  
International Law and Global Citizenship

I would like to pursue an LLM in Individualized Legal Studies by designing my own program concentration in:

In certain states, foreign lawyers may become eligible to take a bar exam through a petition process or successful completion of an LLM program. Please indicate if you are a foreign lawyer who wishes to take an American bar exam.

Yes  
No

If yes, please identify the state(s) in which you would like to take a bar exam.

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 |

|                   |  |                    |                 |
|-------------------|--|--------------------|-----------------|
| Country           |  | Date of Admittance |                 |
| State or Province |  | Current Status     | Active Inactive |



## **Bar Admission continued**

Country \_\_\_\_\_ Date of Admittance \_\_\_\_\_

State or Province \_\_\_\_\_ Current Status ☐ Active ☐ Inactive

Country \_\_\_\_\_ Date of Admittance \_\_\_\_\_

State or Province \_\_\_\_\_ Current Status ☐ Active ☐ Inactive

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?

## **Application Status**

Have you previously applied to Drake Law School?

☐ Yes

☐ No

If you applied previously, what year was the application for? (YYYY)

Are you applying, or have you applied, to other LLM programs? If so, please list the schools.

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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 \_\_\_\_\_

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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 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 \_\_\_\_\_

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.

## 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 \_\_\_\_\_



## 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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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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Have you ever attended any law school?

☐ Yes

☐ No



**Education continued**

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

- ☐ Yes
- ☐ No

If you did not leave the law school in good standing, explain the circumstances.

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Has your education in college, university, or professional school been interrupted for one term or more for any reason?

- ☐ 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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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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## **Standardized Testing**

### **TOEFL**

Test Date

Test Score

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

### **IELTS**

Test Date

Test Score

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## **Character and Fitness**

If you answer YES to any of the following questions you must explain each incident in full on a separate sheet (see attachments section).

Have you ever been arrested for, charged with, or convicted of, any violation of criminal, administrative, or military law (including any deferred, expunged, or sealed judgment)? This question includes, but is not limited to, all alcohol-related incidents. However, the question is not meant to include minor traffic violations.

\_\_\_\_ Yes

\_\_\_\_ No

Are there any criminal charges pending against you?

\_\_\_\_ Yes

\_\_\_\_ No

Have you ever been dismissed, placed on probation, or otherwise disciplined by any school or college for either academic or disciplinary reasons?

\_\_\_\_ Yes

\_\_\_\_ No

Has your higher education, employment or business activity ever been interrupted for six months or more for any reason?

\_\_\_\_ Yes

\_\_\_\_ No

Have you ever been disciplined or suspended as a member of any profession (include any pending charges)?

\_\_\_\_ Yes

\_\_\_\_ No



## **Letters of Recommendation**

At least one letter of recommendation from an academic source is required, and up to three letters will be accepted. If you plan to submit letters of recommendation, please ensure that they are sent promptly. If you indicate letters will be submitted, your file may not be reviewed for admission purposes until the Law School has received the number of letters you indicate. Please notify Drake Law School immediately of any changes regarding your letters of recommendation.

Please indicate the number of letters of recommendation you will submit (i.e., 1, 2, or 3):

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Please list the name of the person who will submit a letter of recommendation on your behalf:

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Please list the name of the person who will submit a letter of recommendation on your behalf:

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Please list the name of the person who will submit a letter of recommendation on your behalf:

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## **Certification**

Students of Drake Law School bear a special responsibility to maintain high ethical standards for the profession. Accordingly, it is expected that each student will scrupulously regard the rights of others and will observe high ethical standards of both personal and professional conduct. The Drake Law School Honor Code is concerned with discipline in a professional society, with special emphasis on examinations, law school and library procedures, preservation of property, and relationships with fellow students, faculty and staff. Violations of the Honor Code are brought before the Honor Board, a panel of elected student justices.

The Honor Code is not the exclusive source of professional standards and student disciplinary rules and procedures. The Law School reserves the right to establish, modify and enforce academic and professional standards governing satisfactory performance of students and their conduct while enrolled at Drake Law School. All Drake law students are bound by the Honor Code as adopted by the Law School student body and faculty.

By submitting the application electronically, I agree to be bound by the Honor Code as it is adopted by the Law School student body and the Law School faculty. I certify that the information contained herein and in any supplemental documents is true, correct, complete to the best of my knowledge and is my own work. I shall promptly notify law school officials in the event that anything happens prior to my enrollment at Drake Law School that would change the information contained in this application or its supporting documents. I understand that the obligation to report changes extends to the period of time during my law school enrollment as well. I understand that any false or misleading statement, omission of subsequent or material facts, or incomplete application may be the basis of denial of admission, revocation of an offer of admission, or dismissal from law school if already enrolled.

Signature and Date:

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