Application Checklist • Master of Laws • L.L.M.

PLEASE PRINT IN INK OR TYPE:

Name

LAST

FIRST

MIDDLE

Social Security No.        LSAC Account No.

Please submit this form with your application and check those items you are enclosing. If an item is not enclosed, please indicate in the comments section below or on a separate sheet when it will be sent.

ENCLOSED               NOT ENCLOSSED

☐ ☐ Completed LL.M. application

☐ ☐ Personal statement

☐ ☐ Résumé/curriculum vitae

☐ ☐ Letter of recommendation with completed cover sheet

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☐ ☐ Official school transcript with transcript request (unless registering with LSAC’s LL.M. Credential Assembly Service)

☐ ☐ (i) Official explanation of school grading system/rank in class or

(ii) evaluation of academic credentials by credential evaluation service

(unless registering with LSAC’s LL.M. Credential Assembly Service)

☐ ☐ $50 application fee payable to Cardozo School of Law either

(1) through LSAC (if applying electronically),

(2) by check or money order with Certification Letter (if applying electronically), or

(3) by check or money order with Application Fee Record Form

(if applying with paper application)

☐ ☐ Application Fee Record Form

TOEFL/IELTS SCORE REPORT, IF APPLICABLE, MUST BE SUBMITTED TO CARDOZO BY EDUCATIONAL TESTING SERVICE/IELTS (UNLESS REGISTERING WITH LSAC’S LL.M. CREDENTIAL ASSEMBLY SERVICE).

COMMENTS:
Letter of Recommendation Cover Sheet • Master of Laws • L.L.M.

TO THE APPLICANT:

Print your name and the applicable identification number below. Sign only one of the waiver statements and send the form to your recommender with a self-addressed stamped envelope. Please advise the recommender that the recommendation and this form should be returned to you in a sealed envelope as soon as possible. When it is returned, please submit it in its sealed envelope with your application materials. All recommendations must be written in English or accompanied by a certified translation.

Name ________________________________ Last Name ________________________________
First Name ____________________________ Middle Name ____________________________
LSAC Account No. ______________________

I authorize the release of a candid evaluation to assist in the admission process and, should I enroll, for counseling or other educational purposes of the Benjamin N. Cardozo School of Law. I understand that the material will be kept confidential both from me and the public, and waive any right of access that I might have by law. I further understand that the Benjamin N. Cardozo School of Law does not require me to execute this waiver and is willing to review my application without it.

Date ________________________________ Signature ________________________________
or

I authorize the release of a candid evaluation but choose not to waive my right to examine this form should I enroll as a student at the Benjamin N. Cardozo School of Law.

Date ________________________________ Signature ________________________________

TO THOSE ASKED TO SUBMIT A RECOMMENDATION:

It is important that recommendations be frank and detailed. Brief letters in general terms are of little value to the Admissions Committee. The letter should state the extent of the writer’s acquaintance with the applicant and the writer’s opinion of the applicant’s aptitude for the study of law at the master level and for legal practice. Any specific knowledge concerning the applicant’s intellectual ability, character, and personality should be discussed. All recommendations must be written in English or accompanied by a certified translation.

Provided the applicant has signed the above waiver, you may be assured that your letter will be kept confidential both from him or her and the public. If the applicant has chosen not to waive this right, please be advised that under federal legislation, following enrollment as a student at this law school, he or she, upon request, may have access to your letter.

Signature ______________________________ Position ______________________________ Date ______________________________

Name and address ______________________________

Please attach this form to your recommendation and place both in a sealed envelope with your signature across the seal. Please give the sealed envelope to the applicant, or if you prefer, forward it to the Office of Admissions at the address above.

NO ACTION WILL BE TAKEN ON THE STUDENT’S APPLICATION UNTIL WE RECEIVE THIS FORM WITH YOUR RECOMMENDATION.
Transcript Request • Master of Laws • L.L.M.

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Social Security No. [ ] IF APPLICABLE
LSAC Account No. [L] [ ] IF APPLICABLE

Address ________________________________

APPLICANT:
Please use this form to request official transcripts from every law school, college, or university in which you have enrolled. If you are using LSAC’s LL.M. Credential Assembly Service, you do not need to submit this form. Complete this section and then send the form to the institution and request that it be returned to you in a sealed envelope. When it is returned, please submit it in its sealed envelope with your application materials. A transcript is required from each institution. Copy this form for use with more than one institution.

School: ____________________________ Dates Attended _______ MM/YY _______ TO _______ MM/YY
Degree Awarded: __________________________ Date Awarded _______ MM/YY _______ TO _______ MM/YY

SCHOOL:
The above-named applicant is applying to the LL.M. Program at the Benjamin N. Cardozo School and is requesting a transcript of his/her academic record. Please attach this form to the transcript and send it back to the applicant in a sealed envelope. The envelope must be signed across the seal. The applicant will forward the envelope to us with his/her application. A transcript in a language other than English must be accompanied by a certified copy of an English translation.

Please provide the applicant's grade point average and class rank if available. ________________________________
Please provide an explanation of your grading system. ________________________________

Name __________________________ Position __________________________
Signature ________________________ Date ________________________

Although we prefer that you return the transcript to the applicant, if it is your school's policy not to send transcripts to students, please forward it to the Office of Admissions at the address at the top of this form.

NO ACTION WILL BE TAKEN ON THE STUDENT'S APPLICATION UNTIL WE RECEIVE THIS FORM AND THE OFFICIAL TRANSCRIPT.
### Application Fee Record • Master of Laws • LLM.

**CHECK APPROPRIATE BOXES:**

Applying for entry in  
- [ ] Spring  
- [ ] Fall  
- [ ] Full Time  
- [ ] Part Time  

Name ____________________________

Last name ____________________________ First name ____________________________ Middle name ____________________________

Social Security No. ____________________________  
LSAC Account No. ____________________________

Email ____________________________ Telephone ____________________________

☐ Enclosed is a check or international money order for $50 payable to Cardozo School of Law.

☐ Please charge VISA or MasterCard credit card # ____________________________

Expiration date ____________________________ Security code # ____________________________

MM/YYYY  
From back of card  
MM/YYYY

Name of Cardholder ____________________________

Billing Address ____________________________

Cardholder's Telephone No. ____________________________