Application Instructions

Admission Requirements and Application Instructions Spring 2017, Summer 2017, Fall 2017
Masters in Legal Studies in Tax Program:

This application can be used if you are applying to the University of San Francisco School of Law Master of Legal Studies in Taxation (MLST) program. Before completing the application form, please read the following information carefully to ensure prompt and accurate processing of your application. The Admissions Committee will not consider an incomplete file. If you have any questions regarding the information below, please contact the Graduate Tax Program via email at nfastabend@usfca.edu or call 415.422.2801.

• The priority deadline to submit your Spring 2017 application to USF School of Law is December 1, 2016. Applications are accepted on a rolling basis after that date.

• The priority deadline to submit your Summer 2017 application to USF School of Law is March 1, 2017. Applications are accepted on a rolling basis after that date.

• The priority deadline to submit your Fall 2017 application to USF School of Law is May 1, 2017. Applications are accepted on a rolling basis after that date.

Please note that early application filing is encouraged in order to receive an application decision in a timely manner.

The Admissions Committee reviews files in the order they are completed, on a rolling basis. Therefore, it is to the applicant's advantage to submit the complete application with supporting materials as early as possible. Applicants will be reviewed once all required documents have been received.

Applicants will be evaluated on academic and personal criteria. Academic information to be submitted with the application includes college/university transcripts. Personal information includes extracurricular activities, employment experience, and other biographical information. Recommendations from professors or employers and a personal statement from the applicant are also required. All documents that are not in English, including transcripts and letters of recommendation, must be accompanied by an English translation.

Requirements for Admission

A. Application Form

You may download the application from our web site at: https://www.usfca.edu/law/admissions/master/apply

All mailed application materials should be sent to the following address:

University of San Francisco School of Law
Graduate Tax Program
You may complete the application form online and submit it electronically through the Law School Admission Council (LSAC) at: [www.lsac.org](http://www.lsac.org). If applying electronically, please do not submit a hard copy of your application to the Graduate Tax Program.

- Please be sure to sign and date your application. If applying electronically, please use the electronic certification function. Unsigned applications will not be transmitted to USF.
- All required sections of the application must be completed. Incomplete applications will not be reviewed.

**B. Application Fee**

The application fee is $75.

**C. Personal Statement**

The Admissions Committee requires that each applicant submit a personal statement to supplement the application form. The statement should focus on your reasons for applying to the USF MLST program, and your preparation for the MLST program. The Committee is interested in your personal experiences, background, and accomplishments.

Other factors that are helpful to the Committee include co-curricular activities, areas of interest, past or present employment, and college or university honors. If applying electronically via LSAC, your personal statement may be submitted as an electronic attachment. Personal statements tend to average 2 to 4 pages in length; however, there is no page limitation to the personal statement.

A resume is not required but is recommended. It should not be used in lieu of questions asked on the application.

**D. Education**

All applicants are required to complete or have completed an undergraduate degree from an accredited college or university by the time classes begin with at least a 3.00 grade point average (GPA). Individuals with an undergraduate GPA below 3.00 are welcome to apply and will be considered for admission based on employment history, professional accomplishments, recommendations, etc.

International students are eligible to apply only if they have completed a degree (equivalent to a U.S. baccalaureate degree) from their home country or will have completed the degree by the time classes begin.

Original transcripts from all colleges or universities you have attended are required. The transcripts should show your grades, approximate class rank (if applicable), and any degree received. If the degree received is not printed on the transcript, you must provide a copy of the diploma or certificate.
International Students: If transcripts and/or diplomas are not in English, they must be accompanied by an English translation. The transcripts must be sent directly to the USF School of Law Graduate Tax Program in sealed envelopes by your university.

Applicants can also submit their transcripts through the LSAC LLM Credential Assembly Service (LLM CAS). This service is included in the LLM CAS subscription fee. For transcripts received from institutions outside of the U.S. an International Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into your LLM CAS report.

To use the LLM CAS, log in to your online account at: www.LSAC.org and follow the instructions for registering for the service. Be sure to print out a Transcript Request Form for each institution and send it to them promptly. More time is usually required to receive foreign transcripts. Questions about the LLM Credential Assembly Service can be directed to LSAC at (215) 968-1001 or LSACinfo@LSAC.org.

E. Two Letters of Recommendation

The Admissions Committee requires two (2) letters of recommendation in support of your application. An optional third letter may be submitted, but no more than three (3) letters of recommendation will be considered for one application. Although the Committee will accept recommendation letters from any two individuals designated by the applicant, the Committee suggests:

- If possible, have the two recommendations completed by undergraduate or graduate faculty members (or administrators) with whom you have studied. If you have been away from school for a considerable time, you may wish to substitute other individuals, including supervisors and business colleagues, with whom you have had more recent contact.
- Choose individuals who have had substantial and recent opportunity to observe your professional and/or academic promise. Recommendations from people who have not had such opportunity are of little assistance to the Committee and your application.

You may also submit your letters of recommendation through the LSAC Letter of Recommendation Service, which serves all member schools. This service is included in your LLM Credential Assembly Service registration (LLM CAS). Your recommendations will be copied and sent to us along with your LLM CAS report.

Additional Requirements for International Applicants:

F. English Language Requirement - International Students Only

Strong English language ability is a prerequisite to admission. For foreign students whose native language is not English, this requirement may be satisfied by having completed basic legal studies in an English-speaking country in a university where instruction was in English or by taking the Test of English as a Foreign Language (TOEFL) and receiving a score of 600 PBT, 100 IBT or higher. Applicants should register to take the test as early as possible so the scores will be received by the appropriate deadline. Only TOEFL scores from tests administered by Educational Testing Services (ETS) will be accepted. The TOEFL score report must be sent directly to USF by ETS. Use school code number 4792 to ensure the score will be forwarded to the MLST program of the USF School of Law. For information on taking the TOEFL exam, visit www.toefl.org.
As an option, applicants that use the LSAC LLM Credential Assembly Service can have the TOEFL report sent directly to LSAC using the code 0058. The score will be forwarded to USF along with an evaluation report of transcripts prepared by LSAC.

We also accept an official International English Language Testing System (IELTS) score report. Fluency in English, equivalent to an overall band score of 7.0, (with no single band score under 6.0) is required. Testing locations and times may be obtained from www.ielts.org. Only official TOEFL and IELTS scores from tests taken within two years of your application submission will be valid.

G. Certification of Finances - International Students Only

Foreign applicants (those who are not U.S. Citizens or Permanent Residents) must submit the Certification of Finances Form (also available on our web site at www.usfca.edu/law) and supporting documents, showing funds covering the nine months of study at the university. Certification may be submitted either with your application or after you are admitted. If an international applicant submits the certification and a copy of the passport identity page early and is subsequently admitted, he or she will receive the documentation required to apply for a visa more quickly. Please visit the above web site for information on the cost of attendance, tuition, and fees.

Additional Information for All Applicants

Application/Character and Fitness Updates

All applicants are required to complete the disclosure questions in the Character and Fitness section of the Application. USF requires applicants to disclose any issues related to academic probation, suspension, disqualification (particularly from a previous college or university). In addition all applicants must disclose any felony or misdemeanor charge, arrest, conviction, or pending adjudication including a DUI (or any alcohol or drug-related offense). This includes any charge, arrest or conviction that may have been dropped or expunged. Information should include the date of each incident, full explanation of the incident, including the name of the charge, and the final disposition of each charge.

In addition, all applicants are required to notify the School of Law if any changes to the information included in their Application for Admission occur after the application has been submitted. In particular, all applicants must immediately notify the Director of Admissions if any new academic probation, suspension, disqualification issues arise, or if any new charge, arrest or conviction of any felony or misdemeanor takes place after submitting the application.

Conviction is any of the following: (1) a plea of guilty or nolo contendere, (2) a verdict or finding of guilt regardless of whether sentence is imposed by the court. The Bar Examiners will receive reports of any such convictions from law enforcement agencies.

Newly admitted applicants are required to immediately submit a detailed written description of new disclosures to the Law School Office of Admissions if an incident occurs AFTER an offer of admission is made and to the Office of the Assistant Dean for Academic Services if an incident occurs AFTER classes begin. Information disclosed after an applicant has been offered admission will automatically result in a re-evaluation of the applicant's file.
Failure to disclose any changes to your application or any of the Character & Fitness information noted above, may result in revocation of your admission decision, dismissal from school, revocation of any degree awarded by USF School of Law, denial of admission to the Bar, and referral to the LSAC Subcommittee on Misconduct and Irregularities in the Admission Process.

Financial Aid

The USF School of Law awards a limited number of tuition scholarships each year to highly qualified applicants. All applicants are reviewed for merit based scholarship aid at the same time they are reviewed for admission. No additional documents than those listed above are required.

U.S. Citizens or Permanent Residents needing additional financial aid may submit the Free Application for Federal Student Aid (FAFSA) as soon as possible upon admission after January 1 for federal aid. Such students may qualify for a Federal Direct Unsubsidized Loan of up to $20,500 annually. Additional federal aid is available through the Federal Direct Graduate PLUS Loan, a credit based loan offered through the federal government. U.S. Citizens or Permanent Residents needing additional financial aid information should visit the law school web site on financial aid at:

www.usfca.edu/law/financialaid.

In addition, a Citibank program offers loans to international students, who are neither citizens nor permanent residents, if they have a credit-worthy U.S. citizen as a co-signor. See www.citiassist.com.

Application Materials

All materials and correspondence relating to admission or your USF School of Law MLST application should be directed to the Graduate Tax Program. Once submitted, all materials become the property of the School of Law and will not be returned or copied. Please keep a copy of your application and any supporting documents for your records.

Status Checks

Applicants can check their status online at LSAC.org. All applicants will be notified by e-mail once their application is received by USF, when the application file becomes complete, and as soon as an admission decision has been reached.

Contact Information

University of San Francisco School of Law
Graduate Tax Program
101 Howard Street, Suite 430
San Francisco, CA 94105
415.422.2801
nrfastabend@usfca.edu
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 __________________
Preferred first name ________________ LSAC account number ___________________

Entering Status
Are you a graduate of USF School of Law?
____ Yes
____ No
Please indicate which term you intend to begin the MLST studies:
____ MLST Fall
____ MLST Spring
____ MLST Summer

Contact Information
Current Address
Country ___________________________ Current mailing address good until date __________
Street address–line 1 __________________ Day phone _____________________________
Street address–line 2 __________________ Evening phone _________________________
Street address–line 3 __________________
City ______________________________
State/province ______________________
Zip/postal code ______________________
Contact Information continued

Permanent Address

Country __________________________  Permanent mailing address good until date __________
Streeet address--line 1 __________________________  Day phone __________________________
Street address--line 2 __________________________  Evening phone __________________________
Street address--line 3 __________________________
City __________________________
State/province __________________________
Zip/postal code __________________________

Other Contact Information

Primary e-mail address __________________________
Secondary e-mail address __________________________
Permanent e-mail address __________________________
Mobile phone __________________________

University of San Francisco School of Law 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 __________________________
Demographics continued

Native language ____________________________

Ethnicity

Are you Hispanic or Latino?
  ____ Yes
  ____ No

If you selected ‘Yes’ to the above question, select an ethnicity.
  ____ Central American  ____ Cuban  ____ Hispanic
  ____ Mexican  ____ Other Spanish Origin  ____ Puerto Rican
  ____ South American

What is your race? Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native
  ____ American Indian/Alaskan Native

Asian
  ____ Chinese  ____ Filipino  ____ Indian
  ____ Japanese  ____ Korean  ____ Other Asian Origin
  ____ Pakistani  ____ Southeast Asian

Black or African American
  ____ Black/African American

Canadian Aboriginal
  ____ Canadian Aboriginal

Caucasian/White
  ____ Eastern European  ____ Middle Eastern  ____ North African
  ____ Western European

Native Hawaiian or Other Pacific Islander
  ____ Native Hawaiian/Other Pacific Islander

Consent
  ____ Decline to respond
# Education

List ALL educational institutions attended.

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<th>Law</th>
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**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  

List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

Character and Fitness

I have reviewed the Application/Character & Fitness Updates disclosure information in the Application Instructions.  

____ I have reviewed this statement

Have you ever been academically disqualified from a college or university?

____ Yes  

____ No

If yes, when and where?

Have you ever been on academic probation, disqualified, suspended, expelled, or subject to a disciplinary proceeding by any post-secondary institution or professional organization or agency in regards to conduct or academic performance? (IF YES, PROVIDE NAME OF INSTITUTION, THE EXACT DATES OF EACH SITUATION AND EXPLAIN CIRCUMSTANCES IN AN ELECTRONIC ATTACHMENT.)

____ Yes  

____ No
Character and Fitness continued

Have you ever been charged, arrested for or convicted of a misdemeanor or felony or are any such charges pending against you? This includes any charge, arrest or conviction that may have been dropped or expunged. (IF YES, PROVIDE IN AN ELECTRONIC ATTACHMENT THE NAME OF EACH OFFENSE, THE CIRCUMSTANCES SURROUNDING THE INCIDENT(S), EXACT DATES OF EACH OFFENSE, NATURE OF THE OFFENSE AND DISPOSITION OF EACH OFFENSE.)

____ Yes
____ No

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 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 ____________________________

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 ____________________________

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.

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

English Language

International Students Only: What is your native language?

__________________________________________________________

International Students Only: What other languages do you use regularly at work, home or in school?

__________________________________________________________
English Language continued

International Students Only: Was English the primary language of instruction at your law school? If yes, where?

In your current or previous work experience, how often had you been required to use English? Please check one.

___ 0%-25%
___ 25%-50%
___ 75%-100%
___ 50%-75%

Standardized Testing

**TOEFL**

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**IELTS**

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Law School Interest

What prompted you to apply to this law school?

Internet

___ ABA
___ Law School
___ LSAC
___ Other

Faculty/Alumni/Professional

___ Admissions recruiter
___ Alumni
___ Faculty/acquaintance
___ Law school faculty member
___ Legal professional
___ Prelaw advisor
___ Relative
Law School Interest continued

Publications

____ Law school publication
____ LSAC Official Guide to ABA Law Schools
____ Other advertisement
____ Princeton Review
____ US News & World Report

Recruiting Events

____ Campus event
____ Current student
____ International forum
____ Law school direct mail/e-mail
____ Law school fair
____ LSAC Forum

If you attended any events mentioned in the Recruiting Events section, please list them below:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Have you previously applied to this law school?
____ Yes
____ No

If you applied previously, what year was the application for?
_________________________________________________________________________________

Were you offered admission?
____ Yes
____ No

Are you applying, or have you applied, to other law schools? If so, please list them.

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Area of Interest
Identify any areas of law in which you now have an interest. Check all that apply.

____ Corporate Taxation
____ Federal Taxation
____ Federal Taxation Procedure
____ Taxation of Trusts, Estates and Gifts
____ Real Estate Taxation
____ State and Local Taxation
____ Nonprofit Taxation
____ Executive Compensation Taxation
____ Foreign Bank Account Taxation
____ Taxation Ethics
____ Other

If you answered Other to the previous question, please indicate:

___________________________________________________________________________

Are you applying, or have you applied, to other Masters Programs? If so, please list them.

___________________________________________________________________________

Sources of Information
Sources of Information about the the USF Masters in Legal Studies in Tax Program. Please check all that apply.

____ Employer
____ Family/Friend/Colleague
____ Google Ad
____ ILSA Website
____ LSAC Website
____ LLMGuide.Com Website
____ Internet
____ Professor
____ USF Poster
____ USF LLM Alum
____ USF Website
____ Other
# Family

## Next of Kin/Emergency Contact

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<td>Salutation</td>
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<td>First (given) name</td>
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<td>Middle name/initial</td>
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<td>Last (family) name</td>
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<td>Relationship to applicant</td>
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<td>Zip/postal code</td>
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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

**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
Family continued

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 ______________________________

Certification

By applying electronically, I hereby certify that all information I submit in support of my application, is complete and true and that I am the author of any statements or additional information I submit. I understand that any changes or updates to my application, must be submitted immediately to the USF School of Law Admissions Office. I understand that any false or incomplete information is grounds for denial of my application and referral to the LSAC Subcommittee on Misconduct and Irregularities in the Admission Process, or if discovered after admission, grounds for revocation of my admission, dismissal from the law school or revocation of my degree.

Signature:

__________________________________________

Date:

__________________________________________