

## Application Instructions

### General Information

Berkeley Law enrolls a student body that is diverse, consisting of students from over 50 countries around the world. We seek to admit students who have the highest standards of professional excellence and integrity; who will bring vision, creativity, and commitment to their professional endeavors; and who will contribute to the learning environment of the law school by sharing their unique perspectives.

In evaluating LL.M. applicants, substantial consideration is given to grades and English language exam scores. We also consider personal statements, letters of recommendation, legal experience, and other significant professional achievements.

### Application Process Overview

Applicants must apply online through the Law School Admission Council's (LSAC) website at [LSAC.org](https://lsac.org), and electronic applications are required.

If you have any questions or technical difficulties using the online application system, contact the LSAC help desk at 215-968-1315 or [llminfo@lsac.org](mailto:llminfo@lsac.org). Berkeley Law cannot assist you with technical problems on the LSAC system.

If you cannot apply online due to lack of Internet access, you may request a paper application. Although paper applications generally take much longer to process, submitting a paper application will not affect your admission decision. Contact the LL.M. & J.S.D. Admissions Office by writing to [llm@law.berkeley.edu](mailto:llm@law.berkeley.edu) to request a paper application.

Please note that all applications and supporting documents become the property of Berkeley Law and will not be returned. It is your responsibility to ensure that all items are submitted by November 18th for the remote + summer option or December 18th for the two summer option. As such, you are encouraged to submit application materials before the deadline to allow time for an exchange of correspondence with the LL.M. & J.S.D. Admissions Office. Applications will not be reviewed until all required items have been received.

### Application Timeline

We begin accepting applications on August 1st.

**Deadline** - The deadline to apply for the LL.M. executive track program at Berkeley Law and send supplementary materials is midnight November 18th, Pacific Time, for the remote + summer option. Students applying for the two summer option may apply by November 18th for an early decision, and the deadline to apply is midnight December 18th, Pacific Time. We are aware that it takes a few weeks for LSAC to evaluate and assemble documents from the time they are received so we will continue accepting supporting materials after the November 18th and December 18th deadlines.

**Communication** - Once you submit your application, we will send an email with instructions on how to check your application status online. We will also email when your application is complete and ready for review. Please add our email address ([llm@law.berkeley.edu](mailto:llm@law.berkeley.edu)) to your contacts to prevent such notices from being filtered as spam. Because we process a large number of applications, we ask that you do not call to inquire about your application status. Admission decisions are sent by email as soon as they are made.

**Application Review** - Applications for the LL.M. executive track are reviewed on a rolling basis. We encourage applicants to complete their application as quickly as possible because there are more admission offers available earlier in the cycle; applicants who submit their application materials early may have a competitive advantage. We generally encourage applicants to submit the application and supporting materials early, to avoid unforeseen complications.

**Notification of Decision** - Applicants for the remote + summer option will receive their decision within two to three weeks of application completion. Applicants for the two summer option who apply by November 18th and complete their applications shortly thereafter will receive a decision by the end of 2024 at the latest. Applicants who apply for the two summer option by the December 18th deadline will receive a decision by the end of January 2025. Applicants who apply for both options will typically receive a decision around the same time, within two to three weeks of application completion.

Admitted applicants for remote + summer will have three weeks to respond to Berkeley Law's offer of admission. Admitted applicants for two summers will have until March 15th to respond to Berkeley Law's offer of admission. Applicants who apply to both options who choose to accept admission to remote + summer will have their two summer application withdrawn. Applicants who have also applied for fall admission will have their fall application withdrawn if they choose to accept admission to remote + summer.

All admitted applicants are required to submit a \$1,000USD deposit if they choose to accept. Only an admission email from Berkeley Law constitutes an offer of admission.

## Submitting Your Online Application Form

There are five major steps in order to submit your online application form:

- 1) Read these instructions thoroughly and check the box to indicate you have read them.
- 2) Answer the application questions and save your answers.
- 3) Upload your Personal Statement and C.V. to the Attachments section.
- 4) Preview your application pdf to confirm that all information is correct.
- 5) Pay the \$80 application fee.

Your online application form has not been fully submitted until you have paid the application fee. Berkeley Law cannot access your application before it is submitted, and it must be submitted electronically before midnight November 18th, Pacific Time, for remote + summer, or before midnight December 18th, Pacific Time, for two summers. After that time you will no longer be able to submit the application.

Please note: Submitting the online application form and sending documents to LSAC's Credential Assembly Service are two separate processes; you do not have to wait until LSAC receives your hard copy materials before submitting the application form. We recommend that you submit the application as early as possible even if LSAC has not yet received your supporting documents so that we can access your information and begin processing the application.

## LLM Credential Assembly Service

LSAC's LLM Credential Assembly Service (LLM CAS) simplifies the application process by centralizing the submission of application materials. Utilizing the LLM CAS, applicants need only send one set of documents to LSAC, who will assemble and distribute reports to the participating law schools of your choice.

LLM CAS consists of three parts: the Electronic Application Service, Document Assembly Service, and the International Transcript Authentication and Evaluation Service.

- **Electronic Application Service** - Berkeley Law requires use of the Electronic Application Service (\$42USD), which allows you to transmit your application online.
- **Document Assembly Service** - Berkeley Law requires use of the Document Assembly Service (\$59USD plus \$36 report fee), through which LSAC will collect transcripts, letters of recommendation, and English proficiency exam score(s) and distribute them to the law schools of your choice. This service does not include authentication or evaluation of transcripts.
- **International Transcript Authentication and Evaluation Service** (\$150USD in addition to the Document Assembly Service and report fee) - Use is optional for applicants educated outside the US. This service is highly recommended but not required, and includes authentication and evaluation of transcripts, degrees/diplomas graduation certificates, and rank statements.

We strongly advise applicants to register for the LLM Credential Assembly Service and submit their materials well in advance of the application deadline. LSAC recommends applicants register four to six weeks before their first application deadline. Although Berkeley Law's deadline to send materials is November 18th for the remote + summer option or December 18th for the two summer option, it is recommended to have materials sent as early as possible to allow sufficient time for processing.

[Click here](#) to learn more about this service. Your Credential Assembly Service account will be active for five years.

## Program Options

There are two options through which students can pursue the [LL.M. executive track](#). The remote + summer option begins in Spring 2025 (January) and spans the calendar year, with an online spring semester, on-campus summer semester, and online fall semester. The two summer option begins in Summer 2025 (May or June) and meets on-campus for two consecutive summer semesters.

This application form allows you to apply to the LL.M. executive track, either the remote + summer option, the two summer option, or both. There is no additional application fee to apply for both. If you wish to apply for the LL.M. traditional or thesis track, please use the separate application.

## Application Checklist

See below for further details on each required item. Please do not send paper copies of any materials uploaded to the online application or sent to LSAC.

- Application form?submit online via LSAC by November 18, 2024 for remote + summer, or by December 18, 2024 for two summers
- Official academic records?the issuing institution(s) should send directly to LSAC
- Two letters of recommendation?recommenders should send directly to LSAC
- TOEFL/IELTS score?request that the score report be sent to LSAC  
OR request an English Language Requirement Waiver
- Personal Statement?upload to online application
- Curriculum vitae (c.v.) or résumé?upload to online application
- \$80USD application fee?pay by credit card while submitting online application
- Video Assessment?completed online via Kira Talent (Optional)

## Academic Records

It is your responsibility to request an official copy of academic records to be sent directly to LSAC from each institution you attended, using LSAC's Transcript Request Form which can be printed from the Transcripts page of your LLM CAS account. All academic records must be mailed directly to LSAC from the appropriate issuing institution in a sealed school envelope with a stamp or seal across the sealed flap of the envelope. Documents sent by the applicant or without the Transcript Request Form will not be accepted. Transcripts received by LSAC become their property and cannot be returned to the applicant or the issuing institution.

Academic records issued in a language other than English must be translated into English. The translation may be done by anyone as long as it is a literal, line-by-line, word-for-word translation in the same format as the original, and need not be certified.

[Click here](#) for more information on sending academic records to LSAC's LLM CAS, and [here](#) for specific document requirements by country.

## Letters of Recommendation

Berkeley Law requires two letters of recommendation and will accept a third if you feel it will strengthen your application. We prefer that at least one letter comes from one of your law professors.

To send letters of recommendation to LSAC, log in to your LLM CAS account and follow the instructions to add your recommenders' names and contact information, submit requests for letters to your recommenders, and assign your letters once they are submitted. An email will be sent to each of your recommenders requesting them to complete and upload a letter for you, or you may print the required recommender forms to provide to your recommenders if they prefer to submit a letter by paper. Letters processed by LSAC become their property and cannot be returned or copied.

[Click here](#) for more information on submitting letters of recommendation to LSAC's LLM CAS.

## English Language Requirements

Berkeley Law requires Official Score Reports of the TOEFL or IELTS before admitting an applicant whose primary language is not English.

Applicants whose primary language is English (including US and Canadian citizens) should submit a waiver request as instructed below; Berkeley Law will not assume English proficiency for any applicant.

TOEFL - The minimum score required is 100 on the internet-based TOEFL (iBT) taken at a test center or through the Home Edition, or 600 on the iBT Paper Edition. There is no subscore requirement. Information about test dates and registration procedures is available at most universities and US consulates and on the [TOEFL website](#).

To have your TOEFL score report sent to LSAC's LLM CAS, provide ETS with their institution code: 8395

IELTS - The minimum score required is 7 on a 9 point scale (overall score) on the IELTS Academic Test, taken at a test center or through IELTS Online. There is no subscore requirement. Information about test dates and registration procedures is available on the [IELTS website](#).

To have your IELTS score sent to LSAC's LLM CAS, you must request that your official score report be sent for electronic download using the IELTS system to Law School Admission Council LLM/JD Credential Assembly Svc.

TOEFL and IELTS scores that are more than two years old at the time of application cannot be considered; applicants must retake the test to submit a more recent score. Applicants should register for the test in time to ensure that the score report will be issued by the application deadline.

[Click here](#) for more information on submitting a TOEFL or IELTS score report to LSAC's LLM CAS.

Waiver Requests - You may request an English Language Requirement Waiver if any of the following criteria apply:

- 1) you have attended a US university for full-time study for a minimum of one academic year with a 3.0/B average or higher, OR
- 2) you have attended a foreign university for full-time study as part of a degree program for a minimum of two years in which the sole language of instruction is English, OR
- 3) you are a native English speaker.

To request a waiver, check the "Yes" button for Question 1 under English Requirement and choose the appropriate reason from the drop down options. If your waiver is based on education in English, you must submit official academic records through LSAC to verify your eligibility. We do not waive the English Language Requirement based on work experience in English.

## Personal Statement

The Personal Statement can describe your legal interests, the particular area of study you intend to undertake as a law student, the reasons you wish to study at Berkeley Law, and your professional plans or goals following completion of your degree. Since the admissions committee does not grant interviews, you may also use the statement to describe aspects of yourself that are not apparent from your other application materials. The Personal Statement should be written without assistance from others, including generative AI (e.g., ChatGPT, Bard, etc.), and should be limited to three pages of double-spaced text. There are no other format requirements.

The Personal Statement must be uploaded to the Attachments section of the online application.

## C.V. (Curriculum Vitae)

The Curriculum Vitae should provide a synopsis of your educational and academic background and skills. This summary should include professional experience, research experience, publications, presentations, awards, honors, and affiliations. There are no format requirements.

The Curriculum Vitae must be uploaded to the Attachments section of the online application.

## Application Fee

The nonrefundable application fee of \$80USD should be paid by credit card when submitting the online application. If you have any issues paying the application fee, contact the LL.M. & J.S.D. Admissions Office at [llm@law.berkeley.edu](mailto:llm@law.berkeley.edu).

## Video Assessment

In addition to your application, you have the option to share more information about yourself in an alternative modality: video submission. The optional assessment is a great way for you to explain more about your goals for the program and show us your curiosity and passion for the law in addition to the strength of your English abilities. The assessment consists of a combination of video recorded and written responses. This is not an interview. We will consider the information shared and will use it within our holistic review of your application. If you choose not to submit the assessment, it will not be counted against you in the review process.

Since this is an optional assessment, your application will not be considered incomplete and will not be ?held? if otherwise complete pending receipt. Therefore, we strongly recommend that you complete your submission within 2 weeks from when you receive the link in order to ensure it is available for our initial review.

Additional Instructions:

? A personal link to submit your video or written statement will be emailed to you to the same email address you used on your application via the third party platform Kira once you have submitted your application

? You must have submitted your Berkeley Law application in order to receive the email from Kira. The personal link to submit the optional video assessment can only be emailed to applicants that have a current application on file

? If you choose to submit a video assessment, we strongly recommend submitting your video or written response within 2 weeks of receiving your personalized Kira link

? Your application will NOT be ?held? if the application is otherwise complete and pending receipt

? Questions regarding platform support, accessibility, or other concerns related to submitting your statement should be directed to Kira

? It is the applicant?s responsibility to submit a video recording in a timely manner in order for statements to be considered by

the admissions committee

## Scholarships & Financial Aid

Scholarships are awarded to admitted students after admissions decisions are made. [Click here](#) for the most updated information on scholarships and financial aid.

## Reapplying

Applicants who have previously applied and wish to reapply must submit a new application form and pay the \$80USD application fee, in addition to purchasing LSAC's Electronic Application Service and Document Assembly Service if they haven't already. Previous application documents sent to LSAC's LLM CAS are retained for five years.

Previous application documents that were NOT submitted through LSAC's LLM CAS are retained for one year and may be used again if you so request. If you wish to re-use materials in your new application, email the LL.M. & J.S.D. Admissions Office at [llm@law.berkeley.edu](mailto:llm@law.berkeley.edu) specifying which materials. If your TOEFL/IELTS scores are more than two years old at the time you submit your application, you must take the test again and submit a new score report.

## Misconduct & Irregularities

Ethical conduct is expected and required in all of your interactions with LSAC and law schools. Misconduct and irregularities in the admission process can have serious consequences. [Click here](#) for more information.

## Contact Information

Frequently asked questions are answered on [Berkeley Law's website](#) and [LSAC's website](#). If you have questions that are not answered on those sites, please contact the LL.M. & J.S.D. Admissions Office at [llm@law.berkeley.edu](mailto:llm@law.berkeley.edu).