

Instructions: Chapman University School of Law
APPLICATION INSTRUCTIONS

1. Return the application form with **supporting documents** and the required non-refundable application fee of \$75.00 (checks should be made payable to Chapman University School of Law) to:

Director, LLM Program
Chapman University School of Law
One University Drive
Orange, CA 92866

Or send your application and **supporting documents** electronically through LSAC (llm.lsac.org). If utilizing LSAC to submit your application, the application fee will be discounted to \$15.00, paid online via the LSAC checkout system.

2. **TRANSCRIPTS:** Please arrange to have transcripts mailed directly to the address above by the institution(s) you attended.
3. **LETTERS OF RECOMMENDATION:** Two (2) letters of recommendation are required. Applicants are encouraged to provide letters of recommendation from persons who can provide insights into the applicant's qualifications beyond what is apparent from the applicant's paper record.
4. **PERSONAL STATEMENT:** A personal statement is required outlining the applicant's preparation, interests, and goals for graduate study.
5. **INTERNATIONAL STUDENTS:** International and foreign applicants may be required to furnish official results of the Test of English as a Foreign Language (TOEFL). In general, we expect a score of 600 on the paper-based test, 250 on the computer-based test or 100 on the Internet-based test, although an outstanding applicant will not be disqualified. Please use institutional code # 4047-03 for the Chapman LLM Program.

It is recommended, but not required, to have your transcripts send to LSAC for the LLM Credential Assembly Service (CAS). By sending your transcripts and TOEFL score, LSAC will transmit copies of your information to each law school to which you apply. Please visit LSAC LLM Credential Assembly Service website (llm.lsac.org) for more information.

6. **SPECIAL NEEDS:** Applicants are not required to notify the School of Law of a disability or a need for accommodation prior to admission. Any information concerning an applicant's disability provided during the admissions process is voluntary and optional and is maintained as confidential information in the School of Law. No limitations are placed on the number of persons with disabilities who may be admitted or enrolled.
7. **SEAT DEPOSIT:** If admitted to the School of Law, those planning to enroll will be required to submit a seat deposit. Although these seat deposits are nonrefundable, they are applied toward tuition charges upon matriculation. Admitted applicants who are not members of the Bar in good standing at the time of applying will also be required to furnish - prior to enrollment - an official transcript showing the awarding of the J.D. degree or the equivalent.
8. **CERTIFICATION LETTER:** If an application is submitted via email or fax, applicants are required to print, complete and mail a Certification Letter with original signature to the above address.