



Application for Admission to the International Exchange Program 2020-2021

Office of International Programs
Paul M. Hebert Law Center
Louisiana State University
225/578-1126 (telephone)
225/578-3677 (fax)
llmadmissions@lsu.edu

APPLICATION INSTRUCTIONS

In addition to completing this form, please note that you will need to attach additional documents. All questions must be completed in full. Failure to answer any question may delay the processing of your application. Please type or print all information clearly.

The completed *Application for Admission to the International Exchange Program* form and the additional documentation noted below should be sent to:

Office of International Programs
LSU Paul M. Hebert Law Center
W326, 1 East Campus Drive
Baton Rouge, Louisiana 70803
United States of America

APPLICATION DEADLINE

- Fall Deadline: **February 28**
- Spring Deadline: **September 30**

APPLICATION CHECKLIST

Please include the following documents with your application:

- Official transcripts for each university attended
- English translations of transcripts that are not in English, French, or Spanish
- A statement from your current university that you are in good standing
- A C.V. or résumé
- 1 letter of recommendation
- TOEFL or IELTS score sheet (for non-native English speakers only)

Academic History: Transcripts

All undergraduate and graduate school transcripts must be sent by mail reflecting a complete history of your academic performance. Transcripts should indicate courses taken, number of hours (credits) awarded for each course, the grade received in each course, an explanation of the grading system, and a ranking of the individual student (if used by the university).

If you are unable to obtain the official transcripts by this our deadline, please send copies by email to llmadmissions@lsu.edu. We can make admissions decisions with copies, with the understanding that you will have your universities send the official documents afterwards.

IMPORTANT: Official transcripts must be received in a sealed institution envelope from the issuing institution, with an institution stamp or seal across the sealed flap. If, due to extenuating circumstances, you are having difficulty sending your official transcripts, please contact the *Office of International Programs* to discuss your individual circumstances.

Letters of Recommendation

The LSU Law Center requires one letter of recommendation but will accept up to two. All letters must be in English. If this is not possible, you must submit a translated version and the original letter. We do not require that the translation be made and certified by an official translator. You may translate the letter yourself, with the understanding that you will also provide the original.

Letters should be mailed *by the recommender* directly to our *Office of International Programs*. Make sure to request from your recommender that they send it *in a sealed envelope, signed by the recommender over the seal*.

Test of Official English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) Report

We do NOT require English language proficiency testing if an applicant is a native English speaker or if an applicant earned a degree from a university that has English as the language of instruction. All other applicants are required to have their official TOEFL or IELTS test score report sent to LSU Law. Applicants who must complete English proficiency testing should take:

- The Test of English as a Foreign Language (TOEFL) internet-based test or;
- The International English Language Testing System (IELTS).

We recommend that our applicants have a score of 100 on the TOEFL, but we require a minimum score of 90. As for the IELTS, we recommend a score of 7.5, but require a minimum score of 7. Note that the TOEFL and IELTS scores are considered valid if they were received within five years of the date of your intended enrollment. Please request that ETS forward TOEFL scores to LSU Paul M. Hebert Law Center (Institution: 6373). For IELTS scores, please request that they be sent to the *Office of International Programs*.

STUDENT INFORMATION

1. Full legal name _____
Last name | First name | Middle initial

2. Current mailing address _____

3. Permanent address (if different from above) _____

4. Telephone _____
Home | Business | Fax | Mobil/Cellular

5. Email _____

6. Date of Birth | Birthplace | Citizen of _____

U.S. Social Security Number (if you have one) _____

7. For which semester are you applying? (*Most students elect to attend in the Fall semester, when the two-week orientation and Introduction to U.S. Law course are offered. Neither is offered in the Spring semester.*)

Fall Semester (August – December 2020) Spring Semester (January – May 2021)

8. Gender Male Female

9. Ethnicity

The U.S. Department of Education has requested that we collect the following information on race and ethnicity. Please answer both questions A and B.

A. Are you Hispanic or Latino? Please mark one. Yes No

B. What is your race? Regardless of your answer to question A, please mark one or more races.

- | | |
|--|--|
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Asian |
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> White | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |

10. List all academic institutions attended since secondary school, beginning with the most recent first:

Name of Institution	Location	Attendance Dates	Degree Awarded	Rank and Size of Class	Date of Award or Expected Date of Award
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11. List all scholastic and academic honors you have received, including scholarships, prizes, memberships in honor societies, memberships on legal journals or law reviews, moot court competitions, etc.:

12. List and describe any research projects in which you have been engaged:

13. Have you had any experience with the practice of law or any other similar experience before or during law school?

Yes No If yes, please describe your experience(s):

14. List the subject(s) you would like to study during your time at the LSU Law Center:

15. Letters of Recommendation: Please provide at least one letter of recommendation from a professor who knows you personally. You may submit additional letters of recommendation from other professors or academics, or from people who have worked with you on a professional basis. Please list the name, position, and address of each person you have asked to write a letter of recommendation in support of your application. Indicate each person's relationship to you. (*Letters of Recommendation can be submitted with your application if they are in sealed envelopes with the recommender's signature across the seal, or the recommender can mail the letter directly to the Law Center using the address listed on page 1 of this application.*)

16. Briefly explain your reasons for wanting to be an international exchange student and study at the LSU Law Center:

17. The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam is required for applicants whose native language is not English. If your native language is not English, please answer questions A – C.

- A. Have you taken the TOEFL/IELTS examination? Yes No
- B. If yes, what were the date(s) of the examination(s) and what were your score(s)? _____ (date(s))
_____ (paper based) _____ (computer based) _____ (Internet based)
- C. If you have not taken the TOEFL/IELTS examination, when do you plan to take the examination?
(_____).

Please attach a copy of Official Transcript(s) of your TOEFL/IELTS score(s). TOEFL results may also be sent directly to the Law Center by Educational Testing Service (ETS). The Law Center code is 6373.

18A. Have you ever been dismissed, expelled, or suspended from any college, university, graduate, professional, or law school for any reason? Yes No

18B. Have you ever been placed on academic, disciplinary, or other probation for any reason? Yes No

(If you answered "Yes" to either question 18A or 18B, please attach a separate sheet with a full explanation of the circumstances surrounding each action and the relevant dates.)

19A. Have you ever been charged with, arrested for, convicted of, or pled guilty or nolo contendere for a violation of any law? *(If you are not sure about the nature or the disposition of a particular charge, please explain to the best of your ability).*
 Yes No

19B. Are there any criminal charges pending or expected to be brought against you? Yes No

(If you answered "Yes" to either question 19A or 19B, please attach a separate sheet with a full explanation of the circumstances surrounding the charge, arrest, conviction, or plea, including relevant dates and jurisdictions.)

20. Have you ever been disciplined for unethical conduct as a member of any profession or professional organization?
 Yes No *(If "Yes", attach a separate sheet with a full explanation, including the outcome of any proceedings.)*

CERTIFICATION

I certify that I have read this application and instructions, and that, to the best of my knowledge, the information provided is true, correct, and complete. I understand that if it is later found to be otherwise, my application may be rejected, or, in the event that I am enrolled, I may be dismissed from the LSU Law Center. I hereby authorize and direct the appropriate official(s) of any college, university, school attended, or employer to furnish to the LSU Law Center any scholastic, disciplinary, or other information contained in my records.

Date _____ Applicant's Signature _____