



UNIVERSITY of HAWAI'I at MĀNOA  
WILLIAM S. RICHARDSON  
SCHOOL OF LAW

## Master of Laws (LLM) Program Application

Thank you for your interest in the Master of Laws (LLM) Program of the William S. Richardson School of Law at the University of Hawai'i at Mānoa. If you have any questions about the application forms or procedures, please do not hesitate to get in touch with us at: [lawllm@hawaii.edu](mailto:lawllm@hawaii.edu).

### Eligibility

Applicants must hold a law degree (or its equivalent) from a recognized university or law school or be admitted to the practice of law.

### Deadline

We consider applications on a rolling basis, from October 1 to June 1. We notify applicants once the admissions committee has made a decision. Applications received after June 1 will be considered if space is available.

### LLM Application Instructions

A complete application includes the following:

- Completed Application Form
- Personal Statement
- Two Letters of Recommendation
- Transcripts and Degree Verification
- TOEFL Report
- Application Fee \$60

#### 1. Completed Application Form

#### 2. Personal Statement

Please write your Personal Statement on separate pages. Write about your experience and qualifications, your reasons for seeking an LLM degree and the course of study you wish to pursue. It must be written by you alone and should not exceed 800 words (about two typed pages).

#### 3. Letters of Recommendation

You must provide two letters of recommendation. We prefer that one of the letters be from your former or current law professor, but anyone who is familiar with your work is fine. If a recommendation letter is not written in English, then an English translation must accompany the original recommendation letter. (See Letters of Recommendation form for specific instructions.)

#### 4. Transcripts

Request official transcripts from all institutions (graduate and undergraduate) where you have studied, to be sent directly to the LLM Program, William S. Richardson School of Law. If the transcripts are not in English, a certified English translation must be submitted with each transcript.

#### \*LSAC Credential Assembly Service for TOEFL and Transcripts (OPTIONAL)

You may choose to use the Law School Admission Council's (LSAC) Credential Assembly Service (website: [www.LSAC.org](http://www.LSAC.org)), which is a convenient way to send your TOEFL scores and Transcripts to multiple law schools electronically. You must first register at [www.llm.lsac.org](http://www.llm.lsac.org) and pay the registration fee and submit your transcripts and TOEFL scores to them. LSAC will distribute your information to the law schools that you choose, if they are part of the network. LSAC is not required, however, if you choose to use this service, please write your LSAC account number at the top of your LLM Program Application form.

5. **English Proficiency Test**

Your application must include a Test of English as a Foreign Language (TOEFL) or an International English Language Testing System (IELTS) examination score report unless you earned a bachelor’s or graduate degree from an institution in the U.S., Canada (excluding Quebec), the United Kingdom, Australia, or New Zealand.\*

The minimum TOEFL score is 92 on the Internet-Based Exam (IBT), 580 on the paper-based exam and 237 on the computer-based exam. On the IELTS exam, the minimum overall score should be a 6. We are flexible on English proficiency scores in certain cases. Test scores more than three years old at the time of application cannot be considered; applicants must retake the test to present a more recent score. Please arrange to have your test scores sent from the testing agency directly to the School of Law. For TOEFL, the School of Law’s institution code is 4867. You may also send us your score reports using the LSAC Credential Assembly Service (See #4 above)

\*Applicants who have completed one-year as full-time students in an English-speaking university at the time of their application may be eligible for an exemption from English proficiency requirement. Exemption is not automatic and will be granted at the discretion of the LLM Admissions Committee.

6. **Application Fee**

The application fee is \$60. You can pay by credit card by going to this link:

[https://epay.hawaii.edu/C24372\\_ustores/web/product\\_detail.jsp?PRODUCTID=322](https://epay.hawaii.edu/C24372_ustores/web/product_detail.jsp?PRODUCTID=322)

You may also pay by a U.S. bank check or an international money order, payable to “University of Hawaii”. Your name should be written on the check so it can be properly credited to your application. We are not able to waive or refund this fee.

7. **Resume or Curriculum Vitae (Optional)**

**Visas/Financial Support** (if you are not a U.S. citizen or permanent resident)

If you are admitted to the LLM Program and need a student visa, you will need to get a passport. The U.S. government will also require that you show proof of financial support for the program of study. We encourage you to fill out and submit the Visa/Financial Support section; however, you may submit this information later, after being admitted to the LLM Program. Please note that actual living expenses in Hawaii will normally be several thousand dollars more than the amount that you are required to show to get the visa. Here is the amount for which you will be required to show proof of financial support:

Tuition and Fees:	\$29,016
Living Expenses	<u>\$19,078</u>
<b>TOTAL</b>	<b>\$48,094</b>

**Send**

You may send the completed Application form as an email attachment to [kimurasp@hawaii.edu](mailto:kimurasp@hawaii.edu); or print out the Application form and send it with the other documents by mail to:

LLM Program  
William S. Richardson School of Law  
University of Hawai‘i  
2515 Dole Street  
Honolulu, HI 96822  
USA.

Please note that all application materials become the property of the William S. Richardson School of Law and the University of Hawai‘i and cannot be returned or forwarded elsewhere. Applicants are advised to make personal copies of their materials, as the School of Law will not reproduce any materials submitted.



## LLM Program Application

Today's Date \_\_\_\_\_ (Press "TAB" to go to the next field, and arrow keys to go back.)

LSAC Account Number   L   Social Security Number \_\_\_\_\_  
 (if applicable) (if applicable)

Full Legal Name as it appears on passport (Please write family name in ALL CAPITAL LETTERS.)

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Maiden Name or other family names which may appear on past school records

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Current Home Address

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City, Province/State, Country, Zip or Postal code

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Home Phone (include country code)

Home Email

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Sex  Male  Female

Marital Status  Single  Married

Birth Date	Birth Place	Country of Citizenship
Month      Day      Year	City              Country	

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### PERMANENT CONTACT

Please list someone who will always be able to contact you.

Name (Please write family name in ALL CAPITAL LETTERS.)      Relationship to you

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Address

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City, Province/State, Country, Zip or Postal code

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Home phone

Work Phone

Email

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Occupation or Title

Company

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## VISAS / FINANCIAL SUPPORT

In order to obtain an F-1 Student Visa from the U.S. Embassy, you will need to take several documents, including your passport and a Form I-20, which is issued by the University of Hawai'i. Although not required until an admission decision is made, it would be very helpful if you would provide the information below and include a photocopy of the page in your passport that has your name and picture on it.

Country which has (or will have) issued your passport \_\_\_\_\_

Are you a permanent resident of the United States?  Yes  No

Alien registration number (if available) \_\_\_\_\_

Date you received your permanent U.S. residency \_\_\_\_\_

If you currently hold a U.S. visa, list type (F1, J1, etc) and expiration date \_\_\_\_\_

If you currently hold a Student F1 Visa, list your SEVIS # and expiration date \_\_\_\_\_

If you do not currently hold a U.S. Visa, list visa type you expect to obtain \_\_\_\_\_

For Student Visas the U.S. government requires that applicants show proof of adequate funds for the program of study. For the academic year, you must show sources of funding for at least **\$48,094**.

(See LL.M. Application Instructions for details.) by the following methods:

- a. If you are **paying your own tuition**, you must attach a copy of your bank statement(s) to show adequate funding
- b. If you are **sponsored by an individual**, such as a parent, you must include a letter, signed by that individual, which indicates his/her relationship to you and the amount of financial support to be given. You must also include a copy of the sponsoring individual's bank statement(s)
- c. If you are **sponsored by an organization**, you must include a letter on the sponsor's letterhead, signed by a representative of the organization, which specifically states the amount of financial support that they will provide.
- d. If you are **partially sponsored** and plan to also use your own funds, you must include a copy of your bank statement(s) along with the documents in (b) or (c).

If you bring your family, please add \$6,200 for your spouse and \$3,000 for each child to the total amount. You should also include a copy of their passports, and indicate their relationship to you (example: wife, son, daughter).

If you will be sponsored during your study at the University of Hawai'i School of Law, please complete:

Name of Sponsor Representative \_\_\_\_\_ Title and Division \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, Province/State Country, Postal code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**EDUCATION**

Submit transcripts from your law school and other colleges/universities that you attended. Please do not include secondary schools or institutions from which you did not receive a degree.

1. Law School

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Address

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Dates of Attendance

Degree

Major

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State your rank in your law school class, together with the approximate size of the class. If your official rank is not available, you may estimate it.

Rank

Size of class

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Please note distinctions, honors, awards and activities (academic and extracurricular). Use separate sheet if necessary.

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2. College or University (Attach other pages if necessary).

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Address

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Dates of attendance

Degree

Major

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Please note distinctions, honors, awards and activities (academic and extracurricular).

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**LANGUAGE PROFICIENCY**

What is your first language? \_\_\_\_\_

If English is not your first language, please describe your English language training and fluency. Do you speak or write English in your work or home environment?

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What languages do you speak and/or write other than your first language?

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**TOEFL (Test of English as a Foreign Language)**

Test date

Score

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## EMPLOYMENT HISTORY

Indicate all countries where you are licensed to practice law and dates of bar admission.

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Please list your employment and professional activities since graduation from law school.  
You may also submit a resume or C.V. (optional)

Current Title and Division

Dates of employment

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Organization

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Address (Please note that air couriers do not deliver to Post Office boxes)

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City, Province/State, Country, Postal Code

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Phone

Email

## OTHER EMPLOYMENT

List other full-time positions held, including military experience. Attach other pages if necessary.

Position

Dates of employment

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Organization

---

Address

---

City, Province/State, Country, Postal Code

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Phone

Email

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Have you ever been disciplined, suspended, or expelled for academic or other reasons by an institution of higher learning?

Yes

No

If you answered "Yes", please explain the circumstances fully on a separate sheet of paper.

Excluding minor traffic violations, have you ever been accused of or convicted of any criminal offense?

Yes

No

If you answered "Yes", please explain the circumstances of your conviction on a separate sheet of paper, including the final disposition of the case.

## CAREER INTERESTS

Which of these groups best align with your future career interest(s)? You may choose more than one.

- Academia and Research/Education
- Banking and Finance
- Conflict Resolution
- Consulting
- Corporate Management
- Diplomacy
- Economic Policy
- Energy and Environment Policy
- Entrepreneurship
- Human Rights protection
- Immigration
- International Development
- International Private Law
- International Public Law
- Marketing and Public Relations
- Negotiation and Mediation
- Project Management and Evaluation
- Other \_\_\_\_\_

## FINANCIAL AID

LLM students who are U.S. citizens or permanent residents may be able to qualify for financial aid through the Law School Financial Aid Services office. Tel: 1-808-956-5502; Email Ms. Heather Smith-Lee: smithhea@hawaii.edu; Web: <http://www.law.hawaii.edu/financial-aid-how-apply>.

## The Asian Development Bank (ADB) Scholarship

In addition to the East-West Center Graduate Degree Fellowship above, citizens of a developing member country of the Asian Development Bank, who have two-years full-time work experience may also apply for the ADB Scholarship. For more information about the ADB and the scholarship itself, visit the website: <http://www.adb.org/JSP>

The ADB scholarship is administered through the East-West Center. The ADB scholarship application form can be downloaded from the East-West Center's website: [www.eastwestcenter.org](http://www.eastwestcenter.org). The deadline to apply is November 1. For more on how to apply for the ADB scholarship, email: [adbjsp@EastWestCenter.org](mailto:adbjsp@EastWestCenter.org), or mail to:

East-West Center  
EWC-ADB Office  
1601 East-West Road  
Honolulu, Hawaii 96848-1601  
USA

## PERSONAL STATEMENT

On a separate sheet of paper, tell us more about your personal, academic and professional background and your reasons for seeking an LLM degree at the University of Hawai'i School of Law. Please type your response and limit it to no more than 800 words.

## WRITING SAMPLE (optional)

If you have written a document at work or school in English on any topic, you may submit up to two pages of it as a sample of your English writing ability to supplement your application. The writing sample does not need to be a complete document. You may black out or delete any confidential information.

**MARKETING (optional)**

How did you hear about the LLM Program at the University of Hawai'i?

- A University of Hawaii LLM Graduate told me about it.
- A Recruiting agent told me about it.
- Google Search
- Facebook
- Instagram
- LawStudy.com
- Other, please specify: \_\_\_\_\_

To what other law schools are you applying?

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**CERTIFICATION BY APPLICANT**

I certify that the information provided in this application is complete and correct and that I have attended or am attending no institutions other than those listed. I understand that all documents submitted for admission consideration become property of the University of Hawai'i and will not be returned to me or duplicated for me for any reason. I also understand that acceptance to the University of Hawai'i at Manoa is subject to verification of final records from all institutions I have attended and that the application fee is non-refundable.

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Signature (not required if sending by email)

Date

Please Type/Print name

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**SUPPLEMENTAL INFORMATION (OPTIONAL)**

You may use separate sheets of paper to provide any additional information that did not fit on this form.

Please send your completed letter of recommendation directly to:

LLM Program  
University of Hawai'i School of Law  
2515 Dole Street  
Honolulu, HI 96822  
USA

Tel: (808) 956-9038  
Email: kimurasp@hawaii.edu  
Web: www.law.hawaii.edu/llm





UNIVERSITY of HAWAI'I at MĀNOA  
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## LLM Program Recommendation Letter Request

### **Instructions for the LLM applicant:**

Please have two people send us a letter of recommendation on their letterhead in English. It is preferred, but not required, that one of these letters should be written by your former or current teacher, which specifically evaluates your scholastic abilities. If the letter is not written in English, it must include an English translation. You may photocopy this form as needed.

### **To the person writing the recommendation letter:**

Thank you for writing a letter of recommendation for this applicant to the William S. Richardson School of Law at the University of Hawai'i at Manoa. We appreciate your candid opinions about the candidate and will consider them in our admissions process. If you have any questions or concerns about this process, please feel free to contact us. Our contact information is provided below.

### **Please include the following in your letter:**

- 1) The applicant's name
- 2) Your name and title
- 3) Your contact information: phone/email address/return postal address
- 4) How long and under what circumstances you have known the applicant
- 5) The applicant's major strengths and areas for improvement
- 6) How the applicant would benefit from the Master of Laws (LLM) Program
- 7) Your evaluation of the applicant's oral and written English skill compared to his/her peers
- 8) Your signature

### **Please send your completed letter of recommendation directly to:**

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Honolulu, HI 96822  
USA

Tel: (808) 956-9038  
Email: [kimurasp@hawaii.edu](mailto:kimurasp@hawaii.edu)  
Web: [www.law.hawaii.edu/llm](http://www.law.hawaii.edu/llm)