



# Application Instructions

## Application Requirements ON-CAMPUS

A. For the on-campus LL.M. & M.S.L. Programs where students attend classes in Dayton, Ohio, U.S.A., every application must contain the following items (if applicable):

1. This completed, electronically signed, and dated LSAC Flexible Application (Flex App).
2. An official transcript from all colleges, universities, law, or professional schools attended.
3. A personal statement discussing your reasons for applying for an LL.M. or M.S.L. degree and your career plans after completing the degree.
4. For LL.M. applicants only: A photocopy of any attorney registration card you have been issued.
5. For M.S.L. applicants only: An official test report reflecting your score on either the Graduate Record Exam (GRE) or the Graduate Management Admissions Test (GMAT). Score reports should be sent to the Law School from the testing service. The University of Dayton School of Law reporting code for the GRE is 0002. Our reporting code for GMAT scores is KF2-36-44. Information on the GRE test can be found at <http://www.ets.org/gre>. Information on the GMAT can be found at <http://www.mba.com/>.

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## ONLINE

B. For students completing the LL.M. program entirely online, every application must contain the following items (if applicable):

1. This completed, electronically signed, and dated LSAC Flexible Application (Flex App). Note: Students who will pursue all credits online ("Online Students") must submit all requested application documents through the LSAC Document Assembly Service (LSAC DAS).
2. An official transcript from all colleges, universities, law or professional schools attended. Official transcripts must be sent to the LSAC DAS.
3. A personal statement discussing your reasons for applying for an LL.M. degree and your career plans after completing the degree.
4. A government-issued photo identification.
5. An updated curriculum vitae.
6. For LL.M. applicants only: A photocopy of any attorney registration card you have been issued.
7. Online Students, please contact: Margaret Ioannides, Online LL.M. Program Manager, at [mioannides1@udayton.edu](mailto:mioannides1@udayton.edu)

## Contact Information

Please mail paper copies of documents to:

The University of Dayton School of Law  
300 College Park  
Dayton, Ohio 45469-2772  
Attn: Tan Boston, Director, LL.M. & M.S.L. Programs

Please email general questions and electronic copies of documents to:

[llm\\_msl@udayton.edu](mailto:llm_msl@udayton.edu)



## Type of Program

Select a degree

- Non-degree
- LL.M.
- M.S.L.

Select a course delivery method

- On-campus
- Online

Which optional certificate would you like to pursue?

- Applied Business Law
- Criminal Law
- Cyberlaw
- Intellectual Property Law
- Social Justice Law
- United States Legal Practice

Full Time or Part Time?

- Full Time
- Part Time

What term would you like to begin the program?

- Summer
- Fall
- Spring

What year are you planning to start in the program?

- 2021
- 2020

How did you hear about our program?

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## Biographical

Prefix \_\_\_\_\_

First name \_\_\_\_\_

Middle name \_\_\_\_\_

Last name \_\_\_\_\_

Suffix \_\_\_\_\_

Previous (other) name \_\_\_\_\_

Preferred first name \_\_\_\_\_

Date of birth \_\_\_\_\_

Place of birth: City \_\_\_\_\_

Place of birth: Country \_\_\_\_\_

Place of birth: State/Province \_\_\_\_\_

Gender \_\_\_\_\_

Social security number \_\_\_\_\_

LSAC account number \_\_\_\_\_

## Contact Information

### **Current Address**

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

Current mailing address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_

### **Permanent Address**

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

Permanent mailing address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_



## **Contact Information continued**

### **Other Contact Information**

Primary e-mail address \_\_\_\_\_

Secondary e-mail address \_\_\_\_\_

Mobile phone \_\_\_\_\_

University of Dayton School of Law can send text messages to my mobile phone.

\_\_\_\_ Yes

\_\_\_\_ No

## **Emergency Contact**

Person to Notify in Case of Emergency:

Name

\_\_\_\_\_

Relationship

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State/Province

\_\_\_\_\_

ZIP/Postal Code

\_\_\_\_\_

Country

\_\_\_\_\_

Home Phone

\_\_\_\_\_



## Emergency Contact continued

Mobile Phone

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E-mail Address

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## Demographics

### **Citizenship**

Citizenship

- Immigrant (lawful permanent resident)  
 Non-immigrant  
 Refugee, asylum, or other  
 US Citizen

Country of citizenship \_\_\_\_\_

Visa type \_\_\_\_\_

Visa/SEVIS number \_\_\_\_\_

Permanent resident number \_\_\_\_\_

Permanent city \_\_\_\_\_

Permanent state/province \_\_\_\_\_

Permanent country \_\_\_\_\_

Native language \_\_\_\_\_

### **Ethnicity**

Are you Hispanic or Latino?

- Yes  
 No

If you selected 'Yes' to the above question, select an ethnicity.

Chicano/Mexican American



## Demographics continued

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

### **Aboriginal or Torres Strait Islander Australian**

Aboriginal/Torres Strait Isl. Australian

### **American Indian or Alaska Native**

American Indian/Alaskan Native

### **Asian**

Asian

### **Black or African American**

Black/African American

### **Canadian Aboriginal/Indigenous**

Canadian Aboriginal/Indigenous

### **Caucasian/White**

Caucasian/White

### **Native Hawaiian or Other Pacific Islander**

Native Hawaiian/Other Pacific Islander

### **Puerto Rican**

Puerto Rican

### **Consent**

Decline to respond



## Education

List ALL educational institutions attended.

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 \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

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Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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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 \_\_\_\_\_

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Have you ever attended any law school?

Yes

No

Did you leave the law school under less than good standing?

Yes

No

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

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## Education Continued

If you are applying for the M.S.L. only, please enter your GRE, GMAT or other standardized test score(s).

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## **Professional & Bar Info**

Are you licensed to practice law?

Yes

No

If so, where are you licensed (State/Province, Country)?

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Please include with your application form a photocopy of any attorney registration card you may have been issued.

When and where did you take a bar examination?

Please specify: Date (MM/DD/YYYY) and Location

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Was your application to take a bar examination ever denied, delayed, or questioned?

Yes

No

If yes, please explain.

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Are you a registered U.S. patent agent?

Yes

No

If so, when did you pass the U.S. Patent Exam?

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Are you a registered patent agent in any other country?

Yes

No

If so, which country?

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## Professional & Bar Info continued

When did you pass the patent exam in that country?

\_\_\_\_\_

## Bar Admission

List the states and/or countries, dates of admittance, and the current status (active/inactive) to practice law.

Country \_\_\_\_\_ Date of Admittance \_\_\_\_\_

State or Province \_\_\_\_\_ Current Status  Active  Inactive

\_\_\_\_\_

Country \_\_\_\_\_ Date of Admittance \_\_\_\_\_

State or Province \_\_\_\_\_ Current Status  Active  Inactive

\_\_\_\_\_

Country \_\_\_\_\_ Date of Admittance \_\_\_\_\_

State or Province \_\_\_\_\_ Current Status  Active  Inactive

\_\_\_\_\_

Country \_\_\_\_\_ Date of Admittance \_\_\_\_\_

State or Province \_\_\_\_\_ Current Status  Active  Inactive

\_\_\_\_\_

If you are not a member of the bar in any state/country, when do you plan to sit for a bar examination and in which state/country?

Planned bar exam date \_\_\_\_\_

Country \_\_\_\_\_

State or Province \_\_\_\_\_



## 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 \_\_\_\_\_

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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 \_\_\_\_\_

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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 \_\_\_\_\_

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## **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 \_\_\_\_\_

Total number of months full-time work experience.

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.

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## **Military**

Have you served or are you now serving on full-time, active US military duty?

Yes

No

Date of entrance (month/year) \_\_\_\_\_

Date of discharge (month/year) \_\_\_\_\_

Rank \_\_\_\_\_

Expected military reserve or National Guard status during law school

\_\_\_\_\_

Branch \_\_\_\_\_

Discharge type \_\_\_\_\_

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?

Yes

No



## **Military continued**

If you have been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances.

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## Character and Fitness

FAILURE TO PROVIDE FULL AND ACCURATE ANSWERS AND COMPLETE DISCLOSURE IN RESPONSE TO THE BELOW QUESTIONS MAY RESULT IN THE UNIVERSITY OF DAYTON SCHOOL OF LAW REVOKING ADMISSION OR IMPOSING OTHER APPROPRIATE SANCTIONS.

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Applicants should be aware that all jurisdictions screen applicants on character and fitness issues before admitting them to be licensed to practice law in the jurisdiction. The School of Law is under an obligation to provide any information about an applicant's character and fitness to such jurisdictions upon request.

You have a duty to be truthful and accurate, and to reveal the information requested below even if you do not have complete documentation. Please disclose details of the results of any criminal charges. Disclosure is required even if the charges were dismissed, conviction was reversed, a conviction was set aside, a conviction was vacated and even if the conviction was expunged or the record was sealed.

The Admissions Committee reviews applicants based on all information submitted, including character and fitness information.

You are under a continuing obligation to notify the Director of LL.M. & M.S.L. Programs and the Online LL.M. Program Manager (if applicable) of any changes in your answers throughout the application process and, if admitted, until the first day of class.

Have you ever been cited, arrested, charged, or convicted for any violation of any law including as a juvenile, including traffic violations, but excluding parking tickets?

Yes

No

Have you ever been terminated, suspended, disciplined, or permitted to resign in lieu of termination from any job, or from any board or volunteer position?

Yes

No

Have you ever been dropped, suspended, warned, disciplined, placed on scholastic or disciplinary probation, expelled or requested to resign, or allowed to resign in lieu of discipline from any high school, college or university, or requested or advised by any such institution to discontinue your studies therein?

Yes

No

Have you ever been the subject of a court martial hearing, dishonorably discharged from military service, received a general discharge or administratively separated from the military service with other than an honorable discharge?

Yes

No

Have you ever been charged with fraud?

Yes

No

Have you ever had any license denied, suspended, or revoked?

Yes

No



## **Character and Fitness continued**

Have you ever been the subject of a disciplinary, grievance, disbarment, or similar type of proceeding?

Yes

No

Have you ever been denied a visa?

Yes

No

If you answered YES to any of the above questions, you must electronically attach a detailed explanation of each incident using the Character/Fitness Statement listed in the attachment section of this application.

1. Date of incident(s) and your age at the time
2. Parties involved
3. Description of the incident
4. Result (expunged, dismissed, conviction, fine, etc.)
5. Information related to post-sentence events (pardon, etc.)

As you review these questions and consider your past conduct, if you have concerns about character and fitness issues that could arise when you apply to a state board of bar examiners, research that state's bar application and admission requirements. The National Conference of Bar Examiners ([www.ncbex.org](http://www.ncbex.org)) provides basic information for each state and may be a place to begin such research. When requested by state bar examiners, the School of Law may be obligated to forward any character/fitness information from your application, including your explanation(s).

## **Official Recommenders**

Please list two professional or educational references.

(Include name, organizational affiliation, address, and contact information.)

First reference:

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Second reference:

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## Scholarships

The University of Dayton School of Law offers a limited number of partial tuition scholarships that are awarded to LL.M. and M.S.L. students based on a combination of academic merit, financial need, and personal and professional accomplishments. In order to be considered for a scholarship, you must provide a statement in support of your scholarship request and additional supporting documentation along with your application for admission through LSAC.org. The statement in support of the scholarship request and supporting documentation must be submitted as "Attachments" under the Scholarships section at the time of application.

Are you applying for a scholarship through the University of Dayton School of Law?

Yes

No

If Yes, I have uploaded (as Attachments in the Scholarships section) both my statement in support of the scholarship request and supporting documentation.

## Signature

Any material misstatements on this application form or its accompanying documents or any forms of dishonesty will result in the applicant being disqualified from admission and, if discovered after admission, may affect the student's standing in the School of Law. All applications for admission become the property of the University of Dayton School of Law.

The University of Dayton School of Law Student Body has established an Honor Code which all enrolled law students are to follow. If admitted, I understand that my behavior as a law student at the University of Dayton School of Law is governed by the School of Law Honor Code.

By signing this application, I certify that the information herein is complete and accurate, and that I will notify the School of Law of any subsequent changes. I further agree to allow the University of Dayton to process and maintain the information I provided in accordance with the University's [web privacy policy](#), and to contact me as needed.

Signature

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Date

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## **Signature continued**

### NOTICE OF NONDISCRIMINATION POLICY

Nondiscrimination Policy. The University of Dayton School of Law admits students of both sexes and of any race, color, creed, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, creed, national or ethnic origin, gender, sexual orientation, or against otherwise qualified handicapped students in its admissions policies, and academic and other standards, nor in the granting of scholarships, loans, and other financial aid, nor in the planning and administration of any of its academic and other programs, services, and activities.

Mail any documents required to complete this application to the following address:

The University of Dayton School of Law  
Attn: Tan Boston, Director, LL.M. & M.S.L. Programs  
300 College Park  
Dayton, OH 45469-2772