SANDRA DAY O'CONNOR COLLEGE of LAW
ARIZONA STATE UNIVERSITY

Application for Admission – Master of Legal Studies (M.L.S.)

Social Security #:* _____

Legal Name: _____
Last First Middle

Former Name: _____ **Gender:** ❑ Female ❑ Male

Date of Birth:_____ **Place of Birth:** _____

Please check one box: ❑ U.S. Citizen ❑ U.S. Permanent Resident, but citizen of _____

❑ Neither U.S. Citizen nor U.S. Permanent Resident, but citizen of _____

Type of visa: _____ Date Issued: _____

Tribal Affiliation (optional): _____ **Enrollment #:** _____

Please indicate the semester you wish to begin the MLS program: 20 _____ ❑ Spring ❑ Fall

Please indicate the enrollment status you are requesting: ❑ Full – time ❑ Part – time

Present address

_____
Street

_____
City State Zip

_____
Home Phone

_____
Work or Daytime Phone

_____
Cell Phone

Permanent address

_____
Street

_____
City State Zip

_____
Primary Email (primary way in which we will communicate with you)

_____
Secondary Email

_____
Send all correspondence to permanent address after this date (mm/dd/yyyy)

If your phone number, address, or email address changes at any time during the application processing period, please notify us by email of your new contact information.

Please list **ALL** institutions of higher education that you have attended, and include the requested information. Include all institutions, whether or not grades were awarded and whether or not the coursework was ever applied towards a degree. Note with an asterisk (*) your degree granting institution(s). Attach additional sheets if necessary.

Name of School – City, State	Degree Pursued	Degree Obtained	Major	GPA	In attendance from mm/yy to mm/yy

From what high school did you graduate? _____
Name of High School City State Date of Graduation (mm/yy)

* Your SSN is used to match your current and future records with any past records, ensuring that you receive full credit for all academic work. Your SSN is required for reporting tax credit information to the federal government.

FOR OFFICE USE ONLY:

Missing: ❑ **Fee** ❑ **Résumé** ❑ **Statement** ❑ **Writing Sample** **Date Received:**

❑ **Transcripts** ❑ **Letters of Recommendation** _____/ 2

❑ **Conduct** ❑ **Conduct Statement(s)** ❑ **Signature**

Name: _____ **LSAC Account #:** _____

The Rules for determining Arizona Residency for purposes of admission and tuition to Arizona's public universities are set by the Arizona Board of Regents and interpreted, on Arizona State University's campus, by the Residency Classification Office. The Residency Office gives the College of Law limited ability to make an initial residency determination for applicants to the law school. In many cases if the information below is incomplete, we will be unable to grant residency, and residency will have to be further pursued through the Residency Classification Office. To be a resident of Arizona, a petitioner must show

- **12 months of physical presence** (You must be at least 18 at the beginning of the domicile year.) To be eligible for classification as a resident for tuition purposes, you must provide clear and convincing evidence of continuous physical presence in the state of Arizona for the 12 months which precede the semester in question. The 12 month period is referred to as a domicile year.
  and
- **Intent to establish a domicile** Your evidence of intent to be a resident of this state is demonstrated by the absence of ties to your former state of residence. Actions used to indicate intent must be accomplished at the beginning of and maintained throughout the domicile year. If implementation of these steps is delayed, the start of your one year domicile period will be delayed. All requirements must be demonstrated for one full year before resident status may be granted. Samples of indicia of intent and additional information about residency can be found at http://www.asu.edu/registrar/residency/.

Are you a Resident of Arizona? ❑ **Yes (Complete all information in the section below.)** ❑ **No (Skip the section below, and go to Page 3.)**

If you do not complete the information in the section below, you will be classified as a non-resident for admission and tuition purposes to ASU.

Has a parent(s) or legal guardian(s) claimed you as a dependent on his/her current year's tax return? ❑ Yes ❑ No

Name of parent or legal guardian claiming you as a dependent: _____

_____

Name of Primary Tax Filer | Tax Year | State Filed | Address Listed

Date present stay in AZ began: _____ **Where did you live before your present stay in AZ?** _____

How long did you live there (give dates)? _____

Name of last college or university attended: _____ **State:** _____ **Dates attended:** _____

Were you enrolled as an Arizona resident? ❑ Yes ❑ No

If you are an enrolled member of a Native American tribe, do you reside on a reservation that lies wholly or in part within the state of Arizona? ❑ Yes ❑ No

Employment history for past two years (List current employer first.)

Employer	Place of Employment (City, State)	Dates (mm/yy to mm/yy)

Have you ever voted? ❑ No ❑ Yes (complete information at right) City_____ State _____ Date _____

Registered to vote in AZ? ❑ No ❑ Yes (complete information at right) City _____ Precinct _____ Date _____

Have you been out of AZ during the past year? ❑ No ❑ Yes (complete information at right) Dates _____

Reasons _____

What are your present sources of income? _____

If self-supporting, how long have you been supporting yourself? _____

If not claimed as a dependent, income tax information for past two years:

Tax Year	State Filed	Residence Listed
Current Year		
Last Year		

Driver's license #:_____ **State issued:** _____ **Date issued:** _____ **Renewal?** ❑ Yes ❑ No **If AZ, original date issued:** _____

Do you own a vehicle? ❑ Yes ❑ No

Vehicle license plate: _____ **State registered:** _____ **Date registered:**_____

Are you currently a member of the U.S. Armed Forces? ❑ No ❑ Yes (complete following information) **Are you a veteran?** ❑ Yes ❑ No

Currently (or last) stationed at _____ **Home of record:** _____ **Entered service from what state?** _____

Additional Pertinent Information: _____

_____

_____

Name: _____

Race / Ethnicity (optional):

Are you Hispanic/Latino? ❑ Yes ❑ No

Which of the following identify you? Check all that apply.

- ❑ American Indian or Alaskan Indian - Tribal Affiliation (optional): _____ Enrollment #: _____
- ❑ Asian / Asian American or Pacific Islander
- ❑ Black / African American
- ❑ Hispanic (❑ Chicano / Mexican American ❑ Cuban ❑ Puerto Rican)
- ❑ White, not Hispanic
- ❑ Other: Please specify _____

Our understanding of your educational background can be enhanced by information regarding the education of your parents (or guardians with the primary responsibility for your care and rearing).

What is the highest level of education completed by parent #1? _____

What is the highest level of education completed by parent #2? _____

Are you the first person in your family to complete a bachelor's degree? ❑ Yes ❑ No

List relatives (grandparents and their descendants) who have completed bachelor's degrees, by their relation to you (e.g. sister, grandfather, aunt).

_____

_____

Please list any foreign language proficiencies you possess and your level of proficiency (low, moderate, high, fluent) in each:

Language	Reading Ability	Writing Ability	Speaking Ability	Comprehension

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MANDATORY ATTACHMENTS:

A. Statement
Academic background and academic record, though important, are not the only criteria evaluated in the application process. For this reason, a statement, written by you and limited to 3 double-spaced, typed pages, is a required part of the application. In this statement we seek information about your distinctive qualities, talents, successes, achievements, interests, and life experiences as well as an explanation of your professional aspirations as they relate to the MLS program.

B. Résumé
Attach a descriptive résumé of no more than 3 typed pages. Please include details about your educational background, honor societies, scholarships, work history, military service, extracurricular activities, public/community service, honors and awards, publications, and any other significant achievements and involvements. As to work history, include a complete and chronological list of positions (including organization name, phone number, dates of employment, and hours worked).

C. Fee
This application must be accompanied by a non-refundable $50.00 fee. Please make check or money order payable to Arizona State University.

D. Letters of Recommendation
Two letters of recommendation are required for consideration for the MLS program. They must be sent directly to the Admissions Office by your recommenders or sealed by each recommender and submitted with your application. The most helpful recommendations usually are those that address the candidate's strength of character, academic background, analytical abilities, and communication skills.

E. Academic Transcripts
Official transcripts from all post-secondary institutions of higher education that you attended must be submitted to the College of Law. "Official transcript" means a transcript certified by the issuing school to us or delivered to us in a sealed envelope with seal intact. Applicants who have received undergraduate or graduate credit from foreign institutions must have their transcript(s) evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and have that evaluation sent to our office.

F. Writing Sample
A personal, academic, or professional writing or report, produced by you and of no less than 2 typed pages, must be submitted with your application.

G. TOEFL
If you received your undergraduate degree from an institution outside of the United States, you must take the TOEFL and have that score submitted to our office.

OPTIONAL ATTACHMENTS:

Graduate School Entrance Exams
(e.g. LSAT, GRE, GMAT, etc) are not required. Nevertheless, applicants who have taken a graduate school entrance exam are invited to report their scores.

Name: _____

Because of the high ethical standards this law school demands, the failure to disclose an act or event such as the ones described below is often more significant, and leads to more serious consequences, than the act or event itself. Failure to provide truthful answers, or failure to inform the Admissions Office of any changes to your answers, may result in revocation of admission or disciplinary action by the College of Law. An affirmative answer to any or all of questions 1 through 8 does not necessarily preclude or even prejudice admission to the Sandra Day O'Connor College of Law at Arizona State University. Applicants are advised to be truthful and forthcoming with their responses and explanations.

1. **Have you been subject to sanction or discipline by any academic institution for academic dishonesty, plagiarism, cheating or any form of behavioral misconduct?** ❑ Yes ❑ No

2. **Have you ever been charged with, convicted of, pled guilty or pled no contest to a crime other than a minor traffic violation? A traffic violation which includes the use of drugs or alcohol is not considered a minor violation.** ❑ Yes ❑ No

3. **Are any of the instances for which you responded "yes" in #2 above, felonies?** ❑ Yes ❑ No

4. **Are any actions arising from allegations of academic dishonesty, plagiarism, cheating or any form of behavioral misconduct or criminal charges other than a minor traffic violation (as described in question 2) currently pending against you?** ❑ Yes ❑ No

5. **Are any of the instances for which you responded "yes" in #4 above, felonies?** ❑ Yes ❑ No

6. **Have you ever received a less than honorable discharge from any branch of the armed forces?** ❑ Yes ❑ No ❑ Not Applicable

7. **Have you been subject to sanction or discipline by any academic institution for insufficient academic performance?** ❑ Yes ❑ No

8. **Have you previously been registered in any law school**? ❑ Yes ❑ No

If your answer to any of the above questions is "yes," you must include a separate statement providing a complete description of your actions and full details of the charges and sanctions against you. For example, to be complete, the statement must include a description of all charges merged in any guilty or no contest plea. You also must include the date(s) of the matter(s), the status or final disposition of the charge(s) including your current status with the disciplinary or criminal authorities (for example, the status of your parole) and the name and address of the authority in possession of these records. Additionally, please provide your personal account of the events that led to the charges or discipline.

Arizona State University vigorously pursues affirmative action and equal opportunity in its employment, activities, and programs.

All applicants must sign and date the following declaration:
I hereby certify that all the information that I have submitted in this application and in support of my candidacy for admission to the Sandra Day O'Connor College of Law at Arizona State University is complete and true and has been prepared by me. In addition, I agree to notify the College of Law promptly of any events covered in questions 1-8 above should they occur at any time during the application and admission process prior to matriculation. I understand that knowingly, recklessly, or negligently providing false, incomplete, or misleading information or failing to notify the College of Law of new information is grounds for denial of admission. In addition, if the College of Law discovers after an offer of admission has been made that I knowingly, recklessly, or negligently provided false, incomplete, or misleading information or that I failed to notify the College of Law of new information, the College of Law can withdraw the offer of admission or can dismiss me from the College.

Further, by signing below I agree to notify the Sandra Day O'Connor College of Law Student Affairs Office of any future events covered in questions 1-8 on this page of this application should they occur at any time during my matriculation at the College of Law.

_____ _____

Signature **Date**

Submit completed application and required attachments to:

Sandra Day O'Connor College of Law
Arizona State University
Office of Admissions and Financial Aid
PO Box 877906
Tempe, AZ 85287-7906