

# LL.M. in ENVIRONMENTAL LAW & POLICY APPLICANT INSTRUCTIONS & CHECKLIST FOR FLORIDA STATE UNIVERSITY COLLEGE OF LAW

## General Requirements

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To receive consideration for admission, LL.M. applicants must possess a J.D. from a law school accredited by the American Bar Association, LL.B., or equivalent degree. Applicants must be able to engage in classroom instruction and writing assignments in English as determined through the written application. International applicants from non-English-speaking countries will be required to submit TOEFL or IELTS scores. Applicants must demonstrate professional or academic interest in advanced instruction and research in environmental, natural resources, energy and land use law through an application essay.

## Application Timelines

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Applications are accepted beginning October 1<sup>st</sup> for all terms and must be received by the College of Law, Office of Admissions by the posted deadline to receive full consideration. Applicants may apply online through the Law School Admissions Council or by mail directly to the College of Law.

2012 Spring Deadline:	November 1, 2011	Spring Completion Deadline:	November 15, 2011
2012 Fall Deadline:	June 1, 2012	Fall Completion Deadline:	June 15, 2012

## Application Fee

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The required application fee of \$30.00 can be paid online through LSAC or by check or money order directly to the College of Law. Do not send cash. Checks or money orders should be made payable to Florida State University. This fee cannot be refunded under any circumstances or applied to an applicant's registration or any other university fee.

## Required Documents

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In addition to the application form and application fee, the following documents are required in order to complete your application for consideration by **the completion deadline listed in the Application Timeline section above**. Incomplete applications may not be reviewed. Every effort should be made to submit all documents simultaneously for a completed application.

### Application Checklist:

- Application Form:** A completed application form must be signed and dated or certified electronically through the online application process
- Application Fee:** \$30.00 non-refundable and non-transferrable
- Essay:** In 500 words or fewer, explain why you are interested in environmental law and policy and how the LL.M. degree would assist you in your desired career path. See this question on the application for further details.
- Resume:** A complete and updated resume or C.V., as described on the application form.
- Letter(s) of Recommendation:** At least one (1) and no more than three (3), letter(s) of recommendation from a person or persons that are familiar with your legal abilities and/or your interest in environmental law and policy. Letters of recommendation should be submitted through LSAC using the appropriate letter of recommendation form available through LSAC, or mailed directly to the Office of Admissions from the recommender. If mailed directly from the recommender to the Office of Admissions, the letter should be in a sealed envelope signed by the recommender.
- Writing Sample:** An example of your best legal writing, which may be in the form of a pleading, brief, memo or other document and which covers a law- or policy-related matter. Applicants may submit more than one document, but the total number of pages submitted must not exceed 25.
- Transcripts:** Two (2) official transcripts from each law school attended, whether the applicant received a degree from that law school or not, including any prior LL.M. programs.
- If you have a law violation and/or a misconduct violation you must submit a written explanation that includes a description as well as the final disposition of the incident **IN ADDITION to copies of the official documents pertaining to the incident(s)**. Official documents include but are not limited to court documents, copies of the citation, letter of good standing from the university, letter from the university regarding academic or disciplinary sanctions and their completion, etc. Official documentation must include the final disposition of the incident to be valid. **See question 18 on the application for additional details.**

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Documents not submitted electronically must be mailed to:

Florida State University College of Law  
Office of Admissions and Records  
425 West Jefferson Street  
Florida State University  
Tallahassee, FL 32306-1601

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## **Notice to Applicants regarding Character and Fitness and the Need for Full Disclosure**

Each jurisdiction establishes bar registration and admission standards for individuals who wish to practice within the jurisdiction. One important aspect of admission to practice is an evaluation of an applicant's character and fitness to practice law. Applicants should take care to respond fully and accurately to each question on the law school application. Applicants should be aware that, in conducting character and fitness investigations, bar examiners frequently request copies of candidates' applications for admission to law school to determine whether they have supplied erroneous, misleading or incomplete information in the admission process. If discrepancies are found, bar examiners may conclude that such discrepancies demonstrate a lack of honesty, trustworthiness, diligence, or reliability so as to call into question the applicant's fitness for admission to the bar.

In addition, bar examiners may ask character and fitness-related questions of candidates which are not covered on law school applications. Applicants are encouraged to contact the Board of Bar Examiners of the state(s) in which they intend to practice in order to secure information regarding the qualifications for admission to the practice of law in that jurisdiction, including what constitutes proof of sufficient character and fitness.

## **International Students**

International students and others who have completed undergraduate education outside of the United States should provide the law school with an official transcript of academic work and an evaluation of the quality of their academic performance by a member of the National Association of Credential Evaluation Services. Students are required to file the law school application and the [Florida State University International Certificate of Financial Responsibility](#). International students who's native language is not English, and did not receive a bachelors degree or graduate degree from a regionally accredited institution within the United States are required to take either the TOEFL or the IELTS and have official scores submitted directly to the law school as part of the application.

### **TOEFL Requirement**

Minimum scores of 100 on the Internet-based; 250 on the computer-based; and 600 on the paper based TOEFL test are required. Information on the TOEFL can be obtained by writing to TOEFL, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151 or by visiting their web site at [www.toefl.com](http://www.toefl.com).

### **IELTS Requirement**

Minimum score of 7.5 on the IELTS test is required. Information on the IELTS can be obtained by visiting their web site at [www.ielts.org](http://www.ielts.org).

## **Admissions Decisions**

Admission decisions are made on a continuous basis on completed applications. In making admissions decisions, program faculty will also consider an applicant's performance in his or her J.D. program(s), time passage since the applicant obtained his or her J.D. degree, additional relevant education and relevant existing or future work experience.



13. List relatives, including parents, who attended the **College of Law** at Florida State University.

Name	Relationship	Address	Degree Date (MM/YY)

14. List all other LL.M. programs to which you are applying or plan to apply to (for statistical purposes only). Add an addendum if more space is required to fully answer this question.

School Name:	State:
School Name:	State:
School Name:	State:

15. **Essay:** In **500 words or fewer**, please describe your interest in the LL.M. Program in Environmental Law & Policy and your proposed course of study. For example, are you interested in focusing on a particular area of environmental, natural resources, energy, or land use law, or are you interested in acquiring a broader base of knowledge in all these subjects? What role will the LL.M. play in your future career path?

16. **Résumé:** A detailed résumé should provide specific information about educational, professional, and social background areas. We suggest including information about education, honors, awards, extra-curricular or civic activities, publications, work history, military service, foreign language proficiencies, etc. If applying electronically, use an electronic attachment.

17. **References:** List information for references who will submit letters of recommendation on your behalf:

Name	Relationship	Telephone	Email

18. **Academic Misconduct or Law Violation Duty to Disclose:** Please read the following carefully. If your answer to question 18a or 18b in part or in full is yes, attach to this application a full statement of relevant facts for each incident. In addition to your written account of the incident(s) you **MUST** furnish the College of Law with copies of all official documents explaining the final disposition of the proceedings (or, if applying electronically, use an electronic attachment and include the official documents with the Certification Letter). If your answer changes from a No to a Yes after you have submitted your application you are obligated to notify the admissions office of the change and include the written statement and official documentation regarding the incident as part of your application. **If you answer Yes to either or both questions your application will not be considered complete until both explanation and official documentation is received by the Admissions Office.**

- a. Have you ever been accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subjected to discipline for academic or personal conduct reasons by any post-secondary school, college, university, professional school or law school?  **Yes**  **No**
- b. Have you ever been arrested, detained, or restrained, taken into custody, accused formally or informally of a violation of law or ordinance? You should disclose each instance even though the charges may have been dismissed, or you were acquitted, or adjudication was withheld, or a conviction was reversed, set aside, or vacated. However, if your records were expunged pursuant to applicable law, you are not required to answer yes to this question. In addition, you may omit minor traffic violations that do not result in jail sentence, suspension or revocation of your driver's license, or a fine of more than \$200. **Any** arrest, charge or conviction of driving while intoxicated or under the influence of alcohol or drugs must be disclosed regardless of outcome or sanctions imposed.  **Yes**  **No**

**Please note that although you may have submitted some or all of the requested documents pertaining to conduct and/or law violations if applicable to your current law school, we REQUIRE that you submit all pertinent official documents along with your summary description as part of your application for transfer.**

Because of the high ethical standards to which lawyers are held, the failure to disclose any act or event responsive to the questions above is often more significant, and often leads to more serious consequences, than the act or event itself. If you are unsure whether to answer yes, we strongly recommend answering yes and fully disclosing all incidents. **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 law school, or denial of permission to practice law by the state in which you seek admission.**

19. Race and ethnic origin: Florida State University is a recipient of federal dollars and is required by the federal government to solicit certain demographic information to meet federal requirements. You are requested to voluntarily provide this information so we may comply with Title VI of the Civil Rights Act of 1964.

This information will not be used in a discriminatory manner and will be separated from your application prior to review.

19a. Are you of Hispanic or Latino origin?

- Yes
- No

19b. Select all that apply:

- American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
- Black or African-American: A person having origins in any of the black racial groups of Africa (non-Hispanic).
- Native Hawaiian or other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Race and ethnicity unknown
- Other

**Duty to Supplement Your Application:** You must promptly notify the College of Law in writing if your answers to any of the questions contained in the application become incomplete or inaccurate due to an event occurring after the date of signature on the application. This notification is required either prior to admission or at any time while enrolled as a student, and includes the information requested by questions 18a and 18b on the application form.

**Certification:** I certify that I carefully read each question on this application and that it is complete and accurate to the best of my knowledge. I understand that incomplete, inaccurate, untrue or misleading answers, or failure to promptly notify the College of Law in writing of any changes in the information contained in this application, may result in denial or revocation of admission, dismissal from the College of Law, or revocation of any degrees that may have been granted. I understand I am to notify the College of Law of any subsequent changes in the information contained in this application that occur during the period of my enrollment in the College if admitted.

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Print Name	Signature (in ink please)	LSAC or SSN Number	Date
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**Note: If you elect to submit this application electronically, rather than printing and mailing it, you MUST submit your electronic certification online, or you must sign the application and send it directly to the law school.**

The Florida State University encourages admission applications from qualified students regardless of color, race, creed, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, disability, veterans' or marital status, or any other protected group status.

