

HARVARD LAW SCHOOL
GRADUATE PROGRAM & INTERNATIONAL LEGAL STUDIES

1585 Massachusetts Avenue, Suite 5005 • Cambridge, MA 02138 • USA

2021-2022 APPLICATION INSTRUCTIONS FOR MASTER OF LAWS (LL.M.) PROGRAM

The information and instructions below are for applications to the Harvard Law School LL.M. program only. If you wish to apply to the S.J.D. or the Visitor program, please return to the [application home page](#) and select the appropriate program.

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COVID UPDATES TO THE 2021-2022 LL.M. ADMISSIONS PROCESS

Due to the widespread changes and interruptions to operations as a result of the spread of COVID-19, the Harvard Law School Graduate Program has made several changes to the 2021-2022 admissions process (for the class of 2022). This section summarizes the key changes. Please see the [LL.M. Admissions FAQ](#) and [LL.M. Admissions COVID-19 FAQ](#) on our website for additional information regarding changes to the application process due to COVID.

A. English Proficiency/TOEFL

We will *provisionally* accept a remote TOEFL test (TOEFL iBT ® Special Home Edition or TOEFL ITP ® Plus for China) if you are unable to take an in-person TOEFL test by November 15, 2020, but we expect that any offer of admission will be conditioned upon receipt of a satisfactory score from an in-person test.

B. Letters of Recommendation

We will only be accepting letters of recommendation submitted through our online application system for this application cycle. The process for registering recommenders online remains the same. Please see below for information regarding submitting letters requiring translation.

C. Academic Records

During the application phase, we will be requiring applicants to submit their academic records (transcripts and diplomas, as well as letters of enrollment, class rank and/or GPA statements, if applicable) *either* using the LSAC Credential Assembly

Service or via email to gptranscripts@law.harvard.edu. Applicants who are admitted or offered a place on the waiting list will be required to provide official hard copies of their academic records immediately upon receiving their admissions decision.

D. Certified Translations of Academic Records

For academic records requiring translation, we recommend requesting two official copies of your academic records from your school and providing them to a qualified translator in a sealed envelope. Ask the translator to give you one copy of the translation to submit during the application phase, either (a) to LSAC; or (b) if not using LSAC, by email to gptranscripts@law.harvard.edu. The translator should return a second copy to you in a sealed envelope according to our instructions for official documents in [Section 8: Transcripts and Diplomas](#) so that you may have it on hand for easy submission if you are offered admission or a place on the waiting list.

E. Certified Translations of Letters of Recommendation

For letters of recommendation that are not in English, applicants must obtain certified translations. Obtain a paper copy of the recommendation in a sealed envelope from the recommender and take that envelope to a qualified translator. Instead of registering the recommender in the online application, you must provide the name and email address of the qualified translator so that the qualified translator will receive the email with the link for uploading the recommendation. Please see [Section 11: Certified Translations](#) for more information.

1. APPLICATION DEADLINE

Your application and all supporting documents must be received by the Harvard Law School Graduate Program office no later than 11:59 p.m. U.S. Eastern time on December 1 (and preferably by November 15).

Please note that the application deadline of December 1 will be strictly observed. It is your responsibility to make certain that all supporting materials (e.g., official transcript, recommendations, TOEFL report) reach the Graduate Program office by the deadline.

Please do not call or email us about the possibility of submitting materials after the deadline. If you have completed and submitted your online application by the deadline, we will not disqualify your application if some of your supporting documents (e.g., official transcript, recommendations, TOEFL report) have not been received by the deadline. However, we will begin our review process once the deadline has passed, even if some of your supporting documents are missing. Therefore, you will be at a competitive disadvantage when compared to other applicants whose files are complete.

We strongly encourage applicants to submit their applications before December 1 so that any technical problems that may arise can be resolved before the application deadline.

2. ELIGIBILITY REQUIREMENTS

To be considered for admission to the Harvard Law School LL.M. program, an applicant must have a J.D. (Juris Doctor) degree from an accredited U.S. law school or a first law degree (J.D., LL.B., abogado, or the equivalent) from a law school in another country. Harvard Law School is rarely able to accept into its LL.M. Program anyone who already holds (or is pursuing) an LL.M. from another law school in the United States.

3. ADMISSIONS CRITERIA

Admission to the LL.M. program is highly competitive. Each year a substantial number of applicants compete for a limited number of places in the LL.M. program. Most applicants are fully qualified for the program, and the Harvard Law School Committee on Graduate Studies must select from among a vast pool of candidates who have excellent credentials. In evaluating applications, the Committee takes into consideration applicants' grades and rank in their university and law studies, their ability to write a cogent legal essay, their English language proficiency, the quality of their letters of recommendation, their professional and personal accomplishments, and other factors, including the following:

For LL.M. Applicants from Abroad

The Harvard Law School LL.M. program is designed for intellectually curious and thoughtful candidates who come from a variety of legal systems and backgrounds and who have demonstrated intent to return to their country to contribute to the academy or legal profession. We are equally interested in applicants pursuing careers in law teaching and research, government service, the judiciary, international organizations, nongovernmental organizations and private practice.

For LL.M. Applicants from the United States

For applicants (regardless of citizenship) who hold a J.D. from a law school in the U.S. (including Puerto Rico), the LL.M. degree is intended as preparation for a career in law teaching. The strongest candidates will have had at least two or three years of experience beyond law school and will have demonstrated a commitment to law teaching. In the admissions process, the Committee on Graduate Studies looks for applicants who have excelled in their basic law school studies, who elicit strong letters of recommendation from law school teachers and others familiar with their work, and who have spent at least two years working as a law school teacher, judicial clerk, or practitioner in a public agency or private practice. A strong publication record and graduate education in a field other than law would also be significant. Weight will be given to materials demonstrating the applicant's interest in, commitment to, and aptitude for a career in law teaching. On rare occasions, the Committee may consider an applicant who is not primarily interested in a teaching career but who makes a strong case for study at Harvard as contrasted with other schools, based on the applicant's area of specialization or other factors.

4. ENGLISH PROFICIENCY/TOEFL REQUIREMENTS

Please see page 1 of instructions for information about TOEFL requirement adjustments due to COVID-19.

A high level of English language proficiency is a requirement for admission. All applicants from non-English-speaking countries who did not complete their basic legal education entirely in the English language must take the TOEFL (Test of English as a Foreign Language) within two years prior to submitting their applications. The Harvard Law School Graduate Program requires a score of at least 100 on the Internet-based test (IBT), with at least 25 in each of the four subsections.

We do not accept *MyBest*™ TOEFL score reports.

If your TOEFL score does not meet our minimum required score, your application will still be reviewed; however, you will be at a competitive disadvantage when compared to other applicants.

The TOEFL is offered by the Educational Testing Service at locations around the world. For more information, visit the [ETS website](#). **Harvard Law School's TOEFL Institution code is 3457.**

Please arrange to have an official TOEFL score report sent directly to the Graduate Program by the application deadline. Faxes or photocopies of score reports are not acceptable as official reports, nor are scores that are more than two years old.

TOEFL Waivers

Applicants with near-native English fluency and at least two consecutive years of full-time university education conducted entirely in English may request a waiver of the TOEFL; however, such waivers are very rare, and are granted at the sole discretion of the Committee on Graduate Studies, whose decision is final.

To submit a TOEFL waiver request, select "I am requesting a TOEFL waiver" on the English Proficiency/TOEFL page of the online application and complete the TOEFL Waiver Request within the application. **NOTE:** If you have not completed at least two consecutive years of full-time university education conducted entirely in English, your request for a TOEFL waiver will be automatically denied. The Committee on Graduate Studies will not make a decision on your TOEFL waiver request until all transcripts have been received.

5. APPLICATION REQUIREMENTS

To apply for the LL.M. program, carefully complete and submit the online Application for Admission. The application requirements include the following items.

Checklist of application materials:

- Online application form
- Personal statement
- CV/Résumé
- Transcript(s)
- Diploma(s) (for degrees that have been granted)
- LSAC Report (if applicable)
- Recommendations (at least two)
- Official TOEFL report (if applicable)
- Financial aid application (if applicable)
- Application fee of US\$85

****Please note that we do not require an LSAT or GRE score.**

You will need to upload your Personal Statement and CV/résumé and pay your application fee in order to submit the online application form. Please follow the instructions below regarding submission of your transcripts and diplomas, LSAC report (if you are using this optional service), recommendations, and official TOEFL report.

You are responsible for assembling and submitting all of the credentials necessary for evaluating your application, and for making sure that all materials are received by the deadline.

6. ONLINE APPLICATION FORM

Please complete this form carefully. You will not be able to access or change any part of the form after you have submitted it. Please do not use ALL CAPS to complete the form (other than for acronyms such as UNICEF, etc.).

A note about names: Please include your full name exactly as it appears on your passport in the application and on all documents, but do not write it in ALL CAPS. Failure to submit your name exactly the way it appears on your passport will cause delays in reviewing your LL.M. application and may compromise the issuance of your visa documents should you be admitted to the program.

To determine how your name is listed on your passport, look at the bottom of your passport biographic page.

- Your Surname is listed at the bottom of your passport biographic page **before** the "<<" sign.
- Your Given Names are listed **after** the "<<" sign. Include any middle name(s) in the Given Names field.
- For example, if your passport says P<xxxTORRES<SANTIAGO<<PABLO<LUIS<MANUEL<<<<<<, then you should list "Torres Santiago" as your Surname and "Pablo Luis Manuel" as your Given Names, even if you write your name differently in your home country.

Do not use nicknames, except in the Preferred First Name field. Please notify us of any legal name variations that may appear on requested documents.

7. PERSONAL STATEMENT

The Personal Statement is an essential component of your application. It provides an opportunity for you to present your ideas and demonstrate your writing ability to the Committee on Graduate Studies. Please limit your statement to no more than 1,500 words —anything exceeding this limit will be disregarded. Please note that footnotes do not count towards the overall word limit as long as they are limited to providing sources and citations.

The Personal Statement must be solely the product of your own efforts. We reserve the right to disqualify the application of a candidate who has submitted a Personal Statement written by, or with the help of, someone other than the candidate.

Your Personal Statement should address both of the following questions specifically, with Part (A) constituting at least half of the total length:

- (A) Briefly describe either an important issue in your field of interest or a current legal problem facing a particular country, region, or the world, and then propose a theoretical framework or a legal analysis or strategy to address this issue.
- (B) Please tell us something about yourself — in particular, why you wish to pursue an LL.M. degree at Harvard and how doing so connects with what you have done in the past and what you plan to do in the future.

Please follow the instructions on the Personal Statement page of the online application to upload your Personal Statement. Note that your Personal Statement must be uploaded and submitted with the rest of your application. We will not accept any Personal Statement sent to us separately from the online application.

8. TRANSCRIPTS AND DIPLOMAS

Please see the [Special Transcript Submission Instructions for 2021-2022](#) section for information about changes to the process for submitting academic records this year due to COVID-19.

You must submit a transcript **and** diploma (i.e., certificate of degree conferral) for every university or law degree you have received. (Applicants who have received a degree from a U.S. educational institution are not required to provide a separate diploma for that degree unless the transcript lacks a clear indication of degree conferral.)

If you are enrolled in a degree program that is still in progress, you will need to submit a current transcript for that program. If your school is unable to provide a transcript, you must provide an enrollment letter from your school's registrar. In such cases, your application will not be complete without an enrollment letter.

IMPORTANT: See the [Special Transcript Submission Instructions for 2021-2022](#) for detailed instructions on how to submit your academic records during the application phase of 2021-2022.

Law Exchange Programs

You must provide an official transcript for any exchange program for which you received credit for your law degree, unless the name of the exchange school, all credits earned, and individual class grades from the program are clearly reported on your official law school transcript.

Summer Programs/Certificate Programs

Please do not submit transcripts for summer programs, or for certificate programs shorter than 6 months.

Multiple Degrees from the Same School

If you have received more than one degree from the same university or law school, you may submit a single transcript (as long as the transcript provides detailed information, including credits earned and individual class grades, for each degree).

Bar Schools or Programs

If you attended one of the following bar schools or programs in Barbados, Ghana, Hong Kong, Japan, Jamaica, Kenya, Korea, Nigeria, Sierra Leone, Tanzania, Uganda, or the United Kingdom, you should include the bar school/program in the list of institutions on the Education page of your application, selecting "Other" for the level of study. You will also need to provide a transcript for the bar school/program attended. Applicable bar schools or programs are Commonwealth Caribbean Certificate of Legal Education, Ghana School of Law, Postgraduate Certificate in Laws (PCLL), Legal Training and Research Institute (LTRI), Kenya School of Law, Judicial Research and Training Institute (JRTI), Nigerian Law School, Sierra Leone Law School, Law School of Tanzania, Law Development Centre, Legal Practice Course (LPC), and Bar Professional Training Course (BPTC f/k/a BVC). ***If you did not participate in one of those programs, or if you attended a bar school or program in another country, please disregard this instruction.***

9. LSAC LL.M. CREDENTIAL ASSEMBLY SERVICE (OPTIONAL)

Please see the Special Transcript Submission Instructions for 2021-2022 for information about changes to the process for submitting academic records this year due to COVID-19.

The LL.M. Credential Assembly Service is a service for international applicants provided by the Law School Admission Council (LSAC). For a fee, the LSAC will collect your transcripts and TOEFL scores and send them to the participating schools. If you are applying to several schools at the same time, you may find this service to be an efficient way to submit your official transcripts and TOEFL scores, since you will have to supply those records only once, to LSAC, even if you apply to multiple schools. The service is recommended but not required for applicants to the LL.M. program at Harvard Law School. Details about this service may be found at <http://www.lsac.org/llm>.

Please note: We do not accept recommendations through this service.

Notes on using the LSAC service:

- Register with LSAC at <http://www.lsac.org/llm>.
- If you earned your first law degree outside the U.S., you must sign up for **both** the Document Assembly Service and the International Transcript Authentication and Evaluation Service.
- Materials submitted to the Graduate Program through LSAC must satisfy the Graduate Program's application requirements.
- For every university or law degree you have received, submit a transcript **and** diploma (i.e., certificate of degree conferral) to LSAC. If you are enrolled in a degree program that is still in progress, you will need to submit a current transcript for that program. Submit only **official documents** to LSAC. If the documents are not provided in English, follow the instructions for Certified Translations in [Section 11: Certified Translations](#), but send the translations to LSAC directly.

- In the Graduate Program online application form, answer “Yes” to the LSAC question on the Application Details page. You will then need to enter your 8-digit LSAC registration number in the online application form (do not include the “L” at the beginning of the number). Please make sure to provide all 8 of the numbers in your registration number, and to list the number correctly. (**Note to reapplicants:** If you are reapplying to the LL.M. program within two years of a prior application, please answer “No” to the LSAC question on the Application Details page. You should not enter your LSAC number again *unless* you have completed additional coursework and submitted updated materials to LSAC since your prior application.)
- If you provide your 8-digit registration number, we will automatically request your materials from LSAC, typically within one week after you have submitted your online application.
- If you have questions about the status of your LL.M. Credential Assembly Service materials, please check with LSAC.
- If you use this service, you must not also submit your transcripts, diplomas, or TOEFL scores directly to the Graduate Program.

DEADLINE: If you intend to use the LL.M. Credential Assembly Service, you will need to have your transcripts and TOEFL score reports mailed to LSAC at least six weeks in advance of the December 1 deadline to be sure that the LSAC Report will be delivered to Harvard Law School by December 1.

NOTE: LSAC may require additional transcripts that we do not, e.g., for summer programs, certificate programs shorter than 6 months, or non-law exchange programs. In that case, **LSAC will not send us your report until they have received all of the transcripts that they require, even if they have received all of the materials that are required for your Harvard Law School LL.M. application.** Accordingly, please make sure to send LSAC all of the materials they require before the December 1 Harvard LL.M. application deadline (even if they are not required for your Harvard LL.M. application).

10. RECOMMENDATIONS

Please see page 1 of instructions for summary information about COVID-related changes to the process for submitting recommendations.

You must provide at least two letters of recommendation (most applicants provide three). **We will not accept more than five recommendations under any circumstances.**

The letters that are most helpful are those written by law faculty members who know you well or by persons for whom you have worked in a professional capacity. The content of the recommendations is much more important than the total number of recommendations you submit. Letters from personal or family friends, no matter how eminent, are generally not helpful.

Applicants who hold a J.D. degree from a law school in the U.S. are strongly encouraged to submit at least three recommendations, at least two of which should be from law school faculty members.

Letters of recommendation may be addressed to the Committee on Graduate Studies.

For the 2021-2022 application cycle, recommendations must be submitted through our online application (and not by email or on paper).

IMPORTANT: You must provide the names and institutional affiliations of your recommenders by completing the [Register Your Recommenders page](#) of the application. **Recommendations from unregistered recommenders will not be considered.**

If you have submitted your application *and we have not yet received recommendations from all of your registered recommenders*, you may add or make changes to your registered recommenders by clicking the recommendations page link on your status page before December 10. **No changes to recommender registrations will be permitted after December 10 under any circumstances.**

Online recommendation instructions (Required)

For each recommendation:

- Register the recommender (or qualified translator, if applicable – please refer to [Section 11: Certified Translations](#) below) using the “Add Recommender” link on the [Register Your Recommenders page](#) of the online application
- The recommender or translator will then receive a “Recommendation Request” email from Harvard Law School Graduate Program with instructions on how to submit the recommendation online

Note that your recommenders may upload their letters of recommendation at any time before the December 1 deadline, even after you have submitted your application.

IMPORTANT: Recommendations must be written solely by the recommender. If your recommender cannot provide a letter in English, please ask them to provide a letter in their own language. In such cases, the applicant should obtain a certified translation into English done by someone other than the applicant (please follow instructions in [Section 11: Certified Translations](#) below). We reserve the right to disqualify the application of a candidate who has played any role in writing or translating a letter of recommendation.

11. CERTIFIED TRANSLATIONS

Please see page 1 of instructions for summary information about COVID-related changes to the certified translation process.

Documents that are not provided in English must be translated by third-party qualified (i.e., certified, professional, or formally trained) translators. For avoidance of doubt, applicants and their family members may not translate application-related documents even if they are qualified translators.

For transcripts and diplomas

If your school does not provide your transcript and/or diploma in English, we recommend that you obtain two official copies of your academic records. Please take the applicable documents in the original sealed envelope(s) to a qualified translator and ask the translator to:

- (a) open the sealed envelope;
- (b) translate the contents into English — the translation must be a literal and complete version of the original document;
- (c) certify that the original is a true and official copy of your school documents as the translator received them from you;
- (d) give you one copy of the translation along with the applicable academic record, so you can submit them during the application phase, either (a) to LSAC; or (b) if not using LSAC, by email to gptranscripts@law.harvard.edu; and
- (e) place a second copy of the original documents, the translation, and the certification in a new envelope, seal the envelope, and sign across the envelope seal.

You should keep the sealed envelope you receive from the translator on hand so that you can send it to us unopened if you are admitted or offered a place on the waiting list.

For letters of recommendation

If a recommendation is not written in English, please ask your recommender to provide a letter in their own language, in a sealed envelope that has been signed over the seal. (This must be done in hard copy - electronic letters are not acceptable.)

Instead of registering your recommender's name and email address in the Register Your Recommenders section of the online application, provide the name and email address of a qualified translator. (In the "Relationship" field, please specify "Translation for [Recommender Name]," but list the recommender's Organization and Position/Title.)

Take the recommendation in the sealed envelope to the qualified translator and ask the translator to:

- (a) open the sealed envelope;
- (b) translate the contents into English — the translation must be a literal and complete version of the original document;
- (c) certify that the original is a true copy of the letter of recommendation as the translator received it from you; and
- (d) upload the translation, together with a scanned copy of the original letter, using the link they receive by email after you register them in the Register Your Recommenders section of the online application.

You will not need to provide a second copy of your recommendations if admitted or offered a place on the waiting list.

12. APPLYING FOR FINANCIAL AID

If you wish to apply for financial aid from Harvard Law School, you must also complete the financial aid application (including the Parent Financial Information Form and, if applicable, the Spouse's Form). **You will need submit these forms even if you are also seeking funding through the Fulbright Commission, IIE, or other programs (e.g., Boas Scholarships) that send your application separately to Harvard Law School.**

Please note that Harvard's financial aid is need-based only, and that Harvard generally does not provide full-tuition grant awards. To increase the likelihood of substantial grant funding, we encourage you to apply for outside scholarships in addition to HLS financial aid. For information on additional scholarships administered by Harvard University, please visit: <https://scholarships.harvard.edu/>.

To complete the financial aid application, please return to the [application home page](#) and select the financial aid application option. (You can work on an application for admission and the online financial aid application simultaneously, but you must complete the "Personal Data" page of the online admissions application before starting the online financial aid application.) Your application for financial aid will have no bearing on your application for admission, since the two decision processes are completely separate. Financial aid applications are not reviewed until after admission decisions have been reached.

Because our goal is to make financial aid decisions available as soon as possible after admission offers have been communicated, we cannot wait to receive financial aid applications from admitted students. We will make grant awards first to the students who timely submitted their financial aid applications. If you do not submit your financial aid application until after you receive an admission offer, we likely will not have any grant funds available to award to you, and will only be able to offer you loan assistance.

13. APPLICATION FEE

The application fee is US\$85 and must be paid online by credit card when you submit your application. *Do not send cash.*

The application fee is nonrefundable and will not be credited to your program fee if you are admitted.

Fee waiver request: If payment of the application fee would present an *extreme* financial hardship, you may request a waiver of the fee by submitting a fee waiver request. (The Application Fee Waiver Request Form is available within the online application when you answer "yes" to the question "Are you applying for an application fee waiver?" on the Administrative Details page of the online application.) If you are requesting a fee waiver, you will need to submit the Graduate Program Financial Aid Application before your request for a fee waiver will be considered.

Application fee paid by sponsor: If your application fee will be paid by a sponsoring organization (e.g., IIE, government agency, etc.) that is unable to pay the fee with a credit card, please contact the Graduate Program (gpquery@law.harvard.edu) well before the application deadline to receive further instructions on how to submit your online application as well as instructions for how the sponsoring organization should submit the application fee.

14. REAPPLYING TO THE LL.M. PROGRAM

If you submitted your most recent application after August 2016, then during the application phase of the 2021-2022 application cycle you will not need to re-submit copies of transcripts already provided with your original application. If you are admitted or offered a place on the waiting list, you will need to provide official copies of your academic records, even if you have provided them in a previous application cycle.

Reapplicants must complete and submit a new online application, indicating on the application form that you have previously applied to the LL.M. program as well as the academic year for which you originally applied.

Reapplicants must also provide:

- New personal statement
- New letters of recommendation (at least two)
- Transcript(s) and diploma(s) for any additional academic credentials or coursework you have completed since your last application
- New financial aid application (if applicable)
- Application fee of US\$85

Reapplicants in the 2021-2022 application phase who need to provide academic records for coursework completed since their most recent application may use the LL.M. Credential Assembly Service or email their transcripts to gptranscripts@law.harvard.edu. Please refer to the [Section 8: Transcripts and Diplomas](#), [Section 9: LSAC LL.M. Credential Assembly Service \(Optional\)](#), and [Special Transcript Submission Instructions For 2021-2022](#) as applicable for further instructions.

The deadline for reapplications is December 1.

15. REQUIRED CERTIFICATION

To submit an application, you will need to make the required certification:

I certify that the information presented in my application is accurate, complete, honestly presented, and is my own work. I also certify that any information submitted on my behalf is authentic, including letters of recommendation, academic transcripts, and certifications. I understand and agree that any inaccurate information, misleading information, or omission will be cause for an investigation of misconduct in the admissions process, rescission of any offer of admission, and/or for discipline, dismissal, or revocation of degree if discovered at a later date. I agree to immediately notify the Graduate Program of changes or updates to information submitted within this application and I acknowledge that any changes or updates may affect the outcome of the admissions process.

16. NON-DISCRIMINATION POLICY

Harvard University's policy is to make decisions concerning applicants, students, faculty, and staff on the basis of the individual's qualifications to contribute to Harvard's educational objectives and institutional needs. Harvard Law School fully embraces this principle, and does not discriminate against any person on the basis of characteristics such as race, color, religion, creed, national or ethnic origin, age, sex, gender identity, sexual orientation, marital or parental status, disability, source of income, or status as a veteran in admission to, access to, treatment in, or employment in its programs and activities.

Questions about the Non-Discrimination Policy

Inquiries regarding the application of the Law School's non-discrimination policy may be referred to the following Law School coordinator of that policy, Jeanne Tai, Assistant Dean for the Graduate Program and International Legal Studies, or to Catherine Peshkin, Director of Admissions and Financial Aid, Harvard Law School Graduate Program, at gpquery@law.harvard.edu.

Inquiries concerning the application of non-discrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J. W. McCormack POCH, Room 222, Boston, MA 02109-4557.

17. CONFIDENTIALITY POLICY

The application for admission, together with all supporting materials, becomes the property of the Harvard Law School Graduate Program upon submission. No materials will be returned to the applicant or forwarded to other schools or agencies. All information submitted by the applicant will be treated as confidential and, subject to relevant laws, will not be shared with persons outside of Harvard University without the applicant's permission.

18. INTERVIEWS

Evaluative interviews are not part of the admissions process because we believe that an adequate comparison of personal qualities and professional accomplishments is not possible on the basis of brief personal interviews. Therefore, an interview will not improve your chances of admission.

19. CHECKING THE STATUS OF YOUR APPLICATION

You will not be able to check to see if your materials have been received until after you have submitted your online application. Once you submit your online application, you will be able to track the status of your application as it is processed by our office on your [Status Page](#) in the online application. Your Status Page will indicate whether your various supporting documents (recommendations, transcripts, TOEFL score reports, etc.) have been received. You will not have access to your Status Page and the status of materials sent to the Graduate Program will not be updated until AFTER your application is submitted.

If there is a problem with any of the materials you submit, we will contact you. Please do not contact the Graduate Program to inquire about the status of your application materials. Given the number of applications we receive and the limited time we have available to process, authenticate, and review each of them, it is not possible for us to reply to inquiries asking us to verify receipt of application materials or to confirm application status.

Instead, we ask that you check your Status Page in the online application and return to it periodically to see if specific items have been received.

NOTE: It may take several weeks for the status of a particular item to be updated.

20. ADMISSIONS DECISIONS

All admissions decisions for LL.M. applicants will be released in the online application system at the same time, typically in late March. Once the decisions have been reached, you will be notified promptly and will be able to log in to your [Status Page](#) to check whether you have been admitted, denied, or placed on a waiting list. Applicants on the waiting list likely will not know the final result of their applications until May and, in some cases, until August. To protect the confidentiality of applications, we do not release any information on an application decision to anyone other than the applicant.

Please do not contact the Graduate Program office to inquire about the status of your admission decision. This will only disrupt our workflow and prevent us from completing our decision-making process as quickly as possible. However, if you are facing a deadline for acceptance from another school that cannot be extended, you may contact the Graduate Program office and we will do our best to give you an indication of your status where available.

21. WHERE TO SEND MATERIALS NOT SUBMITTED ELECTRONICALLY

During the application phase of the 2021-2022 admissions process, we will not be able to accept materials that are not submitted electronically. **No exceptions will be made.**

22. TECHNICAL PROBLEMS WITH THE APPLICATION

Please note that the Graduate Program application works best when it is accessed through the Chrome web browser on a computer (as opposed to a tablet or smartphone). You can [download Chrome here](#) for free if you do not already have it installed on your computer.

Some actions within the application may require you to click a pop-up dialog box to confirm the action you have selected. If your browser has a pop-up blocker enabled, you may need to disable the pop-up blocker or create an exception for graduateprogram.law.harvard.edu. If you are completing the application on a public computer terminal and the application seems to be "stuck," you may need to contact the system administrator to create a pop-up blocker exception in order to complete the application.

If you are using the Chrome browser, pop-up dialog boxes may offer the option to "prevent this page from creating additional dialogs." **DO NOT SELECT THIS OPTION.** Dialog boxes are required to perform certain actions (including submitting the application), and blocking dialog boxes will prevent you from being able to complete those actions.

If you inadvertently select the "prevent this page from creating additional dialogs" option in Chrome, you should immediately click "Continue" at the bottom of the page to save your work and then close the browser and completely exit the Chrome. When you reopen the browser and return to the application, dialog boxes should be re-enabled. If you do not know how to disable the Chrome pop-up blocker or if exiting and restarting the browser fails to restore the dialog box function, please consult the pop-up information on the [Chrome support site](#) for instructions before contacting the Graduate Program.

If you experience any technical problems using the Graduate Program application, please email gpquery@law.harvard.edu for assistance.

SPECIAL TRANSCRIPT SUBMISSION INSTRUCTIONS FOR 2021-2022

During the application phase of the 2021-2022 LL.M. admissions process, you must submit your academic records in one of two ways:

- EITHER (1) use LSAC to submit your academic records
OR (2) email them directly to the Graduate Program at gptranscripts@law.harvard.edu.

If you choose (2) – emailing your academic records to the Graduate Program – you must follow the instructions below carefully to put your academic records in a format that will be accepted by the Graduate Program:

1. Send all of your academic records in a single email. Do not send multiple emails with multiple transcripts attached.
2. Send the academic records from the email address you provided in your online application.
3. Include your name and the word “Transcripts” in subject line of the email as follows: Surname, Given Name-Transcripts
 - a. For example: Pablo Luis Manuel Torres Santiago should use the following subject for his email: **Torres Santiago, Pablo Luis-Transcripts**
4. Combine all materials (including translations, if applicable) for each degree or program into one pdf file per degree/program in the following order:
 - a. English versions:
 - i. Diploma (required for degrees that have been granted)
 - ii. Transcript
 - iii. GPA and/or Class Rank Statement (only if available)
 - iv. Letter of enrollment (only for PhD programs or programs in progress for which no transcript is available)
 - b. Original language versions (if not in English) of the same documents, in the same order:
 - i. Diploma (required for degrees that have been granted)
 - ii. Transcript
 - iii. GPA and/or Class Rank Statement (only if available)
 - iv. Letter of enrollment (only for PhD programs or programs in progress for which no transcript is available)
5. Name each pdf file using the following convention: “Surname, Given Name-University Name-Degree Name.pdf” (You may abbreviate the name of the university if necessary.)
 - a. For example, if Pablo Luis Manuel Torres has a B.A. degree from the University of Auckland, an LL.B. from the University of Auckland, and an LL.M. from the University of Cambridge, spent a law exchange semester at the University of Chile, and obtained a B.L. from the Nigerian Law School, he should attach five files to the email labeled as follows:
 - i. **Torres Santiago, Pablo Luis-Auckland-BA**
 - ii. **Torres Santiago, Pablo Luis-Auckland-LLB**
 - iii. **Torres Santiago, Pablo Luis-Cambridge-LLM**
 - iv. **Torres Santiago, Pablo Luis-U of Chile-Exchange**
 - v. **Torres Santiago, Pablo Luis-Nigerian Law School-BL**

IMPORTANT: If you do not follow these instructions, we will not be able to accept your transcripts via email!

**As a reminder, gptranscripts@law.harvard.edu is for sending transcripts and other academic materials only. If you have any questions, please write to gpquery@law.harvard.edu.

2021-2022 Transcript FAQ

Can I send my transcripts before submitting my application?

Yes.

Can I send my transcripts both by email and through LSAC?

No – you must choose only one method.

If I submit official copies to LSAC, will I later need to submit official hard copies to the Graduate Program if I am admitted or waitlisted?

Yes – anyone who is admitted or waitlisted will be required to submit official hard copies of their academic records to the Graduate Program.

Can my school send my transcripts to you during the application phase?

No. Please send all of your materials together in a single email from the email address you used in your online application.

Can I go ahead and send official hard copies during the application phase if they are available?

No. We will not be able to receive them and they will be destroyed before they reach us. Please do not send official hard copies to the Graduate Program until and unless we ask you to do so.

What if I have already sent hard copies of my academic records and/or recommendations?

We will not be able to process them, and you will need to re-submit them using one of the approved methods for this year's application process.

What if my academic records are not in English?

Follow the instructions for certified translations in [Section 11: Certified Translations](#).

SAMPLE

HARVARD LAW SCHOOL

Graduate Program

1585 Massachusetts Avenue, Suite 5005
Cambridge, MA 02138, USA

2021-2022 Master of Laws (LL.M.) Application

Reapplicant:

Prior App Year(s):

Program:

LL.M. Credential Assembly Service (Optional, see Instructions)

I will be using the LL.M. Credential Assembly Service.

LSAC account number: L_____

I will not be using the LL.M. Credential Assembly Service.

Name exactly as it appears in passport:

Surname (family name(s))

Given name(s)

Name as written in home country:

Last

First

Preferred/Nickname

Sex: _____

Date of birth: _____

MM/DD/YY

Place of birth: _____

City

State/Province

Country

Citizenship 1: _____ U.S. Permanent Resident status: _____

Citizenship 2: _____

Race/Ethnicity (U.S. Citizens and Permanent Residents Only):

American Indian or Alaskan Native

Black or African America

Asian

Native Hawaiian or Other Pacific Islander

White

Are you Hispanic/Latino? _____

Mailing Address:

Permanent Address:

Telephone (mailing): _____ Telephone (permanent): _____

Mobile telephone: _____

Email: _____ Email 2: _____

English language proficiency – (For all applicants from abroad, including Canadians)

English proficiency category: _____

What language do you use... _____

At home? _____ At school? _____ At work? _____

Official TOEFL Exam Scores						
iBT Exam	Test Date	Total	Reading	Listening	Speaking	Writing

Higher Education: List all universities and law schools you have attended, beginning with the institution from which you received your first law degree (if you are applying to the LL.M. Program) or your highest law degree (if you are applying to the S.J.D. or Visiting Scholar/Visiting Researcher Programs), followed by the rest in reverse chronological order.

Law School:		
City	Country	Dates of Attendance -
Degree or Diploma	Degree Date (Applicant Reported)	Applicant Reported GPA /
Field of Study	Applicant Estimated Class Rank of	
If applicable, please submit a brief description of how you estimated your law school class rank.		
Other School 1:		
City	Country	Dates of Attendance -
Degree or Diploma	Degree Date (Applicant Reported)	Applicant Reported GPA /
Field of Study	Applicant Estimated Class Rank of	
Other School 2:		
City	Country	Dates of Attendance -
Degree or Diploma	Degree Date (Applicant Reported)	Applicant Reported GPA /
Field of Study	Applicant Estimated Class Rank of	
Other School 3:		
City	Country	Dates of Attendance -
Degree or Diploma	Degree Date (Applicant Reported)	Applicant Reported GPA /
Field of Study	Applicant Estimated Class Rank of	
Other School 4:		
City	Country	Dates of Attendance -
Degree or Diploma	Degree Date (Applicant Reported)	Applicant Reported GPA /
Field of Study	Applicant Estimated Class Rank of	
Other School 5:		
City	Country	Dates of Attendance -
Degree or Diploma	Degree Date (Applicant Reported)	Applicant Reported GPA /
Field of Study	Applicant Estimated Class Rank of	

Academic honors: If you received any of your university or post-secondary degrees “with honors” or with some other distinction, please indicate the type of honors or distinction you received (e.g., *magna cum laude*, First Class Honors, *très bien*) and the dates on which you received them. Please include any memberships in scholastic honor societies.

Publications: List any books, articles, or theses you have published (give title, date of publication, and name of publisher).
Note: Do not submit books, articles, or other publications with your application.

SAMPLE

Bar membership: Are you a member of the bar?

Yes No

If yes, in which jurisdiction(s)?

Academic interests: Please indicate at least two areas of your academic interests by selecting from the options below (a) a general category and (b) within that category, a specific topic.

General Category

Specific Topic

Interest 1: _____

Interest 2: _____

Interest 3: _____

Please tell us why you are interested in these areas and how they relate to your career goals. (Note: Please limit your response to no more than 1500 characters.)

Career plans: What are your career plans (both short-term and long-term) after you complete your graduate law studies?

Current occupation: _____

Year 1-3: _____

Year 4-6: _____

Year 7 and beyond: _____

Please elaborate on your plans. In which country (or countries) do you intend to pursue your career? (Note: Please limit your response to no more than 1500 characters.)

Hobbies and Interests:

List up to three. (Optional)

Please tell us something fun or interesting about yourself that we would not otherwise learn from your application.

Occupational experience: Please provide information about your employment in law or law-related fields; include any full-time employment in any other field only if it lasted a year or more. If teaching, indicate in the “Brief description” field whether the position is/was in a law faculty and whether full- or part-time.

Job #1					
Organization:		From:		To:	
Starting Position:		Ending Position:			
City:		Country:			
Brief description of position:					
Job #2					
Organization:		From:		To:	
Starting Position:		Ending Position:			
City:		Country:			
Brief description of position:					
Job #3					
Organization:		From:		To:	
Starting Position:		Ending Position:			
City:		Country:			
Brief description of position:					

Please note: Due to space limitations, only the first three jobs entered will appear above, but your complete work history will be accessible in the online application.

References: Please give the names and professional positions of at least two persons whom you have asked to write letters of recommendation on your behalf. *(Note: The letters that are most helpful are those written by law school faculty members who know you well or by persons for whom you have worked in a professional capacity. Letters from personal or family friends are generally not helpful.)*

_____	_____
<i>Name</i>	<i>Professional affiliation</i>
_____	_____
<i>Name</i>	<i>Professional affiliation</i>
_____	_____
<i>Name</i>	<i>Professional affiliation</i>
_____	_____
<i>Name</i>	<i>Professional affiliation</i>
_____	_____
<i>Name</i>	<i>Professional affiliation</i>

IMPORTANT: Recommendations must be written solely by the recommender. If your recommender cannot provide a letter in English, please ask them to provide a letter in their own language; if possible, you should then include a certified translation into English done by a qualified translator (other than yourself). *(See instructions on certified translations.) Under NO circumstances should an applicant prepare or review a letter of recommendation.* We reserve the right to disqualify the application of a candidate who has played any role in writing (or translating) a recommendation letter.

Recommendation Waiver:

I authorize my recommenders to provide a candid evaluation and all relevant information (collectively, the "report") to Harvard Law School. I understand that U.S. legislation may provide me with a right of access to this report, that I may waive such access, and that no school or person can require me to waive this right.

- I waive my right to access these reports.
- I do **not** waive my right to access these reports.

Signature of applicant: _____ Date: _____

Character and Fitness: Please answer the questions below carefully, keeping in mind that, in most cases, failure to disclose relevant information may be more serious than the underlying conduct itself. Failure to make required disclosures regarding misconduct, disciplinary action, or criminal history is (and has been) grounds for rescission of admission and/or serious disciplinary action at Harvard Law School, and may even result in post hoc withdrawal of a conferred degree. Subject to the limitations on criminal record disclosures set forth below, please make sure to disclose any information that could possibly fall into these categories. You may provide as much information about context and/or mitigating circumstances as you think necessary.

Education

Has your college, university, or law, graduate, or professional school career been interrupted for one or more terms, other than for your own health-related reasons? _____

At any college, university, or law, graduate, or professional school, have you ever been the subject of disciplinary or academic misconduct proceedings of any kind, or otherwise subject to probation, suspension, expulsion, or any other penalty (with the exception of an oral reprimand) for any reason? (For avoidance of doubt, you should disclose proceedings and/or sanctions that were suspended, expunged, or otherwise discharged.) _____

Are there any disciplinary or academic misconduct charges pending against you? _____

Details: _____



Criminal

Have you ever been convicted of (or pleaded guilty or no contest to) any felony or misdemeanor offense (or any equivalent crime under the applicable legal system)?

Note that you are not required to provide information in your application or at any point in the admissions process that relates to:

- (1) An arrest, detention, or disposition regarding any violation of law in which no conviction resulted or the conviction was vacated;
- (2) A conviction for any of the following misdemeanor offenses: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace; or
- (3) A misdemeanor conviction that occurred more than five years before your application for admission, unless (a) you were also sentenced to imprisonment; or (b) within the five years preceding your application you were convicted of any additional offense.

Are there any felony criminal charges or misdemeanor criminal charges (other than for drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace) currently pending against you?

Note: Admission to the bar in certain jurisdictions may require substantial additional disclosures. If you are interested in pursuing bar admission in the U.S., you should consult the applicable disclosure requirements and admission standards (information for each jurisdiction is available through the National Council on Bar Examiners at <http://www.ncbex.org/>).

Details:

Professional

In a professional setting, have you ever been the subject of any disciplinary or misconduct proceedings? (For avoidance of doubt, you should disclose proceedings and/or sanctions that were suspended, expunged, or otherwise discharged.)

Are there any such disciplinary or misconduct charges pending against you?

Details:

Administrative details: The following questions are for Graduate Program staff to use in completing administrative tasks and do not have bearing on your admission decision.

Have you ever been affiliated with a Harvard program (e.g., summer school, academic program, employment status) for which you received a Harvard University ID number (“HUID”)? _____

Are you applying to the Graduate Program as a Fulbright Scholar? _____

Visa: (for international applicants)

If admitted, will you need a student visa sponsored by Harvard? _____

If another party will sponsor your visa, which agency or institution? _____

If you do not require a student visa, please explain. _____

Do you intend to apply for U.S. permanent residence? _____

Do you intend to seek permanent employment in the U.S. or elsewhere outside of your home country? _____

If yes, please specify where: _____

Finances: Do you have sufficient funds to cover your travel, tuition, and living expenses at the Harvard Law School? _____

If yes, please indicate your source of funds below:

Please note: We have a very limited time for making financial aid determinations once our admission decisions have been made. If you do not submit your financial aid application until after you receive an admission offer, we likely will not have any grant funds available to award to you, and will only be able to offer you loan assistance.

Do you intend to apply for financial aid from Harvard Law School? _____

To apply for financial aid from Harvard Law School: Please complete the Financial Aid Application from the Application Home Page, <https://graduateprogram.law.harvard.edu/apply/>, and submit it by the financial aid application deadline.

Application Fee Waiver: If you believe you qualify for an application fee waiver, please complete the Application Fee Waiver Request Form in the application for admission. If you are requesting an application fee waiver, you are also required to complete and submit a financial aid application. Your fee waiver request will not be considered until your complete financial aid application has been received. **If you do not submit a financial aid application, your application fee waiver request will be automatically denied.**

Are you applying for an application fee waiver? _____

Release of information: If you are admitted to the LL.M. program, may the Graduate Program release your name, address, and e-mail to your fellow classmates and current students (for correspondence purposes) prior to your arrival at Harvard Law School?

Yes, I would like my name and address released.
If you are admitted to the LL.M. program, your name, address, and e-mail may be released to your fellow classmates and current students (for correspondence purposes) prior to your arrival at Harvard Law School.

No, I would not like my name and address released.
If you are admitted to the LL.M. program, your name, address, and e-mail will not be released to your fellow classmates or current students prior to your arrival at Harvard Law School. In this case, your information will be released to faculty and staff of Harvard University only.

Certification:

I certify that the information presented in my application is accurate, complete, honestly presented, and is my own work. I also certify that any information submitted on my behalf is authentic, including letters of recommendation, academic transcripts, and certifications. I understand and agree that any inaccurate information, misleading information, or omission will be cause for an investigation of misconduct in the admissions process, rescission of any offer of admission, and/or for discipline, dismissal, or revocation of degree if discovered at a later date. I agree to immediately notify the Graduate Program of changes or updates to information submitted within this application and I acknowledge that any changes or updates may affect the outcome of the admissions process.

Signature of applicant: _____ **Application submission date:** _____