

Application Instructions

The Admission Committee determines admission to the MLS Program. The committee reviews each application individually, ensuring the fair appraisal of each applicant's file. Offers will be extended to eligible applicants on the basis of several factors, including undergraduate record, proof of English proficiency, if relevant, professional accomplishments, and expected commitment to the MLS program.

All MLS applicants must have a bachelor's degree from an accredited college or university or its equivalent from a foreign university. Official transcripts must be sent with degree conferred (see Transcripts section). If transcripts are not in English, a certified English translation must accompany the original.

The priority application deadline is April 15 for fall admission (August start) and October 1 for spring admission (January start), though applicants will continue to be accepted so long as space remains in the MLS program.

Application Process

While Willamette University College of Law continues to accept paper materials, we encourage you to use electronic options whenever and wherever possible. You may apply directly to the College of Law by submitting your application via PDF, or by paper.

There is no fee for any application.

To apply, please submit the following:

1) Personal Statement

Applicants must submit a written statement discussing your qualification and intentions for pursuing an MLS degree from the College of Law. The statement must be in English.

2) Résumé

A resume is a required component of a completed application. A resume is not a substitute for the personal statement.

3) Letters of Recommendation

At least one, but no more than two, letters of recommendation are required. Letters of recommendation should be written by individuals who can attest to the applicant's aptitude and intellectual capability for an academically rigorous program.

3) Transcripts

An official certified copy of your undergraduate transcript is required.

All transcripts or other academic records must be official documents bearing the registrar's signature or the institution's seal.

If these records are not in English, a certified English translation must be submitted together with the originals. WES (www.wes.org/students/icap.asp) and AACRAO (www.ies.aacrao.org/evaluations/) offer these types of transcript evaluation services.

Mail applications to:
Office of Admission
Willamette University
College of Law
245 Winter Street SE
Salem, OR 97301

For questions or assistance, please contact:
503-370-6282
mls-admission@willamette.edu
willamette.edu/wucl/

International Applicants

International students are welcome to apply for admission to the MLS program at Willamette University. Foreign nationals must meet the following additional requirements:

1. Proof of English Proficiency

An international applicant whose native language is not English must either take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. For the TOEFL, a minimum score of 88 (internet based) or 570 (paper based) is required. For the IELTS, a minimum score of 6.5 is required. Official test results of the TOEFL or IELTS should be sent directly to Willamette University College of Law.

2. Proof of Funding

Applicants must be able to show they have sufficient resources to fund educational and living expenses for the one-year MLS program and provide the following:

- A completed Statement of Financial Responsibility form, which can be found at http://www.willamette.edu/wucl/admission/pdf_admission/financialresponsibility.pdf.
- Official bank verification of funds (written in English), showing that you and/or your sponsor have sufficient resources to cover your educational and living expenses for the one-year MLS program.
- A photocopy of the name/photo page of your passport showing your image and the correct spelling of your name.

All appropriate documentation must be sent by admitted students and received and approved by the College of Law before the school will send them an I-20 (Application for Student Visa).

Application for Admission

All sections are required unless otherwise noted.

Applicant Information

Legal Name: _____
Last First Middle

Preferred first name Previous names

Gender: MALE FEMALE
 SSN/SIN: _____ Date of Birth: _____
If applicable MM/DD/YY

Place of Birth: _____
City State or Region Country

Have you previously applied to Willamette University College of Law? YES NO

If Yes, when: _____
MM/YY

Term Entering: Spring Time: Full-Time
 Fall Part-Time

Current Address

Street Address _____ Apartment/Unit # _____

City _____ State _____ ZIP Code _____ Country _____

Phone: _____ Email: _____

Current Address good until: _____ Alternate Email: _____
MM/DD/YY

Permanent Address (if different from above)

Street Address _____ Apartment/Unit # _____

City _____ State _____ ZIP Code _____ Country _____

Phone: _____ Email: _____

Citizenship

Are you a citizen of the United States? Country of citizenship: _____

Non-Resident Alien

US Citizen

US Permanent Resident

Native Language: _____

Ethnicity (optional)

Are you Hispanic or Latino?

YES NO

What is your race? Select all that apply.

- Aboriginal or Torres Strait Islander Australian
- American Indian or Alaska Native
- Asian
- Black or African American
- Canadian Aboriginal
- Caucasian/White
- Hispanic/Latino
- Native Hawaiian or Other Pacific Islander
- Decline to Respond

Tribal Affiliation or Village Name _____ Enrollment number _____
If applicable *If applicable*

Testing (if applicable)

TOEFL: _____ TOEFL: _____
 Date (MM/YY) Score Date (MM/YY) Score

IELTS: _____ IELTS: _____
 Date (MM/YY) Score Date (MM/YY) Score

Education

Institution Type: Undergraduate Graduate Law Other Post Graduate

 Name of Institution Location: _____ City State Country GPA Rank

From: _____ To: _____ Degree: _____ Date Degree Granted: _____
 MM/YY MM/YY MM/YY

Institution Type: Undergraduate Graduate Law Other Post Graduate

 Name of Institution Location: _____ City State Country GPA Rank

From: _____ To: _____ Degree: _____ Date Degree Granted: _____
 MM/YY MM/YY MM/YY

Institution Type: Undergraduate Graduate Law Other Post Graduate

 Name of Institution Location: _____ City State Country GPA Rank

From: _____ To: _____ Degree: _____ Date Degree Granted: _____
 MM/YY MM/YY MM/YY

Institution Type: Undergraduate Graduate Law Other Post Graduate

 Name of Institution Location: _____ City State Country GPA Rank

From: _____ To: _____ Degree: _____ Date Degree Granted: _____
 MM/YY MM/YY MM/YY

Disciplinary Action

As either an adult or juvenile, have you ever been charged with, arrested for, convicted of, or pled guilty or no contest to any violation of any law or ordinance, or for the commission of any felony or misdemeanor (including all parking tickets and moving violations)? You must disclose adjudications in which a sentence or judgment has been withheld, deferred, expunged or the record sealed, regardless of whether you understood or have been told that you need not disclose any such instance.

YES NO

Are you or have you ever been party to a lawsuit?

YES NO

Have you been subject to any disciplinary action or been placed on probation for academic reasons by a college or university?

YES NO

Have you been subject to any disciplinary action, been placed on probation, suspended or dismissed for a violation of rules of conduct by a college or university?

YES NO

Have you ever left an undergraduate, graduate, or other post graduate school under less than good standing?

YES NO

If you answer "yes" to any of the above questions, you are required to provide a complete explanation in a separate addendum. Please note that a "yes" answer is not an automatic denial of admission to the College of Law but anything less than full disclosure could result in denial of admission, dismissal from the College of Law or, in extreme cases, revocation of an MLS.

Military

Have you ever served or are you currently serving in the US armed forces?

YES NO

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

YES NO

If you have been separated from any branch of the US armed forces under less than honorable conditions, you are required to provide a complete explanation in an attached addendum.

Alumni Connections *(optional)*

Please list any Willamette University College of Law alumni who have influenced your decision to apply:

Signature

By submitting this application, I verify that all information contained in this application is honestly presented, factually correct, and complete. I promptly will notify Willamette University College of Law if there is any change in any aspect of this application.

I understand that in seeking to enroll at Willamette University College of Law, the College of Law may request my education records from the college(s) I attended and these records may be disclosed to the College of Law pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) 4 CFR § 99.31(a)(2); 99.34(a)(1); 99.36(b)(3).

I represent that I wrote my Personal Statement and that no other(s) assisted in the creation of my statement beyond basic proofreading or offering a basic critique of my work.

Admission to the College of Law does not constitute admission to the practicing bar. Contact your state bar office for information regarding standards for admission to the bar.

Do not submit books, research papers, videos, DVDs, CDs, articles or other publications as supplements to your application to the College of Law.

I have read, understood and accept the foregoing information, and submitting this application serves as my original signature.

Signature: _____ Date: _____