Ready to Apply?

Review the checklist below to ensure that your application packet is complete. The application packet in its entirety, including all supporting documents (originals or certified copies where indicated) must be received in order to make an admission decision. Every part of the checklist below is important and must be part of the application materials packet in order to be considered for admission. INCOMPLETE APPLICATIONS CANNOT BE PROCESSED OR ADMITTED.

☐ Complete Application Form - Complete and sign the attached application form. MAKE SURE THE APPLICATION FORM IS COMPLETED IN ITS ENTIRETY - DO NOT LEAVE QUESTIONS UNANSWERED OR INCOMPLETE.

☐ Application Fee - Submit the non-refundable application fee of $75. Fee may be paid by bank draft, money order, personal check, or cashiers check drawn on a U.S. bank, made payable to the University of Missouri-Kansas City. VISA and MasterCard are also accepted. Do not send cash.

☐ Personal Statement - On a separate sheet of paper, write a short personal statement or autobiographical essay about yourself, your motivation for studying law, your interests and future plans, and your objectives for attending UMKC. If there are questions raised by the information on your application, the personal statement is a good place to provide answers or explanations.

☐ Academic Credentials - Submit official copies of all post-secondary transcripts, degree certificates and graduation certificates in both the native language and with literal English translations. Photocopies, faxed copies or scanned copies are not acceptable.

☐ English Proficiency - English proficiency is required for all applicants. UMKC accepts TOEFL scores and IELTS scores. An official TOEFL or IELTS score report must be included with application. Photocopies, faxed copies or scanned copies are not acceptable.

☐ ESL Transcripts. If you have completed ESL studies in the U.S. or are currently enrolled in an ESL program, submit copies of all your ESL transcripts from the U.S. institutions.

☐ Statement of Finances - Applicants must submit original or certified copies of financial documents to provide proof of sufficient funding to meet all tuition and living expenses for the first year of studies. This funding should be in the form of liquid assets such as money in a bank account, stocks, bonds, or other investments with cash value that can be quickly accessed. Proof of financial support must be submitted in English and dated within less than 12 months prior to the date when the applicant plans to enroll at UMKC. Photocopies, faxed copies or scanned copies are not acceptable.

(checklist continued on next page)
☐ **Affidavit of Support** - Applicants who will be supported by funds other than their own personal funds must submit an affidavit of support from the person(s) or organization supporting them. An *original or certified copy* of the notarized document must be included, along with the appropriate supporting financial documents (also *original or certified copies*) from the sponsor. *Photocopies, faxed copies or scanned copies are not acceptable.*

☐ **Biographical Page of Passport** - Submit a legible photocopy of the biographical page of your passport that includes your photograph and legal name. Applicants currently in the USA who want to transfer to UMKC from another U.S. institution must also submit a legible photocopy of their current U.S. visa, I-94 and current I-20 or DS-2019. *Faxed copies are not acceptable.*

☐ **Letter of Recommendation** - Submit one *original* letter of recommendation from a faculty member or administrator at your school. *Photocopies, faxed copies or scanned copies are not acceptable.*

☐ **Résumé** - Submit a copy of your current résumé or Curriculum Vitae.

Make sure that every part of the application form is completed entirely, honestly and legibly, and that all required supporting documentation is included with your application packet. **INCOMPLETE APPLICATIONS CANNOT BE PROCESSED NOR ADMITTED.** Send your completed application form, $60 application fee and all of the required documentation as indicated in the aforementioned checklist to:

**University of Missouri-Kansas City School of Law**  
**LL.M. for Foreign Students Program**  
**500 East 52nd Street**  
**Kansas City, MO 64110 USA**

Applications for admission are accepted beginning **September 1** prior to the year of entrance. Although we do not have an official deadline, applications should be received by **January 1** for consideration for early admission, and all applications should be submitted as early as possible, preferably by **March 1**, for customary processing. Applications received after that date are far less likely to be accepted because most seats have been filled by late spring. Applications are reviewed after the file is complete, and admission is available for qualified candidates so long as seats remain available in the incoming class. The School of Law restricts the number of students admitted each year to achieve a favorable faculty-student ratio providing the best possible legal education for each student enrolled; therefore, class size is limited. Because many more people apply to the law school than there are seats available, admission is highly competitive.

In addition to the admissions packet, applicants must have an interview with the Director of the program, the Associate Dean for International Programs, or a designee of one of them. Interviews in person are preferred, but can also be conducted by telephone if necessary. Interviews will typically occur in November and December and, if positions remain open, additional interviews may occur through March.

Successful applicants will be notified of their admission via regular mail and email. To accept the offer of admission, an emailed acceptance and an advance deposit (known as a “seat deposit”) of $250 toward educational fees must be returned within two weeks of the admission notification. The non-refundable seat deposit will be credited to the new students account and applied to tuition and fees for the following semester. Failure to respond with an acceptance and seat deposit within the specified time frame will result in the admission being revoked and awarded to an alternate candidate.
International Student Application for Admission

Term applying for: 20____
(please check one)
   ○ Fall (August-December)
   ○ Spring (January - May)
   ○ Summer* (July-August)

*summer classes are part of the Legal English Workshop, beginning July 1

Applying as: (please check one)
   ○ International Graduate Student
   ○ International Graduate Student with summer Legal English Workshop (LEW)

NAME: (Type or print your name clearly, exactly as it appears on your passport and/or legal documents.)

________________________________________________________ / 
Surname/Family/Last Name / Given/First Name / Middle Name

PERSONAL DATA

Date of Birth: __ / __ / __ __ __ __ City of Birth: __________________ Country of Birth: __________________ Gender: ○ Male ○ Female
Month / Day / Year

Country of Citizenship: __________________ Country of Legal Permanent Residence: __________________

Are you a U.S. citizen or U.S. permanent resident? ○ Yes ○ No
If you are currently in the U.S., indicate what type of visa you hold:
What type of visa will you have while studying at UMKC? ○ F-1 ○ J-1 ○ Other __________

What is your native language? __________________

Have you previously applied to UMKC? ○ Yes (if yes, when) ______________ ○ No

Have you previously been enrolled at UMKC? ○ Yes (if yes, when) ______________ ○ No

CURRENT MAILING ADDRESS: (Only use U.S. mailing address if you currently live in the U.S.)

Street name and number __________________________ / State, Province or District / Country / Postal/ZIP Code
______________________________
City / __________________________ / ______________________ / __________________
Telephone / __________________________ / Email Address

PERMANENT ADDRESS: (Required regardless of current mailing address; should be non-U.S. address)

Street name and number __________________________ / State, Province or District / Country / Postal/ZIP Code
______________________________
City / __________________________ / ______________________ / __________________
Telephone / __________________________ / Email Address

INTERVIEWS:
A personal interview is a required part of the admissions process. Please indicate your interview preference below:

○ in-person (Kansas City) ○ via telephone __________________ ○ via Skype __________________

attach applicant’s recent photo here
In an effort to better serve our student population, design programming that is more inclusive and remains compliant with federal, state, local and several granting organizations, please complete the following information, which is required by IPEDS:

**ETHNICITY**

Are you Hispanic / Latino? _____ Yes _____ No

Which of the following do you consider to be your racial background? Please place an “X” next to all races that apply, and place a “P” on the line next to your primary ethnicity type.

_____American Indian or Alaska Native

_____ White

_____ Black / African-American

_____Asian (underrepresented)

_____ Native Hawaiian or other Pacific Islander

_____ Asian (includes Chinese, Filipino, Japanese, Korean, Asian Indian, or Thai)

_____ Other (please describe) ________________________________
EDUCATIONAL DATA

List all secondary schools and post-secondary schools you attended.
Column 1  Write the appropriate months and years for every school year you attended.
Column 2  List the number of years you attended that school.
Column 3  List the type of school attended (for example: University).
Column 4  List your major/emphasis (for example: Accounting).
Column 5  Print clearly the full name, city and country of the school.
Column 6  Write the name of any examination(s) you passed or certificate(s) you obtained or are pursuing.
Column 7  Enter your graduation date.

### SECONDARY EDUCATION

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<tr>
<th>1 Calendar Year(s)</th>
<th>2 Years Attended</th>
<th>3 Type of School</th>
<th>4 Major / Emphasis</th>
<th>5 Name of School, City, Country</th>
<th>6 Certificates Degrees / Diplomas</th>
<th>7 Date of Graduation</th>
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### UNIVERSITY (POST-SECONDARY) EDUCATION

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<th>2 Years Attended</th>
<th>3 Type of School</th>
<th>4 Major / Emphasis</th>
<th>5 Name of School, City, Country</th>
<th>6 Certificates Degrees / Diplomas</th>
<th>7 Date of Graduation</th>
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<td>University of Tokyo,</td>
<td>Bachelor of Science</td>
<td>April 2006</td>
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International Student Application for Admission
Master of Laws (LL.M.)

1. Have you applied to this law school before?  ○ Yes  ○ No  If yes, when and for what degree program? ________________________________

2. Indicate the name of the law school which has awarded you your first degree in law and the degree earned: ________________________________

3. Is the school named in your answer to question #2 a law school approved by the Association of American Law Schools (AALS) or the American Bar Association (ABA)?  ○ Yes  ○ No  (please note - foreign law schools are not AALS- or ABA-approved; thus most applicants should indicate "no")

4. Have you ever applied to another law school for admission to graduate study?  ○ Yes  ○ No  If yes, when did you do so, which school(s) did you apply to, and what action was taken on your application? ________________________________

5. Have you taken graduate study degree or non-degree courses in any law school?  ○ Yes  ○ No  If yes, when did you do so and in which law school did you take them? ________________________________

6. What is your law school degree cumulative grade point average?  ________________________________ (please note if GPA is based on a 4.0 or 5.0 scale)

7. Are you currently attending or registered as a student at any law school?  ○ Yes  ○ No  If yes, state the name of the school and the dates of attendance: ________________________________

8. If you are ineligible to return to any law school, state the name of the school, the dates of attendance, whether you were in good standing when you left and the reason(s) why you are ineligible to return: ________________________________

9. List all scholastic or academic honors you have received in law school including academic scholarships, fellowships, prizes and honor societies: ________________________________

10. List your law school extracurricular, community or other activities in their order of importance to you. Describe your participation and indicate any leadership positions: ________________________________

11. Have you been admitted to practice law in any jurisdiction?  ○ Yes  ○ No  If yes, (a) which one or ones? ________________________________

(b) specify specialty areas, if any, you have been certified by the bar to practice in: ________________________________

(c) specify memberships in any bar associations or organizations: ________________________________

12. Have you ever been denied or had revoked a license or permit, the procurement of which required proof of good moral character (such as attorney, real estate broker, certified public accountant, etc.)?  ○ Yes  ○ No

13. Have you ever been convicted of, or pleaded guilty to, a crime other than minor traffic violations?  ○ Yes  ○ No

14. Are there any criminal charges pending or which you expect to be brought against you?  ○ Yes  ○ No

If you answered "yes" to questions 12, 13 or 14, you must submit a full statement of relevant facts on supplementary sheets of paper. In addition to these statements, if you answered yes to questions 13 or 14, you are required, at the time you file this application, to submit an official specification of the charges and, if disposed of, a certified disposition of those charges.

By submitting this application, I authorize any reference I have named to furnish any information requested in writing by the UMKC School of Law.

I CERTIFY THE ABOVE INFORMATION IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY MISSTATEMENT OR OMISSION IN THIS APPLICATION IS GROUNDS FOR DENIAL OF ADMISSION AND JUST CAUSE FOR SUSPENSION OR DISMISSAL FROM THE LAW SCHOOL, AND MAY BE REPORTED TO BAR ADMISSION AUTHORITIES.

Signature ________________________________ Date __________________________
ENGLISH PROFICIENCY AND TEST SCORES

Have you taken TOEFL*? ○ Yes ○ No
*minimum score of 80 TOEFL IBT required
When? ____/____/_______ Score __________
month day year

Have you taken IELTS**? ○ Yes ○ No
**minimum score of 6.0 IELTS required
When? ____/____/_______ Score __________
month day year

Have you taken LSAT? ○ Yes ○ No
When? ____/____/_______ Score __________
month day year

The UMKC School code for official ETS score reporting is 6872, Dept. 03. Official test results must be sent directly to UMKC. Photocopies, scanned/emailed or faxed copies are NOT acceptable.

DECLARATION

I certify that the information provided in this application and any attached materials are correct and complete. I understand that any misstatement or omission in this application or providing erroneous information is grounds for denial of admission and just cause for suspension or dismissal from the Law School and may be reported to bar admission authorities. I will notify the LL.M. admissions coordinator of any additional information or changes arising at any time prior to my matriculation at the University of Missouri-Kansas City School of Law. I agree to abide by all the rules and regulations of the University. If accepted into the Summer Legal English Workshop program, I will complete all required courses prior to starting academic studies unless stated otherwise on my admissions documents or unless a waiver is granted by the director of the LL.M. for Foreign Students program.

Applicant’s Signature ___________________________ Date ___________________

PAYMENT INFORMATION The non-refundable application fee is U.S. $75. Applications received without the appropriate fee will not be processed.

Payment methods:

1) Enclose a bank draft, money order, or personal check drawn on a U.S. bank payable to the University of Missouri-Kansas City, or 2) Complete the credit card information below.

Type of credit card: ○ VISA ○ MasterCard

Cardholder’s name exactly as it appears on the card: _______________________________

Credit card number: ______________ Expiration date: ____/____
month year

Cardholder’s signature: ____________________________
OFFICIAL STATEMENT OF FINANCES

All applicants must submit proof of sufficient funding to meet all tuition and living expenses for the first year of studies. Complete the section below and submit the required information to the address listed above with your application.

Applicant Name: ___________________________ / ___________________________ / ___________________________

Surname/Family/Last Name(s)       Given/First Name(s)       Middle Name(s)

Date of Birth: ______ / ______ / ______

month    day       year

SOURCES OF SUPPORT

Check the source(s) of support you will use during your first year of studies and complete the section below.

○ Personal Funds of the applicant
  1. Attach an original recent bank statement or other official document, in English, verifying the first year’s funds are currently available as liquid assets.

○ Family or Other Sponsor (such as a friend or U.S. sponsor)
  1. Attach the Affidavit of Support, signed and dated by the sponsor, which includes the sponsor’s relationship to the applicant and willingness to support the applicant financially during his or her studies at UMKC.
  2. Attach an original recent bank statement from the sponsor, in English, verifying the first year’s funds are currently available as liquid assets. This document must be certified or notarized.

○ Government Agency or Employer Sponsor
  1. Name of the government agency or employer: ___________________________
  2. Attach original letter from the sponsor stating the amount and duration of the scholarship the applicant is receiving.

DEPENDENT INFORMATION

Please list the number of family members who will be living with you in Kansas City while you pursue your degree. You must show additional funds for a spouse and for each child. The additional amount required can be found by visiting http://www.umkc.edu/isao/tuition.htm. Please also attach a copy of the biographical pages of each dependent’s passport.

<table>
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<tr>
<th>Last/Family Name</th>
<th>First/Given Name</th>
<th>Middle Name(s)</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Birth City</th>
<th>Birth Country</th>
<th>Citizenship Country</th>
<th>Relationship (spouse/child)</th>
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</table>
The affidavit of support is required by all applicants who will be submitting funds which are not their own personal funds, and who plan to have an F-1 or J-1 visa during their studies at UMKC.

Part I. Sponsor Information

Name of sponsor: ___________________________________________________________

Relationship to applicant: __________________________________________________

Street Address: _____________________________________________________________

City / District / State/Province / Country / Postal/ZIP Code

Telephone: _______________________________ Email: __________________________

Part II. Certification

1. This affidavit is made by me for the purpose of financial support for ________________________________

Name of Applicant

Applicant's Date of Birth: __ __ / __ __ / __ __ __ _

month     day     year

2. I am willing and able to financially support the person named above during his/her studies at UMKC.

3. I have attached an original bank statement in English verifying that the first year's funds are currently on deposit and that I have sufficient funds to assume the cost of study abroad for the student above.

Part III. Affirmation

I acknowledge that I am aware of my responsibilities as the sponsor of the person named above. I affirm that the statements on this affidavit are true and correct.

Signature of sponsor (in English): _______________________________ Date: __________________

Printed name of sponsor (in English): _______________________________

Witness / notary signature (in English): _______________________________ Date: __________________

Affix notary stamp or seal here:
Eligibility

Eligible students must already have a college degree in law from a recognized school. There is no minimum GPA required for admission, but academic ability will be considered. Applicants must have demonstrated English proficiency, which will be evaluated through both an English proficiency test score and a personal interview. The LSAT is not required, but applicants must have taken either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. Successful applicants must have a minimum TOEFL score of 550 on the paper exam (80 on the Internet version), or a minimum IELTS score of 6.0 with no individual portion below 5.5.