

## Application Instructions

### J.S.D. Application Instructions

#### General Information

Berkeley Law enrolls a student body that is diverse with respect to legal background and proposed research. We seek to admit students who have the highest standards of professional excellence and integrity; who will bring vision, creativity, and commitment to their professional endeavors; and who will contribute to the learning environment of the law school by sharing their unique perspectives.

In evaluating J.S.D. applicants, substantial consideration is given to the personal statement, academic records, proposed research topic, writing sample, letters of recommendation, legal experience, and other significant professional achievements. The J.S.D. program is severely restricted in size, and admission is normally limited to individuals who are engaged in or are outstanding candidates for academic work or other careers that emphasize legal scholarship. Applicants must demonstrate a high potential for completing a scholarly dissertation of the required quality, and admission is contingent upon the strong support of a suitable faculty member who agrees to serve as the student's primary advisor.

#### Application Process Overview

Applicants must apply online through the Law School Admission Council's (LSAC) website at [LSAC.org](https://lsac.org), and electronic applications are required.

If you have any questions or technical difficulties using the online application system, contact the LSAC help desk at 215-968-1315 or [llminfo@lsac.org](mailto:llminfo@lsac.org). Berkeley Law cannot assist you with technical problems on the LSAC system.

If you cannot apply online due to lack of Internet access, you may request a paper application. Although paper applications generally take much longer to process than electronic applications, submitting a paper application will not in any way affect your admission decision. Contact the LL.M. & J.S.D. Admissions Office by writing to [jsdadmissions@law.berkeley.edu](mailto:jsdadmissions@law.berkeley.edu) to request a paper application form.

Please note that all applications and supporting documents become the property of Berkeley Law and will not be returned. It is your responsibility to ensure that all items are submitted by February 1st. As such, you are encouraged to submit application materials well before the deadline to allow time for an exchange of correspondence with the LL.M. & J.S.D. Admissions Office. Applications will not be reviewed until all required items have been received. Late applications will not be considered.

#### Application Timeline

We begin accepting applications in August.

**Deadline** - The deadline to apply for the J.S.D. program at Berkeley Law is midnight February 1st, 2025 Pacific Time. We are aware that it takes a few weeks for LSAC to evaluate and assemble documents from the time they are received; as long as materials are sent by February 1st they are considered on time.

**Communication** - Once you submit your application, we will send an email with instructions on how to check your application status online. We will also send an email when your application is complete and ready for review. Please add our email address ([jsdadmissions@law.berkeley.edu](mailto:jsdadmissions@law.berkeley.edu)) to your contacts to prevent such notices from being filtered as spam. Because we process a large number of applications, we ask that you do not call to inquire about your application status. Notices are sent by email as decisions are made.

**Application Review** - While J.S.D. applications will be reviewed at the same time after the application deadline, we still encourage applicants to submit the application and supporting materials early, to avoid unforeseen complications.

**Interviews** - Select applicants may be invited for an interview prior to receiving a final admission decision.

**Notification of Decision** - J.S.D. applicants will receive their decision by early April. Admitted applicants will have three weeks to respond to Berkeley Law's offer of admission. Only an admission email from Berkeley Law constitutes an offer of admission.

#### Submitting Your Application Form

There are five major steps in order to submit your application form:

- 1) Read these instructions thoroughly and check the box to indicate you have read them.
- 2) Answer the application questions and save your answers.
- 3) Upload your Personal Statement, C.V., Dissertation Proposal Summary, and Writing Sample to the Attachments section.
- 4) Preview your application pdf to confirm that all information is correct.
- 5) Pay the \$80 application fee.

Until you have paid the application fee, your application form has not been fully submitted. Berkeley Law cannot access your application before it is submitted, and it must be submitted electronically before midnight February 1st, Pacific Time. After that time you will no longer be able to submit the application.

Please note: submitting the application form and sending documents to LSAC's Credential Assembly Service are two separate processes; you do not have to wait until LSAC receives your hard copy materials before submitting the application form. We recommend that you submit the application form as early as possible even if LSAC has not yet received your supporting documents so that we can access your information and begin processing the application.

## LLM Credential Assembly Service

LSAC's LLM Credential Assembly Service (LLM CAS) simplifies the J.S.D. application process by centralizing the submission of application materials. Utilizing the LLM CAS, applicants need only send one set of documents to LSAC, who will assemble and distribute reports to the participating law schools of your choice.

LLM CAS consists of three parts: the Electronic Application Service, Document Assembly Service, and the International Transcript Authentication and Evaluation Service.

- Electronic Application Service - Berkeley Law requires use of the Electronic Application Service (\$42USD), which allows you to transmit your application online.
- Document Assembly Service - Berkeley Law requires use of the Document Assembly Service (\$59USD plus \$36USD report fee), through which LSAC will collect transcripts, letters of recommendation, and English proficiency exam score(s) and distribute them to the law schools of your choice. This service does not include authentication or evaluation of transcripts.
- International Transcript Authentication and Evaluation Service (\$150USD in addition to the above fees) - This service is highly recommended but not required for applicants educated outside the US, and includes authentication and evaluation of transcripts, degrees/diplomas graduation certificates, and rank statements.

We strongly advise applicants to register for the LLM Credential Assembly Service and submit their materials well in advance of the application deadline. LSAC recommends applicants register four to six weeks before their first application deadline. Although Berkeley Law's deadline to postmark materials is February 1st, it is recommended to have materials sent as early as possible to allow sufficient time for processing.

[Click here](#) to learn more about this service. Your Credential Assembly Service account will be active for five years.

## Application Checklist

See below for further details on each required item. Please do not send paper copies of any materials uploaded to the online application or sent to LSAC.

- Application form - submit online via LSAC by February 1, 2025
- Official academic records - see below for submission instructions
- Two letters of recommendation - see below for submission instructions
- TOEFL/IELTS score - request that the score report be sent to LSAC  
OR request an English Language Requirement Waiver
- Personal Statement - upload to online application
- Curriculum vitae (c.v.) or résumé - upload to online application
- Dissertation Proposal Summary - upload to online application
- Writing sample - upload to online application
- Faculty Advisor Agreement Form - faculty member should submit directly to the LL.M. & J.S.D. Admissions Office
- \$80USD application fee - pay by credit card while submitting online application

### Academic Records

Current Berkeley Law LL.M. Students: LSAC will send your prior academic records through an electronic LLM CAS report. You should also send a digital copy of your fall grades to [jsdadmissions@law.berkeley.edu](mailto:jsdadmissions@law.berkeley.edu) as soon as they are available; your application will not be completed until we receive these grades. If you did not apply for the LL.M. program through LSAC, email [jsdadmissions@law.berkeley.edu](mailto:jsdadmissions@law.berkeley.edu) and request assistance with adding your previous academic records

to the new application.

**Berkeley Law LL.M. Graduates who applied for the LL.M. program within the past five years:** Your prior academic records should still be on file with LSAC and will be sent through an electronic LLM CAS report. You will also need to [request that a transcript for your LL.M. degree be sent](#) to the LL.M. & J.S.D. Admissions Office. If you did not apply for the LL.M. program through LSAC please write to [jsdadmissions@law.berkeley.edu](mailto:jsdadmissions@law.berkeley.edu) and request assistance with adding your previous academic records to the new application.

**Non-Berkeley Law LL.M. Students or Graduates:** It is your responsibility to request an official copy of academic records to be sent directly to LSAC from each institution you attended, using LSAC's Transcript Request Form which can be printed from the Transcripts page of your LLM CAS account. All academic records must be mailed directly to LSAC from the appropriate issuing institution in a sealed school envelope with a stamp or seal across the sealed flap of the envelope. Documents sent by the applicant or without the Transcript Request Form will not be accepted. Transcripts received by LSAC become their property and cannot be returned to the applicant or the issuing institution.

Academic records issued in a language other than English must be translated into English. The translation may be done by anyone as long as it is a literal, line-by-line, word-for-word translation in the same format as the original, and need not be certified.

Students currently enrolled in an LL.M. program should also send a digital copy of your fall grades to [jsdadmissions@law.berkeley.edu](mailto:jsdadmissions@law.berkeley.edu) as soon as they are available; your application will not be completed until we receive these grades.

[Click here](#) for more information on sending academic records to LSAC's LLM CAS, and [here](#) for specific document requirements by country.

## Letters of Recommendation

Berkeley Law requires two letters of recommendation. If you have already secured a Berkeley Law faculty adviser, it is preferred that one letter be from them and that the other letter be from one of your law professors. If you have been out of school for five or more years, professional references from a current or former employer may be appropriate, in addition to the letter from your faculty supervisor or law professor.

There are two ways to submit letters of recommendation - either to LSAC's LLM CAS or directly to the LL.M. & J.S.D. Admissions Office.

**Non-Berkeley Law LL.M. Students or Graduates:** Submit your Letters of Recommendation to LSAC's LLM CAS as described below.

**Current Berkeley Law LL.M. Students:** Your letters of recommendation may be submitted to LSAC's LLM CAS OR sent directly to the LL.M. & J.S.D. Admissions Office as described below.

**Berkeley Law LL.M. Graduates who applied for the LL.M. program within the past five years:** Your letters of recommendation may be submitted to LSAC's LLM CAS OR sent directly to the LL.M. & J.S.D. Admissions Office as described below.

To send Letters of Recommendation to LSAC - Log in to your LLM CAS account and follow the instructions to add your recommenders' names and contact information, submit requests for letters to your recommenders, and assign your letters once they are submitted. An email will be sent to each of your recommenders requesting them to complete and upload a letter for you, or you may print the required recommender forms to provide to your recommenders if they prefer to submit a letter by paper. Letters processed by LSAC become their property and cannot be returned or copied. [Click here](#) for more information on submitting letters of recommendation to LSAC's LLM CAS.

To send Letter of Recommendation to the LL.M. & J.S.D. Admissions Office - The Letter of Recommendation Waiver Form found in the Forms section of the online application includes submission instructions. If you choose to waive your right to inspect your letters, sign the form and provide it to your recommenders. By agreeing to waive your right to inspect the letters, your recommenders are free to write candidly; as a result, letters with waiver forms are generally viewed with greater credibility than those without waivers. Your recommenders may submit their letters directly to the LL.M. & J.S.D. Admissions Office, or they may return them to you in a sealed envelope for forwarding.

## English Language Requirement

Berkeley Law requires Official Score Reports of the TOEFL or IELTS before admitting an applicant whose primary language is not English.

Applicants whose primary language is English (including US and Canadian citizens) should submit a waiver request as instructed below; Berkeley Law will not assume English proficiency for any applicant.

TOEFL - The minimum score required is 100 on the internet-based TOEFL (iBT) taken at a test center or through the Home Edition, or 600 on the iBT Paper Edition. There is no subscore requirement. Information about test dates and registration procedures is available at most universities and US consulates and on the [TOEFL website](#).

To have your TOEFL score report sent to LSAC's LLM CAS, provide ETS with their institution code: 8395

IELTS - The minimum score required is 7 on a 9 point scale (overall score) on the IELTS Academic Test, taken at a test center or through IELTS Online. There is no subscore requirement. Information about test dates and registration procedures is available on the [IELTS website](#).

To have your IELTS score sent to LSAC's LLM CAS, you must request that your official score report be sent for electronic download using the IELTS system to Law School Admission Council LLM/JD Credential Assembly Svc.

TOEFL and IELTS scores that are more than two years old at the time of application cannot be considered; applicants must retake the test to submit a more recent score. Applicants should register for the test in time to ensure that the score report will be issued by the February 1st application deadline.

[Click here](#) for more information on submitting a TOEFL or IELTS score report to LSAC's LLM CAS.

Waiver Requests - You may request an English Language Requirement Waiver if any of the following criteria apply:

- 1) you have attended a US university for full-time study for a minimum of one academic year with a 3.0/B average or higher, OR
- 2) you have attended a foreign university for full-time study as part of a degree program for a minimum of two years in which the sole language of instruction is English, OR
- 3) you are a native English speaker.

To request a waiver, check the "Yes" button for Question 1 under English Requirement and choose the appropriate reason from the drop down options. If your waiver is based on education in English, you must submit official academic records through LSAC to verify your eligibility. Berkeley Law LL.M. current students and graduates may also apply for the waiver. We do not waive the English Language Requirement based on work experience in English.

## Personal Statement

The Personal Statement can describe your legal interests, the particular area of study you intend to undertake as a law student, the reasons you wish to study at Berkeley Law, and your professional plans or goals following completion of your degree. You may also use the statement to describe aspects of yourself that are not apparent from your other application materials. The Personal Statement should be written without assistance from others, including generative AI (e.g., ChatGPT, Bard, etc.), and should be limited to three pages of double-spaced text. There are no other format requirements.

The Personal Statement must be uploaded to the Attachments section of the online application.

## C.V. (Curriculum Vitae)

The Curriculum Vitae should provide a synopsis of your educational and academic background and skills. This summary should include professional experience, research experience, publications, presentations, awards, honors, and affiliations. There are no format requirements.

The Curriculum Vitae must be uploaded to the Attachments section of the online application.

## Dissertation Proposal Summary

Applicants should submit a brief (one page, double-spaced) summary of the specific research project they would like to work on while at Berkeley Law. Please note that we are requesting a short synopsis, not a full proposal. Please address how your research project will contribute to legal scholarship in the field. Admission to the J.S.D. program will be bound to the dissertation topic identified during the application process.

The dissertation proposal summary must be uploaded to the attachments section of the online application.

## Writing Sample

Applicants are also required to submit a significant piece of writing, which displays the candidate's analytical and expository skills on a legal policy or similar topic. Suitable pieces of writing include an LL.M. thesis (or portion thereof), an article written in conjunction with a class, or a similar item. There is no formal length requirement for the writing sample; it should be substantial enough to display the analytical and expository skills relevant to scholarly work.

The writing sample must be uploaded to the attachments section of the online application.

## Faculty Advisor Agreement Form

Your prospective faculty advisor must sign this form, acknowledging their understanding of J.S.D. program requirements and their role as advisor, acknowledging that they have read your Dissertation Proposal Summary, and confirming their commitment to working with you for the duration of the program, if admission is granted. The form should be submitted directly to the LL.M. & J.S.D. Admissions Office by the faculty member. Instructions are included on the form.

## Application Fee

The nonrefundable application fee of \$80USD should be paid by credit card when submitting the online application. If you have any issues paying the application fee, contact the LL.M. & J.S.D. Admissions Office at [jsdadmissions@law.berkeley.edu](mailto:jsdadmissions@law.berkeley.edu).

## Interview

You may be invited for an interview with a member of the admissions committee prior to receiving a final admission decision. Note that only select applicants will be interviewed, and please refrain from requesting an interview. Applicants selected for interviews will be contacted directly.

## Financial Aid

Fellowships are available and awarded to admitted students after admission decisions are made. A separate application is required. [Click here](#) for the most updated information on financial aid.

## Reapplying

Applicants who have previously applied and wish to reapply must submit a new application form and pay the \$80USD application fee, in addition to purchasing LSAC's Document Assembly Service if they haven't already. Previous application documents sent to LSAC's LLM CAS are retained for five years. Previous application documents not sent to LSAC's LLM CAS are retained for one year and may be used again if you so request. If you wish to re-use materials in your new application, email the LL.M. & J.S.D. Admissions Office at [jsdadmissions@law.berkeley.edu](mailto:jsdadmissions@law.berkeley.edu) specifying which materials. If your TOEFL/IELTS scores are more than two years old at the time you submit your application, you must take the test again and submit a new score report.

## Misconduct & Irregularities

Ethical conduct is expected and required in all of your interactions with LSAC and law schools. Misconduct and irregularities in the admission process can have serious consequences. [Click here](#) for more information.

## Contact Information

[Visit our website](#) for more information on the J.S.D. program. Frequently asked questions about the application process are answered on [LSAC's website](#). If you have questions that are not answered on those sites, please contact the LL.M. & J.S.D. Admissions Office at [jsdadmissions@law.berkeley.edu](mailto:jsdadmissions@law.berkeley.edu).