Application Instructions

This LLM application is for lawyers seeking to advance their training in a specific area of law. The LLM program offers options to specialize in several different subject areas, some of which are presented in a fully online format. In order to support your individual career goals, you may specialize in the following fully online programs: Cybersecurity and Data Privacy, Financial Compliance and Risk Management, Government Affairs and Advocacy, Health Law and Healthcare Compliance, Human Resources: Law, Leadership, and Policy; or on-campus programs in International Law or Advanced Legal Studies where you may design your own program based upon available courses.

All applications to LLM programs MUST be submitted electronically through the Law School Admission Council (LSAC). The 2022 application cycle begins in September, 2021. All online programs have two sessions per term. All residential programs have only one session per term. The application deadline for each session is generally about two weeks prior to the session start date. View our website for a full listing of term dates and application deadlines for either online programs or residential programs.

Applicants are encouraged to apply as early as possible. Please carefully complete all required sections. Failure to do so may delay the processing of your application. In order to be considered, an application must be transmitted and your application file must be complete with all supporting documentation and additional requirements. All completed application files are carefully reviewed in their entirety to determine whether the applicant possesses the academic preparation and motivation to successfully complete a rigorous law school curriculum. Committee members attempt to gauge each applicant's prior academic performance and expected performance based upon a holistic review of all application materials submitted.

If you received your law degree from an institution outside the U.S. and your primary goal is to seek eligibility for a US bar exam, this is not the correct application for you. Please apply to our LLM for International Law Graduates using the designated application.

LLM candidates are required to earn 24 credits in approved courses. Students are expected to complete their degrees within three years and to be continuously enrolled (full- or part-time) until all degree requirements are met. Courses previously taken toward the JD do not count toward the LLM.

Checklist of Required Items—LLM:

- Completed application
- Credential Assembly Service Law School Report, including undergraduate transcript(s) and law school transcript(s)
- Résumé or curriculum vitae
- A 2-3 page statement of interest outlining why you wish to pursue this degree
- One letter of recommendation

Application

Please complete the appropriate Albany Law School LLM application, making certain that you select the correct program and term in which you wish to enroll. Please be sure to answer all required questions completely and submit all required supporting materials. Failure to do so may delay the processing of your application.

Credential Assembly Service Law School Report

Credential Assembly Service Law School Report Registration with the Law School Admission Council's LLM Credential Assembly Service is required. The following materials must be submitted through this service:

- Transcripts: official transcripts from all undergraduate and graduate schools that you have attended must be sent according to LSAC's instructions so that English translations, evaluations, and accreditation information can be provided to Albany Law School.

- Letter(s) of recommendation: all applicants are required to submit at least one letter of recommendation. Applicants may opt to submit up to four. Letters should be from faculty, supervisors, or clients who can describe your strengths and abilities that will contribute to your academic success.

Statement of Interest
The Statement of Interest should be written in your own words and limited to 2-3 typed double-spaced pages addressing the following three questions:

• Why have you chosen Albany Law School and this particular program of study?
• How will your selected program of study advance your career objectives?
• How will your contributions as a student enhance the overall learning community?

Résumé

Please include all employment, publications, any substantive extra-curricular activities, and community service.

Character & Fitness

If you answer “yes” to any of the character and fitness questions, you must submit a statement reciting, in detail, the facts and circumstances of each reported event. The statement should include dates, exact name and location of courts (if any), and final disposition of all matters. Proof of final disposition is preferred, when available. If not available, please explain the reason. Your statement must be attached in order to submit your application. Failure to provide sufficient description and/or explanation of reported events may prompt the Admissions Committee to request additional information from you, thereby causing a delay in the processing of your application.

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Bar Examiners may ask additional questions beyond those listed on this application. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Please note that in regards to answering “yes” to questions involving academic or criminal records, the Board of Bar Examiners may ask for more detailed or additional information. Inconsistencies between your law school application and your application to the Bar may cause difficulty with bar admission. Failure to make a complete disclosure when answering the below questions may also subject a student to disciplinary action.

Diversity Statement and Additional Addenda (optional)

Albany Law School values the diverse perspectives and experiences that our students contribute to our community and classes. We also acknowledge that many applicants have overcome obstacles or hardships to achieve their current level of education or professional position. If you feel there is information not shared elsewhere in your application that the Admissions Committee may find relevant to their review process, you may choose to submit a diversity statement and/or one or more optional addenda.

Brief optional addenda may also be useful to explain discrepancies, grade inconsistencies, gaps in work history, or to provide context for reviewers on any other topic you feel is relevant to their decision. If not already included in your personal statement, you may also wish to share why you are specifically interested in pursuing your goals at Albany Law School.

Evidence of English Proficiency

If English is not the primary language in which your prior education was delivered, applicants are required to provide evidence of English proficiency via a TOEFL® or IELTS score report.

Financial Documentation (not required for U.S. citizens or permanent residents)

A completed "International Student Financial Statement" is required to document your ability to pay the cost of attendance and in order to prepare the I-20 necessary to obtain the F-1 student visa. This financial statement should be submitted upon receipt of an official offer of admission.

Certification

All applicants must electronically certify that the information provided in this application, including supporting documents and attachments, is correct, true, and subject to verification. The applicant understands that any offer of admission and/or financial assistance is contingent upon the accuracy and completeness of this application. The applicant has an ongoing obligation to promptly notify the Albany Law School Admissions Office should there be any change to information included in this application, supporting documents, or attachments, even after acceptance or enrollment.

Questions

Contact the Albany Law School Admissions Office at 518-445-2326 or e-mail admissions@albanylaw.edu
Albany Law School does not discriminate on the basis of gender, gender identity, race, creed, color, national origin, ethnicity, religion, disability, sexual orientation, marital status, familial status, pregnancy, domestic violence victim status, military or veteran status, genetic predisposition status, criminal conviction, or age in its programs and activities. Inquiries regarding the nondiscrimination policy may be directed to the Office of Human Resources, Albany Law School, 80 New Scotland Avenue, Albany, N.Y. 12208, 518-445-2311