

INTRODUCING THE LLM CREDENTIAL ASSEMBLY SERVICESM



The LLM Credential Assembly Service (LLM CASSM) is the most efficient and convenient way to apply to LLM programs in the United States. This streamlined service makes it possible for eligible graduates of universities and law schools who wish to obtain an LLM degree to request official academic documents just once for submission to LSAC. LLM CAS accommodates both domestic and international LLM candidates. The LLM CAS Document Assembly Service offers access to LSAC's Letter of Recommendation Service, electronic applications, and law school reports for all participating LLM programs. For an additional fee, applicants who have earned their first degree in law from an institution outside of the US can also take advantage of the International Transcript Authentication and Evaluation Service that LSAC provides.

The fees for LLM CAS are as follows.

- **Document Assembly Service**—\$85 (covers five years of service)
 - Transcripts are sent once by institutions to LSAC for forwarding to participating law schools (evaluation not included).
 - Letters of recommendation and English proficiency exam scores are sent once to LSAC for forwarding to participating law schools.
 - Admission applications can be completed and transmitted online.
- **International Transcript Authentication and Evaluation Service**—for LLM applicants educated outside the United States only—\$135, in addition to \$85 for the Document Assembly Service (\$220 total for five years of service)
 - Official academic records, including transcripts/mark sheets, copies of degrees/diplomas, and degree and graduation certificates, are sent once to LSAC for authentication, evaluation, and transmission to participating law schools.
 - American Association of Collegiate Registrars and Admissions Officers (AACRAO) evaluators carefully review these documents and create a report designed to help US law schools better understand the international credentials.
- **Law School Report**—\$30 for the initial report generated for each LLM program per program year, which includes
 - copies of all undergraduate, graduate, and law/professional school transcripts, as required by each school;
 - copies of letters of recommendation, if required;
 - English proficiency exam scores, if applicable; and
 - an International Credential Evaluation report (for internationally educated applicants only), or
 - a Postsecondary Summary Sheet (for US-educated JD graduates only).

LLM PROGRAM GUIDE

LSAC's website (LSAC.org) provides easy access to information about the LLM degree and law schools that offer LLM programs. In the LLM Students area, you can search for LLM programs alphabetically by school, alphabetically by program name, and by location. By creating an account, you can save a list of law schools that interest you and keep track of all of the items needed to complete the application process for each school.

CANDIDATE REFERRAL SERVICE™ (CRS)

Help the right LLM program find you! The free Candidate Referral Service helps law schools recruit potential applicants on the basis of specific characteristics; for example, age, citizenship, law school preferences, and geographic background. If you establish an LSAC.org account, you may authorize release of your profile information to law schools, agencies or individuals working on their behalf, and other eligible programs related to legal education, and you may be contacted by interested law schools you otherwise might not have considered.

LETTERS OF RECOMMENDATION

LSAC's Letter of Recommendation (LOR) Service is offered as a convenience to LLM Credential Assembly Service registrants, recommendation-letter writers, and law schools. Use of LSAC's LOR service is optional unless a law school to which you are applying requires its use. This service allows you to use your LSAC.org account to have your LORs sent to law schools based on each school's requirements or preferences.

The LLM Credential Assembly Service is available at LSAC.org.



CHECKLIST FOR THE LLM APPLICATION PROCESS

The following checklist broadly illustrates the sequence of events in the LLM application process.

- Create an LSAC LLM account at LSAC.org.
- Research law schools and application deadlines. Find the right LLM program for you by using the LSAC.org searchable database.
- Help the right law school to find you by registering for the Candidate Referral Service (CRS).
- Register and pay for the necessary LLM CAS services.
- Ask registrars to send your official academic records to LSAC. Transcript Request Forms are available through your LSAC.org account.

Allow two weeks from the time of receipt for processing of domestic transcripts. Transcripts from undergraduate and graduate institutions located outside the United States require additional processing time.

- Identify recommender(s) and print the LSAC Letter of Recommendation (LOR) Form(s) from your LSAC.org account or select email to provide instructions to your recommender(s) to submit the letter electronically. Ask recommenders to write letters and to send/upload them to LSAC or send directly to the law schools (as specified by each school).

Allow two weeks from the time of receipt for processing of your letters of recommendation.

- Register for an English proficiency exam and arrange to have your test results sent to LSAC (if applicable).
- View your international credential evaluation in your LSAC.org account (for international applicants only).
- View your Postsecondary Summary Sheet in your LSAC.org account (for US-educated JD graduates only).
- Apply to participating law schools electronically from your LSAC.org account. Schools will then request your LLM CAS report from LSAC. You need not wait for your report to be completed before you submit applications.
- Order LLM CAS reports online for each LLM program to which you apply. You will be prompted to order a report each time you submit an electronic application.
- Use your LSAC.org account to verify that your reports were sent to the LLM program to which you applied. In order for law school reports to be sent, they must be requested directly by the law schools. Your law school report will not be generated unless your LLM CAS file is complete.
- Monitor your file status through your LSAC.org account.

Important: Register and pay for LLM CAS at least four to six weeks ahead of the earliest law school application deadline. It takes approximately two weeks to process a transcript or letter of recommendation from the time it is received by LSAC.

ENGLISH PROFICIENCY

Most law schools will ask applicants for whom English is not their native language to take a standardized test to assess English language ability. It is your responsibility to identify which of the schools that are of interest to you require this test. Each school sets its own standard for required minimum scores. LSAC will accept score reports for either the TOEFL or IELTS exam. LSAC will include your score(s) in your LLM credential evaluation upon receipt of an official score report from the testing service. It is your responsibility to learn from each law school that is of interest to you how current the test score must be.

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