Table of Contents

Application..................................................1
Personal Statement.....................................2
Recommendation 1....................................3-4
Recommendation 2....................................5-6

Application Checklist

Application is complete* when all of the following items have been received:

❑ Application
❑ Resume (optional)
❑ Personal statement (2 – 5 pages)
❑ Recommendation letters from persons identified as best suited to judge applicant’s academic ability.
❑ Official records of previous law and other university study, including an explanation of grading systems in English*.
❑ TOEFL score as proof of proficiency in English. Duke’s institution code: 5156, department code: 03. To request a TOEFL requirement waiver, include with your application a copy of your most recent TOEFL score (if applicable) and a short statement supporting why you feel you are English proficient*. See page 14 of the brochure for additional information.
❑ $70 non-refundable application processing fee payable to Duke Law School. Payment must be sent with this application. Acceptable forms of payment are 1) checks in USD drawn on a U.S. bank, or 2) postal money orders in USD. Applicant’s name must be noted on the face of the check. Credit card payments will not be accepted.

* LSAC may be utilized. In an effort to prevent duplicate information, please provide LSAC number only if resulting documentation provided will complete your application.

Please send all application materials in one package to:

DUKE LAW
International Admissions
Box 90365, Science Drive & Towerview Road
Durham, North Carolina 27708-0365
USA

Use the above address for regular mail.
Omit the box number for express mail.
Telephone: 1-919-613-7033
Fax: 1-919-681-6550
E-mail: international@law.duke.edu
# Application to Graduate Law Study, 2009-2010

This form is for foreign-trained students applying for admission to graduate study in law. It is not for applicants applying to the J.D. or J.D./LL.M. programs. The suggested deadline for submission of the application is January 20. Please type or write your answers neatly.

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**PERMANENT ADDRESS**

| STREET | CITY | POSTAL CODE | COUNTRY |
| TELEPHONE | FAX |

**NAMES AND POSITIONS OF AT LEAST TWO PERSONS SUBMITTING RECOMMENDATION LETTERS**

**UNIVERSITIES ATTENDED** (or submit a resume)

| INSTITUTION | LOCATION | FROM-TO | MAJOR | DEGREE & DATE | CLASS RANK |

**HONORS, PUBLICATIONS, BAR MEMBERSHIPS & RELEVANT EXTRACURRICULAR ACTIVITIES** (or submit a resume)

**PROFESSIONAL EMPLOYMENT EXPERIENCE** (or submit a resume)

| EMPLOYER | JOB DESCRIPTION | DATES |

**DATE YOU HAVE TAKEN OR PLAN TO TAKE TOEFL:**

**SCORE:**

*LSAC# (if applicable):*

**SIGNATURE**
Personal Statement

Provide a 2 – 5 page statement about your professional and educational experience, goals in studying law in the United States, future plans, previous overseas experience, and anything else relevant to your application. If you have a particular reason why you want to attend Duke, please let us know. It is also useful to submit a resume. If you wish, you may attach a separate sheet instead of using this form.

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Signature ___________________________ Date __________
is an applicant for admission to Duke University School of Law and has given your name as a reference. The Admissions Committee will appreciate your candid evaluation of the applicant. Under U.S. law giving students access to educational records, the Law School cannot guarantee the confidentiality of your statement unless the applicant has signed the waiver printed above.

Are you related to the applicant? _____________________________________________________________________________

How long have you known the applicant? _______________________________________________________________________

How do you know the applicant (instructor, employer, etc.)? ______________________________________________________

What is your best estimate of the applicant's intellectual capacity? How do you compare it to the capacity of other lawyers or law students you may have known? _______________________________________________________________________

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Does the applicant have special interests or character traits that are especially relevant to his/her application? ____________

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ANSWER AS MANY OF THESE QUESTIONS AS YOUR KNOWLEDGE PERMITS. SPACE IS PROVIDED ON THE REVERSE SIDE. YOU ARE ALSO WELCOME TO SUBMIT A SEPARATE LETTER OR ADDITIONAL PAGES.
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Recommendation

Recommendation of Foreign-Trained Student
Sign and seal the completed form (or separate letter instead of using this form) in an envelope. Sign across the envelope seal and return it to the applicant for submission with the application. In the event this is not possible, send directly to the above address.

To: ____________________________  (NAME OF RECOMMENDER)

______________________________  (ADDRESS OF RECOMMENDER)

______________________________  (ADDRESS OF RECOMMENDER)

APPLICANT’S WAIVER OF RIGHT OF ACCESS TO CONFIDENTIAL STATEMENT:
For the purpose of encouraging candor, I hereby freely and voluntarily waive my right of access to any information contained in this recommendation form and agree that the statement shall remain confidential.

_________________________________________  APPLICANT’S SIGNATURE
_________________________________________  DATE

is an applicant for admission to Duke University School of Law and has given your name as a reference. The Admissions Committee will appreciate your candid evaluation of the applicant. Under U.S. law giving students access to educational records, the Law School cannot guarantee the confidentiality of your statement unless the applicant has signed the waiver printed above.

Are you related to the applicant? __________________________________________

How long have you known the applicant? ______________________________________

How do you know the applicant (instructor, employer, etc.)? ______________________

What is your best estimate of the applicant’s intellectual capacity? How do you compare it to the capacity of other lawyers or law students you may have known? ____________________________________________

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Does the applicant have special interests or character traits that are especially relevant to his/her application? ______________________________

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ANSWER AS MANY OF THESE QUESTIONS AS YOUR KNOWLEDGE PERMITS. SPACE IS PROVIDED ON THE REVERSE SIDE. YOU ARE ALSO WELCOME TO SUBMIT A SEPARATE LETTER OR ADDITIONAL PAGES.