28th Annual
International Law Student Interview Program (ISIP)

January 23 & 24, 2014
Coordinated & Hosted by:
New York University School of Law
New York, NY
Career Services Office

Career Services Office Contact Information

565 W. Adams Street, Suite 360
Chicago, IL 60661
Telephone: 312.906.5200
Fax: 312.906.5171
E-mail: kentcso@kentlaw.iit.edu
Website: www.kentlaw.iit.edu/career-preparation/career-services

Office Hours

8:30 a.m. – 5:00 p.m. - Monday, Wednesday, Thursday, Friday
8:30 a.m. – 7:00 p.m. - Tuesday

Staff

Jeanne Kraft, Assistant Dean – jkraft@kentlaw.iit.edu
Meredith Schmitt, Director & Recruitment Manager – mschmitt@kentlaw.iit.edu
Michelle Vodenik, Director & Public Interest & Diversity Advisor – mvodenik@kentlaw.iit.edu
Allison Smith, Career Advisor – asmith16@kentlaw.iit.edu
Rachel Jennings, Career Advisor – rjennin3@kentlaw.iit.edu
Barbara Clemmer, Administrative Assistant – bclemmer@kentlaw.iit.edu

Individual career counseling and resume review appointments may be arranged by speaking with Administrative Assistant, Barbara Clemmer, at the reception desk in the CSO suite, by calling 312.906.5200, or by e-mailing kentcso@kentlaw.iit.edu

Career Services Website for International LL.M. Students

http://www.kentlaw.iit.edu/career-preparation/career-services/students/international-llm-resources

Chicago-Kent Website Information for International LL.M. Students

Go to the international portal at: http://www.kentlaw.iit.edu/international-students. Click on “Information for Admitted International Students” and then “Employment.”

IIT International Center – Downtown Campus

The IIT International Center has Downtown Campus hours every Thursday in Room 656 from 9:30am – 11:30am and 2:00pm – 4:00pm. IC requires students to make an appointment for advising; please call 312-567-3680 by Wednesday at 4:30 pm to make these arrangements. However, you DO NOT need an appointment to pick up I-20 forms and letters. http://www.iit.edu/~internat/
ISIP: Key Dates and Frequently Asked Questions
The International Student Interview Program (ISIP) is hosted annually by New York University School of Law. This consortium event is sponsored by 32 law schools nationwide, including Chicago-Kent College of Law, to facilitate the hiring of highly qualified foreign-trained lawyers enrolled in LL.M. programs at each school. More than 1100 candidates representing 75+ countries will have an opportunity to be considered for internship and permanent positions in the United States and abroad. The program attracts more than 150 of the top legal employers from around the world. ISIP is designed for current graduate students (LL.M.) who possess foreign law degrees and will be enrolled as full-time students during the 2013-14 academic year.

ISIP 2014 will take place on NYU School of Law’s campus in Greenwich Village (New York, NY) on Friday, January 24th, 2014. All interviews will take place in NYU’s Kimmel Center for Student Life on the corner of Laguardia Place and Washington Square South (60 Washington Square South).

(Travel and housing arrangements for the job fair are the responsibility of individual students.)

Your Chicago-Kent job fair liaison is Career Services Director Meredith Schmitt (mschmitt@kentlaw.iit.edu); direct all questions to her.

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**JOB FAIR PROCEDURES FOR STUDENTS**

**Accessing Information and Completing Registration:**
You may access the job fair site at: [http://www1.law.nyu.edu/depts/careerservices/isip/](http://www1.law.nyu.edu/depts/careerservices/isip/)

**Username:** Your kentlaw.edu e-mail address is your username; **Password for initial access:** isip2013

Once logged on:

1. Complete your profile. You MUST complete the profile in order to bid on interviewing employers.
2. Change your password at the “password preferences” tab.
3. Upload a resume under the “documents” tab. You will not be able to view interview schedules/employers without a resume uploaded in the system. You will be able to update your resume and upload a revised version up until October 26th.
4. **View/Bid on Interview Schedules. Bidding MUST be completed by Friday, November 4, 2013.**
IMPORTANT DATES & REGISTRATION DEADLINES

October 14, 2013 (9:00 AM Eastern Standard Time)– November 4, 2013 (5:00 p.m. EST): You may register, upload a resume and bid on employers with whom you hope to have an interview.

October 25, 2013: Deadline for having resumes reviewed by the Career Services Office.

November 4, 2013 (5:00 p.m. EST): ISIP Deadline!! Your bids for the employers you wish to interview with and the final version of your resume that you wish employers to review must be entered by this date. This is a strict deadline!

December 11, 2013 (12:00 PM EST): You will be able to view the preliminary interview schedules and learn if you have been chosen for interviews by the employers you selected. You will have an opportunity to accept or decline the interview(s). Those who decide to attend the job fair should make travel arrangements at that time. If you have been selected as an alternate for an employer, this will be visible in the system on this date. You must accept your status as an alternate to be considered for any interviews that later become available.

January 3, 2014 (5:00 p.m. EST): Deadline to accept or decline interviews. You MUST accept an interview by this deadline if you want it; if you do not, it will be canceled. If you decide you are not going to attend the fair or do not want some of your interviews for other reasons, you must cancel by this date.

Alternate assignments will be announced following the January 3rd student cancellation deadline. You will be notified by email when alternate assignments have been published to the ISIP Symplicity system.

January 7, 2014 (12:00 PM EST): Second round of student bidding opens. Any employers who did not fill schedules through the first round of bidding may elect to receive resumes from additional candidates. Employers seeking additional resumes will be visible in the system on this date. Note: If you receive an interview through a second round bid, you will not be able to cancel that interview.


January 15, 2014 (11:59 PM EST): Final schedules available in the system.

Thursday, January 23, 2014: Students with interviews may register on-site between 3:00 p.m. and 6:00 p.m. (EST)

Friday, January 24, 2014: Interviews will take place at NYU's Kimmel Center for Student Life on the corner of Laguardia Place and Washington Square South.
Career Services Office

ISIP Registration & Bidding Instructions
STUDENT ISIP SYMPPLICITY INSTRUCTIONS

Direct all ISIP related questions to your school's ISIP coordinator.

*Please note all screen shots used have dates and deadlines that do not correlate with 2014 ISIP's actual dates and deadlines.

Important Dates and Deadlines (put these on your calendar):

1) Student bidding period opens: October 14th (Monday)
2) Student bidding deadline: November 4th (Monday)
3) Interview invitation results available: December 11th (Wednesday)
4) Interview/Alternate Accept or Decline deadline: January 3rd (Friday)
5) Student second round bidding opens: January 7th (Tuesday)
6) Student second round bidding closes: January 9th (Thursday)
7) Final schedules released: January 15th (Wednesday)

Log In to ISIP Symplcity

BIDDING OPENS: October 14, 2013

Go to the ISIP Symplcity Student Login and bookmark the page since you will be returning frequently.
Enter the Username and Password provided to you by your school's ISIP coordinator. Click [Go] to continue.

You will be directed to the ISIP Symplcity home page. Click on the User profile tab to complete your profile. You must complete your profile before you can bid on interview schedules. Update your name and email address, if necessary, under the Personal tab.

Switch to the tab view. This will take you to the next steps.
Read and agree to the Policy Affirmation at the bottom of this page and click to continue.

Terms of Use

Policy Affirmation*: I hereby affirm that I am a currently registered full-time LLM. in one of the International Student Interview Program (ISIP) consortium schools. I agree to use the online Symplicity system solely to participate in the International Student Interview Program and understand that a violation of this policy may result in cancellation of my on-line access to Symplicity. I understand that my name, profile information (includes addresses, schools attended, work experience, language proficiency, bar membership, etc.) and e-mail address are available to NYU School of Law administrative offices and the ISIP coordinator at my school, as well as employers participating in the International Student Interview Program. I acknowledge that I can prevent my name or credentials from being available to employers using the NYU Career Services Manager by affirmatively indicating that my credentials are not available to employers when completing my personal profile upon initial registration. I acknowledge and agree, however, that NYU and my school coordinator will at all times have access to my personal profile and e-mail address regardless of my election to list my credentials.

You will then be directed to the Academic tab after this section is completed. Please fill out the required information, such as Graduation Date, Degree Level, Degree Specialty, Country of Citizenship, Languages, Years of Legal Experience, and Visa Status. All information, excluding your Law School, is for the use of your career services offices and the ISIP coordinator only and will not be released to employers. When finished, click to continue.
Next you will be directed to the Privacy tab. For the option Release My Resume to Employers, select the yes radio button to release your resume to all ISIP employers. This affords you additional opportunities for interviews, and resumes collection requests that come in after the Employer Registration Deadline. Select the no radio button if you do not want employers other than those you have bid on to see your resume. Click Save Changes and Continue to save all information.

For security purposes you should change your password during the initial log in. Select the Password/Preferences tab. Enter the Old Password provided to you by your ISIP coordinator and then enter your New Password. Click Submit to confirm your new password. If you forget your new password go to Forget Password on the ISIP Symplicity Student Login page to reset it at any time.
profile

Personal  Academic  Privacy  Password/Preferences  Activity Summary

Submit  Cancel

Accessible Mode: Improves accessibility and compatibility with screen reader software
- [ ] yes  - [ ] no

Old Password: Please enter your current password:

Password: Assign Password: Enter a new password here:

Verify Password: Verify Assigned Password: Re-enter the password to verify, then click SAVE or SUBMIT when done.

Upload Resume Only (all other materials are for the day of ISIP)

DEADLINE: November 4, 2013

You must upload your resume to the ISIP Symplicity system in order to view and bid on ISIP employer interview schedules and resume collections. Your resume may be uploaded in PDF or Microsoft Word format but will be converted to PDF format by the ISIP Symplicity system. There is a file size limit of 200 kb. Please format your resume so that it does not exceed this size.

NOTE: Uploading your resume will not automatically submit a bid for you.

To upload your resume, click on the Documents tab at the top of the page and click + Add New to add your resume.

You may upload up to 10 different resumes and name them using the Label field. Browse for your resume in the File field and click Submit to continue. Please be patient while your Word document converts to PDF format. Once your resume has converted to PDF format you should view it to make sure it is formatted correctly by clicking on the icon.

NOTE: You may only upload resumes to the ISIP Symplicity system. Do not upload additional documents such as cover letters or transcripts. Only resumes will be considered by employers when making their candidate selections. If an employer has requested additional documents, you should bring those on the day of the interview. The ONLY exception to this rule is for J.S.D. students who are NOT graduating in May 2014 – see instructions for J.S.D. candidates below, or speak with your school’s ISIP Coordinator.

You may upload up to 10 different resumes and name them using the Label field. Browse for your resume in the File field and click Submit to continue. Please be patient while your Word document converts to PDF format. Once your resume has converted to PDF format you should view it to make sure it is formatted correctly by clicking on the icon.
View / Bid on Interview Schedules and Resume Collections

DEADLINE: November 4, 2013

The deadline to bid on ISIP interview schedules and resume collections is November 4th at 5:00 PM (EST). No late bids will be considered under any circumstances. To bid on interview schedules and/or resume collections click the ISIP tab at the top of the page.

All interview schedules you qualify to bid on will be displayed under the Employer/Bidding/Application tab. Click next to a schedule to view details and apply. You may also click the Resources tab at the top of the page to view ALL interview schedules and open 2014 ISIP Interview Schedules. See below for information on submitting manual bids to employers that do not appear in your ISIP bidding tab. Note: You will not be able to see your bids after November 4th. Please keep your own bidding records.

The details of each ISIP interview schedule include the Date of the interview, the Position Location (under Interviewing for), Additional Requests for materials to bring to the interview in addition to your resume, and the Hiring Criteria. Employers may be interviewing for multiple offices, therefore, please pay close attention to which office you are applying for. Note also that some employers may share applications between offices. When the interview results are released, you may find that you've been selected by an office for which you did not initially apply. See below for information about accepting or declining interview invitations.

To submit your bid to a specific employer, you must first select the resume you wish to use from the Resume drop-down menu. Click to complete the submission of the bid. You can upload up to 10 different resumes tailored for different submissions. Click at the bottom of the reviewed schedule to return to the Employer/Bidding/Application tab.

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OCI Schedule

Employer: NYU Inc (New York)

Interview Length: 20 minutes

Class Years Interviewing: Finland, France, French Guiana, Cabo, Campania, Georgia, Germany, Ghana, Grand Cayman, Grenada, Guadeloupe, Guatemala, Guinea, Guinea-Bissau, Republic of, Haiti, Honduras, Hungary

Interview Location: Kimmel Center (60 Washington Square South)

Position Type: 3-month Internship, 9-month internship

Employer's Schedules

<table>
<thead>
<tr>
<th>Date</th>
<th>Interviewing For</th>
<th>Additional Request</th>
<th>Hiring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-01-25</td>
<td>New biz</td>
<td>2 letters of recommendation, writing sample, and J.D. transcript</td>
<td>We are looking for a student with at least 2 years of work experience.</td>
</tr>
</tbody>
</table>
NOTE: If you make changes to your resume before the November 4th deadline and want it to be reflected in bids you have already submitted, you must upload your new resume into the system. After uploading a new resume return to the Employer/Bidding/Application tab. In the middle of the page there is a section labeled Default OCI Resume. This section shows the default resume and a button to "update all bids." You will need to choose your new resume in the drop down menu and click "Update All." This will change your resume for all bids. Alternatively, you can manually change the resume selected for individual bids by going into each employer schedule and changing the submitted resume. If you update your resume, please be sure to double-check each bid to ensure that the updated resume was submitted.

on-campus interviews
NOTE: If you wish to bid on an interview schedule in the 2014 ISIP Interview Schedules document and are unable to see this employer under your Employer/Bidding/Application tab, you can submit a manual bid to your school's ISIP coordinator. You may click on the Resources Tab to review a complete list of participating employers. In order to submit a manual bid, create a single file containing a cover letter and resume explaining your qualifications for the position. Name the file after the employer's interview schedule and location (e.g., "Allen and Overy London.doc") and forward it to your school's ISIP coordinator for approval. If you are approved, your additional submission will be placed in a booklet presented to the employer, who will make all final interview decisions. All additional bids must be submitted by your school's ISIP coordinator to NYU by the November 4th student bidding deadline. Please check with your school to see if there is an earlier deadline for submission of additional/manual bids.

Important: You should only submit additional/manual bids for employers for which you can truly make a strong case that you meet their employment qualifications. If an employer is hiring Latin American-trained students for a New York office, and you have no affiliation with Latin America, you should not bid on this firm. If you were trained in Paris, but are fluent in Portuguese and have significant professional experience with Latin American clients, then you can make a targeted cover letter explaining your qualifications for that position. Please consult with your school's ISIP Coordinator if you are unsure about whether to apply to a particular position.

J.S.D. students continuing their studies during the following fall semester will need to make their need for a summer associate/intern position very clear in a required cover letter to be submitted along with their resume as one document to each ISIP employer. Anticipated date of graduation must also be made clear on the resume. J.S.D. students graduating in May 2014 do not need to submit a cover letter with their resume since their availability is the same as that of the LL.M. students.

Interview/Alternate Accept or Decline
DEADLINE: January 3, 2014

Beginning on December 11th, you will be able to view your bid invitation status through the Employer/Bidding/Application tab. Under the Invitations tab, each bid should indicate one of the following: Accept Pre-Select, Accept Alternate, or Not Invited.

NOTE: Acceptance of a pre-select or alternate status does not guarantee that you will be scheduled for an interview, but if you accept either pre-select or alternate status, you must attend any interviews scheduled. When the system schedules interviews, priority will be given to pre-selected candidates, and an interview is guaranteed for those candidates, as long as you have space in your schedule. If you have been selected for more than 18 interviews, you are encouraged to consult with your school's ISIP coordinator regarding how to prioritize choices, as the ISIP system may not be able to fill more than 16 interviews into one day. The system will schedule alternates after all pre-selected candidates have been scheduled, if there are additional spaces in the employer's schedule.

If you have a Pre-select and/or Alternate status you will also see three types of buttons.

Pre-select Accept: If you wish to accept an interview invitation with an employer, click Accept Pre-select. There is no prompt asking you if you want to proceed. Please double-check before clicking!

Alternate Accept: If you wish to accept an alternate invitation click Accept Alternate. Note that this does not guarantee an interview, but if the system is able to schedule an interview, you must attend. There is no prompt asking you if you want to proceed. Please double-check before clicking!

Decline: If you wish to decline an interview invitation or alternate invitation, click Decline. A prompt will appear asking if you are certain you want to proceed with declining the invitation. You cannot reverse this decision.

Cancellation: If you do not wish to accept an interview with an employer, you should decline the interview invitation before January 3rd. We will be unable to accept cancellations after this date.

on-campus interviews

<table>
<thead>
<tr>
<th>Employer</th>
<th>Location</th>
<th>Interview Status</th>
<th>Interview/Alternate Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acme, Inc (New York)</td>
<td>New York, NY</td>
<td>NR (Resume Collection)</td>
<td>Decline</td>
</tr>
<tr>
<td>Acme, Inc (Washington DC)</td>
<td>Washington, DC</td>
<td>Jan 25th</td>
<td>Accept Pre-select</td>
</tr>
<tr>
<td>Acme, Inc (Chicago)</td>
<td>Chicago, IL</td>
<td>Jan 25th</td>
<td>Accept Alternate</td>
</tr>
<tr>
<td>NYU, Inc (New York)</td>
<td>New York, NY</td>
<td>Jan 25th</td>
<td>Decline</td>
</tr>
</tbody>
</table>

Legend: no multiple interviews instructions from employer
Second Round of Bidding

AVAILABLE: January 7, 2014 (Noon)
DEADLINE: January 9, 2014 (11:59 PM)

This year employers who did not fill their schedules through the first candidate selection period may elect to receive resumes from additional students through a limited second round of bidding. Beginning on January 7, 2014, you will be able to view a new ISIP Session, named “2014 ISIP Second Round,” showing any employers who have opted to receive additional resumes. As with the first round of bidding, you will only be able to view those employers who have requested students with law degrees from your country. This will be a very small bidding round, and it is possible that you will not be able to view any employers during this time. You must bid on second round employers by January 9th. Because of the short time frame, you will not have the ability to decline or cancel any interviews scheduled through the second round of bidding. Bidding will follow the same process as the first round (above).

Final Schedules Available

AVAILABLE: January 15, 2014

Final schedules will be published to the Symplicity system on January 15, 2014. You will receive an email notification containing instructions on how to review your final schedule. Note that schedules are subject to change based on employer needs and will not be finalized until the week of the event.

To view your ISIP interview schedule click the ISIP tab at the top of the page and select the Scheduled Interviews tab.

NOTE: It is best to check the Scheduled Interviews Tab, rather than the Employers/Bidding/Application tab, as the Scheduled Interviews Tab includes employers who may have made changes at the last minute, which may not show up under bidding.

- When no records found is displayed in the Scheduled Interviews tab, this means you were not selected for ISIP interviews.
- If you were selected for interviews, you will see your interview schedule in this tab and can sort by “Interview Time” to organize your interview schedule.

You may review the details of your interview, including interviewer names (if available) by clicking the date in the Invitation Date column. The information displayed includes information such as Employer, Interview Date, and Interview Time. The Interview Location, Interview Room, and Interviewer(s) information will not be published on the site until the week of January 20, 2014.

Click Back to return to the list of interviews.

OCI Interview

Employer: Born Schmitz Steichen (Luxembourg)
Interview Date: Jan 28th
Interview Time: 12:20 pm - 12:40 pm
Interview Room: Room 802, Table 2
Interviewer: Fabio Truscott (New York University M.C.J. ’92); Lionel Noguera (Georgetown University LLM. ’03); Lara Almeida

Add to calendar

SCHEDULE DETAILS

OCI Schedule
Employer: Born Schmitz Steichen
Locations: Luxemburg
Interviewing For:
For Interview Length:
20 minutes

Lab Interviewer: Fabio Truscott (New York University M.C.J. ’92); Lionel Noguera (Georgetown University LLM. ’03); Lara Almeida
Class Years:
Belgium, France, Germany, Ireland, Italy, Lithuania, Luxembourg
Interviewing Location:
Kennedy Center (60 Washington Square South)
Sample LLM Resumes and Cover Letters
Appropriate for Use with U.S. Employers

(For detailed resume preparation information please see Resume & Cover Letter Guide under the “Applying & Interviewing For A Job” section of the CSO website: http://www.kentlaw.iit.edu/career-preparation/career-services/students/applying-and-interviewing-for-a-job)
Tips for American Resumes:

- One (1) page long
- NO Objectives statement
- Neat format
- Chicago-Kent College of Law
  - Not Chicago Kent College of Law
  - Not Chicago-Kent School of Law
- No commas between Month Year
  - Correct: September 2013
  - Incorrect: September, 2013

WHAT TO INCLUDE ON YOUR RESUME?
- Contact information (Name, Address, Phone Number, Email address)
- Bar Admission(s)
- Education (list Chicago-Kent first!)
- Legal Experience
- Professional/Other Experience
- Publication(s)
- Languages
- Interests
SAMPLE LLM RESUME

JONATHAN M. DOE
900 West Green, #313, Chicago, Illinois 60657
(773) 222-1111 • jmdoe@kentlaw.iit.edu

BAR ADMISSION
Member, Bar Council of India, Maharashtra & Goa, July 2010

EDUCATION
Chicago-Kent College of Law, Chicago, Illinois
LL.M. Candidate, International and Comparative Law, May 2013

Government Law College, Bombay, India
LL.B., June 2010
Rank: Top 10%
• Best Student of the Year Award, 2008-2009, 2009-2010
• Represented India at Philip C. Jessup International Moot Court Competition, Washington, DC 2010; Ranked 18th at international rounds
• General Secretary, Moot Court Association, 2009-2010

St. Xavier's College, Bombay, India
Bachelor of Arts in Economics with Honors in Political Science, July 2007
Rank: Top 10%
• Dorab Tata Merit Scholarship recipient, 2003-2007
• Class representative, 2003-2006; Chairperson of Students Union, 2004-2005

LEGAL EXPERIENCE
Chambers of Advocate Shyam Divan, Bombay, India
Attorney, June 2010 - August 2012
• Developed independent practice and briefed by leading solicitor firms to appear before Bombay High Court and Securities and Exchange Board of India.
• Conducted arbitration and administrative hearings, interviewed clients and witnesses, and prepared, reviewed and analyzed interrogatories and discovery documents.
• Counseled environmental and consumer groups in numerous public interest law suits.

Kanga & Company, Bombay, India
Student Intern, June 2008 - October 2009
• Assisted attorneys in all areas of litigation at district and high courts; assisted in preparing transactional documents and corporate due diligence reports.
• Drafted pleadings, briefs, motions and correspondence, researched issues and prepared memoranda in all areas of corporate law.

Haresh Mehta & Company, Bombay, India
Student Intern, August 2007 - February 2008
• Researched and drafted legal memoranda for cases in the area of Industrial Disputes.

OTHER EXPERIENCE
Authored legal articles for website supporting Indian women, 2010.
Trainee with Western India Securities Ltd. at the Bombay Stock Exchange, 2006.
Lecturer in Political Science for St. Xavier's Junior College (Bombay), 2009.

LANGUAGES
English, Hindi, Marathi and Gujarati

INTERESTS
Cricket, motor sports, western classical music, travel
Jonathan M. Doe
900 West Green, #3B, Chicago, Illinois 60657 • 773-222-1111 • jmdoe@kentlaw.iit.edu

BAR STATUS
Member, Bar Council of India, Maharashtra & Goa, July 2010
Sat for New York State Bar Examination, July 2013 (result awaited)

EDUCATION & HONORS

Chicago-Kent College of Law, Chicago, Illinois
LL.M., International and Comparative Law, May 2013
GPA: 3.80/4.0
- CALI Award for highest grade - Introduction to American Legal System, Fall 2012

Government Law College, Bombay, India
LL.B., June 2010 (Rank: Top 10%)
- Best Student of the Year Award, 2008-2009, 2009-2010
- Represented India at Philip C. Jessup International Moot Court Competition, Washington D.C. 2010. Ranked 18th at international rounds
- General Secretary, Moot Court Association, 2009-2010

St. Xavier’s College, Bombay, India
Bachelor of Arts in Economics with Honors in Political Science, July 1996
- Dorab Tata Merit Scholarship recipient, 2003-2007
- Class representative, 2003-2006; Chairperson of Students Union, 2004-2005

LEGAL EXPERIENCE

Chicago-Kent College of Law, Chicago, Illinois
Research Assistant to Professor Henry H. Perrit, Jr., May 2013 - Present
- Research and draft papers for Global Chicago project, with recent articles examining expansion strategies for law firms and role of multidisciplinary practices in the legal services industry
- Coordinate activities for Global Law and Policy Initiative and LLM program.

Executive Assistant to Assistant Dean Charles Rudnick, August 2012 - April 2013
- Managed law school’s India projects, and traveled to India to identify and develop partnerships with institutions there.
- Coordinated faculty visits and seminars in India with Ministry of Information Technology and Consul General’s office.

Chambers of Advocate Shyam Divan, Bombay, India
Attorney, June 2010 - August 2012
- Developed independent practice and briefed by leading solicitor firms to appear before Bombay High Court and Securities and Exchange Board of India.
- Conducted arbitration and administrative hearings, interviewed clients and witnesses, and prepared, reviewed and analyzed interrogatories and discovery documents.

Kanga & Company, Bombay, India
Student Intern, June 1997 - October 1998
- Assisted attorneys in all areas of litigation at the district and high courts; assisted partners in preparing transactional documents and corporate due diligence reports.
- Drafted pleadings, briefs, motions and correspondence, researched issues and prepared memoranda in all areas of corporate law.

OTHER EXPERIENCE
Authored legal articles on a periodical basis for website supporting Indian women, 2000.
Trainee with Western India Securities Ltd. at the Bombay Stock Exchange, 1995.
Lecturer in Political Science for St. Xavier’s Junior College (Bombay), 1995.

LANGUAGES
English, Hindi, Marathi and Gujarati
EDWIN SINCLAIR
600 W. Madison Street, 313, Chicago, Illinois 60661
(312) 222-4444 • esinclair@kentlaw.iit.edu

EDUCATION

Chicago-Kent College of Law, Chicago, IL
LL.M., International and Comparative Law, Expected May 2012

University of Cape Town, South Africa, Johannesburg, South Africa
LL.B., December 2007
Class Rank: 8/210
- Dean's Merit List
- Johannesburg Consolidated Investments Scholarship
- Law Student Council, Vice-president, 2001-2002
- Associate Editor, On Trial

University of Stellenbosch, South Africa, Johannesburg, South Africa
B.A., December 2003
Class Rank: 10/150
- University Academic Merit Scholarship
- Editor, Die Matie
- Lawyers for Human Rights, student member

EXPERIENCE

Chicago-Kent College of Law, Chicago, IL
Research Assistant to Professor Henry H. Perrit, Jr., August 2009 – December 2011
- Perform international research on reproductive rights of mentally disabled individuals.

Ball, Sinclair & Hope, Johannesburg, South Africa
Candidate Attorney, 2007 – 2010
Passed attorneys admission examination in April 2002
- Handled labor litigation on behalf of trade unions.

Human Rights Commission, Johannesburg, South Africa
Commission Assistant - Law, 2006
- Acted as liaison to progressive political organizations and human rights attorneys.
- Monitored human rights abuses in South Africa.
- Prepared press statements and assisted in production of monthly human rights publication.

Consolidated Mines, Johannesburg, South Africa
Industrial Relations Officer, 2004
- Reviewed disciplinary inquiries in neutral advisory capacity to ensure adherence to disciplinary code.

LANGUAGES

- Fluent in Afrikaans and English.
- Read and understand Dutch.

INTERESTS

- Enjoy cross-country running, squash, music, reading.
Francisco J. Perez Ferreira
3241 S. Wabash Ave., Box 7, Chicago, IL 60616
312.222.1111 • fjperez@kentlaw.iit.edu

Licensed to Practice, Republic of Panama, June, 1998

EDUCATION

Chicago Kent College of Law, Chicago, IL
LL.M. in Financial Services Law, expected June 2001

Fulbright Scholarship Grantee, 2000

Tulane University, School of Law, New Orleans, LA
Certificate of Attendance, Introduction to the US Legal System, Summer Course, 2000

Law School, University of Panama
Licenciate of Law and Political Sciences, May 1998
GPA: 2.6/3.0
• University of Panama, Sigma Lambda Honor Chapter (Dean’s List)
• Civil Service Legal Clinic

PROFESSIONAL EXPERIENCE

Patton, Moreno & Asvat, Panama City, Republic of Panama
• Researched to assist attorneys as expert witnesses on Panamanian law for international litigation.
• Handled constitutional, commercial, maritime and antitrust litigation at all court levels including the Supreme Court.
• Drafted pleadings, prepared witnesses and appeared at hearings.
• Advised an American corporation on the privatization process of public utilities companies, and other American corporations and Eximbank on financial transactions with local airlines.
• Reviewed documents and provided legal opinions for closings.
• Assisted a bank in its initial public offering of stock and a shrimp exporter with a private placement in the local market, drafting, negotiating and reviewing documents.
• Drafted and negotiated contracts, including joint ventures, lines of credit, M&A transactions, leases, agency and licensing agreements.
• Formed corporations, private interests foundations and trusts for clients.

Supreme Court of Justice, Panama City, Republic of Panama
Law Clerk for Justice Fabian A. Echevers, April 1995 - August 1997
• Researched legal issues and case law and prepared judicial opinion drafts.

Arias, Fabrega & Fabrega, Panama City, Republic of Panama
Law Clerk, April 1993-March 1995
• Researched legal issues, drafted pleadings and handled litigation for corporate clients by assisting attorneys with trial preparation.
MEMBERSHIPS & PROFESSIONAL AFFILIATIONS

- Colegio Nacional de Abogados (Panamanian Bar)
- Panamanian Constitutional Law Association
- Professionals of New Juridical Generation Association (former Chairman)
- Securities Law Association (co-founder and former board member).

LANGUAGES

- Spanish (Fluent); English (good reading, writing and speaking).

PUBLICATIONS & LECTURES

Publications:

- "Constitucion Nacional y Formula Politica" (The National Constitution and the Political Formula), Constitutional Interpretation, Mizrachi & Pujol Edit., Panama, 2000
- "Sociedades Anonimas. Dos Breves Comentarios" (Corporations. Two Brief Comments), Panama, 1999
- "La Reforma Mercantil: Un Breve Comentario" (The Commercial Reform: A Brief Comment), Panaglobe Magazine, Panama, 1998
- Las Fundaciones de Interes Privado en Panama, (Private Interest Foundations in Panama), Portobelo Edit., Panama, 1997
- Accion de Arnparo, Confidentialidad y Levantamiento del Velo Corporativo, (Writ of Mandamus, Confidentiality and Piercing of the Corporate Veil), Portobelo Edit., Panama, 1996
- "El Derecho a la Confidencialidad en la Jurisprudencia Constitucional de la Corte Suprema de Justicia de Panama" (The Right to Privacy found in Constitutional Case Law of the Supreme Court of Panama), Anuario de Derecho Constitucional Latinoamericano, Konrad Adenauer Stiftung, 1st Edit., Colombia, 1997
- "PANAMA: Centro Internacional Offshore" (Panama- International Offshore Center), Novum Ius Law Journal, Panama, 1995
- More than 20 opinion articles published by the newspaper El Panama America
- Various legal materials for brochures and newsletters for Patton Moreno & Asvat (published in hard copies and on the firm's website at www.pmlawyers.com)

Speeches:

- "Companias de Capital Celular" (Protected Cell Companies), Santa Maria La Antigua and University of Panama, Law School Students International Congress, Panama, Oct. 16, 1999 (published in 2000 at www.legalinfo-panama.com)
- "Comentarios a la Ley No. 32 de 1999 por la cual se crea la Sala Quinta de la Corte Suprema" (Comments on Law No. 32 of 1999 whereby the Fifth Chamber of the Supreme Court is created), University of Panama Law School, Panama, Aug. 23, 1999
- "La Doctrina del Levantamiento del Velo Corporativo en la Jurisprudencia de la Corte Suprema de Panama" (The Doctrine of the Piercing of the Corporate Veil in Case Law found at the Supreme Court of Panama), Panamanian Bar, Criminal Law Seminar, Panama, Oct. 13, 1998
Career Services Office

Interviewing and Thank You Notes
Interviewing & Thank You Notes for LL.M. Students

The definition of interview is "to see each other mutually." Therefore, it can be said that the purpose of an interview, especially as it pertains to job searching, is to provide as much information about you as a potential employer needs to know (and that you need for them to know), and to acquire as much information as possible about the employer, so that each of you can make an informed decision as to whether or not you are the right person for the job.

Your resume has made it through the screening process, and the employer is looking for someone with your credentials - the objective part of the process is finished. Now the prospective employer wants to meet you in person. From this point forward, all decisions about you are going to be purely subjective. The first impression you make on the interviewer is of the utmost importance. S/he will notice immediately if you are dressed professionally, speak articulately, seem confident, knowledgeable, alert, motivated, etc. It is perfectly normal to be nervous before such an experience, but if you come prepared you will soon feel at ease and be capable of handling the interview as a conversation.

Preparation

Preparation and follow through are essential if you want to reap the greatest benefits from the experience. The first step in your preparation is researching the employer as completely as possible. That includes finding out about the person who will be interviewing you, if you know. When interviewing with a law firm, look them up in Martindale-Hubbell (www.martindale.com) or in the NALP Directory (www.nalpdirectory.com). It will tell you the kind of law practiced and the backgrounds of the attorneys who work in the firm.

Check to see if the Career Services Office has any information on the employer. Get information about the organization from any current or past employees you may know of. Check the internet for a website. If appropriate to the type of employer, conduct a Lexis search to determine whether recent or significant cases could be discussed during the interview. Your goal is to show that you know a great deal about the employer and you are interested in them because of what you know about them.

The second step in preparing yourself for an interview is familiarizing yourself with potential questions that may be asked of you, and formulating your answers to these anticipated questions. Additionally, you should have questions in mind that you want to ask about the employer and possibly the interviewer. Samples are included at the end of this section.

The most important question you should be prepared to answer is "Why should we hire you?" Always be positive, not defensive. Stress your strengths. Do not point out your weaknesses. Answer with a description of the skills you can bring to the firm that will meet their needs. The second most important question you should be prepared to answer is the one that you hope will never be asked of you! If you are prepared to answer this one in a confident and poised manner, the questions that follow should be a piece of cake!

Practice interviewing with friends or attorneys you know. Participate in the mock interview program at the law school to receive personalized, professional feedback. Try to make these practice interviews as realistic as possible.
Interview Day

Be prompt. Smile when you meet the interviewer and shake his/her hand. Recognize that the interviewer is just another person. Try to make yourself, as well as the interviewer, comfortable. Keep in mind that the interview situation can be stressful for the interviewer as well as the candidate. The first few minutes of the interview are the most important ones.

Eye contact is important. Look at your interviewer. Show a genuine interest in the organization. Be an active participant; assist in fostering a conversation rather than a question and answer period. Answer questions with descriptive statements that point to your strengths rather than with monosyllables. Be aware that interviewers tend to hear many of the same skills from different candidates, so be prepared to illustrate those skills, using past experiences as your examples. Do not focus on tasks you performed in the past, but the underlying skill that the task has developed. The skills are transferable, tasks may not be.

Anticipate questions such as "Why should we hire you?" or "What makes you think you would make a good attorney?" and/or even tougher questions such as "Why are your grades low?" It is important to remain calm and poised while answering in a positive manner. The interviewer may want to see how well you deal with pressure and think on your feet.

Bring a writing sample (or two), list of references, and extra resumes. Do not bring a written list of your questions; have them memorized. DO NOT ask questions about salary, vacations, or benefits in the first interview.

After The Interview

When the interview is over and you have left the scene, write down as much information as you can remember, including the names of individuals with whom you spoke. Use this information to compose a thank you note to each interviewer and to the person who arranged the interviews, if there were several interviewers.

Thank you notes are a professional courtesy and are appropriate after every interview at an employer’s office. Please see Thank You Notes section for more information.

When in the interview, you can inquire about the timeline for the employer’s hiring process. Use this information to determine when to call and follow up about the position.
Sample Interview Questions

Applicants should be prepared to give articulate answers to questions such as the following:

1. Why did you choose law as a career?
2. Why did you decide to pursue an American LLM? Why at Chicago-Kent?
3. I see you are taking [antitrust] at Chicago-Kent—please tell me about the differences in the U.S. [antitrust] laws and the [antitrust] laws of your country.
4. Why are you interested in our firm/agency/organization?
5. Why have you chosen to interview with us?
6. Tell me about yourself.
7. What are your greatest strengths and weaknesses?
8. What law school subjects have you liked best? Least? Why?
9. In what particular area(s) of practice are you most interested?
10. Why do you wish to practice in [New York/Chicago/Los Angeles]?
11. Where do you see yourself five years from now?
12. What other academic and professional abilities should we know about?
13. What can I tell you about my firm/agency/organization? Do you have any questions for me?

The applicant should also be prepared to ask a number of questions which indicate that the applicant has approached the interview process rationally and is capable of making an intelligent choice. You should prepare questions that you want answered. NEVER ASK FOR INFORMATION THAT CAN BE EASILY FOUND ON AN EMPLOYER’S WEBSITE! Some question suggestions are as follows:

1. Please describe a few typical projects done by LLM graduates at your firm.
2. How are projects assigned to LLM graduates?
3. What is the typical length of LLM graduate internships?
4. On what types of matters involving my country does your firm work?
5. What qualities do you seek in new employees in this position?
6. What do you think distinguishes your firm from others in this city?
7. What opportunity will I have for client contact?
8. Do you have any formal or informal mentoring system?
9. Please describe the firm’s pro bono program and policies.
10. What has been the most interesting transaction in which you have been involved?
11. Why did you choose to work for this firm over others?

Thank You Notes

Thank you notes are written expressions of your appreciation for the time, information, and/or recommendations given to you in a formal or an informational interview, during a particularly helpful phone call, or even through a great e-mail message. Thank you notes are appropriate to send to employers, potential employers, contacts, professors, and anyone who has helped you with job leads, recommendations or suggestions for your job search.

Do thank you notes after a formal employment interview make a difference in whether or not you will be hired? Probably not. It's unlikely that a thank you note would persuade an employer to hire you when they wouldn't otherwise do so. Thank you notes can even work against you if they contain misspellings or grammatical errors.
However, because it's the polite and respectful (and professional) response to give after an organization has taken the time to interview you, thank you notes are recommended in the later stages of the job search. In fact, there are employers/interviewers who may believe that you are not interested in the job if they don't receive a thank you note.

Because applicants in the legal arena usually meet with several attorneys and staff within an organization, the question of whether a thank you note should be sent to each individual often arises. This is strictly up to you. If you had great conversations with each interviewer and would like to comment on those, you might want to write to each individual. However, in this case, each letter should be different. Do not simply send the same letter and change the name and salutation. If you prefer, you may also choose to write to just one individual. In this case you might want to choose the attorney who shepherded you through the process; the attorney with whom you spent the most time; the person with whom you seemed to have the best rapport; or the attorney who had identified him/herself as the senior member of the hiring committee. When writing one letter to one organizational member, also ask him/her to convey your thanks to the other attorneys with whom you met and name those individuals.

The thank you note following a formal interview should be typed on business stationery. The address on the envelope should be typed as well. Also, make sure that you have the recipient's name spelled correctly.

**Qualities of an Effective Thank You Note**

1. A thank you note should be sent in a timely manner. Sending out a thank you note within 24-48 hours is best.
2. The letter should be brief, well-written, and thoroughly proofread (this is a business communication and should be typed as a business letter, free of typos, grammatical errors, and misspellings.)
3. The letter should convey your sincere thanks. In addition to expressing your thanks for the employer's time and information, it's ideal to refer to something you especially enjoyed talking about in the interview. You can also mention your continued interest in the organization if the letter is following an employment interview.
Excerpt from:
Comprehensive Guide to Bar Admission Requirements 2013
(By the National Conference of Bar Examiners & the American Bar Association Section of Legal Education and Admission to the Bar)

PDF version of the complete guide can be found at:
Are graduates of foreign law schools eligible for admission? | Legal education in English common law | Additional education at an ABA-approved law school | Practice of law in home jurisdiction | Determination of educational equivalency | Admission in another U.S. jurisdiction | No additional requirements | Determination of educational equivalency | Legal education in English common law | No additional requirements | Does your jurisdiction recognize with regularity the sufficiency of a legal education received at any particular foreign law school? | If a foreign law school graduate obtains an LL.M. or other graduate law degree from an ABA-approved law school, is the graduate then eligible to take the bar exam on this basis alone?

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### CHART 4: Eligibility to Take the Bar Examination: Foreign Law School Graduates (continued)

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</tr>
</tbody>
</table>

### Supplemental Remarks

If graduates of foreign law schools are eligible for admission by examination under your rules, do other requirements apply?

**Alaska.** A graduate of a foreign law school in which the principles of English law are taught may be eligible to take the bar exam if he or she submits proof that 1) the law school from which he/she graduated meets the ABA's standards for approval; and 2) he/she has successfully completed 1 year at an ABA-approved law school, including successful completion of 1 course in U.S. Constitutional Law and 1 course in U.S. Civil Procedure, or is a member in good standing of the bar of 1 or more states, territories, or the District of Columbia and was admitted to the bar of that state, territory, or the District of Columbia after written examination.

(continued)
<table>
<thead>
<tr>
<th>State</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>Foreign law school graduates must request individual evaluation to determine legal education equivalency. Graduates from foreign law schools may qualify to take the California bar exam if they obtain an LL.M. degree or complete an additional 1 year of law study at an ABA-approved or California-accredited law school which includes a certain number of credits in bar examination subject matter. Foreign-educated law students who did not graduate are not eligible to take the exam and are required to either graduate with a J.D. degree at an ABA-approved or California-accredited law school or complete 4 years of law study at a law school registered in California and pass the First-Year Law Students' Exam. Foreign law school graduates who are admitted to the active practice of law in good standing in their countries do not have to complete any additional law study to qualify to take the bar exam.</td>
</tr>
<tr>
<td>Colorado</td>
<td>Must have practiced actively and substantially for 5 of the previous 7 years in jurisdiction where admitted.</td>
</tr>
<tr>
<td>Connecticut</td>
<td>An applicant who otherwise does not meet the educational requirements may be eligible to sit for the exam if he/she meets certain conditions. Conditions include admission before the highest court of original jurisdiction in a U.S. state, the District of Columbia, the Commonwealth of Puerto Rico, or a U.S. District Court for 10 or more years, good standing in such jurisdiction, active practice of law in that jurisdiction for 5 of the last 7 years, and an intention to actively practice law in Connecticut and to devote a majority of his/her work to such practice.</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>Applicant may be permitted to take bar examination upon successful completion of at least 26 semester hours of study in the subjects tested on the DC bar exam in a law school that at the time of such study was ABA-approved. All such 26 semester hours shall be earned in courses of study, each of which is substantially concentrated on a single tested subject.</td>
</tr>
<tr>
<td>Florida</td>
<td>After 10 years’ active practice in another jurisdiction (District of Columbia or other states in the United States or in federal courts in the United States or its territories, possessions, or protectorates) in which applicant has been duly admitted, the applicant may file a representative compilation of work product for evaluation by the Board.</td>
</tr>
<tr>
<td>Georgia</td>
<td>Published waiver policy lists criteria considered by Board in determining whether waiver standard has been met.</td>
</tr>
<tr>
<td>Hawaii</td>
<td>Applicant must be admitted to practice and be in good standing before the highest court in foreign country where English common law is the basis of jurisprudence and where English is the language of instruction and practice in the courts, and must have actively practiced for 5 of the past 6 years prior to filing the application for admission by examination.</td>
</tr>
<tr>
<td>Illinois</td>
<td>Graduates of foreign law schools who are licensed and in good standing in country conferring law degree or in a U.S. jurisdiction, who have actively and continuously practiced under such license(s) for 5 of the 7 years immediately prior to making application in Illinois, having verifiably devoted an annual minimum of 1,000 hours of practice of law where licensed, and the quality of whose legal and other education has been determined acceptable by the Board may apply to take bar exam.</td>
</tr>
<tr>
<td>Kentucky</td>
<td>An attorney who is a graduate of a foreign law school can apply for an education evaluation to determine if applicant's legal education is substantially equivalent to the Kentucky law school education. If the law school is approved, the applicant may sit for the bar exam if he/she has been actively and substantially engaged in the practice of law for 3 of the last 5 years.</td>
</tr>
<tr>
<td>Louisiana</td>
<td>Foreign attorneys can apply to take the bar exam but must first have an educational equivalency evaluation conducted and complete 14 hours at an American law school.</td>
</tr>
<tr>
<td>Maine</td>
<td>Must satisfy requirements of Regulation for Determining Equivalency of Foreign Legal Education and have practiced for 3 years in the jurisdiction where licensed.</td>
</tr>
<tr>
<td>Maryland</td>
<td>A graduate of a foreign law school may qualify to apply for a waiver to take the Maryland Bar Examination if he or she has been admitted by exam in another U.S. jurisdiction or is admitted in a foreign jurisdiction and has completed a minimum of 26 credit hours of study at an ABA-approved law school in Maryland in the subjects covered in the Maryland Bar Examination.</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>A graduate from a foreign law school (other than those Canadian law schools that are prequalified) may be permitted to sit for the bar exam after taking further legal studies designated by the Board at an ABA-approved law school or a Massachusetts-accredited law school. Foreign law school graduates must obtain a determination of their educational equivalency from the Board prior to making application.</td>
</tr>
<tr>
<td>Missouri</td>
<td>Graduates who have passed the bar exam in another state and hold an active law license are eligible to take the bar exam with either (1) full-time practice for 3 of the 5 years preceding application or (2) completion of 24 credit hours in residence at an ABA-approved law school within the 3 years prior to application. Graduates who are not licensed in another state must be admitted to practice law in the foreign country where the foreign law degree was conferred and be in good standing with either (1) full-time practice for 3 of the 5 years preceding the application or (2) completion of 24 credit hours in residence at an ABA-approved law school within the 3 years prior to application.</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Graduate must be legally trained in common law, and a determination of educational equivalency is required. Graduate must be a member in good standing in home jurisdiction. In addition, one of the following requirements must also be met: additional education at an ABA-approved law school or admission in another U.S. jurisdiction.</td>
</tr>
<tr>
<td>New Mexico</td>
<td>Applicant may take the exam if he/she is licensed in another state of the United States and has practiced law there 4 of the 6 years prior to application.</td>
</tr>
<tr>
<td>New York</td>
<td>Applicant must complete period of law study equivalent in duration and substance to that specified in New York rules in law school recognized by competent accrediting agency of the government of such foreign country. All applicants must have their transcripts evaluated by the Board of Law Examiners to determine if further study is required in the form of a qualifying LL.M. degree from an ABA-approved law school in the United States.</td>
</tr>
</tbody>
</table>
North Carolina  The eligibility of foreign-trained applicants is limited to those who had an LL.M. conferred prior to August 1, 2005, the date of the pertinent rule change.

Ohio  If an applicant’s legal education was not received in the United States, the education must be evaluated and approved by the Supreme Court as equivalent to ABA-approved law school education. For equivalency, an applicant must show successful completion of 30 credit hours at an ABA-approved law school in addition to a foreign law degree showing at least 3 years of full-time study. The registration application may not be processed until the education is approved by the Supreme Court. At least 3 additional years of full-time post-secondary education are required.

Oregon  Applicant must be admitted to practice in a country where common law of England is the basis of its jurisprudence, and where requirements for admission to the bar are substantially equivalent to those of Oregon, and applicant must be a graduate of a law school determined by an Oregon equivalency panel to be equivalent to an ABA-approved law school.

Pennsylvania  Applicant must have completed law study in a foreign law school, have been admitted and in good standing at the bar of a foreign jurisdiction, and have practiced in the jurisdiction for 5 out of the last 8 years. Applicant must also complete 30 credit hours taken in specified subjects at an ABA-approved law school.

Rhode Island  Additional education at an ABA-approved law school may be required. Also, a foreign law school must be approved by a dean of an ABA-approved law school certifying that foreign degree is equivalent to that of an ABA-approved law school.

Tennessee  Applicant must prove undergraduate and law school education are equivalent of that required by Tennessee rules.

Texas  A graduate of a foreign non-correspondence law school accredited by its jurisdiction can take the exam if he/she holds a valid law license issued by that jurisdiction provided: he/she has 5 out of last 7 years of lawful practice in the foreign nation or elsewhere and either demonstrates that the law of the foreign nation or elsewhere is comparable to that of Texas or holds an LL.M. from an ABA-approved law school (not by correspondence or distance learning); or he/she has 3 out of last 5 years of lawful practice in the foreign nation or elsewhere, demonstrates that the law of the foreign nation is comparable to that of Texas, and holds an LL.M. from an ABA-approved law school (not by correspondence or distance learning). In all events, the applicant must demonstrate that he/she holds the equivalent of a J.D. If licensed by another U.S. jurisdiction, refer to Chart 3 on pages 8–9.

Utah  A foreign lawyer with a law degree from an English common-law jurisdiction may sit for the bar exam after practicing law for 2 years in a common-law jurisdiction and completing 24 semester hours at an ABA-approved law school.

Vermont  Foreign law school graduates can be admitted on motion if admitted in another jurisdiction. Otherwise, if applicant has been admitted to practice before highest court of a foreign country which is a common-law jurisdiction, Board may allow credit for such study as it deems proper, and applicant must pursue the study of law in Vermont for at least 2 years immediately preceding examination under the supervision of an attorney who has practiced at least 3 years in Vermont.

Washington  A foreign law school graduate must be admitted to practice by examination in an English common law jurisdiction and have active legal experience for at least 3 of 5 years immediately preceding the application.

West Virginia  Applicant may sit for examination if a law school graduate from a foreign country where the common law of England forms basis of jurisprudence, if educational requirements for admission in said country are substantially the same as in West Virginia and applicant is admitted in good standing there, and if applicant successfully completes 30 credit hours of basic courses at an ABA-approved law school.

Wisconsin  First degree of law and license to practice law from English common law jurisdiction and practice for at least 3 of last 10 years, or first degree of law from qualified and approved foreign law school and completion of an approved master of law program from an ABA-approved law school.

Puerto Rico  Applicant must validate his or her studies and obtain a law degree from a law school approved by the ABA and by the Supreme Court.

Virgin Islands  Eligibility is limited to applicants who come in under special admission provisions as set forth in the rules.

If graduates of foreign law schools are eligible for admission without examination under your rules, do other requirements also apply?

District of Columbia  The applicant has been a member in good standing for 5 years of a court of general jurisdiction of any U.S. state or territory.

Massachusetts  The Board in its discretion may excuse applicants possessing degrees from law schools in foreign countries, providing they have met the following requirements: a) obtained prior Board approval of their educational sufficiency and work history, b) provided verification that they have been admitted and are in good standing in another state, district, or territory of the United States and have engaged in the practice of law for 5 out of the past 7 years before making application, c) passed the MPRE, and d) satisfied the Board as to their moral character and fitness.

New Hampshire  Foreign law graduates are only eligible for admission without examination if they meet other requirements for reciprocal admission for lawyers licensed in other states.

Ohio  If an applicant’s legal education was not received in the United States, the education must be evaluated and approved by the Supreme Court as equivalent to ABA-approved law school education. For equivalency, an applicant must show successful completion of 30 credit hours at an ABA-approved law school in addition to a foreign law degree showing at least 3 years of full-time study. The application for admission without examination may not be processed until the education is approved. At least 3 additional years of full-time post-secondary education are required.

Vermont  If the law school is approved by Court, each request is reviewed individually first by the Board.

Wisconsin  If eligible for admission on proof of practice elsewhere, having first been admitted to a reciprocal U.S. jurisdiction.

(continued)
<table>
<thead>
<tr>
<th>Does your jurisdiction recognize with regularity the sufficiency of a legal education received at any particular foreign law school?</th>
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<tbody>
<tr>
<td><strong>Massachusetts</strong></td>
</tr>
<tr>
<td><strong>Vermont</strong></td>
</tr>
<tr>
<td>If a foreign law school graduate obtains an LL.M. or other graduate law degree from an ABA-approved law school, is the graduate then eligible to take the bar examination on this basis alone?</td>
</tr>
<tr>
<td><strong>Alabama</strong></td>
</tr>
<tr>
<td><strong>California</strong></td>
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<tr>
<td><strong>Kentucky</strong></td>
</tr>
<tr>
<td><strong>Maine</strong></td>
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<tr>
<td><strong>Massachusetts</strong></td>
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<td><strong>New Hampshire</strong></td>
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<td><strong>New York</strong></td>
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<td><strong>Texas</strong></td>
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<tr>
<td><strong>Wisconsin</strong></td>
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<tr>
<td><strong>Palau</strong></td>
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## Chart 6: Length of Examination, Application Deadlines, and the UBE

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Length of exam (days)</th>
<th>Bar exam application filing deadlines</th>
<th>How many times may an applicant take the exam without special permission?</th>
<th>Are you a UBE jurisdiction?</th>
<th>Do you require completion of a jurisdiction-specific component1 before admission?</th>
<th>Do you currently accept UBE scores from other jurisdictions?</th>
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<td></td>
<td></td>
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<td>July 2013</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td>Late filing deadline**</td>
<td>First filing deadline</td>
<td>Late filing deadline**</td>
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<td>May 1 June 15</td>
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<td>Apr. 1 June 15</td>
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<td>Florida</td>
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<td>Nov. 15 Dec. 15/ Jan. 15</td>
<td>May 1 June 15/ June 15</td>
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<td>no limit</td>
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<td>Feb. 1 May 15</td>
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<td>May 20 May 27/ June 3</td>
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<td>X</td>
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<td>March 1 May 15</td>
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<td>X</td>
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<tr>
<td>Minnesota</td>
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<td>Oct. 15 Dec. 1</td>
<td>March 15 May 1</td>
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<td>Mississippi</td>
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<td>Sept. 1 Nov. 1</td>
<td>Feb. 1 April 1</td>
<td>no limit</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Missouri</td>
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<td>Oct. 1 Nov. 1/ Dec. 31</td>
<td>March 1 Apr. 1/ May 31</td>
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<td>X</td>
<td>X</td>
</tr>
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<td>Montana</td>
<td>2 (July 2013)</td>
<td>Oct. 1 -</td>
<td>March 15 -</td>
<td>3</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Nebraska</td>
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<td>Nov. 1 Apr. 1</td>
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<td>no limit</td>
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<td>X</td>
</tr>
<tr>
<td>Nevada</td>
<td>2.5</td>
<td>Oct. 1 Dec. 15</td>
<td>March 15 May 15</td>
<td>no limit</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>2</td>
<td>Dec. 1 Jan. 10</td>
<td>May 1 April 15/ May 15</td>
<td>no limit</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>New Jersey</td>
<td>2</td>
<td>Oct. 30 Nov. 15/ Dec. 15</td>
<td>March 31 April 15/ May 15</td>
<td>no limit</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>New Mexico</td>
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<td>Sept. 10 Jan. 5</td>
<td>Jun. 5</td>
<td>no limit</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*See Chart 10, page 32, for information on admission by transferred UBE score.

†A jurisdiction-specific component is a separate test, course, or some combination of the two that is administered by a UBE jurisdiction to assess candidate knowledge of jurisdiction-specific law. The component can be offered live or online.

‡UBE jurisdictions must accept transferred UBE scores, but each jurisdiction may set its own time limit for accepting UBE score transfers. Jurisdictions may accept transferred UBE scores prior to their date of first UBE administration.

**Late filing fees may apply, with escalating fees in the case of multiple late filing deadlines.
A jurisdiction-specific component is a separate test, course, or some combination of the two that is administered by a UBE jurisdiction to assess candidate knowledge of jurisdiction-specific law. The component can be offered live or online.

UBE jurisdictions must accept transferred UBE scores, but each jurisdiction may set its own time limit for accepting UBE score transfers. Jurisdictions may accept transferred UBE scores prior to their date of first UBE administration.

Late filing fees may apply, with escalating fees in the case of multiple late filing deadlines.

How soon prior to the first day of the bar examination must an applicant submit a completed application?

**Georgia** In no event may one apply for the bar examination prior to having applied for and received Certification of Fitness to Practice Law from the Board to Determine Fitness of Bar Applicants. Initial application deadline for Certification of Fitness to Practice Law for the February exam is the first Wednesday in July; late deadline is the first Wednesday in October. Initial application deadline for Certification of Fitness to Practice Law for the July exam is the first Wednesday in December; late deadline is the first Wednesday in March.

**Indiana** Repeaters have separate deadlines.

**Iowa** These are final deadlines and cannot be waived.

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**Supplemental Remarks**

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**CHART 6: Length of Examination, Application Deadlines, and the UBE (continued)**

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Length of exam (days)</th>
<th>Bar exam application filing deadlines</th>
<th>How many times may an applicant take the exam without special permission?</th>
<th>The Uniform Bar Examination (UBE)*</th>
<th>Are you a UBE jurisdiction?</th>
<th>Do you require completion of a jurisdiction-specific component before admission?</th>
<th>Do you currently accept UBE scores from other jurisdictions?</th>
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<td></td>
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<td></td>
<td>July 2013</td>
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<td></td>
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<td>Late filing deadline**</td>
<td>First filing deadline</td>
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<td>Jan. 2</td>
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<td>Jan. 1</td>
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<td>June 1</td>
<td>no limit</td>
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<td>Dec. 10</td>
<td>April 1</td>
<td>May 10</td>
<td>no limit</td>
<td>X</td>
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<tr>
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<td>Oct. 1/Nov. 1</td>
<td>Feb. 1</td>
<td>March 1/ April 1</td>
<td>no limit</td>
<td>X</td>
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<tr>
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<td>April 15</td>
<td>May 15</td>
<td>no limit</td>
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<tr>
<td>Pennsylvania</td>
<td>2</td>
<td>Oct. 30</td>
<td>Nov. 15/Dec. 15/Dec. 15</td>
<td>April 15</td>
<td>April 30/ May 15/ May 30/</td>
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<tr>
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<td>2</td>
<td>Dec. 1</td>
<td>May 1</td>
<td>—</td>
<td>—</td>
<td>5</td>
<td>X</td>
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<tr>
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<td>Aug. 30</td>
<td>Sep. 30</td>
<td>Jan. 10</td>
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<tr>
<td>South Dakota</td>
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<td>Nov. 1</td>
<td>—</td>
<td>April 1</td>
<td>—</td>
<td>3</td>
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<tr>
<td>Utah</td>
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<td>March 1</td>
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<td>6</td>
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<td>—</td>
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<td>—</td>
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<td>—</td>
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<tr>
<td>Washington</td>
<td>2 (July 2013)</td>
<td>Oct. 29</td>
<td>Nov. 28</td>
<td>April 1</td>
<td>May 1</td>
<td>X (July 2013)</td>
<td>X</td>
</tr>
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<td>West Virginia</td>
<td>2</td>
<td>Nov. 1</td>
<td>Dec. 1</td>
<td>April 1</td>
<td>May 1</td>
<td>4</td>
<td>X</td>
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<td>Jan. 2</td>
<td>May 1</td>
<td>June 3</td>
<td>no limit</td>
<td>X</td>
</tr>
<tr>
<td>Wyoming</td>
<td>2 (July 2013)</td>
<td>Oct. 1</td>
<td>—</td>
<td>March 1</td>
<td>—</td>
<td>X (July 2013)</td>
<td>X</td>
</tr>
<tr>
<td>Guam</td>
<td>2</td>
<td>Dec. 1</td>
<td>Jan. 2</td>
<td>May 1</td>
<td>June 1</td>
<td>no limit</td>
<td>X</td>
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<tr>
<td>Northern Mariana Islands</td>
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<td>Jan. 5</td>
<td>May 22</td>
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<td>—</td>
<td>July 1</td>
<td>—</td>
<td>3</td>
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*See Chart 10, page 32, for information on admission by transferred UBE score.

†A jurisdiction-specific component is a separate test, course, or some combination of the two that is administered by a UBE jurisdiction to assess candidate knowledge of jurisdiction-specific law. The component can be offered live or online.

‡UBE jurisdictions must accept transferred UBE scores, but each jurisdiction may set its own time limit for accepting UBE score transfers. Jurisdictions may accept transferred UBE scores prior to their date of first UBE administration.

**Late filing fees may apply, with escalating fees in the case of multiple late filing deadlines.

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CHART 6: Length of Examination, Application Deadlines, and the UBE 21
### Massachusetts
July 2013 filing deadline is approximately 75 days prior to the exam; the date is set when the application is made available in March. No official late filing deadlines; bar applications are filed with the Court, and late filings must be allowed by the Court.

### Montana
There are no specific allowances for late filing, and all late applicants are required to petition the Supreme Court for permission.

### New York
Applications must be received between November 1 and 30 for February exam and between April 1 and 30 for July exam.

### Oklahoma
Repeat exam application late filing deadlines are December 15 for February exam and May 15 for July exam.

### Rhode Island
Foreign-educated applicants must submit their applications by November 1 for the February exam and April 1 for the July exam.

### Wisconsin
Foreign-schooled applicants must submit their applications by August 1 for the February exam and January 1 for the July exam.

### Puerto Rico
Exam dates are in March and September.

### How many times may an applicant take the exam without special permission?

- **New Hampshire** Applicant who has failed examination 4 times may not retake it.
- **Rhode Island** Limited to 5 failed examinations in Rhode Island or any other state.
- **South Carolina** There is no limit on the number of times but additional study is required after the third failure, making it impossible to sit but 1 time each year.
- **West Virginia** Limited to 4 failed examinations in West Virginia or any other state before special permission from the Board is required.
- **Wyoming** An applicant who fails 4 Wyoming Bar Exams over any period of time must wait 35 months before taking a subsequent Wyoming Bar Exam.

### Do you require completion of a jurisdiction-specific component before admission? (UBE jurisdictions)

- **Alabama** Yes, the Alabama Essay Examination (AEE), which is a 6-question, 3-hour examination administered the day prior to the UBE.
- **Arizona** Online course on Arizona law is required prior to admission for all applicants.
- **Missouri** Rules require an open-book online test, the Missouri Educational Component Test (MECT), for applicants to complete as a condition of licensure. Review materials are posted to assist applicants.
- **Montana** Effective with the first UBE administration in July 2013, Montana Law Seminar attendance is required prior to admission. The course is offered the day after the bar exam.
- **Washington** Washington Law Component (WLC) is an open-book, timed, online multiple-choice test with Washington-specific study materials available online to review prior to and during the test.

### Do you currently accept UBE scores from other jurisdictions?

- **Montana** Applicants who are transferring UBE scores are required to apply within Montana’s exam filing deadlines. Montana’s first UBE administration is July 2013, so it will begin accepting transferred UBE scores within the July exam filing deadlines for the July 2013 admissions cycle.
- **Wyoming** Applicants who are transferring UBE scores are required to apply within Wyoming’s exam filing deadlines. Wyoming’s first UBE administration is July 2013, so it will begin accepting transferred UBE scores within the July exam filing deadlines for the July 2013 admissions cycle.
Optional Practical Training (OPT) Information

Chicago-Kent Website Information for International LL.M. Students

Go to the international portal at: http://www.kentlaw.iit.edu/international-students. Click on “Information for Admitted International Students” and then “Employment.”

Go to IIT’s Main Campus International Center Website for additional information: http://www.iit.edu/~internat/

For more information about Optional Training, go here: http://www.iit.edu/~internat/OPTNEW/OPT_Tutorial.php
Career Services Office

GLOSSARY OF CAREER-RELATED AND LEGAL TERMS
FOR LLM STUDENTS

Alumnae/i: Refers to male and female graduates or former students of a specific school, college or university.
Alumna (female graduate)-plural alumnae; alumnus (male graduate)

Alumnae/i Advisor Network: Searchable database of Chicago-Kent graduates who are available for informational interviews, networking, and general questions related to a job search.

Associate: A lawyer or attorney who is an employee, as opposed to an owner or partner, of a law firm.

Bar Exam/Multistate: While individuals may earn a J.D. degree, they may not practice law until they have become a member of a state's bar. Most states offer the bar exam twice a year, in February and July. The multistate portion of the exam tests federal law as it applies to all states and the essay portion tests laws of the particular states.

Callback Interview: The in-depth interview students have in an employer's office, generally after having had a screening interview with the employer through the on-campus interviewing program. These are typically half-day interviews—the applicant meets with 5-7 partners and associates for approximately a half hour each—preceded or followed by lunch with several new associates.

CBA: Chicago Bar Association. Student rates available. The Young Lawyers Section has committees on specific practice areas that meet monthly. Check their website, www.chicagobar.com or the second section of the Daily Law Bulletin for upcoming meetings and seminars.

Chicago Daily Law Bulletin: Daily publication of the Chicago legal community. Available in the career services office or the library.

CSO: Career Services Office. Also called Career Placement or Career Planning Office at other law schools.

Domestic LL.M. Student: Refers to any LL.M. student who holds a U.S. Juris Doctor Degree.

Externships: Students who wish to receive academic credit for an unpaid field work placement may do so by enrolling in an externship. Externship students work in a number of practice settings, and must work under the supervision of an attorney.

Fall Recruiting or On-Campus Interviews: Typically, large law firms, corporations and government agencies who recruit a year in advance for their hiring needs visit law school campuses during August through December to conduct employment interviews with law students for summer and full-time associate positions.

Foreign-Trained LL.M. Student: Refers to any LL.M. student who does not hold a U.S. law degree. Also known as International LL.M. student.

Four or More List: Comprehensive listing of Chicago area law firms with four or more attorneys. Compiled annually by the Chicago Consortium of Law Schools. Available in the Symplicity Document Library.

Grades: Academic performance in each course is evaluated by the professor using number or letter grades. At the end of the semester you will receive a number of credits corresponding to the courses you have successfully completed. Your credit hours are multiplied by your grades to determine your "grade-point average" (GPA). GPAs provide a general indication of your overall academic performance and are used by admissions offices and employers interested in your academic history.
Hiring Partner/Hiring Attorney: The individual, typically a partner, who is chair of the firm's Hiring Committee and who generally has been involved in the firm's recruitment program.

In-House Counsel: Refers to a lawyer who works for a business as the company lawyer. Generally, large corporations have sizeable legal departments and often will also use outside counsel (i.e., law firms) for litigation work.

Internships: Students who wish to volunteer or receive academic for credit position.

J.D.: From the Latin Juris Doctor ("Doctor of Law"). Is the American law degree. The degree of Juris Doctor (J.D.) is conferred upon students who satisfactorily complete 87 semester hours, including all required courses, with a quality point index of 2.3/4.0 or better; who are in residence for at least three full academic years or the equivalent; and who are recommended for the degree by the faculty.

Job Fair: An off-campus interview program in which students pay their own travel and lodging expenses to participate in employment interviews arranged in a different city by their career services office.

Law Clerk: Student position at a law firm whereby the law student is involved in researching, writing, filing, and other day-to-day operations of the firm. Responsibilities of a law clerk vary with each firm and student's depth of experience. Compensation ranges from $10-15 per hour; possibly more depending on qualifications of applicant (e.g., IP generally pays more) and level of law student.

LL.M.: An abbreviation for the Latin terms Legum Magister (male) or Legum Magistra (female), each of which means "Master of Laws." In Latin abbreviations, the plural form of a word is indicated by doubling the letter, thus "LL" is short for Laws. LL.M. programs are typically offered to attorneys who have already completed their Juris Doctor (J.D.) or equivalent program.

Law Offices of Chicago-Kent: Located on the sixth floor of the law school, the Law Offices is one of the largest in-house clinical programs in the country. Available to second and third year students, there are several programs which offer live-client clinical legal education for both fee based and "no charged fee" legal services. Student interns are supervised by a Law Offices attorney and are selected each semester by a lottery process. For details, visit their website.

Lexis/Nexis: Computer databases of cases, statutes, regulations, newspapers, journals, business magazines, and other materials used by lawyers in doing legal and non-legal research.

Litigation Practice: Practice of law focusing on courtroom appearances for trial advocacy, including matters ranging from personal injury to securities fraud as well as domestic relations work.

Martindale-Hubbell: Multi-volume and on-line (www.martindale.com) directory of private law firms and in-house corporate departments that lists lawyers, biographical information, areas of practice, and representative clients. Includes domestic and international volumes. www.martindale.com

Memorandum (or Memo): A paper written by a lawyer or law clerk that analyzes both sides of an argument to aid the lawyer in counseling the client and preparing the brief.

NALP: National Association for Law Placement. Organization of law schools and legal employers (mostly large law firms and some government agencies) committed to the development and advancement of fair, effective, and efficient placement and recruitment practices. www.nalp.org
Optional Practical Training (OPT): An employment authorization granted by the U.S. Immigration and Naturalization Service. It allows students holding F-1 visas to gain up to one year's work experience in their current field of study.

Paralegal: An individual who has received either formal academic training or on-the-job training to assist lawyers with certain aspects of the law practice. Responsibilities vary from employer to employer.

Partner:
   - Equity Partner - A lawyer who has become an "owner" or "member" of the firm and is paid a percentage of the firm's profits that reflects the lawyer's required contribution to the firm.
   - Income Partner - has reached a level of partnership, but is not equity status. Receives an annual salary as opposed to a draw from the firm's profits.

PIRC: Public Interest Resource Center. Affiliated with Kent Justice Foundation and administered through the Law Offices of Chicago-Kent. PIRC acts as a link to non-profit organizations and other public service projects in need of volunteers for either a short or long term commitment. Located in room 654.

Recruitment Administrator/Coordinator: A professional who is responsible for the coordination of an employer's legal recruiting program.

Research Assistant: Law student who assists a professor in researching specific topics or issues for possible publication.

Sullivans: Directory of Illinois licensed attorneys and their contact information. Segmented by Chicago attorneys and law firms, suburban law firms, court officials (Federal, State, Circuit), government offices (City, State, Federal), corporation law departments and legal organizations. Published annually.

Symplicity: Symplicity is Chicago-Kent's online career management and job posting system. Visit this site regularly during your law school career to view and apply for law clerk positions, externship and internship opportunities, and legal volunteer activities. Use Symplicity to schedule a meeting with your Career Counselor. View password-protected career resources in the “Document Library” in Symplicity. [https://law-kent-csm.symplicity.com/students/](https://law-kent-csm.symplicity.com/students/)

Transcript: The official and permanent record of your academic achievement in the law school.

Westlaw: Computer databases of cases, statutes, regulations, newspapers, journals, business magazines, and other materials used by lawyers in doing legal and non-legal research.

Writing Sample: Many employers in the U.S. will request writing samples of candidates. Potential employers would rather see legal analysis, such as the one developed on a memo or brief. If you a good quality legal research paper, without typographical mistakes you can also send it to the potential employer as your writing sample. If you have two or more samples from which to choose, select the one that reveals your writing and legal reasoning abilities. You should only include a writing sample if the potential employer specifically request one. Even if a writing sample is not specifically required, you should realize that your cover letter, resume, and every document you submit will be regarded as a writing sample. Foreign-Trained LL.M. students typically submit a writing sample from their Legal Research and Writing Class. It should be 7-10 pages long and you should include a cover page with your name and information (current address and telephone number) and the title of the writing sample.