

**Office of International Law and Policy
Chicago-Kent College of Law**

565 West Adams Street
Chicago, Illinois 60661-3691
Tel: (312) 906-5134
Fax: (312) 906-5355
Email: intl@kentlaw.edu

**APPLICATION FOR ADMISSION
Certificate in International Law and Practice**

Application Procedure:

1. Fill in all the blank spaces on this form.
2. Send this form with a \$75 application fee to the Office of International Law and Policy. **DO NOT SEND CASH.** Make check or money order payable to Chicago-Kent College of Law. The application fee is not refundable and may not be applied to tuition charge.
3. Two letters of recommendation are required. These may be from law school professors or from lawyers with whom you have worked who can assess your capacity for advanced legal study in your chosen field. If possible, each applicant should provide one academic and one professional reference. Until the application fee, recommendations, and official law school transcript are received, your file is not complete and your application will not be considered. All material submitted with or in support of an application becomes the property of Chicago-Kent and is not returnable.

Year of entering: August 20____ January 20____

PLEASE PRINT

1. Name

Mr. Ms. Last Name First Previous/Other Last

2. Home address:

Street and Number City
State/Province Postal Code Country
Telephone Fax E-mail

3. Office address:

Institution/Company
Street and Number City
State/Province Postal Code Country
Telephone Fax E-mail

4. Send correspondence to: Home Office

5. U.S. Social Security Number*: _____ - _____ - _____

6. Biographic/Demographic Information

State of legal residence: _____ Country of birth*: _____ City of birth: _____

Sex*: Male Female State of birth: _____

Date of birth*: _____ (mm/dd/yy)

Please identify your ethnic background:*

- | | | |
|--|--|---|
| <input type="checkbox"/> Black, non-Hispanic | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Chicano/Mexican American |
| <input type="checkbox"/> Puerto Rican American | <input type="checkbox"/> Asian or Pacific Islander | <input type="checkbox"/> White, Non-Hispanic |
| <input type="checkbox"/> Native American or Alaskan Native | <input type="checkbox"/> Non-resident Alien | <input type="checkbox"/> Other |

*Information on sex, age, ethnic origin and citizenship status is collected for compliance reports in connection with federal regulations pursuant to the Civil Rights Act of 1964, Executive Order 11246 as amended by Executive 11375 and Title IX of the Education Amendments of 1972 and Part 86, 45 C.F. R. and is not mandatory. All information is confidential and will not be used to discriminate in admission to or participation in any of the educational programs or activities offered in the colleges of Illinois Institute of Technology.

7. Next of kin/contact person: _____
 Name Relationship Telephone

8. Please list in reverse chronological order all high schools, colleges, universities, graduate and/or professional schools you have attended, including all part-time or summer programs, whether or not you were a candidate for a degree.

Name of School	Location	Date of attendance	Date of Graduation	Degree or hours comp.	GPA	Rank in class

9. Have you ever been found guilty of, or pleaded guilty or *nolo contendere* to, or is any charge now pending against you concerning any offense other than a minor traffic or parking violation? (A "minor traffic violation" is a violation for which only a citation was issued, e.g. speeding. You must report any other traffic offense, including any offense in which acting under the influence of a drug or alcohol was an element of the offense.)

Yes No If yes, give details on separate sheet.

10. Have you ever been dropped, suspended, placed on academic or social probation or warning, or otherwise disciplined by any college or university for any reason? Yes No If yes, give details on separate sheet.

11. Have you ever been suspended, placed on probation or warning, or otherwise disciplined by any professional organization or state agency charged with reviewing professional conduct or are any of the previously mentioned matters pending? Yes No If yes, give details on separate sheet.

12. References (persons who might be contacted by the school). Please furnish the names, addresses, and phone numbers of the two individuals from whom you have requested recommendations.

Name Position Address Telephone Number

13. In what states and/or countries have you been admitted to practice? (give year of admission)

14. Law school activities

Law Review _____

Moot Court _____

Other school activities _____

Prizes and Honors _____

**Chicago-Kent College of Law
Illinois Institute of Technology**

565 West Adams Street
Chicago, Illinois 60661-3691
(312) 906-5134

Letter of Recommendation for Certificate Program

**Chicago-Kent College of Law
Illinois Institute of Technology**

Part I: To Be Completed by the Applicant

Please complete the face of this form and give it to one of the two individuals listed as your references. Letters are required from two persons who are well-acquainted with your academic background and potential for graduate study. Certificates of completion of academic programs or form letters of introduction are not acceptable.

A. Applicant's Name

Last Name First Name Previous/Other

Social Security Number _____

B. Please describe the capacity in which you know the person from whom you are asking a recommendation.

C. If you have taken courses from the recommender, please list the following:

School	Course title	Year taken	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applicants are advised that upon their admission to the College of Law, the Family Educational Rights and Privacy Act of 1974 accords them the right to review these recommendations unless that right is waived. While applicants are not required to make such a waiver, they are further advised that some individuals may not be willing to supply an appraisal in its absence.

I have requested that this recommendation form be completed by _____ for use in the admission process in accordance with the Family Educational Rights and Privacy Act of 1974. I hereby (check one):

waive access to this report, which should be considered confidential

do not waive access to this report.

Date _____

Applicant's Signature _____

Part II: To be Completed by the Recommender

The person whose name appears on the reverse side has applied for admission to the Certificate Program in International Law and Practice at Chicago-Kent College of Law, Illinois Institute of Technology. The Admissions Committee would appreciate your candid appraisal of the applicant's abilities. Please include information about the length of time you have known the applicant and in what capacity, (student, employee, etc.) and any specific information relative to the applicant's qualifications for success in completing an advanced degree.

Please check:

1. I do not know the applicant well enough to give a recommendation.
2. I prefer to write a separate letter of recommendation which is attached.
3. In your opinion, does the applicant's academic record accurately reflect his/her scholastic ability?

 Yes No Don't Know

If your answer is "no" please briefly explain the reason for your answer.

4. What is your assessment of the applicant with respect to the following qualities? Please check the appropriate boxes below.

	Exceptionally Good	Good	Fair	Poor	Not Known
Academic Potential					
Intellectual Independence					
Capacity for Analytical Thinking					
Ability to Work with Others					
Ability to Express Ideas Orally					
Ability to Express Ideas in Writing					
Professional Promise					

5. Please supply any other information or opinions not otherwise expressed elsewhere on this recommendation form. Please use a separate page if necessary.
-
-

6. Signature: _____ Date: _____

Name (please print or type): _____ Title: _____

Institution or Company: _____

Address: _____

City: _____ State: _____ Postal Code: _____ Telephone: _____

7. Thank you for completing this evaluation. Please return this form directly to: **Chicago-Kent College of Law
Office of International Law and Policy**
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Chicago, Illinois 60661-3691
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15. a. Employment record. Begin with current position (if now employed) and list prior employment in reverse chronological order. Include all periods of military service.

Occupation, title or work performed	Dates of employment	Name of firm or employer	Address of firm or employer	Name of supervisor	Phone number

b. Describe your responsibilities in your current position

16. Publications (description and/or citations)

17. Professional activities.

19. PERSONAL STATEMENT.

The Committee believes that all relevant factors should be considered when selecting an entering class. You should therefore write a statement describing yourself and your qualifications, including the professional goals which you expect to advance by pursuit of a Certificate. You are invited to inform the Committee of achievements and qualities not otherwise revealed by the application. Attach a separate sheet if necessary.
