

## APPLICATION INSTRUCTIONS

For timely consideration we encourage all applications to be submitted to Texas A&M University School of Law no later than the corresponding deadlines. **Summer – May 1 | Fall – August 1 | Spring – January 1**

A completed application must include the following documents:

Submitted by the Applicant:

- **A completed application for admission (continued below)**
- **Application fee**  
\$65 for U.S.-educated applicants and \$90 for foreign-educated applicants. Submit a check or money order payable to *Texas A&M University*. Application fee is waived for applications submitted prior to the corresponding deadlines above.
- **A descriptive resume** including details about:
  1. The applicant’s educational background, honor societies, military service, extracurricular activities, public/community service, honors and awards, publications, foreign language proficiencies, and any other significant achievements and involvements.
  2. The applicant’s relevant work history. Be sure to include the name of the employer or organization, location, dates of employment, position(s) held, a description of duties performed, your role in major projects, and any employer recognized achievements.
- **A statement of interest** (1-2 pages, typed and double-spaced) addressing:
  1. The applicant’s area of interest (from the list of programs on [page 2 of the application](#)). If interested in either “General” program, please address the [area of study](#).
  2. The applicant’s educational and professional experiences that have prepared him or her for advanced study.
  3. The applicant’s professional plans and goals following completion of the program of study.
- **A statement explaining any affirmative answer to questions in the Academic and Personal Conduct section.**

Submitted by other individuals or institutions:

- **Two Letters of Recommendation**  
The School of Law requires two references attesting to the applicant’s readiness for advanced legal study. You are strongly encouraged to submit references from current or former professors and past or present supervisors. Personal references should be avoided. The references should address your intellectual abilities, writing skills, personal qualities, and if applicable, interpersonal skills in the workplace. Please note the references should be submitted by your recommender(s) directly to Texas A&M University School of Law Admissions.
- **Official academic transcripts**  
Applicants must arrange to have official transcripts submitted directly to the School of Law. Required transcripts include your bachelor degree granting institution and any post-baccalaureate work. Where applicable, the transcript must reflect the conferral of an earned degree. Official electronic transcripts can be sent to [distanceed@law.tamu.edu](mailto:distanceed@law.tamu.edu). Transcripts sent through mail should be addressed:

Attn: Office of Graduate Admissions  
1515 Commerce Street  
Fort Worth, TX 76102-6509

  - **Foreign-educated applicants**, those who completed their bachelor’s degree outside the U.S., its territories, or Canada, are required to submit all transcripts with an English translation to World Education Services ([www.wes.org](http://www.wes.org)) for a Document-by-Document evaluation. Texas A&M University School of Law will need to be manually entered as a receipt with our address listed above.
- **English Language Proficiency**  
In addition to all other application requirements, foreign-educated applicants must demonstrate their English language proficiency through the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). This applies to all international applicants whose first language is not English and/or who received degrees from an institution outside the U.S., its territories, or Canada. Test scores must be sent directly from the testing agency to Texas A&M University School of Law. Scores reported within the last two (2) years are acceptable. The recommended score for the TOEFL is 100 on the internet-based test (TOEFL-iBt). The recommended score for the IELTS is 7.0.

Your application will not be considered complete until we receive each of the items listed above.

If your phone number, mailing address, or email address changes at any time during the application processing period, please notify us by email of your new contact information at [distanceed@law.tamu.edu](mailto:distanceed@law.tamu.edu). You are welcome to contact us at this email address if you have any questions during the admissions process.

## **DEGREE AND PROGRAM**

Please select the degree to which you are applying:  Master of Laws (LL.M.)  Master of Legal Studies (MLS)

Please select the program to which you are applying:

- |  |  |
|--|--|
| <input type="checkbox"/> Risk Management – Online  | <input type="checkbox"/> General (customizable) – In Residence LLM, Fort Worth |
| <input type="checkbox"/> Wealth Management – Online  | <input type="checkbox"/> Intellectual Property – In Residence, Fort Worth      |
| <input type="checkbox"/> International Tax – Online  | <input type="checkbox"/> Business Law & Compliance – Hybrid, San Antonio       |
| <input type="checkbox"/> Energy, Oil, and Gas Law – Online (MLS only)                              | <input type="checkbox"/> General Legal Studies – Online (MLS only)             |
| <input type="checkbox"/> Energy & Environmental Law – Online (MLS only)                            | <input type="checkbox"/> Health Law, Policy & Management – Online (MLS only)   |
| <input type="checkbox"/> Cybersecurity Law and Policy – Online (MLS only)                          |  |
| <input type="checkbox"/> Human Resources & Employment Law, Policy & Management – Online (MLS only) |  |
| <input type="checkbox"/> Real Estate and Construction Law, Policy & Management – Online (MLS only) |  |

Please indicate which term to which you are applying:  Summer  Fall  Spring

## **BIOGRAPHICAL**

PREFIX

DATE OF BIRTH

FIRST NAME

PLACE OF BIRTH: CITY

MIDDLE NAME

PLACE OF BIRTH: STATE/PROVINCE

LAST NAME

PLACE OF BIRTH: COUNTRY

SUFFIX

GENDER

PREVIOUS (OTHER) NAME

SOCIAL SECURITY NUMBER\*

PREFERRED FIRST NAME

TEXAS A&M UIN NUMBER, IF APPLICABLE

*\*Your SSN is used to match your current and future records with any past records, ensuring that you receive full credit for all academic work. Your SSN is required for reporting tax credit information to the federal government.*

## **CONTACT INFORMATION**

### **CURRENT ADDRESS**

COUNTRY

STREET ADDRESS – LINE 1

CURRENT MAILING ADDRESS GOOD UNTIL DATE

STREET ADDRESS – LINE 2

STREET ADDRESS – LINE 3

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

PHONE NUMBER

SECONDARY NUMBER

PRIMARY EMAIL

CAN TEXAS A&M SEND YOU TEXT MESSAGES?  
YES NO

## **PERMANENT ADDRESS**

COUNTRY

STREET ADDRESS – LINE 1

PERMANENT MAILING ADDRESS GOOD UNTIL DATE

STREET ADDRESS – LINE 2

STREET ADDRESS – LINE 3

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

## **EMERGENCY CONTACT**

NAME

RELATIONSHIP

PHONE

E-MAIL ADDRESS

## **DEMOGRAPHIC INFORMATION**

### **CITIZENSHIP**

US CITIZEN

US PERMANENT RESIDENT

NON-RESIDENT ALIEN

COUNTRY OF CITIZENSHIP

VISA TYPE

VISA/SEVIS NUMBER

PERMANENT RESIDENT NUMBER

PERMANENT CITY

PERMANENT STATE/PROVINCE

PERMANENT COUNTRY

NATIVE LANGUAGE

## **DEMOGRAPHIC INFORMATION CONTINUED**

### **LANGUAGE PROFICIENCY**

Please indicate your proficiency (reading, writing, and speaking) in any language(s), other than English. If you are proficient in more than three (3) languages, please include in your resume.

FIRST FOREIGN LANGUAGE

SECOND FOREIGN LANGUAGE

THIRD FOREIGN LANGUAGE

**RACE AND ETHNICITY:** Texas A&M asks for racial/ethnic background information. This information is used for federal, state, and institutional reporting and statistical purposes. Please see the [National Center for Educational Statistics](#) for detailed racial/ethnic definitions. This is a two-part question.

ARE YOU HISPANIC OR LATINO (a person of Cuban, Mexican, South or Central American, or other Spanish culture or origin, regardless of race)?

YES

NO

WHAT IS YOUR RACE? SELECT ONE OR MORE RACES TO INDICATE WHAT YOU CONSIDER YOURSELF TO BE.

**ABORIGINAL or TORRES STRAIT ISLANDER AUSTRALIAN**

**AMERICAN INDIAN or ALASKA NATIVE**

**ASIAN**

**BLACK or AFRICAN AMERICAN**

**CANADIAN ABORIGINAL**

**CAUCASIAN/WHITE**

**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**

**PUERTO RICAN**

**CONSENT – DECLINE TO RESPOND**

### **TRIBAL AFFILIATION:**

IF YOU ARE A MEMBER OF A NATIVE AMERICAN TRIBE, WHAT IS YOUR TRIBAL AFFILIATION OR VILLAGE NAME? (OPTIONAL)

IF YOU HAVE A TRIBAL ENROLLMENT NUMBER, PLEASE PROVIDE IT HERE.

## **RESIDENCY**

I am not a resident of Texas. This section does not apply to me.

If you are not claiming Texas residency, what is your state of residency?

Texas Higher Education Coordinating Board Rule 21.25 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident. Resident status for tuition purposes in the State of Texas is governed by the Texas Education Code, Section 54.052 through 54.064 and rules and regulations promulgated by the Texas Higher Education Coordinating Board.

Please answer all of the following Residency Questions to the best of your ability. If a question does not apply to you, please enter "n/a". We will process your application using this information to determine your residency status. If we need further information, we will contact you and ask you to complete a Core Residency Questionnaire and return it to the Office of Admissions for review.

If you are claiming Texas residency, how long have you resided in Texas? Indicate length of time in year(s) and month(s).

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When was your last semester of enrollment at a public college or university in Texas?

If you are attending (or attended) a public college or university in Texas, are you (were you) paying resident or non-resident tuition?

Did you graduate from high school or complete a GED in Texas prior to the term for which you are applying?

YES

NO

Did you live in Texas the 36 months leading up to high school graduation or completion of the GED?

YES

NO

When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months?

YES

NO

Are you claiming residency based on the status of a parent, legal guardian, or spouse? If yes, please specify.

If you are a member of the U.S. military, is Texas your Home of Record?

What state will have been listed as your military legal residence for tax purposes on your Leave and Earnings Statement for the 12 months prior to enrollment?

## **STANDARDIZED TESTING**

I am not a foreign-educated applicant. This section does not apply to me.

TEST DATE	TOEFL	TEST SCORE	TEST DATE	IELTS	TEST SCORE

## **EDUCATION**

List ALL educational institutions attended – if additional space is needed please add an addendum page to this application.

INSTITUTION TYPE

INSTITUTION NAME

MAJOR

COUNTRY

STATE/PROVINCE

CITY

START DATE

END DATE

GPA

DEGREE GRANTED

DATE DEGREE GRANTED

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INSTITUTION TYPE

INSTITUTION NAME

MAJOR

COUNTRY

STATE/PROVINCE

CITY

START DATE

END DATE

GPA

DEGREE GRANTED

DATE DEGREE GRANTED

---

INSTITUTION TYPE

INSTITUTION NAME

MAJOR

COUNTRY

STATE/PROVINCE

CITY

START DATE

END DATE

GPA

DEGREE GRANTED

DATE DEGREE GRANTED

## **EDUCATION CONTINUED**

INSTITUTION TYPE	INSTITUTION NAME	
MAJOR	COUNTRY	STATE/PROVINCE
CITY	START DATE	END DATE
GPA	DEGREE GRANTED	DATE DEGREE GRANTED

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ARE YOU RELATED TO A CURRENT MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM BOARD OF REGENTS? YOU MAY REVIEW A LIST OF CURRENT TEXAS A&M BOARD OF REGENT MEMBERS AT [HTTP://WWW.TAMUS.EDU/REGENTS/BIOS](http://www.tamus.edu/regents/bios).

YES

NO

IF YOU ANSWERED "YES" TO THE PREVIOUS QUESTION, PLEASE INDICATE THE FULL NAME OF THE REGENT AND HOW YOU ARE RELATED. PUT "N/A" IF NOT APPLICABLE.

## **MILITARY**

HAVE YOU SERVED OR ARE YOU NOW SERVING ON FULL-TIME, ACTIVE U.S. MILITARY DUTY?

YES

NO

DATE OF ENTRANCE (MONTH/YEAR)

DATE OF DISCHARGE (MONTH/YEAR)

RANK

EXPECTED MILITARY RESERVE OR NATIONAL GUARD STATUS DURING ENROLLMENT

BRANCH

DISCHARGE TYPE

HAVE YOU EVER BEEN SEPARATED FROM ANY BRANCH OF THE U.S. ARMED FORCES UNDER LESS THAN HONORABLE CONDITIONS?

YES

NO

IF YOU HAVE BEEN SEPARATED FROM ANY OF BRANCH OF THE U.S. ARMED FORCES UNDER LESS THAN HONORABLE CONDITIONS, PLEASE EXPLAIN THE CIRCUMSTANCES.

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## **MILITARY AFFILIATION**

If you served or are currently serving in the U.S. military, or are a spouse or dependent of a servicemember, please indicate your military affiliation and/or eligibility. Please see Texas A&M Veteran Education Benefits web page, <http://veterans.tamu.edu>, for additional information.

(NOTE – A U.S. military servicemember is a person who is serving in any branch of the U.S. Armed Forces, including the National Guard or Reserves.)

Please select any of the following that apply to you. I am a:

I AM A SPOUSE OR DEPENDENT OF A VETERAN OR A CURRENT U.S. MILITARY SERVICEMEMBER.

YES

NO

I AM A SPOUSE OR DEPENDENT OF A VETERAN OR CURRENT U.S. MILITARY SERVICEMEMBER WITH AN INJURY OR ILLNESS RESULTING FROM MILITARY SERVICE (SERVICE-CONNECTED INJURY/ILLNESS).

YES

NO

I AM A SPOUSE OR DEPENDENT OF A DECEASED U.S. SERVICEMEMBER.

YES

NO

ARE YOU ELIGIBLE FOR ANY FEDERAL-VETERAN EDUCATION BENEFITS OR TUITION ASSISTANCE (E.G., GI BILL, DEPENDENTS' EDUCATIONAL ASSISTANCE)?

YES

NO

ARE YOU ELIGIBLE FOR ANY STATE-VETERAN EDUCATION BENEFITS OR TUITION ASSISTANCE (E.G., HAZLEWOOD ACT)?

YES

NO

## **Bar Admission**

I am not an attorney. This section does not apply to me.

List the states and/or countries, dates and the current status (active/inactive) that you are licensed to practice law.

If you are not a member of the bar in any state or country, when do you plan to sit for a bar examination and in which state or country?

If you are not qualified to practice law, have you completed all of the academic (university level) legal education requirements necessary to take the bar exam?

If you have answered "No" to the above question, when do you expect to complete the legal education requirements?

## **EMPLOYMENT INFORMATION**

INDICATE YOUR CURRENT OR MOST RECENT STATUS OF EMPLOYMENT:

LIST YOUR CURRENT EMPLOYER:

*(If you are currently not employed: please indicate "N/A")*

INDICATE YOUR TOTAL NUMBER OF YEARS OF FULL TIME WORK EXCLUDING INTERNSHIPS:



## ACADEMIC AND PERSONAL CONDUCT

Because of the high ethical standards to which this law school adheres, the failure to disclose an act or event such as the ones described below is often more significant, and leads to more serious consequences, than the act or event itself. Failure to provide truthful answers, or failure to inform the Admissions Office of any changes to your answers, may result in revocation of admission or disciplinary action by the School of Law.

If your answer to any of the questions in this section is “yes” you must include a separate statement with this application providing a complete description of your actions and full details of the charges and sanctions against you. For example, to be complete, the statement must include a description of all charges or adjudications, including whether it is a felony or misdemeanor and the level or degree (e.g., 1st degree felony, class A misdemeanor). You also must include the date(s) of the matter(s), the status or final disposition of the charge(s) with the type of plea, such as, not guilty, no contest, Alford, guilty, probation, or deferred disposition, including your current status with the disciplinary or criminal authorities (for example, the status of your probation or parole), and the name and address of the authority in possession of those records.

It is not necessary to disclose information about a juvenile or criminal record that has been sealed or expunged; however, it is up to you to ensure that your offense is in fact expunged and/or sealed under the relevant state law. Mistaken belief or detrimental reliance upon the advice of a third party (such as an attorney or judge) is no excuse for the failure to disclose a reportable offense that has not actually been expunged or sealed. To ensure that you do not run afoul of this exception, you should obtain a copy of the signed Motion and Order of Expungement from the court in question.

1. Have you been subject to sanction or discipline by any academic institution, or by any entity representing any academic institution, or have you been allowed to withdraw from such an institution to avoid such discipline, whether or not the record of such action was retained in your file? This includes, without limitation, a letter or other written notice of reprimand or warning, suspension, expulsion, adjustment of grade, assignment of community service, any form of probation, or any other adverse action.

(You must report any alleged or pending charges, violations, and/or sanctions.)

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2. Have you ever been arrested, cited or ticketed, charged with, convicted of, placed on deferred adjudication, or pled guilty or pled nolo contendere (no contest) to any violation or criminal offense other than a minor traffic violation? Note: You must report any failure to appear resulting from any offense, including a minor traffic offense, any failure to maintain financial responsibility (legally required auto insurance), and any attempt, whether successful or not, to suspend or revoke your driver's license.

(You must report any violation involving the use of drugs or alcohol, regardless of the severity of the incident.)

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3. Have you ever been disciplined or reprimanded by any profession or professional organization, had a publicly granted license denied, suspended, or revoked, or had other disciplinary action filed against you?

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4. Have you ever been a party to a bankruptcy (business or personal) or other civil proceeding in which you were alleged to have committed fraud or any type of misrepresentation, engaged in grossly negligent or reckless conduct, or engaged in the willful destruction of property?

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5. Have you ever been confined by any governmental authority because you were determined to be a danger to yourself or others? Note: You do not have to disclose any voluntarily, non-court ordered hospitalization.

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6. Have you ever been subject to administrative or disciplinary proceedings, dismissed, or other than honorably discharged from the armed forces?

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(If you have never served in any branch of the armed forces, please check “no.”)

No

## **CONTINUING DUTY TO DISCLOSE**

Please note that neither the submission of your application nor matriculation absolves you of your continuing duty to disclose any existing, pending, or new allegation, circumstance, or incident which would require you to answer "Yes" to any of the above Academic and Personal Conduct questions. If you discover that you have omitted an incident, or you receive the final disposition of a pending incident, or you are involved in a new incident, you must notify the admissions office immediately. You will be required to submit a written statement providing details regarding the reportable incident.

By checking this box, I agree to provide any necessary updates and amendments to the above Academic and Personal Conduct questions to the Admissions Office in a prompt and timely manner.

I AGREE

## **CERTIFICATION**

By signing and submitting this application and supporting documents, I certify that the information provided to the School of Law is true, correct, and complete to the best of my knowledge. I agree to and will promptly inform the law school in writing if there is any change in any of the facts or other information represented herein that might affect my eligibility for consideration whether as an applicant or admitted student.

I understand I have an ongoing obligation to report to the Office of Admissions any material changes to my answers provided in this application. This obligation includes answers to any of the Academic and Personal Conduct questions. Furthermore, the submission of incomplete, misleading, or false information constitutes grounds for denial of admission, withdrawal of an admissions offer, cancellation of enrollment, revocation of a conferred degree, or other appropriate disciplinary action by the School of Law.

PRINTED NAME

DATE

SIGNATURE

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### **Mail or Email application and all supporting documents to:**

Texas A&M University School of Law  
Office of Admissions – Graduate Degree Program  
1515 Commerce Street  
Fort Worth, TX 76102  
[distanceed@law.tamu.edu](mailto:distanceed@law.tamu.edu)

Texas A&M University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, doctorate, and professional degrees. Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097, 1 (404) 679-4500, [www.sacscoc.org](http://www.sacscoc.org).

Texas A&M University School of Law is fully accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 N. Clark Street, Chicago, IL 60610, 1 (800) 285-2221, [www.abanet.org](http://www.abanet.org).

Texas A&M University School of Law, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.



TEXAS A&M UNIVERSITY  
SCHOOL OF LAW