TLBU Graduate School of Law in Seoul
國際法律經營大學院大學校

Application for Admission

To the Master Course in Laws

Please submit this application and all credentials to :

Admissions Office
TLBU Graduate School of Law in Seoul
300, Naeyu-dong, Deogyang-gu, Goyang-si, Gyeonggi-do, Seoul, 412-751, Korea
(Phone) 82-31-960-1012~4 (Fax) 82-31-960-1019
(E-mail) admissions@tlbu.ac.kr

Checklist for Application

☐Complete Application Form
☐Personal Statement
☐CV/Resume (in detail)
☐Letter of Recommendation(Sealed)
☐Official Diplomas from all colleges and universities attended
☐Official Transcripts from all colleges and universities attended
☐A Photocopy of the Passport
☐Recent Three Passport-sized Color Photos
☐Official English Proficiency Test Score Report, e.g. TOEFL, IELTS, CET
* Required for all students whose undergraduate work was not in English

Ⅰ. PERSONAL INFORMATION :

Please print or type all information and check the correct one.

Current Color Photo

Photo
3cm X 4cm

1. Applicant's Name in Full: (Please write your name same as specified on your passport.)

_____ / _____
Last Name (Family Name) First Name (Given Name)

2. Gender : ☐ Male ☐ Female
3. Date of Birth : ____/____/____ (mm/dd/yyyy)
4. Marital Status : ☐ Married ☐ Single
5. Number of Children : _____
6. Nationality : _____ 7. Religion : _____
8. Current Home Address: (Valid Until___/___/___[mm/dd/yyyy])

* Name of University: _____

_____ / City _____ / State _____ / Zip code _____ / Country

Current Home Phone No.(country code / area code / phone number) / _____

Fax (country code / area code / fax number) _____ / E-mail _____

9. Emergency Contacts (e.g. your friend or close relative.)

Name: _____ / Last name _____ / First name _____ / Middle name

Relationship: _____

Address: _____

_____ / City _____ / State _____ / Zip code _____ / Country

Emergency Phone No (country code / area code / phone number): _____

Fax (country code / area code / fax number) _____ / E-mail _____

10. Permanent Home Address : (Address where you can be contacted at any time.)

_____

_____ / City _____ / State _____ / Zip code _____ / Country

Permanent Home Phone No.(country code / area code / phone number) : _____

Fax (country code / area code / fax number) : _____ E-mail : _____

Ⅱ. ACADEMIC INFORMATION :

List all universities and institutions attended, regardless of whether credit or a degree was obtained. *Please submit an official transcript* from each school or institution listed. You must provide evidence of receipt of an undergraduate degree prior to enrollment at TLBU Graduate School of Law in Seoul.

Name of University/Institution	Dates of Attendance		Degree or Diploma	Date of Degree		Grade Average
	From(dd/mm/yyyy)	To(dd/mm/yyyy)		Awarded(dd/mm/yyyy)	Expected(dd/mm/yyyy)	
	/ /	/ /		/ /	/ /	
	/ /	/ /		/ /	/ /	
	/ /	/ /		/ /	/ /	
	/ /	/ /		/ /	/ /	
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List recognition for scholarship (e.g., awards, honorary societies, scholarships), professional societies, articles or books published, papers presented at professional conferences, research, invention, or any other creative work.

_____

_____

_____

_____

_____

_____

_____

Ⅲ. ENGLISH PROFICIENCY TEST INFORMATION :

Send a copy of official score report. * Required for all students whose undergraduate work was not in English

TOEFL			Test Date	Reading	Listening	Writing	Speaking/ Structure	Total Score
IBT*	CBT*	PBT*						

*Internet Based Test / *Computer Based Test / *Paper Based Test

IELTS	Test Date	Reading	Listening	Writing	Speaking/ Structure	Total Score

OTHERS	Test Date	Reading	Listening	Writing	Speaking/ Structure	Total Score

Ⅳ. OTHER EXPERIENCES :

List experience in law or a related field. Full-time employment in any other field should be listed. If not employed, indicate whether current full or part-time activity. * *Please attach resume*.

Position	Name and Location of Employer or Activity	Phone(country/area/phone number)	Dates	
			From(mm/yyyy)	To(mm/yyyy)
			/	/
			/	/
			/	/

Ⅴ. PERSONAL STATEMENT :

Please use separate sheets of paper for this statement. We consider, in addition to academic credentials, a variety of factors such as personality, professional employment, volunteer activities, honors, family background, values, views of both life and world etc. when reviewing application. Describe your long-term objectives and how you plan to achieve them. There is no limit as to length.

Ⅵ. OTHER REQUIRED DOCUMENTS :

Enclose one sealed Letter of Recommendation, Certificate of Diploma, Official Transcript, Three Photos and a copy of Official English proficiency test report with this completed Application Form and CV/Resume.

Ⅶ. PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING. :

I certify that the information provided by me in this application is complete and accurate. I understand and agree that omission, misrepresentation, or false information on this application may be considered sufficient reason for refusal of admission, expulsion or dismissal after admission or revocation of a degree.

APPLICANT'S SIGNATURE _____ / DATE (MONTH/DAY/YEAR) ____ / ____ / ____

Submit application documents to :

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Letter of Recommendation

Master Course in Laws

I. NOTE TO THE APPLICANT :

Please complete this form. Write your name and sing below on this column and deliver or mail this form to the person who will write your recommendation.

Ask your recommender to enclose the letter he/she has written on your behalf, seal the envelope, sign across the seal, and return it to you.

Do not open the envelope or break the seal. Submit the sealed envelope with your application.(If your recommender objects to returning the letter to you, it may be mailed directly to the Graduate School.) This letter of recommendation will be used only in the admission process.

Applicant's Waiver of Right to Confidential Information :

For the purpose of encouraging candor, I freely waive my right of access to any information contained in this recommendation form and supplied by the recommender. I agree that the information shall remain confidential.

Applicant's Name

_____ / _____ / _____

Last Name First Name Middle Name

Applicant's Signature and Date

_____ / _____

SIGNATURE DATE(MONTH/DAY/YEAR)

Ⅱ. NOTE TO THE RECOMMENDER :

Your assessment of this applicant is very important to our ability to evaluate this applicant for TLBU Graduate School of Law in Seoul, Korea. We are grateful for your time and input. Your frank appraisal of the applicant would, therefore, be appreciated. We are especially interested in an appraisal of the applicant's intellectual ability, character and personality.

Recommender's Name

_____ / _____ / _____

Last Name First Name Middle Name

Title or Position

_____

Name of University or Company-

_____

Address of University or Company

_____

_____

Phone(country code/area code/phone number)

_____

Letter of Recommendation

Master Course in Laws

III. PLEASE INCLUDE THE FOLLOWING POINTS IN YOUR RECOMMNDATION LETTER USING SEPARATE SHEETS OF PAPER.

1. How long and in what capacity have you known the applicant?
2. What is your assessment of the applicant's academic and legal abilities?
   (The applicant's academic performance among his classes: Top _____ %)
3. What is the applicant's proficiency in written and spoken English?
4. What is your knowledge of the applicant's integrity or lack of integrity?
5. Does the applicant have any special talents, abilities, or attitudes that deserve mention?
6. Does the applicant have any particular weaknesses that deserve mention?
7. Are you aware of any personality characteristic, which might negatively affect the applicant's performance as a student at TLBU?

IV. EVALUATION :

Please check(√) in the appropriate box below for evaluation of the applicant on the scale in comparison with others you have known during your professional career. Describe the reference group you are using. We are specifically interested in an appraisal of the applicant's intellectual ability, character and personality.

Reference Group : _____

Characteristic	Top 10% Superior	Top 20% Outstanding	Top Third Above Average	Middle Third Average	Bottom Third	Unable To Judge
Intelligence						
Motivation and initiative						
Maturity						
Ability to work independently						
Overall potential for graduate study						

Please check(√) your attitude toward recommending this applicant				
Particularly Recommend _____	Pleased to Recommend _____	Be satisfied to recommend _____	Prefer not to recommend _____	Definitely do not Want _____
If you cannot recommend this applicant, please state your reasons : _____				

RECOMMENDER'S SIGNATURE / _____ DATE (MONTH/DAY/YEAR) ____/____/____

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Qualification for Admission

Doctorate / Master Course in Laws

1. English Proficiency

The applicant should have at least 550 Paper-based TOEFL (PBT), 213 Computer-based TOEFL (CBT), 80 Internet-based TOEFL (IBT), band 6.5 IELTS scores, College English Test (CET) Band 6, or other equivalent tests.

2. Prerequisite Legal Education

Applicants for Masters program must have received, or expected to receive by the end of July of 2014, a bachelor`s degree (or equivalent) in law from an approved institution.

Applicants for the doctorate program must have received, or expect to receive by the end of July of 2014, a masters degree (or the equivalent) in law from an approved institution

A final transcript confirming your graduation should be submitted as soon as it is available. We reserve the right to review for reconsideration or revoke the offer of admission if you fail to graduate with your class.

3. Application Deadline

The due date for application is on November 30th, 2013(Chinese Applicants) and December 31st, 2013 (Non-Chinese Applications).

The applicant must submit his/her application along with his/her Letter of Recommendation, Certificate of Diploma, Official Transcript, three photos and a copy of Official TOFEL score, IELTS Score, CET-6 or other equivalent test certification.

Please note that the Admission Office of TLBU Graduate School of Law in Seoul does not review applications until we have received all required documentation. We suggest that applicants submit their application as early as possible.

4. Letter of Recommendation

Arrange for the timely submission of one letter of recommendation from a professor under whom you have studied (preferably in high-level courses in your major field of study). If you have been out of school for some time you may submit letters from employers or associates.

*** Note for Letter of Recommendation form.**

Our official Letter of Recommendation form that is included in the application form must be enclosed in a sealed envelope together with the recommendation letter provided by your recommender.

To use the official Letter of Recommendation form;

- Applicant must write your name and sign the left column of the first page. (I. NOTE TO THE APPLICANT)
- Applicant, then, presents the signed form to the recommender and asks him/her to fill out the right column of the first page. (II. NOTE TO THE RECOMMENDER)
- Applicant asks the recommender to write his/her recommendation letter on a separate sheet of paper. (III)
- Applicant asks the recommender to fill out IV. EVALUATION
- Recommender MUST enclose his/her recommendation letter and together with the official form.

5. For Korean Applicants only

In principle, Korean applicants should meet the following two conditions for admissions;

(1) Possess the bachelor's degree or higher degree in law from qualified universities.

(2) Possess excellent command of English.

6. Interviews with Applicants

Chinese students will have face-to-face interviews with our school representatives. Non-Chinese students will have phone or online interviews instead. TLBU Academic Affairs Office will notify all the applicants of exact date for the interviews in due course.

For further information, please refer to TLBU Graduate School of Law in Seoul Official Website http://www.tlbu.ac.kr.