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| **September – October** | • If you wish to apply for law firm positions, review the résumé advice in this guide and sign up for an appointment with a CDO counselor.  <br> • If interested in taking a bar exam, consult this guide and the Comprehensive Guide to Bar Examination Requirements to determine what steps you need to take and when bar applications are due. Also consult the Bar Examination Information section of CDO’s website.  <br> • If interested in taking the NY Bar Exam, consult the LLM and the New York Bar section on CDOs website, as well as the NY Bar Exam’s Foreign Legal Education website and its forms website for information, as well as to obtain your Request for Evaluation of Academic Credentials to submit to the NY State Board of Law Examiners, which will allow you to obtain precertification of your eligibility to sit for the NY Bar.  <br> • If interested in taking the NY Bar Exam, review the materials included in this guide and consult with the Graduate Programs Office regarding required YLS coursework.  <br> • If interested in taking a bar exam, consider taking the November Multistate Professional Responsibility Exam (MPRE). Registration is in September.  <br> • Attend Overview of the LLM Job Search program at the end of September.  
| **October**    | • If you have not done so already and you are interested, sign up for an appointment with a CDO counselor to discuss your career interests and review your résumé.  <br> • If you are interested in public interest work, consider attending the Equal Justice Works Career Fair and Conference in Washington, DC in October.  <br> • If you are interested in public interest work, also speak with a CDO counselor about public interest fellowships in which you might be interested.  <br> • NETWORK: Contact former employers, friends and colleagues who may have connections with employers in the U.S. Utilize YLS Career Connections (via the CDO website under Students then Resources) to find YLS alumni practicing in places of interest to you. Talk with faculty members you have gotten to know about your career interests. Talk with third-year JD students who have worked for employers of interest to you.  <br> • Use the NALP Directory to learn about prospective employers.  <br> • Send your cover letter and résumé to employers of interest to you. Keep diligent notes regarding which employers you have solicited and when.  <br> • Write to additional employers of interest to you.  <br> • If interested in participating in the January 2016 Overseas Trained LLM Student Interview Program (LLM Job Fair) in New York City, obtain information from CDO and submit student registration form.  <br> • Bid online for employers of interest at the January LLM Job Fair.  
| **November**   | • Follow up by telephone with employers to whom you have written inquiring about the status of your application.  <br> • If you are planning to apply for a public interest fellowship, continue to think about this application and make sure to understand the timelines and deadlines of different public interest fellowships. This process will likely span the fall and spring semesters. |
| December | • Continue to follow up with employers to whom you have written.  
• Obtain your schedule of interviews for the Overseas Trained LLM Student Interview Program. Cancel promptly if not interested. |
|-----------|---------------------------------------------------------------------------------------------------------|
| January   | • Focus on reading and examination period.  
• If you have enrolled, participate in the LLM Job Fair in late January.  
• If interested in taking the bar exam, consider taking the March Multistate Professional Responsibility Exam (MPRE). Check the [MPRE website](#) for registration deadline. |
| February  | • Talk to a CDO counselor if you are still seeking employment.  |
| March – May | • Sign up for the New York Bar Exam between 120 and 90 days prior to the exam (July 2016) and for BARBRI or other bar preparation program.  
• Respond to CDO’s employment survey to help CDO keep accurate statistics.  
• Upon graduation, join YLS’s alumni mentor network, YLS Career Connections (via the [CDO website](#) under Students then Resources) to share your advice to future generations of LLM students. |
INTRODUCTION TO CAREER DEVELOPMENT FOR LLM STUDENTS

The Career Development Office (CDO) offers counseling, programs, and resources to all students at Yale Law School to assist them in making informed career decisions. Because the Yale LLM Program is generally open only to students committed to a career in law teaching, and because most of our LLM students return to their home countries to teach upon completion of their studies at Yale, the career counseling needs of our LLMs have generally been quite limited. For the few LLM students who seek non-academic work, their focus is typically on exploring opportunities with U.S.-based private sector law firms in either the U.S. or abroad. As a result, although we will touch on other areas of legal practice, exploring private sector opportunities will be the focus of this guide. If you are an LLM student whose potential short- and long-term career interests lead you in another direction (e.g., public interest, public interest fellowships, etc.), please consult the CDO guides on these and other career-related subjects.

CDO, located in Ruttenberg Hall, has four attorney-counselors and several other staff members available to meet the needs of our students. CDO offers individual counseling for students on career planning and job search techniques, including everything from advice on résumé writing to more in-depth discussions about career choices. The counselors also conduct a variety of programs during the year, on topics ranging from interview training to specialized topical panels. Some of these events are specifically geared toward LLM students, while others are for a more general student audience. Through the Mentor-in-Residence program, alumni provide one-on-one career advice to interested students. Additionally, CDO co-sponsors a job fair with other law schools specifically for LLM students, and organizes two interview programs each year for students seeking summer and permanent positions.

We encourage you to learn more about CDO and the resources available to you through the office by reading this guide and perusing our website at www.law.yale.edu/cdo. During the year, CDO will communicate with students about programs and resources through our website, our weekly CDO email, and via posters located throughout the Law School.

It is important to mention at the outset that the job market for LLM students who do not hold U.S. JD degrees is always very competitive, and, in the current economic climate, tougher than ever. As will be discussed in this guide, there are a number of reasons why U.S. employers are often not interested in hiring foreign educated LLM students. However, there are certain steps that LLM students can take to increase the likelihood of obtaining one of these positions.

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1 For purposes of this guide, the term “LLM students” refers only to those LLM students with law degrees from outside of the United States.
CHAPTER 1
THE JOB MARKET FOR LLM STUDENTS

A. Law Firms

Large law firms with international business interests are the most typical employers of LLM students. These firms are most often found in the large metropolitan areas of the U.S., including New York City and Washington, DC. These firms may be interested in hiring LLM students for their domestic (i.e., U.S.-based) or international offices.

These international law firms hope that LLM students will facilitate a relationship between the firm and the international business interests that the firm has or wishes to cultivate. As a result, students from countries where firms have an office and/or business interests usually have the most success in the law firm job market. The countries of interest to law firms change with the economic climate around the world. In addition, firms tend to be more interested in LLM students from common law jurisdictions. The fact that where you are from may be more important to law firms than your achievements is an unfortunate reality for LLMs. The chart to the right lists recent private sector employers who have hired Yale LLM graduates.

Fortunately, there are some qualities law firms (and all employers for that matter) seek that are more under your control than your home country and your citizenship. Law firms seek candidates with strong education and employment backgrounds. The more similar your prior experiences are to the type of work you seek, the more attractive you will be to that employer. This background will also help to convince a prospective law firm employer that you really do wish to work in the private sector, and not in academic, as your pursuit of a YLS LLM degree might suggest. Further, law firms desire candidates with strong English ability, although high growth foreign offices of U.S. firms may put a premium on foreign language skills. Finally, firms seek students who will fit in with the “personality” of the firm. Excellent interpersonal skills demonstrated during interviews will assist you in securing job offers.

There are two main paths that LLM students pursue when applying for positions with law firms: a period of practical training as allowed by immigration rules, or a permanent

| Recent Private Sector Employers of YLS Foreign-Educated LLM Students |
|--------------------------|-----------------------------|
| **US Offices**          |                             |
| Arizona                  | Brown & Bain (Phoenix)      |
| California               | Wilson Sonsini Goodrich & Rosati |
| DC                       | Kirkpatrick & Lockhart      |
|                          | White & Case                |
| New York                 | Cleary Gottlieb Steen & Hamilton |
|                          | Cravath, Swaine & Moore     |
|                          | Curtis, Mallet-Prevost, Colt & Mosle |
|                          | Davis Polk & Wardwell       |
|                          | Debevoise & Plimpton        |
|                          | Freshfields                 |
|                          | Herbert Smith Freehills     |
|                          | Hughes Hubbard & Reed       |
|                          | Kirkland & Ellis            |
|                          | Paul, Weiss, Rifkind, Wharton & Garrison |
|                          | Shearman & Sterling         |
|                          | Simpson Thacher & Bartlett  |
|                          | Skadden, Arps, Slate, Meagher & Flom |
|                          | Sullivan & Cromwell         |
|                          | Weil Gotshal & Manges       |
|                          | White & Case                |
| **International Offices**|                             |
| Australia                | Clifford Chance             |
| Beijing                  | Cleary Gottlieb Steen & Hamilton |
|                          | GE Asia                     |
| Belgium                  | McKinsey & Company          |
| France                   | Dechert                     |
| Germany                  | Cleary Gottlieb Steen & Hamilton |
|                          | McKinsey & Company          |
|                          | Sullivan & Cromwell         |
| Hong Kong                | Paul, Weiss, Rifkind, Wharton & Garrison |
| London                   | Allen & Overy               |
|                          | Sullivan & Cromwell         |
|                          | WilmerHale                  |
| Vienna                   | Baker & McKenzie            |

Yale Law School Career Development Office  
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position. Practical training usually takes the form of a 6- to 12-month internship with a firm, and is often
easier to obtain than a permanent position. A handful of law firms have specific internship programs for
international lawyers, although this is not the norm. Those LLM students seeking permanent positions
must understand that law firms hire entry-level attorneys with the expectation that they will remain with
the firm for many years. These firms invest time and resources training their new associates, and as a
result are extremely particular in whom they hire. Unfortunately, many are not willing to look beyond the
standard pool of U.S.-trained JD applicants.

Large law firms hire JD students in the fall for the following year. Some firms consider LLM students
during that same time frame. Most firms, however, wait until late fall or early winter to interview LLM
candidates. Because the timing of hiring is somewhat unclear and because it often varies both from
employer to employer and from year to year, the safest course of action is to apply to employers in the
fall.

LLMs interested in these types of employment opportunities should also plan to participate in the annual
Overseas-Trained LLM Student Interview Program, at which many U.S. and foreign law firms interview
current LLM students for post-graduate attorney positions. (See Chapter 5 for a more in-depth discussion
of this program, which for the 2016-2017 academic year is scheduled to occur in New York City on
Saturday, January 28, 2017.)

Consult the narratives in Chapter 6 written by recruiting managers from several law firms for additional
information about typical large law firm hiring practices. In addition, review the Timetable for LLM Job
Search Activities in the front of this guide for more information about what job search steps you should
take and when.

B. U.S. Government

Opportunities for noncitizens with U.S. government agencies are extremely limited. U.S. government
positions are either in the Competitive Service, the Excepted Service, or the Senior Executive Service.

The Competitive Service includes all civilian positions that are not specifically excepted from the civil
service laws by Statute, by the President, or by the Office of Personnel Management. Hiring for
competitive service positions must comply with Executive Order 11935 which bans the employment of
noncitizens into Competitive Service positions unless there are no qualified citizens available. It primarily
includes positions in the Executive Branch.

The Excepted Service includes most positions in the legislative and judicial branches. In addition, there
are certain positions (including lawyers) and certain agencies (including the FBI, the CIA, and the U.S.
Postal Service) which are in the Excepted Service by statute. Senior Executive Service is reserved for
high-level management positions. Since most legal positions fall into the Excepted and Senior Executive
Service categories, their citizenship requirements are of the most interest for LLM students and graduates.

Hiring for Excepted Service and Senior Executive Service positions must meet the requirements of the
Appropriations Act and immigration law. The Appropriations Act prohibits the use of government funds
to employ noncitizens within the U.S. except for certain groups of noncitizens. These groups include
nationals of countries currently allied with the U.S. in a defense effort, as determined by the State
Department. These excepted groups may be employed if they meet the requirements of U.S. immigration
law. However, many agencies with excepted positions have separate and more stringent agency
authorizations relating to citizenship requirements. For example, the Department of Justice hires
noncitizens only if necessary to accomplish a particular department’s mission and subject to strict security
requirements. Such appointments are extremely rare. Only U.S. citizens are eligible for employment with
U.S. Attorney’s Offices, the FBI, the U.S. Trustee Program, and the Executive Office for Immigration Review. Dual citizens of the U.S. and another country are considered on a case-by-case basis. For more information, consult [https://www.usajobs.gov/Help/working-in-government/non-citizens/](https://www.usajobs.gov/Help/working-in-government/non-citizens/).

State and local governments may not have citizenship requirements, but will be less likely to value the international perspective that you may bring to a position.

### C. Judicial Clerkships

Judges typically hire one to four “law clerks” for a term of one or two years, to assist with legal research, draft opinions, orders, and other documents with the judge. Students usually clerk within one to three years of law school graduation. Individual states have their own rules on employment of noncitizens; therefore, if you are interested in a particular state court, you should contact the court to determine eligibility. The same hiring restrictions regarding U.S. government positions apply to jobs with federal judges. Specifically, federal law prevents non-U.S. citizens from being paid with Congressionally-appropriated funds (which is the source of the judiciary’s budget) unless the individual falls within one of the various statutory exceptions. If you are not a U.S. citizen, you should bring this to the attention of the chambers in which you are seeking employment, to permit chambers to ascertain whether you are eligible for a paid position. (A federal judge always has discretion to hire noncitizens as unpaid interns, but that is rarely feasible for recent graduates.)

The statute has occasionally been amended, and the list of countries whose citizens may be paid by the federal government changes from time to time, which makes it important to verify your eligibility for paid employment under current law. If any person is hired in violation of these restrictions, the Administrative Office of the U.S. Courts is required, by statute, to remove such person from the payroll immediately; any appropriated funds paid may be recouped.

For more information about working with federal and state courts, consult the CDO guide, *Judicial Clerkships in the U.S.* CDO also offers *Opportunities with International Tribunals and Foreign Courts*, a guide for those interested in multinational tribunals such as the International Court of Justice, as well as national courts in other countries.

### D. Nonprofit Organizations

Positions with U.S.-based nonprofits are often highly competitive. The CDO guide *Public Interest Careers* provides general information about these organizations and the skills they seek. Your lack of training in U.S. law will limit you with most U.S.-based organizations; however your language skills and international background may be of help in organizations that need your special knowledge and skills. Yale Law School offers a number of postgraduate fellowships open only to YLS graduates (including LLM graduates). CDO’s *Public Interest Fellowships* guide provides detailed information about each of these fellowships as well as information about other public interest fellowships.

Your language skills, legal training, and international background are more likely to be advantageous in your own country, or in international public interest organizations. CDO’s guide, *International Public Interest Law*, discusses these types of positions and mentions other resources to help you find them. The Law School is a member of an online database, [www.psjd.org](http://www.psjd.org), which allows you to find out about public interest organizations and opportunities around the globe.
E. U.S. Academia

LLM graduates typically choose to return to their home regions to teach. You are the experts on this process in your home country, although our online alumni mentor network, Career Connections, may be of use in connecting you with LLM graduates who are in your country and possibly teaching now.

CDO offers help for YLS graduates pursuing law teaching positions in the U.S. Our guide *Entering the Law Teaching Market* is available online and in CDO. It offers advice on that type of job search. All U.S. teaching positions are highly competitive. Because of your different legal training, and because of the difficulty in assessing publications in foreign languages and foreign credentials, it is even more difficult for a foreign-trained LLM graduate to pursue law teaching positions in the U.S. If you are thinking of trying to find employment in the U.S. market, it is important to develop publications in English and placed in American law journals, and to develop U.S.-based law faculty recommenders. Academic fellowships offer temporary research and writing positions, occasionally with teaching duties, in American law schools. It is also important to create a U.S.-style academic CV. For more on this option check the appendix in *Entering the Law Teaching Market*.

CHAPTER 2
JOB SEARCH HURDLES: VISAS AND BAR ADMISSION

A. Visa Issues

Students interested in pursuing employment in the U.S. upon graduation from Yale Law School must address issues relating to the status of their visas. Fortunately, students in the U.S. on F-1 student status are eligible to work in a “practical training” job directly related to their field of study for a total of 12 months either during their studies or starting within a specified number of days after the completion of their studies. These students are therefore eligible to be hired by a U.S. employer for a short-term internship opportunity. Students seeking permanent positions in the U.S. will have to look into the option of having an employer sponsor them for an H1-B visa which would enable them to work for up to six years in the U.S. The government imposes a cap on the number of H1-B visas available, and often the slots are quickly filled. Students should work directly with the prospective employer to assess this option. Students may also wish to consult the website of MyVisaJobs.com, which among other things may be helpful in determining what employers have previously filed for H1-B visas.

Visa questions can be directed to the Office of International Students & Scholars (OISS) in person, via their website, or by speaking with Maria Dino, Director of Graduate Programs, in the Law School. In addition, the U.S. Citizens and Immigration Services website site provides information useful to LLM students. Visa concerns can be daunting, but many law firms that hire LLM students can assist their recruits with visa issues.
B. Bar Admission

In addition to visa limitations, LLM students may also be limited in their job searches by state bar admission requirements. For those LLM students seeking a short-term internship, employers will most likely not require bar admission. However, employers usually expect permanent associates to be admitted to the bar in the state in which they will be practicing.

Bar admission involves a demonstration of worthiness to a state’s board of bar examiners in two areas—character/fitness and competence. To meet the character and fitness requirement, the state’s board of bar examiners must be satisfied that your background meets certain standards of conduct. To assess these qualities, you will be required to provide detailed information about your background. If the bar examiners believe that the information you provide reflects poorly on your character or fitness, they will require additional investigation. The National Conference of Bar Examiners authors the Comprehensive Guide to Bar Admission Requirements. Chart Two provides information about the character and fitness determinations of each state. Direct any questions about the character and fitness requirements to the board of bar examiners of your state.

To meet the competency requirement, an applicant must pass the state’s bar exam—or, for uniform bar exam-using jurisdictions, pass the Uniform Bar Exam. The problem for foreign JD graduates is that not every state will allow foreign JD graduates to sit for the bar, and even then only if numerous conditions are met. To determine the conditions for admission in each state, consult Chart 4 of the National Conference of Law Examiners’s Comprehensive Guide to Bar Admission Requirements 2016.

This Chart, entitled ‘Eligibility to Take the Bar Examination: Foreign Law School Graduates,” contains jurisdiction-by-jurisdiction bar eligibility information for foreign law school graduates. As it shows, those jurisdictions which do under certain conditions allow foreign JD graduates to sit for the bar after having received additional education at an ABA-approved law school include: Alabama; Alaska; California; Washington, DC; Georgia; Louisiana; Maryland; Massachusetts; Missouri; New Mexico; New York; Ohio; Pennsylvania; Rhode Island; South Dakota; Tennessee; Texas; Utah; Vermont; West Virginia; and Wisconsin. Follow up by visiting individual jurisdictions’ bar websites and contacting their admissions offices with your particular questions. Links to state bar websites are available at The National Conference of Bar Examiners website under Bar Admission Services.2

Most students who sit for the bar take a review course in the summer prior to the exam. Because the bar examination is very rigorous, LLM students are strongly encouraged to enroll in a review course to help them prepare. A list of review courses are available at http://stu.findlaw.com/thebar/barreview.html. BAR/BRI and Themis Bar Review are popular courses at YLS. Some programs offer review courses specifically for foreign attorneys. Although these services are expensive, some employers (typically larger law firms) will pay for their recruits to take a bar review course. These review programs can also assist you in preparing for the MPRE exam.

Below is additional information regarding the bar exam requirements for two popular destinations of our graduates, New York and Washington, DC.

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2 If your foreign legal education occurred in a jurisdiction whose law is derived from English Common Law, you may meet additional bar jurisdictions’ eligibility requirements. Please consult Chart 4 of the National Conference of Law Examiners’s Comprehensive Guide to Bar Admission Requirements 2016, along with the website for a particular bar jurisdiction in which you are interested, for these details.
1. **New York Bar Exam (www.nybarexam.org)**

   a. **Eligibility Requirements**

   The New York State Board of Law Examiners provides an overview of the requirements for foreign JD graduates on its website under the “Foreign Legal Education” tab. In summary, according to Section 520.6 of the *Rules of the New York State Court of Appeals for the Admission of Attorneys and Counselors at Law*, foreign JD graduates must meet the following requirements to be eligible to sit for the bar:

   1. **Qualifying Degree** – Section 520.6(b)(1). The foreign-educated applicant must have fulfilled the educational requirements for admission to the practice of law in a foreign country other than the United States. The applicant must have a qualifying degree, which must be a degree in law.

   2. **Accreditation** – Section 520.6(b)(1). The qualifying degree must be from a law school or schools recognized by a competent accrediting agency of the government of the foreign country and must be deemed qualified and approved.

   3. **Durational Equivalence** – Section 520.6(b)(1)(i)(a). The applicant’s period of law study must be successfully completed. The program of study must also be “substantially” equivalent in duration to a full-time or part-time program required at a law school in the United States approved by the American Bar Association (ABA) and in substantial compliance with the instructional and academic calendar requirements of Sections 520.3(c)(1)(i) and (ii) and 520.3(d)(2).

   4. **Substantial Equivalence** – Section 520.6(b)(1)(i)(b). The foreign country’s jurisprudence must be based upon the principles of the English Common Law, and the “program and course of law study” successfully completed by the applicant must be the “substantial” equivalent of the legal education provided by an ABA-approved law school in the United States.

   Applicants may cure durational or substantive deficiencies (but not both) by obtaining an LLM degree (Master of Law) at an ABA-approved law school in the United States.

   1. **LLM degree.** Applicants must successfully complete the requirements of and be awarded an LLM degree within 24 months of matriculation. A completed transcript showing that a qualifying LLM degree was awarded will be required before an applicant is qualified to sit for the bar exam.

   2. **Minimum of 24 Semester Hours of Credit.** The LLM degree program must consist of a minimum of 24 semester hours of credit or the equivalent thereof if the Law School is on an academic schedule other than a conventional semester system. All 24 credits (except as otherwise permitted) must be in courses requiring classroom instruction with a minimum of 700 minutes of instruction time per credit, exclusive of examination time.

   3. **Period of Instruction.** The LLM degree program must take place over at least two semesters of at least 13 calendar weeks each, or the equivalent, exclusive of reading periods, examinations and breaks. The program cannot be completed exclusively during summer semesters; however, a maximum of four credits may be earned in summer courses. The program must be completed within 24 months of matriculation.
4. **Approved Law School.** Approved law school means a United States law school approved by the ABA.

5. **All coursework to be completed in the United States.** All coursework must be physically completed at the campus of the ABA-approved law school in the United States. ANY class taken at a law school’s campus in a foreign country does NOT qualify toward the 24-credit requirement for the LLM degree. No credit is allowed for distance, correspondence or external study or for any DVD or online program or course.

6. **Required Coursework.** The LLM degree program must include:
   i. at least two semester hours of credit in professional responsibility;
   ii. at least two credits in a legal research, writing and analysis course (which may NOT be satisfied by a research and writing requirement in a substantive course);
   iii. at least two credits in a course on American legal studies, the American legal system or a similar course designed to introduce students to U.S. law;
   iv. at least six credits in subjects tested on the New York Law Exam (business relationships including agency, business corporations, limited liability companies, partnerships and joint ventures; civil practice and procedure; conflict of laws; New York and federal constitutional law; contracts and contract remedies; criminal law and procedure; evidence; matrimonial and family law; professional responsibility; real property; torts and tort damages; trusts, wills and estates; administrative law; and UCC Articles 2 and 9).

7. **Permissible Coursework.** The LLM degree program may include:
   i. a maximum of four credits in clinical courses (so long as the clinic course has a classroom component, any clinical work is performed under direct supervision of a non-adjunct faculty member and the educational benefit is commensurate with credit awarded);
   ii. a maximum of six credits in other courses related to legal training (so long as the course is taught by a faculty member at law school awarding the LLM or an affiliate school and the course is completed at a campus in the United States).

**Professional Responsibility Coursework Requirement.** To ensure that your LLM coursework meets the requirements above, be sure to confer with the Graduate Programs Office. Please also note that, as mentioned above, admission to the New York bar also requires that applicants have accrued 24 units of classroom hours. You can review the Law School Registrar’s discussion of what sorts of courses go toward this classroom hour count.

The New York Court of Appeals has approved a number of Yale Law School courses as satisfying the special New York professional responsibility requirement. Please note that while courses which satisfy the New York Board of Law Examiners’ professional responsibility requirement will also satisfy the Yale Law School professional responsibility requirement, not all classes which satisfy the Yale Law School professional responsibility requirement will also satisfy the New York Board of Law Examiners’ requirement.

For the 2016-2017 academic year, there are seven courses offered at YLS that meet the special New York Professional Responsibility requirement.
Five such courses are offered in Fall 2016:

- [The] American Legal Profession (20439)
- Ethics Bureau at Yale: Pro Bono Professional Responsibility Advice and Advocacy (30166)
- History of the Common Law: Procedure and Institutions (20010)
- In-House Lawyering: Ethics and Professional Responsibility (20123)
- Professional Responsibility (20300)

Three such courses are offered in Spring 2017:

- Ethics Bureau at Yale: Pro Bono Professional Responsibility Advice and Advocacy (30166)
- Legal Profession: Traversing the Ethical Minefield (21638)
- Military Justice (21678)

**Pro Bono Requirement.** Pursuant to Section 520.16 of the Rules of the Court of Appeals for the Admission of Attorneys and Counselors at Law, applicants for admission to the New York State bar must perform 50 hours of pro bono services. The required pro bono work may be completed within or outside the United States at any time after the commencement of an applicant’s legal studies and prior to an applicant’s filing of an application for admission to the New York State bar. (Thus you may elect to determine if you have passed the New York bar examination before you engage in qualifying pro bono work, but the 50-hour requirement must be completed before applying for admission.)

The qualifying pro bono work must be performed under the supervision of a faculty member of law school instructor; an attorney admitted to practice and in good standing; or, in the case of an internship with a court, under a judge or attorney employed by the court system. Every applicant for admission will be required to file an Affidavit of Compliance with this pro bono requirement, describing the nature and dates of pro bono service and the number of hours completed.

Please note that since Yale Law School is not the administrator of this 50-hour New York pro bono requirement, neither it nor its employees can officially verify or confirm that any particular activity will count toward the requirement’s fulfillment. Instead, you should direct any such inquiries to the New York State bar administrators, at ProBonoRule@nycourts.gov.

**b. Application Process and Receiving an Evaluation of Eligibility**

New York requires you to request a review of your credentials to determine if you are in fact eligible to sit for the bar. This is done by completing an Advance Evaluation of Eligibility form (also termed an Evaluation of Foreign Academic Credentials form) for the New York Board of Law Examiners, and by submitting all required supporting documentation. More information about this requirement and relevant deadlines can be found on the New York State Board of Law Examiners website’s Foreign Legal Education webpage.

Because of the volume of these requests and their complexity, it can take up to six months from the date of the New York State Board of Law Examiners’s receipt of all required documentation for an eligibility determination to be made. The Board thus requires that applicants planning to sit for the February bar examination must have submitted this form and all required documentation by May 1 of the preceding calendar year; and applicants planning to sit for the July bar examination must examination must have submitted this form and all required documentation by October 1 of the preceding calendar year.
As described in more detail in the request and in Section 520.6, the following documents must accompany your request:

1. Official transcripts from every law school attended
2. Degree certificate
3. Admission Certificate or other Alternative Documentation
4. Written statement from the accrediting agency of your foreign government
5. Proof of durationally equivalent legal education
6. English translation

These supporting documents must consist of originals or copies certified directly from the issuing institution. Therefore, you must obtain these documents from the law schools where you studied as well as from the relevant bar offices abroad that may have admitted you to the practice of law. Decisions will be sent by email.

Please see the website containing the Evaluation of Foreign Academic Credentials form, as well as New York State Board of Law Examiners website’s Foreign Legal Education webpage for details and information about how this documentation must be submitted, as well as for other further pertinent instructions.

All applications to take the New York Bar must be postmarked no more than 120 days nor less than 90 days prior to the day of the examination. Most students sit for the July exam, although there is also an exam offered each February. The application is made available in the spring semester and may be completed online at the New York State Board of Law Examiners website.

You are strongly encouraged to obtain a determination on your Request for Evaluation prior to submitting an application to sit for the bar exam. Should you receive confirmation of your eligibility, you should attach that information to your application. If you have not heard back from the Board, provide that information in your cover letter. However, if you apply to the bar prior to receiving a determination on eligibility, you will not be refunded or credited if the determination cannot be made in time or you are deemed ineligible.

c. Bar Examination

The UBE

New York is now a Uniform Bar Exam (UBE) jurisdiction, which means that it administers the UBE, rather than a New York-specific bar examination. New York administers the UBE two times each year, in July and February, on the last Tuesday and Wednesday of those months.

The UBE consists of three components: the Multistate Bar Exam; the Multistate Performance Test; and the Multistate Essay Examination. A more detailed description of each is below. You can also visit the New York State Board of Law Examiners website for a complete description of the UBE and the New York-specific testing process.

- **The Multistate Bar Exam (MBE)**—a six-hour, 200 multiple-choice question exam covering constitutional law, contracts, criminal law and procedure, evidence, real property and torts.
• **The Multistate Essay Exam (MEE)**—a three-hour, six-question essay exam, which may include questions about business associations, conflict of laws, constitutional law, contracts, criminal law and procedure, evidence, family law, federal civil procedure, real property, torts, trusts and estates, and the Uniform Commercial Code.

• **The Multistate Performance Test (MPT)**—two 90-minute skills questions covering legal analysis, factual analysis, problem solving, identification and resolution of ethical dilemmas, organization and management of lawyering tasks, and written communication.

An applicant to the New York Bar who achieves a score of 266 or higher on the UBE may qualify for admission to the New York Bar if that applicant has also met other pertinent requirements, including: completing an online course on New York-specific law (known as the New York Law Course, or NYLC); passing an examination on that New York-specific material (known as the New York Law Exam, or NYLE); and achieving a score of 85 or higher on the MPRE (the Multi-State Professional Responsibility Exam). These are discussed below.

**The NYLC and NYLE**

As noted in the New York State Board of Law Examiners’ New York Bar Information Guide, the NYLC is an online and on-demand course which reviews what have been deemed important and unique aspects of New York law. It consists of approximately 15 hours of recorded lectures with embedded questions that must be answered correctly before an applicant can continue viewing the lecture. The NYLC may be completed up to one year prior to, or three years subsequent to, passing the UBE. It is necessary for you to have completed the NYLC prior to your applying to the NYLE.

As also noted in the New York State Board of Law Examiners’ New York Bar Information Guide, the NYLE is a 50-item, two-hour, open-book, multiple choice test that is administered online in order to test knowledge of New York rules and law. It is offered four times a year, and its registration deadlines tend to fall approximately a month prior to the exam dates. You can view the dates and times of upcoming NYLE administrations on the New York State Board of Law Examiners’ Dates of Exams webpage. The four 2016 administration dates selected for the NYLE were: Thursday, May 16, 2016; Thursday, August 18, 2016; Thursday, October 13, 2016; and Thursday, December 15, 2016.

You can visit the New York State Board of Law Examiners website for a more complete description of New York’s adoption and administration of the UBE, and the New York-specific testing process.

**The MPRE**

In addition to taking the Bar Exam, before you can be sworn into the New York state bar you also have to take and pass the professional responsibility test, known as the Multistate Professional Responsibility Exam (MPRE). You are NOT required to take the MPRE prior to sitting for the New York bar exam. The MPRE is a test consisting of 60 multiple choice questions that tests your knowledge and understanding of the ethical standards of the legal profession. The passing score for New York is 85. The test is offered three times per year, in March, August and November. Many students choose to take the exam in March. Information about the exam and registration deadlines is available on the National Conference of Bar Examiners website.
2. District of Columbia Bar Exam (www.dccourts.gov/)

a. Eligibility Requirements

Like New York, Washington, DC is also now a UBE jurisdiction. According to DC Court of Appeals Rules 46(c)(4) and (d)(3)(D), a foreign graduate must successfully complete 26 hours of study at an ABA-approved law school in the subjects tested in the UBE in order to be eligible for the DC bar exam. The full text of Rule 46, along with recent amendments, is available online.

For admission to the DC Bar early in your career, the District of Columbia Court of Appeals Committee on Admissions has identified three options. In conjunction with a scaled score of 75 or higher on the MPRE, you can: (1) take the UBE in DC; (2) transfer a UBE score of 266 or higher, achieved within the past five years in another UBE-administering jurisdiction; (3) receive a scaled score of 133 or higher on the MBE, and get admitted in the jurisdiction in which the exam was taken (though historically this last option has required five years of practice). Of note, the DC Bar also offers a “special legal consultant” status for a foreign-educated lawyer who has been admitted to practice in another country and who is at least 26 years of age. See Rule 46 for more information about these various options.

b. Application Process and Bar Examination

DC administers the UBE twice a year, in February and July, over a two-day period. For more details on the substance of the UBE, please see the above discussion of this exam in the New York Bar Exam section.

You can review the DC Bar application requirements, relevant forms, and deadlines at www.dccourts.gov/internet/appellate/admincommittee/main.jsf by clicking on the “Instructions and Forms” link under Application for Admission by Examination.

c. Multistate Professional Responsibility Exam (MPRE)

As noted above, in addition to taking the DC Bar Exam, before you can be sworn into the DC bar you also have to receive a scaled score of 75 on the ethics test, known as the Multistate Professional Responsibility Exam (MPRE). You are NOT required to take the MPRE prior to sitting for the bar exam. The MPRE is a test consisting of 60 multiple choice questions that tests your knowledge and understanding of the ethical standards of the legal profession. The test is offered three times per year, in March, August and November. For additional information about the MPRE, go to www.ncbex.org. As with the bar exam, you have the option to prepare for the MPRE by signing up with a commercial bar review course.
CHAPTER 3
RESOURCES FOR LOCATING POTENTIAL EMPLOYERS

A. Print and Online Resources

There are many resources available to learn about particular employers. Most employers have their own websites with extensive information about their practices, clients, attorneys and more. Additionally, students find the following resources helpful:

- **CDO Website.** The CDO website has information on career possibilities, advice for job seekers, events, deadlines, and job opportunities, including:

  **CDO Publications.** CDO creates numerous career-related publications for students, including 16 career-related guides that provide in-depth discussions of career areas and programs. See the last page of this guide for a list of all guides written by CDO. Many of these guides contain narratives written by alumni. In addition, CDO authors numerous brochures on topic areas such as pro bono, declining employment offers, billable hours, split public interest summer opportunities, and more. Access these publications by clicking on Resources and then CDO Publications on the CDO website. These resources are also available in CDO.

  **Student Summer Employment Evaluations.** CDO collects evaluations from JD students reporting on their summer employment experiences. These evaluations serve as tools for learning the “inside scoop” on employers. Available on CDO site under Students then Career Management System.

  **External Career Links.** This section of the CDO site, available under Students then Resources, contains an extensive list of helpful career-related websites.

  **Job Posting System.** Employers wishing to share job information with our students post their opportunities on our CDO Job Posting system, available on CDO site under Students then Career Management System.

- **The Association for Legal Career Professionals (NALP) National Directory of Legal Employers.** The Association for Legal Career Professionals (NALP) publishes a directory of legal employers that is available in CDO and via the web. The directory contains detailed information about larger firms and some public interest organizations, including information about their practice areas, hiring plans, and more. Students can use this site to search for employers willing to hire LLM students by using the “Organizations that hire” search field.

- **Vault Career Insider** After creating an account, students can download PDF versions of many of Vault’s career guides, including the Vault Guide to the Top 100 Law Firms which provides the “scoop” on each firm, tips on getting hired, quotes from survey respondents, and information about quality of life factors. In addition to accessing the guides, click Industries to view Vault’s various rankings of firms by region, department, diversity, and quality of life. Click Firms to access law firm profiles which provide contact information and a firm snapshot. (*This site must be accessed through Yale’s VPN.*)
• **Chambers and Partners** The Chambers Guides rank lawyers and law firms within practice areas. Select from Chambers UK, Global, Europe, U.S.A., Asia, or Latin America. Each guide is searchable by firm name, individual attorney name, geographic location and practice area. Within each practice area, Chambers ranks firms by designating them as “Band 1-6,” with Band 1 ranking highest. Chambers Associate, their newest guide, provides profiles of firms drawing on information from Chambers, the firm, and associates.

• **Law Firm Leadership Directory** This website provides access to the Law Firm Leadership Directory as well as many other directories. The Law Firm directory contains information about large law firms in the U.S. and provides the names of the chairpersons of each department of the firm. You may wish to contact the chair of the department with which you wish to work to demonstrate your skills and interests to that person. Students using a Yale computer or connected to Yale through a VPN can access the directories without a password. Simply click on the “Leadership Online Login” box in the upper right corner of the home page. Anyone accessing the site from an outside computer without VPN will be taken to a login screen. In that event, contact CDO at 203-432-1676 for a username and password.

• **Martindale-Hubbell** Martindale-Hubbell is an extensive directory of law firms and corporate in-house counsel. It is a great way to locate YLS alumni in law firm practice and is the primary means of learning about smaller law firms. Each law firm entry contains a list of representative clients and a bio about each attorney. Through the website, you can search by geographic areas, areas of practice, firm size, and law school.

• **ABA Section of International Law International Internship Program** Site contains an online database of international law firms interested in hiring JD and LLM students for summer legal internships. Many firms seek volunteers, but some offer stipends. You may also be interested in the ABA Section of International Law’s Jobs Portal.

• **PSJD** The Public Service Jobs Directory is an effective and centralized tool to find information about public interest opportunities. PSJD is made up of a network of hundreds of member law schools across the United States and Canada, including YLS and more than 13,000 law-related public interest organizations around the world. Through their online database, PSJD provides a comprehensive clearing house of public interest organizations and opportunities for lawyers and law students. As PSJD members, YLS students can perform customized searches for organizations in which they have an interest and for public interest opportunities, ranging from short-term volunteer and paid internships to post-graduate jobs, fellowships, and pro bono opportunities.

**B. People Resources**

There are many people who can be extremely helpful to you as you search for a job. Make a list of every person you or your contacts from home know who may be helpful to you in finding the position you seek. The following are additional “people resources” you should explore:

- Yale Law School faculty
- CDO counselors and other law school administrators
- Yale Law School LLM and JD graduates, starting with those in YLS Career Connections
- Fellow LLM classmates
- Yale Law School JD students (especially third-year students who have already secured permanent employment)
• Attorneys in the U.S. with some relationship to your home country employer
• Attorneys from your country practicing in the U.S. in a firm or area of interest to you
• Attorneys from your country who formerly practiced in the U.S. and who still may have contacts with U.S. employers.

1. Locating Alumni

Yale Law School has over 12,000 alumni working in virtually every corner of the globe. When deciding where to work, be sure to tap into these alumni for information. Some of the methods for connecting with our alumni include:

• **YLS Career Connections** (via the CDO website under Students then Resources). YLS Career Connections is an online searchable database of over 1,700 YLS alumni who have offered to provide career advice to students and fellow graduates. Use this resource to locate graduates practicing in fields of interest to you and contact them for information and advice. The first time you access the system, use your Yale NetID as your username and hit the “forgot password” button to have a new password generated.

• **Yale University Career Network** Many alumni from Yale University and its graduate programs have joined the University’s Career Network and offered to provide career advice to students and fellow graduates. Use this resource to supplement the contacts you develop through the Law School’s Career Connections. These resources can be especially useful for students seeking information about nonlegal career options. Login using your NetID.

• **Martindale Hubbell** Beyond the above mentioned mentor networks, use this site to find additional YLS alumni in law firms and in-house departments. Click “advanced search,” search for lawyers and then type “yale” in the Law School Attended field. Select a geographic location and/or area of practice to narrow your search.

• **Yale Law Alumni & Students LinkedIn Page.** As a current YLS student, you are eligible to join this LinkedIn group. In addition and outside of this particular group, LinkedIn is an incredibly useful tool for locating alumni with whom you might wish to connect.

• **CDO Mentors in Residence Program.** During the year, CDO invites many alumni to visit YLS to speak on career-related panels. While here, those alumni often agree to meet individually with students to provide advice about their job searches. Because these sessions typically take place during the weekday, students should feel free to wear casual attire.

• **CDO, YLS, and Yale University programs of interest.** Throughout the year, CDO, the law school, and the university host numerous programs in which students have the opportunity to network with attorneys in the legal field.

2. Reaching out to Alumni and Others

Law students are sometimes uncomfortable with networking, speaking positively about their own abilities and experiences, and using contacts to secure positions. However, these approaches are critical components to a successful job search. Using contacts has time and again proven to be the most successful method for LLM job seekers to find work. When reaching out to alumni or others for career advice, the conventional starting point is to send an email introducing yourself and asking whether there is a convenient time for the two of you to talk. If you have been referred to the person from a mutual
acquaintance, be sure to mention that in your email. Reassure your contacts that you are NOT seeking a job interview, only an opportunity to discuss your career ideas and obtain some professional feedback. For example, when sending an email to a member of YLS Career Connections, you may wish to say something like:

“I am currently a LLM student at Yale Law School, having received my law degree in Brazil. I plan to pursue a career in international law in New York. I found your profile on YLS Career Connections, and notice that your work is focused on international corporate matters. I would be grateful for the opportunity to speak with you about your experiences at YLS and your career path. Please let me know if there is a convenient time for us to talk. Thanks in advance for your help.”

You will also wish to attach to this email a current copy of your résumé in PDF format, so that the alumus/a has a sense of your background.

If you have the opportunity to meet with an alumnus/a or other attorney for networking purposes, come prepared with a general knowledge of the subject you plan to discuss and some questions. Limit your discussion to 20-30 minutes, unless the attorney expresses an interest in extending the discussion. Attempt to get the names of two or three people for further networking. You should bring your résumé for the individual to review and critique (or email it in advance), but do not attempt to solicit employment. At the meeting and in a subsequent email or letter, express your appreciation to the individual for taking the time to meet with you. Keep the people in your network periodically updated about your career. For additional networking advice, read Chapter 4 of Guerrilla Tactics for Getting the Legal Job of Your Dreams available in CDO.

CHAPTER 4
APPLICATION MATERIALS

Once you have done your research and know where you wish to apply, you need to put together your application materials. This involves drafting a résumé and one or more cover letters, and perhaps assembling a writing sample and list of references. When drafting these materials, keep in mind that every piece of paper you provide to an employer, as well as every email you send, will be viewed as a writing sample. Everything should be technically perfect and well-written. When drafting your materials, also keep in mind the qualities that employers seek in LLM candidates—strong ties to the country in which the employer has business interests, an excellent educational background, related prior employment experience, a good command of English, and a likable personality.

A. The “American” Résumé

An “American” résumé likely differs from your curriculum vitae (CV) in several respects. A résumé is typically one page (although many LLM candidates with significant relevant experience effectively use a two-page format), and it is not a recitation of your entire educational and professional background. Instead, the résumé is a summary of your relevant education and employment, written with the goal of persuading a potential employer to hire you.

Before sitting down to draft your résumé, spend some time reflecting on the qualities that make you an attractive candidate. Have you practiced law in your home country? What types of projects have you worked on and what skills did those projects help you to develop? Do you have strong English speaking and writing ability? Do you have useful contacts in your home country? Whatever your best qualities are,
be sure to highlight them in your résumé (and cover letter!). Also, because American employers may be unaware of the system of education in your country, it is up to you to craft your résumé to be as clear as possible with respect to your various degrees and work experiences. When possible, translate information on your résumé into English.

Make sure that your résumé is concise, accurate, error-free, well-organized, clear, easy to read, and visually pleasing. The most typical font for résumés (and cover letters) is Times New Roman with a font size of 11 point. Your font size should be no less than 10 point (and that is only if your résumé is extremely well-organized with good use of space) and no more than 12 point. See Appendix D for sample LLM résumés and review the following suggestions.

The Heading
Your name, New Haven mailing address, telephone number, and email address should appear at the top of your résumé. You may wish to provide a permanent address and telephone number if you believe that your connection to your home country will help you sell yourself to the prospective employer.

Education
Provide information about your education in reverse chronological order starting with your LLM from Yale. If you receive honors in any of your courses, you may wish to include that information on your résumé. If you are taking courses related to the area(s) in which you wish to practice, consider listing them. To demonstrate your interests and skills, include activities in which you are involved.

Next, list any graduate schools, followed by your “undergraduate” equivalent. Include in this section honors and activities under the appropriate school entry. Limit your entries to those honors and activities that you believe will assist you in your job search. For example, include activities that demonstrate leadership skills, ability to work with others, working knowledge of English or the American legal system, and strong writing and speaking ability. Translate information into English and provide explanatory notes to help the reader when necessary (e.g., “equivalent to JD degree,” “honor given to top 10% of class”).

Experience
The experience section should list relevant employment experience in reverse chronological order. Focus on experiences that demonstrate skills sought by legal employers and experiences in which you applied common law or U.S. law.

The name of the employer should be listed first, followed by the location and dates of employment. You may wish to include your job titles, depending on their impressiveness or usefulness in clarifying your responsibilities. Use active phrases on your résumé to describe your work experience and emphasize

**Résumé Action Verbs**

| accomplished | instituted |
| administered | investigated |
| advised | managed |
| analyzed | negotiated |
| assessed | organized |
| authored | observed |
| compiled | performed |
| conducted | presented |
| coordinated | produced |
| corresponded | provided |
| counseled | recorded |
| created | represented |
| designed | researched |
| determined | reviewed |
| developed | revised |
| devised | served |
| drafted | solved |
| edited | studied |
| established | updated |
| evaluated | wrote |

“Résumés should be in English, one page in length and include the candidate’s academic background (schools attended and degrees earned), professional experience (positions held at previous employers and dates of employment) and interests/abilities (activities and language fluency).” Sharon Crane, Director of Legal Recruiting, Davis Polk & Wardwell
skills. For example, state “researched and wrote memoranda on issues of jurisdiction and venue,” not “I was involved in the researching and writing of.” You need not use complete sentences when writing your descriptions. Instead, use phrases separated by periods or semi-colons, or list each description on a separate line of text, with or without bullets.

You may wish to include a separate section that contains your practical training/internships conducted as part of your education. Because these experiences are typically only a few months in duration, U.S. employers may be concerned about their short duration unless they understand that the experiences were part of your apprenticeship.

Additional Sections
Following the experience section, many students have one or more additional sections. You may wish to have a “Bar Admissions” section and list the countries in which you have been admitted.

A “Publications” section may be a good idea if you wish to provide further proof of your writing ability. If the title of the publication is not in English, translate it or provide a parenthetical with the translation. Keep in mind that if a publication is listed on your résumé, you will likely be asked about it during an interview. Also please keep in mind listing many publications on your résumé may further an employer’s impression that Yale LLM students are primarily focused on academic careers. For this reason, you may wish to consider cutting down the number of publications you list on your résumé (as compared with on your academic C.V.), or omitting this section altogether. You may wish to confer with a CDO counselor about how to approach this résumé section.

Many students include a “Skills and Interests” section listing foreign languages and a few special interests that may be of interest to an employer. An “Interests” section can often serve as a good ice breaker during an interview. However, try to avoid commonplace descriptions (e.g., reading, sports, movies) in favor of more specific descriptions (e.g., initiated science fiction book club, skydiving, movie critic for local newspaper). American résumés do not include personal information such as marital status.

Some LLMs will also include a “Bar Admissions” section on their résumés, listing any jurisdictions in which they are already admitted to practice.

B. Cover Letters

The purpose of a cover letter is to explain to the recipient why you are sending your résumé to him/her. Like your résumé, your cover letter also serves as a writing sample that employers will critique when trying to decide whether to offer you an interview. Thus, your cover letter must be error-free and well-written. Use your cover letter as an opportunity to sell yourself to potential employers by highlighting your strengths. The best cover letters provide some insight into your abilities beyond what is included on your résumé.

Employers seek certain qualities in LLM students, especially with respect to candidates from non-common law countries. They want candidates who have strong communication and writing skills, contacts in their home countries, useful language abilities, and demonstrated excellence in school, among other things. Contemplate what qualities you have that will impress employers, and be sure to highlight those qualities in your cover letter. Be mindful that employers may not typically hire LLM students (some may not even know what LLM students are!) or may be wary of your ability to fit in with their firm. It is up to you to convince them that they should hire you. Use your cover letter to accomplish that goal. See Appendix D for sample cover letters and review the following suggestions.
Format
Your current address should start at the center-right at the top of the page. Under your address you may wish to include your local telephone number. The date is included under your address and number. The employer’s name, title, and address follow four lines below the date and are flush with the left margin. If applicable, include the proper suffix after the employer’s name (e.g., Esq.). You should always send your application to the firm’s recruiting coordinator, but you may also wish to write to the chair of the firm’s international group and perhaps one or more Yale Law School LLM graduates at the firm. The greeting appears two lines below the employer’s address and should be “Dear Mr.,” or “Dear Ms.” The body of the letter is single spaced with a line between each paragraph. The closing of the letter (“Sincerely” and your signature) should be two lines below the last line of the letter and aligned with your current address at the top of the page.

Body of the Letter
Although there are many ways to write a cover letter, the following format has worked well for students in the past. In the first paragraph of your cover letter, be clear about the type of position you seek (e.g., “I am an LLM student at Yale Law School from Australia and am seeking a short-term internship with your firm following my graduation in June 2013.”) You may also wish to reassure the employer that you are eligible under the terms of your visa for the work arrangement you seek.

Use the second paragraph to explain your interest in the employer. While you may not have time to prepare a separate cover letter for every employer to whom you will write, you may wish to have a few different letters focused on different types of employers. In the third paragraph, stress why this employer should hire you. The final paragraph should thank the employer for taking the time to review your application and tell the employer how you can be reached to set up an interview.

C. Writing Sample
Generally speaking, employers seeking writing samples from LLM candidates want to see legal analysis written in English. As a result, a memorandum or brief (prepared either for a client or a school project) is preferred over a research paper, and something on a legal topic is preferable to a non-legal paper. The ultimate criterion, however, is the quality of the writing. In addition, less outside editing is better, which
is why previously published pieces are not automatically at the top of the list. Ideally, your writing sample will be 5-10 pages in length. While the sample must be your own work product, have someone review it for grammatical errors prior to submitting it to an employer. If you use a piece of work that you prepared for an employer, be sure to receive permission from the employer and redact personal client information from the document. You do not need to use résumé-quality paper for your writing sample.

D. List of References

At some stage in the interview process, employers may ask for a list of references. This list should include the names, addresses, telephone numbers, email addresses (if available), and relationship to you of two or three professionals who will speak highly of your abilities. When selecting among multiple options for references, you should consider whether any of your references may be known to potential employers or may be seen as experts in the field to which you are applying. Try to use a combination of faculty and prior employers when possible. Prior to listing your references, be sure to speak with them about their willingness to serve as a reference for you and provide them with a copy of your résumé. Do not be shy about securing references—this is standard practice in the U.S.

If you have room at the bottom of your résumé, you can include your list of references there, especially if you believe that potential employers will be impressed with your reference list. If not, use a separate piece of résumé quality paper and include your name, address, telephone number, and email address, in the same format as your résumé, and then type “LIST OF REFERENCES” centered on the page. Appendix D contains a sample List of References.

E. Transcripts

Some employers will request a transcript from you—they may want your YLS transcript and/or transcripts from your education in your home country. Unless an employer specifically requests an official transcript, you should feel free to provide an unofficial version. YLS transcript requests should be made in person to the Registrar’s Office. To request an official transcript, you must provide an official transcript form. There is typically a 24-48 hour turnaround time for all transcript requests. Unofficial transcripts can be photocopied. Official transcripts cannot be photocopied and only 10 may be requested at one time. Printed on the back of an official YLS transcript is an explanation of the Law School’s unique grading system. If you send an unofficial version, you may wish to obtain a photocopy of the grading explanation from the Registrar. If you have incompletes or works in progress, provide employers with an explanatory cover sheet. Talk with a CDO counselor if you have questions about what to say.

First semester grades are unlikely to be available before April. If an employer requests your YLS transcript prior to that time, you can explain that grades are unlikely to be available before April, and that, pursuant to the Law School’s grading policy, your transcript will show only honors, credit or fail for each course. You can offer to send your transcript when grades are available, or to send your law school transcript immediately if that would be helpful. Even prior to grades being available, some employers may be interested in receiving a copy of your YLS transcript to see your course selections. Courses are listed on your transcript as soon as you commence the course selection process. Spring courses will be listed on your transcripts starting the first week of December. If you think your course selections may be a selling point to employers, you may wish to hold off on sending transcripts until your spring courses have been selected.
F. Application Packet

At the initial application stage, you need only provide your résumé and cover letter, unless the employer specifically requests additional materials. If you have a strong English writing sample, you may wish to include that as well. You have the option of mailing or emailing your application to employers. Some employers indicate on their websites how they would prefer for students to apply. For other employers, you can call and ask, or simply decide on your own which method to use. Emailing has become more and more common over the past several years.

If you apply via email, convert your documents into PDFs to avoid conversion problems. Before creating the PDFs, format your documents properly by using Word, a standard font such as Times New Roman, at least .5 margins, and tabs or justification instead of spaces for alignment purposes. When emailing your applications, include the body of your cover letter in the email message and also include the cover letter as an attachment. Ideally you will attach only one PDF file that includes both your résumé and cover letter in one document. If you have questions on how to do this, contact CDO or computer services.

If you send your application by mail, purchase good quality white or cream bond paper with matching envelopes for printing your résumés and cover letters. Remember that your “perfect” résumé is likely to be photocopied by prospective employers. You may want to make a test photocopy to be sure your résumé will still look good after duplication. If you are also including a writing sample, you can either fold the documents to fit a standard size envelope, or use larger envelopes. You do not need to use résumé quality paper for your writing sample. Most students use the mail merge function in their word processing program to create and print cover letters and envelopes on the computer. In addition, students applying to law firms can use the mail merge feature from www.nalpdirectory.com to download the contact person name, employer name and address for all employers to whom they wish to apply.

CHAPTER 5
CONNECTING WITH EMPLOYERS

There are two primary methods for you to reach out to employers—participating in the Overseas-Trained LLM Student Interview Program and sending applications directly to employers of interest to you.

A. Overseas-Trained LLM Student Interview Program

The Law School co-sponsors a job fair in New York City with six other law schools (Columbia, Harvard, Stanford, University of Chicago, University of Michigan, and University of Virginia) for foreign law graduates, known as the Overseas-Trained LLM Student Interview Program, sometimes also referred to as the LLM Job Fair. This is a primary recruiting tool for YLS LLM students seeking non-academic employment. As mentioned earlier in this Guide, the 2016-2017 academic year Overseas-Trained LLM Student Interview Program is scheduled to take place on Saturday, January 28, 2017.

The Overseas-Trained LLM Student Interview Program is a pre-screened interview program—participating employers review résumés submitted by interested and qualified students and select the students they wish to interview.

Approximately 100 employers interview at this program held in late January, including several employers who conducted interviews for their U.S. offices. In past years some Yale students have obtained positions with employers in the U.S. or abroad through the Overseas-Trained LLM Student Interview Program.
Although we do not yet know which employers will participate in this year’s fair, a list of employers who participated last year is available in CDO. You will receive additional information about this program from CDO in the fall.

**B. Applying Directly to Employers**

Students are very much encouraged to supplement the Overseas-Trained LLM Student Interview Program by sending applications directly to employers. Although there is no set timeframe for this process, you can commence sending your applications in the fall, and you may need to continue your job search efforts into the spring. You can also check www.nalpdirectory.com, where some employers share information about their preferences for when they wish to receive applications from LLM students.

At the initial application stage, you will typically send only your résumé and cover letter, unless the employer specifically requests additional materials. If you have a strong English writing sample, you may want to include that in your initial application as well, to demonstrate your English writing ability to employers.

If you have not heard from an employer within two weeks of sending your application and you are still interested, call the employer to make sure your application was received and ask politely about the status of the employer’s hiring plans. Be mindful of the line between showing interest and being a pest. Keep a record of your contacts with employers: those who respond; the nature of their replies; your follow up; and the results. Your search may last a matter of weeks or months, and this record will be an invaluable tool. You are building your professional network, so touch base with contacts you encountered along the way and tell them about the work you ultimately select.

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**CHAPTER 6**

**THE INTERVIEW**

There are certain interview techniques that you should employ to be sure that you make the most of your time with the employer. Overall, keep in mind that what employers seek in LLM students is fluency in written and spoken English, relevant professional experience, strong grades, contacts in their home countries, and a professional demeanor.

**A. Preparation**

**1. Know Your Application Materials**

Review your résumé and be sure that you can discuss every entry in a way that puts you in the best light. If you wrote an article, be prepared to summarize its thesis succinctly. If you list a transaction on which you worked in your home country, be sure you can recall the salient details. Read your writing sample and understand your arguments. Keeping in mind the qualities that employers seek in LLM students, list the three or four positive attributes you most want an employer to know about you, and make sure to bring them up during your interviews.
If, like many Yale LLMs, your résumé does not reflect much legal practice experience and/or is heavily weighted toward academia and legal academia-related work, be prepared to speak about your short- and long-term career plans, as well as about why you are now interested in practicing law. Be sure to have an articulable reason for You can speak with a CDO counselor about how to approach these sorts of interview conversation topics.

You are welcome to do practice interviews with a CDO counselor based upon the application materials that you are submitting to a particular employer, and to receive detailed feedback.

2. Know Your Online Image

At some point in the interview process, prospective employers may conduct Internet research to learn more about you than what you have shared through your application materials. It is important for you to maintain a professional online image. Do you have a profile on Facebook or LinkedIn? Do you use Twitter? Do you have a personal website or blog? Does the content project a professional image? Be aware not only of the content you author, but of links to other content from your site—it is certainly possible that a prospective employer will follow the links provided. If you share your thoughts and opinions on other sites, are you comfortable with employers reading your views? Google yourself—are you concerned with what you see? If it is content you posted, look into taking it down. Consider restricting access to your online content whenever possible. Feel free to talk to a CDO counselor if you have any concerns about your online image.

3. Know the Employer

Use the list of resources mentioned in Chapter 3 of this guide to get you started. After your research, make a list of two or three things that are most important for you to know about each employer.

4. Know the City

Be able to articulate your interest and connection to the city in which you are interviewing. This is more important to employers in certain cities. For example, employers in NYC and DC are typically not very concerned about your knowledge of their areas, while employers from San Francisco, Atlanta and Boston may be.

5. Know What to Expect on Interview Day

When arranging your interview, make sure you understand (and write down) the logistics—the time, the location, the length of your visit, the number of attorneys you will meet and their names, and what materials you should bring. Look the interviewers up on the employer’s website or [www.martindale.com](http://www.martindale.com). Map out your travel route in advance and be sure to arrive a few minutes early. When you go to the interview, be sure you have eaten properly and have had enough sleep. Write down the name(s) of your interviewer(s) and your impressions immediately after (but not during!) the interview when they are still fresh. These notes will provide a basis for comparison of employers on items that are important to you.

Attend CDO’s interview skills workshops and participate in the CDO-provided one-on-one practice interview training to brush up on your interview skills before the real thing.
B. What to Wear

Your attire should reflect your professionalism and contribute to your confidence level. You want to be remembered for the content of the interview, not for what you wore, the smell of your cologne, or the condition of your clothing. Although some law firms have shifted towards casual attire and many public interest employers dress casually for work, a suit is still considered by most employers to be appropriate attire for an interview. When in doubt, err on the conservative side.

1. Women

- Either skirt suits or pants suits are fine.
- Black, navy, and gray are the most conservative colors, but tans and other subtle shades are also acceptable.
- Skirts should be no more than two inches above the knee.
- Wear a white or cream blouse (sometimes called a shell) with either short or long sleeves. Tank tops and camisoles are too casual. The blouse should either have a collar or a round neck. Avoid low-cut shirts.
- Shoes should be simple pumps in a dark color with a medium-sized (1 ½ to 2 inch) heel. Stay away from high heels, ankle boots, elaborate bows, buckles, etc.
- Pantyhose should not have runs or snags and should be a neutral tone. Avoid designs and textures. Wearing pantyhose with skirts (as opposed to having bare legs) is the more conservative approach.
- Simple earrings, necklace, bracelet, and basic watch are appropriate.
- Long hair/curly hair does not have to be pulled back, unless it will be in your face or distract you.
- Go easy on the makeup. Use no perfume or, if you must, apply it very lightly and make sure that none is on your hands so that the scent is not wafting in the air or coating the hand of an interviewer after shaking it. Do not forget your deodorant.
- Nails should not be too long and if polished, should be in a neutral shade.
- Carry a briefcase or folder that contains your interview materials. If you carry a briefcase, do not also carry a purse.

2. Men

- Suit should be a well-tailored pin-striped or plain wool single-breasted suit in navy or gray.
- The pant cuff should fall lightly over your shoes—no “high waters” that show off your socks.
- Select a tasteful tie made of silk. Do not wear large prints, cartoon characters or anything else that is flashy or vulgar. The width of your tie should be between 2 ¾ and 3 ½ inches and should extend to your trouser belt.
- Wear a plain, light-colored long-sleeved shirt. White or light blue are acceptable. Your shirt should not have French cuffs.
- Shoes should be polished with socks that complement the suit. Shoes should match your belt.
- For jewelry, do not wear anything more than a simple watch and wedding band.
- Hair should be neatly cut and professionally styled.
- Use a good deodorant. Use no cologne or aftershave or, if you must, apply it very lightly and make sure that none is on your hands so that the scent is not wafting in the air or coating the hand of an interviewer after shaking it.
- Carry a briefcase or folder that contains your interview materials.
C. Interview Questions

Part of your preparation should be anticipating questions the interviewer may ask you and thinking of questions that you can ask the interviewer. Ask questions that show off your research instead of questions that are easily answered by their materials. Avoid questions that may put the interviewer on the defensive (e.g., “Why doesn’t your firm have many lawyers from Brazil?”). Instead, ask questions that provide the interviewer the opportunity to shed some light on a topic of interest to you (e.g., “Can you tell me about the opportunities for lawyers interested in dealing with Latin American legal issues and clients?”). Do not focus on administrative matters such as vacation policy or salary early in the interview process. Save those questions for a later stage of the interview process.

Following are some sample questions to get you started. When reviewing the questions, think about which questions will be more difficult for you to answer and reflect on how you can best respond.

Questions Employers Often Ask During Interviews

1. Why did you choose law as a career?
2. Why did you decide to pursue an American LLM? Why at Yale?
3. I know that the Yale LLM program is designed for students intending to pursue a career in academia, is that true for you? If so, why are you interviewing with private firms?3
4. I see you are taking [antitrust] at Yale—please tell me about the differences in the U.S. [antitrust] laws and the [antitrust] laws of your country.
5. Why are you interested in our firm/agency/organization?
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 have you chosen to interview with us?
11. Why do you wish to practice in [New York]?
12. What do you see yourself doing five years from now?
13. What other academic and professional abilities should we know about?
14. What can I tell you about my firm/agency/organization?

Questions to Ask During Interviews

1. Describe a few typical projects done by associates at your firm.
2. Approximately how many active matters do associates tend to have at a given time at your firm/in your particular department?
3. How are projects assigned to associates?
4. What is the typical length of LLM graduate internships?
5. On what types of matters involving my country does your firm work?
6. What qualities do you seek in new attorneys?
7. What do you think distinguishes your firm from others in this city?
8. What opportunity will I have for client contact?

During interviews, employers want students who:

- have researched the employer
- demonstrate good judgment
- are problem solvers
- take an active part in the interview
- are forthright about “negatives”
- demonstrate a pleasant and friendly demeanor
- behave professionally

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3 Many former LLM students have mentioned that they received numerous questions regarding their long-term career interests in academia. Be prepared to discuss the relationship between your interest in a position with a prospective employer and your academic interests.
9. Do you have any formal or informal mentoring system?
10. Can you give some examples of matters you have recently worked on in your capacity at the firm (for associates)/Can you give some examples of matters you have recently assigned to associates (for partners)?
11. What has been the most interesting matter in which you have been involved since beginning work at the firm?
12. Why did you choose to work for this firm over others?

D. Interview Etiquette

An interview is a conversation between relative strangers, consisting of questions, answers, and discussion. Remember that you want the interviewer to like you, so do not leave your social skills at the door. Be friendly, warm, interested, and smile when appropriate. Do not strive to be someone else, but do exhibit your best manners.

Employers typically conduct brief “screening” interviews prior to inviting you to their offices for longer “callback” interviews. Screening interviews are relatively short, typically only 20-30 minutes. At a screening interview, you will meet with one or more attorneys from the firm who will have a short amount of time to judge your qualifications. The interviewer(s) will then meet with the firm’s hiring committee and decide which candidates to invite back to the firm for a callback interview.

Because the screening interview is so short, first impressions are very important. Make sure you look the interviewer in the eye, provide a firm handshake, and smile. These may not be culturally acceptable in your country, but can be crucial in the U.S. You have two primary goals during the interview: 1) to determine whether this employer may meet your career goals and objectives; and 2) to make the interviewer recognize, and remember, your unique qualities, interests, and skills. When responding to questions, remember that you want the interviewer to see you as intelligent, friendly, and thoughtful. Go with the “flow” of the interview, and, at the same time, try to take the opportunity to state your accomplishments and to ask your most important questions. If your interviewer is very talkative, try to interject some information in a polite manner so that he/she will leave with a positive impression of you. If your interviewer is not talkative, keep the conversation flowing by discussing your skills and abilities and by asking thoughtful questions.

During a callback interview, you will have the opportunity to visit the employer’s office and meet a number of attorneys. Typically, you will interview with four or more attorneys individually for 30 minutes each and may be taken out to lunch. Because these interviews are long and exhausting, you should think carefully before scheduling more than one in the same day. Contact the recruiting coordinator in advance to find out the names of the attorneys with whom you will meet, if possible, so that you can find out about them prior to your interviews. Although the recruiting coordinator is not typically an attorney and does not formally interview you, he or she is an important part of the firm’s hiring process and should be treated in a professional manner. He or she can also serve as an excellent source of information with respect to logistical and administrative matters. Your preparation for a callback should be the same as for a screening interview: reflect on your best qualities, know the employer, and be prepared with questions.

Many students are surprised when interviewers want the students to take the lead in interviews. Do not assume that you will spend your time merely responding to questions. Many interviewers will ask very open-ended questions or even say, “so, what can I tell you about our firm?” If you neglect to prepare for the interview thoroughly, you may be caught off guard with this type of question. However, if you have done your research and learned about such matters as the firm’s practice areas, clients with some relationship to your home country, and the interviewer’s areas of expertise, you will have the ability to
ask meaningful questions. For more interviewing advice consult CDO’s brochures Interviewing Tips and Turning a Callback into an Offer (available in CDO and online under “Job Search Skills.”)

The dining portion of an interview comes with its own unique issues. If you are concerned about the dining aspect of the interview, consult the dining etiquette tips box to the right, CDO’s videotape, It’s Not Just Schmoozing: Effective Networking for a Successful Career, and the compilation of articles in Business Etiquette: Knowing the Right Fork and More... (available as a handout in CDO).

E. Thank You Letters

There is some disagreement about the importance of sending thank you letters. In some regions of the country (e.g. the Northeast), they are generally not expected. In other locales (e.g. the Southeast), they are more common. The choice is yours. If you do decide to send one, make sure it is perfect; as it is a sample of your written work. It is CDO’s view that a short follow up email to persons with whom you met is a good idea if 1) you are extremely interested in the employer and would like to reiterate that interest; 2) you thought that you really connected with the interviewer and would like to remind that interviewer of your similar interests; or 3) the interviewer went out of his or her way for you (e.g., treated you to a lavish meal).

If you decide to write a follow up email or thank you letter, you should do so promptly. You can write to one or more of the attorneys with whom you met and/or the recruiting coordinator. In your correspondence, you can ask the person to whom you write to pass your thanks along to the other people who assisted in making your day great. If you decide to use email (which is preferable given the time crunch), you should still use a professional business format and tone. See Appendix D for sample thank you language.

CHAPTER 7

NARRATIVES

A. Alumni Narratives

RICHARD MCHUGH, LLM 1997 (Sydney, Australia)
Barrister-at-law
Sydney, Australia

I graduated from Yale’s LLM program in 1997. Before coming to Yale in 1996 I worked for a judge and then taught litigation part-time at the University of Sydney’s Law School for a short time while I practiced at the private Bar. My immediate intention was to return to private practice and part-time teaching in Sydney after finishing at Yale. I had no intention of working in the United States at all.

A few months before I arrived at Yale a friend pointed out to me that lawyers from common law countries could sit for the New York Bar exam without first studying in the U.S.—all you had to do was fill in an application form far enough in advance. My friend had been at Yale the year before and had gotten herself a job at one of the big New York firms by attending a cocktail party held for JD students—she so amused and impressed one of the partners of the firm that he offered her a job interview. This is not a

Dining Etiquette Tips

- Remember that the meal is part of the interview.
- Do not drink alcohol.
- Order a mid-priced entree that will not be too messy to eat.
- Lean forward with a straight back and bring the food to your mouth, not your mouth to the food.
- Do not speak with your mouth full.
- Do not worry about the bill, the interviewers will take care of it.
- Say thank you.
strategy which I would recommend for the faint-hearted, but it did work for her; I was much more conventional in my own approach. My friend was planning to sit for the Bar exam in the summer and she suggested that I borrow her examination notes and sit for the exam before I started at Yale. I sat for the exam in July, managed to pass, and so was in a position to get admitted as an attorney before ever arriving in New Haven. For what it is worth, several LLMs with whom I have spoken agree that the New York exam is not as difficult as the mythology suggests, but it is still a tough couple of days—especially for non-native speakers of English.

Like many LLMs, I realized once I got to Yale that the chance to live and work in the U.S. for some period after completing my studies was too good to pass up. I decided to apply to some of the large New York law firms. Since the Yale LLM program was (as I understand it remains) focused on careers in teaching rather than practice, it was not open to LLMs to participate in the on-campus interviews held for JDs. On the other hand, a connection with Yale opens many doors if you know how to go about it, even though competition for legal employment in the U.S. is fierce. The whole business is a somewhat shameless (but still sophisticated) exercise in self-promotion. You have to work out first what you can offer potential employers, secondly which employers want those skills and thirdly how to market yourself.

The first and second points tend to overlap. For example, many commercial firms have an interest in courting European, Asian or Latin American clients. LLMs from those regions who speak English well and who intend to return home after a stint in the U.S. are much sought-after, particularly in the corporate departments, either as potential employees of future clients or to staff branch offices in their home countries after a year or two in the U.S. You may find that the best sources of information about those firms are past LLMs or acquaintances from your home country. As to the third point, there is a fine line between wanting to stand out from the pack and appearing to be a safe choice for the recruitment committee. Americans have a very particular style when it comes to résumés and cover letters. If you have any doubts about your ability to write well in English, ask someone in CDO or one of your commercially-minded English-speaking friends to help you. Some of the larger firms take on close to 100 graduates every year. If you can’t think of an angle to sell yourself, you’re probably not trying hard enough.

My main professional interest is in litigation, which can be a difficult area for LLMs to get into. Many American lawyers assume that foreigners will not make good trial lawyers and the focus of the large firms’ LLM recruitment seems to be on corporate and capital markets lawyers. Those are the areas on which you may want to concentrate when applying. I wrote to several New York firms seeking litigation positions; some offered me interviews. I also went along to the LLM career fair held (at that time) at NYU. The overall process of applying for legal employment is often tedious, but the career fair is good fun, even if it is a terrible “meat market” and even if you don’t get a job.

I took up a permanent position as a litigation attorney at Skadden Arps in New York straight after graduating in 1997. I returned to the Sydney Bar in 1998, where my practice has focused on commercial, media and appellate cases. Although it is a difficult balance to strike, I hope to combine teaching with my private practice again in the future. I strongly recommend the experience of working in the U.S., whether at a commercial firm or elsewhere, to any LLM who has the opportunity—and especially to those who intend to pursue academic careers. The law is not just about books and lectures: it is about relationships among people, businesses and governments. It is much easier to understand how the law actually functions, particularly as it exists in the U.S., after a little hands-on experience.
I remain very happily in private practice at the Sydney Bar. In 2006 I was appointed a Senior Counsel—what remains in quasi-republican New South Wales of the old system of Queen’s Counsel—which has permitted me to broaden my areas of practice further. Although the tendency in Australia is towards specialization in the law, generalist advocates are still sought after to appear in every forum and every type of case. Usually an S.C. (or “silk”, from the gowns we wear) appears in cases of greater complexity or where there is more at stake and (at least in my case) always with a more junior barrister, who is often a specialist in the particular area. The combination of advocacy skill in a generalist leader and technical expertise in a specialist junior is very effective in litigation here. I have not returned to the academy since I got back to Australia. Instead, the teaching I have done has been practical in nature, whether at continuing professional development seminars, through the Bar Association or one-on-one with “pupils” or “readers” (first-year barristers put under the tutorship of more senior practitioners while they learn their craft). One of the joys of practice at the Bar is the flexibility we have to control our time and to pursue interests outside the law. In 2015 Penguin Viking published my first novel, Charlie Anderson’s General Theory of Lying, which I tried to keep as far from the law as I could.

2016

XIMENA BENAVIDES, LL.M. 2006 (Lima, Peru)
Curtis, Mallet-Prevost, Colt & Mosle LLP
New York, NY

Before coming to Yale Law School, I was a practitioner in corporate and contract law in Lima for four years. At the same time, I was a part-time Professor of Property at Catholic University of Peru, where I earned my law degree. Many of my professors, now my colleagues, were Peruvian Yale alumni. I noticed that they all had some qualities in common which inspired me to pursue my Master of Laws (LLM) at Yale Law School: sharp legal questioning and reasoning; a wide and interdisciplinary sense of law; an active participation in our community; and a permanent interest in academia.

I anticipated that Yale Law School’s academic reputation would adversely affect my search for a law firm job in the U.S. Nonetheless, I found that this was not a problem for law firm employers at all. They were more curious about which courses I was taking and what my previous practice experience had been. They took for granted the excellence of the credential of a Yale LLM degree. However, I was still asked questions about my academic interests and my future goals in this field.

In my experience, there are several factors employers take into consideration in addition to the law school where you are pursuing your LLM. Among others, they consider your previous experience, nationality, languages, and even ties with your home country. All these factors change year by year. Certainly, regarding Latin American candidates, some nationalities (Brazil and Mexico) are preferred among others. It is a plus if the U.S. law firm has an office in your home country.

I participated in the Overseas-Trained LLM Student Interview Program organized by Yale Law School and other prestigious law schools which took place in New York for positions either as interns or associates. If you plan to participate in this program, it is very important to follow all deadlines, to prepare a résumé with the assistance of the Career Development Office, and to follow their guidelines for a good interview. Talking to JD students about the different law firm options and doing research to learn deeply the law firm profiles are also important steps to take. By taking this approach, my experience with the job fair was successful. By the end of the process, I got offered, and accepted, a position with the International Corporate practice of Curtis, Mallet-Prevost, Colt & Mosle in New York. The firm was good fit for me because their international practice is focused on Latin America. It is also nice that Peruvians who had worked at the firm were fellow Yale LLM alumni.

2016
ANGEL CASTILLO JR., LL.M. 1980 (Havana, Cuba)  
DLD Lawyers  
Coral Gables, FL

I was born in Havana, Cuba, where my father was a labor lawyer. My family moved to the United States in 1960 as refugees from the Castro revolution. I graduated from a public high school in Miami and received a BA in English from Stetson University in DeLand, Florida, in 1968. After working for several years as a newspaper reporter I decided to study for a law degree, although for the purpose of improving my liberal arts education, not thinking then about practicing law in a traditional way. I received my JD at the University of Florida in Gainesville in 1978, at age 31, graduating first in my class. While there one of my professors, a Yale Law School graduate, suggested that I apply for admission to the LLM program at Yale, something that would not have independently occurred to me. To my amazement, I was admitted and awarded a full tuition waiver. Further, upon my request Yale held my place for an additional year so I could take time off to work and save some money before moving to New Haven. I decided to seek the LLM degree primarily for intellectual stimulation and growth, and for enhancing my legal education, and not for any vocational purpose.

While at Yale I went about trying to take the most challenging courses I could find from the professors who seemed most interesting to me, including Charles Black, Michael Reisman, Eugene Rostow, Floyd Abrams, and Bruce Ackerman. I also took a very difficult (for me) course in microeconomics, taught by a visiting economics professor from Princeton. I very much enjoyed the privilege of having an individual study cubicle in the law library basement, and spent many hours there reading for my classes, but also random books from the shelves that I found of interest, including about Cuban constitutional history. One course I found especially useful, because I had no background in the field, was an introduction to labor law taught by Professor Jules Getman, which later in life inspired me to practice law in that field. To help with my expenses I taught undergraduate journalism students part-time at Southern Connecticut State University (then College), a night course in news media law. There seemed to be a lot of interest among the Yale law school administrators for the LLM students to become law professors, so I considered that option and attended a recruitment conference in Chicago, where I interviewed with representatives from several law schools. I then went to campus job interviews at Loyola Law School in Los Angeles, Boston College Law School, and Rutgers School of Law in Newark. In the end, I found that the salaries being offered were tragically low and concluded that if I was ever going to teach law I should first obtain some practical experience as a practicing lawyer. Thereafter I never seriously pursued the possibility of becoming a law professor because I did not have a calling for that life.

While in New Haven I was contacted by an editor at the New York Times with whom I had had prior dealings as a freelance contributor, and I was offered and accepted a Manhattan newsroom position as national legal affairs reporter. I did that for one year and was then recruited by a Miami law firm to move to Miami and practice law with them, including civil litigation, labor law, and international law. I moved to Miami in 1981 and have been here happily ever since, practicing law with both small and large law firms, focusing on labor and employment law for the last dozen or so years. I took a year off from practicing law to return to journalism as assistant managing editor for The Miami Herald, at the request of the publisher. My recent work experience in Miami has included being Of Counsel with Morgan Lewis and a partner with Ogletree Deakins and Jackson Lewis. While I have never been very interested in money and material things, I am happy to say that through the practice of law I was able to pay for my two children’s college education, respectively, at NYU and Dartmouth, and both of them graduated without any student loan debt. After a stint practicing law with longtime friends in a four-lawyer firm in Miami, and doing a lot of my work from my home office, I returned to law firm life in February of 2015. I am now a partner and head of the Employment Law Group with DLD Lawyers, a 20-lawyer litigation
boutique in the Miami suburb of Coral Gables. I write a blog about developments in the employment law field for our law firm’s Internet site and also contribute articles on the same topic for the online legal services web site Casetext.

I have enjoyed a varied work experience since my days in New Haven, both as a lawyer and journalist, and can categorically state that without the Yale academic experience and degree a lot of doors might not have opened for me. I have been recruited for every position I have held, and have never had to seek employment. Mostly, however, in retrospect I value most the intellectual exchanges with professors and fellow students while in New Haven, and am immensely grateful that I had the opportunity to study at the Yale Law School. It was truly an experience that changed my life for the better.

GERALD B. TANYI, LL.M. 1992; J.S.D. 1994 (Cameroon, Africa)  
Chief Counsel & Manager, Global Client Services and Strategic Initiatives  
International Finance Corporation, The World Bank  
Washington, DC

I went to Yale with a strong desire to teach law at some point in the future. After a couple of months at Yale, I learned about interesting opportunities in the law other than teaching and decided to prepare myself for private practice in New York. I decided to pursue the JSD for several reasons. First, teaching positions in my country and elsewhere were open only to JSD candidates. Second, two additional years as a JSD candidate gave me more time to polish my résumé and to prepare for job interviews. Third, the two additional years offered me an opportunity to audit certain law school and Yale School of Management (SOM) courses which I couldn’t do during my LLM program. Fourth, I made sure that my JSD dissertation was on a relevant (i.e., marketable) topic. I decided to work on privatization because 1) I knew most of the large law firms were involved in international privatizations, 2) international organizations such as The World Bank and The International Monetary Fund had a particular interest in privatization, and 3) my country, like most developing countries, was implementing privatization.

During my first year as a JSD candidate I audited courses at SOM and made friends with some of the business professors. One of my law school visiting professors recommended me for a Banking Law and Capital Markets Law program in Switzerland. This four-month program led to an internship at the most exclusive Swiss private bank in Geneva, Switzerland. Upon my return to Yale the following fall, I sent my résumé to a number of law firms and received invitations to interview during the Fall Interview Program. Because I knew I had a huge burden to explain why a JSD candidate should be hired, my approach was very aggressive. As soon as I sat down with my interviewers, I introduced myself and told them I would like to explain why I was interviewing. I then spent the next 10 to 15 minutes addressing all of the issues identified in the “Questions Employers Often Ask during Interviews” section of this guide. Of course my “speech” was a well-rehearsed presentation. This approach seemed to work because the interviewers ended up asking questions I had intentionally planted in their minds. I must add that the most annoying question came from my former employer. The interviewer, a partner, asked the following question: “Please forgive my ignorance, but what the hell is a JSD?” I believe my response was satisfactory because I got the job.

After graduating from Yale in 1994, I joined the New York law firm of Sullivan & Cromwell, where I spent six years as a general corporate practice associate. At Sullivan & Cromwell, I had the opportunity to work on a wide variety of transactions, including securities, international project finance, international privatization, derivatives and commodities regulations, and mergers & acquisitions. As a practicing attorney, my JSD was of little relevance. In assigning projects, Sullivan & Cromwell made no distinction between its associates based on academic qualifications. However, I believe the fact that I had a JSD from

Yale Law School Career Development Office
Yale and had published a book on privatization (and not necessarily my status as a Sullivan & Cromwell lawyer) may have been responsible for the several invitations I received to speak at international conferences (especially with respect to privatization in developing economies).

After six years at Sullivan & Cromwell, I accepted an offer to join the International Finance Corporation (IFC), the private sector affiliate of The World Bank Group and am currently Chief Counsel & Manager, Global Client Services and Strategic Initiatives. The IFC finances private sector financings in all sectors, including extractive industries, capital/financial markets, manufacturing, services & agribusiness, energy & infrastructure, etc. I manage a team of lawyers involved in structuring and negotiating transactions financed by the IFC. I still enjoy structuring and negotiating deals. In these transactions, the IFC lawyer’s “adversaries” typically include project sponsors and their lawyers, including some of the major U.S. law firms. Sullivan & Cromwell provided me with the necessary training for my current job and my day-to-day activities are basically the same as in private practice with the notable exception that I now enjoy a lot more professional independence than I did as a lawyer at a law firm.

I think it is important to mention to LLM candidates who decide to join the “foreign lawyer program” of law firms that they should carefully consider both the benefits and disadvantages. Of course, these programs are structured differently from law firm to law firm and candidates should not hesitate to ask questions about the kinds of assignments and the quality of training they will get. These programs (which typically run from three months to one year) may not be suitable for candidates who wish to stay longer in the U.S. Also, in certain law firms this program is considered a “public relations” initiative. That is, the law firm hires a candidate either because the firm is working on one or more specific transactions in the candidate’s home country or because the firm assumes that the candidate is/will be well connected in his/her home country and would provide business for the firm at some point in the future. Under such circumstances, lawyers in these programs generally receive less professional attention, in terms of training and challenging assignments, than their colleagues who were hired as regular associates. For example, after my LLM I turned down an offer to join a Washington, DC law firm as a “foreign lawyer.” One of the reasons why I turned down this offer was because I felt that program would not provide the kind of professional fulfillment I was hoping to get from a U.S. law firm. On the other hand, certain law firms do not distinguish between “foreign lawyers” and regular associates, especially if that law firm is very active in the candidate’s home country. To summarize, I would advise LLM candidates to be more aggressive during interviews. My strategy worked well with most interviewers because, by taking the initiative, I made a well rehearsed presentation portraying myself as a good and articulate candidate. Also, I think it was to my benefit that, unlike many LLM candidates, I was hired as a regular associate and not as a “foreign lawyer.”

2016

Some sections of this public guide have been removed due to proprietary nature.
DR. MATTHEW S. R. PALMER QC, LL.M. 1990 (New Zealand)
Thorndon Chambers
Wellington, New Zealand

I came to Yale Law School in 1989 from New Zealand while employed as an Economic and Financial Analyst at the New Zealand Treasury. I had done economics and law degrees in New Zealand and had taught law for a year as an Assistant Lecturer. I was wanting to deepen my understanding of law and economics and was contemplating a career in academia and/or law, and/or economics. LLM study at Yale Law School was the perfect place for all of these. But nine months was not enough. I loved the intellectual stimulation and cooperative spirit of inquiry at Yale Law and spent the following two and half years doing a JSD on the differences between U.S. and Westminster systems of government.

Looking back now I see my career has followed all the paths on which I reflected at Yale. On returning to New Zealand after my JSD I continued work at the Treasury as an economist and policy adviser. I moved to the Ministry of Justice as Deputy Secretary in 1995 and drew significantly on the insights I gained at Yale into New Zealand’s system of government. I returned to academia as Dean of Law of Victoria University of Wellington in 2000—a move that would not have happened without a JSD from the best law school in the U.S. In 2007 I was delighted to be teaching back at Yale while writing a book. Then I dipped a toe into legal practice and became Deputy Solicitor-General in New Zealand. I found I love litigation and went to the bar as a Barrister in 2012, becoming a Queen’s Counsel in 2014. I continue to teach and write, both in New Zealand as well as Hong Kong and Singapore. Now I’m eying the possibility at some stage of another perspective on law, from the bench.
Throughout all these different incarnations, with the different perspectives they offer on law, economics, policy, culture and society, I have been influenced in profound ways by my experience at Yale Law School. Yale honed my research and writing skills and legal and policy analysis. But, more importantly, it allowed me to explore my own values. As Dean, Guido Calabresi’s motto was “Excellence and Humanity”. This has stayed with me as a guide to law and to life.

2015

CHIARA GIORGETTI, LL.M. 2002/ J.S.D. 2009 (Udine, Italy)
University of Richmond School of Law
Washington DC

Studying at Yale Law School was extraordinary, formative, and enriching, and was defining part of my professional and personal development.

I am an Italian lawyer by training, with a first degree in law from Bologna University and a Masters in Development Studies from the London School of Economics. After several years working in the international field, I decided to pursue additional graduate studies in the U.S. My experience prior to Yale includes work for the United Nations in New York and in Somalia, international litigation representing a sovereign state in two boundary disputes and academic and private sector work on international treaty negotiations issues.

I applied to YLS because I was looking for an excellent, small school with a propensity for academia, and this is exactly what YLS is, and much more.

I arrived at YLS in August 2001 and obtained my LLM in June 2002. Studying at Yale was a thoroughly fulfilling experience and far more rewarding that I could have ever anticipated. First, the selection of courses and depth of knowledge of the faculty is unmatchable. I focused on public international law courses, and was lucky to be able to study with many exceptional teachers, including Professors Michael Reisman and Lea Brilmayer (Harold Koh was on leave for the year). I also took interesting U.S. law courses, which introduced me to common law and comparative law in a very interesting way. I especially recommend the comparative law class for civil law trained lawyers, which was then taught by Professor Damaška. This combination of courses allowed me to sit for the New York Bar, which was an important consideration for me.

Most importantly, I loved the YLS community. Fellow LLM and JD students were energetic and engaging, but yet easy going and approachable. I often found myself immersed in very interesting conversations from which I learned a lot. There is very little competition, and I like the fact that there are no real grades.

Finally, I enjoyed living in New Haven, as it offers a small community appeal with a definite superior cultural access. The University has many cultural gems, including internationally-renowned museums and famous speakers. The Yale School of Drama is also very active and the music scene engaging. New Haven is also very close to New York City, if one needs a more intense cultural experience.

I was very active at the school and was, among other things, the Graduate Students Representative. I also worked as a Research Assistant with Professor Brilmayer and was involved in many activities. I would suggest other prospective students to do the same. I found it very rewarding and it gave the opportunity to meet more people and learn more about the school.

While I was pursuing my LLM, it also became obvious to me that I wanted to continue studying in order to address some questions I had encountered while working with the United Nations in Somalia, and
which posed some theoretical challenges to me. I therefore applied for a JSD with a proposal to study the phenomenon of state failure in international law. My proposal was accepted and I was fortunate to have an amazing JSD Committee, chaired by Prof. Brilmayer and also including Profs. Reisman and Koh. I thought it was important to continue working while pursuing my doctorate, so I enrolled as a non-resident student.

In May 2002, I was selected by YLS for a clerkship position at the International Court of Justice (ICJ) the judicial organ of the United Nations sitting in The Hague. From September 2002 to June 2003, I clerked there. It was a great experience and I highly recommend it to anyone who is interested in public international law. I truly enjoyed the opportunity to discuss different aspects of the cases with the Judges and to gain an inside look at judicial decision-making. Moreover, because I worked with four different Judges, I could examine different angles of each case. I found it most fascinating to see how each Judge was interested in delving into distinct aspects of the case. I learned a lot from seeing international law in action, and also gained interesting insights on international litigation. I also enjoyed getting to know other lawyers working in other Courts in The Hague.


In 2009, I completed my JSD, on which I continued working since 2002. That was very important for me. In 2010, my dissertation was published as a book, and I have since published several other academic writings on issues related to international criminal law, international environmental law and international dispute resolution.

In 2011, it was time to attempt academia full time. I had taught at Georgetown Law Center since 2007 as an Adjunct Professor of Law, and I had always intended to go into academia. I went on the U.S. teaching market in the Fall of 2011, and was lucky enough to get a tenure track position at Richmond Law School. I began teaching full time in the Fall of 2012. I am teaching only international law classes, which is ideal for me. Richmond is, like Yale, a small school, which is something I like. I have now finished my third year of full time teaching and was promoted to Associate Professor. For me, academia is very fulfilling and really the best possible job. I have the independence to choose what I want to work on and I enjoyed teaching students very much.

I think my career path is quite unique, as I have tried to combine both academics and international law practice. I am very satisfied with the path I have chosen and will continue working on it.

2016

EDWARD KWAKWA, LL.M.1987, J.S.D. 1990 (Ghana)
World Intellectual Property Organization (WIPO)
Geneva, Switzerland

I obtained my LLB (first law degree) from the University of Ghana in 1984, obtained an LLM from Queen’s University in Canada in 1986, and another LLM in 1987 and a JSD from Yale in 1990.

Refugees (UNHCR) in Geneva as Senior Legal Adviser, and in 1996, I worked at the World Trade Organization (WTO) in Geneva as a Legal Affairs Officer. Since December 1996, I have worked with the World Intellectual Property Organization (WIPO) in Geneva, first as assistant legal counsel, then deputy legal counsel and later as acting legal counsel, and since October 2004, as legal counsel to the organization.

My three years at O’Melveny were not planned ahead of time. To be sure, my plan had been to go into academia straight after the JSD. In my final year of the JSD, however, I was enticed by the prospect of a huge salary and on-the-job training at a prestigious law firm. I decided to sign up for the on-campus interviews at Yale, and that was how I managed to get an offer to join the Washington, DC office of O’Melveny & Myers.

When I decided to work in a law firm for a few years, I also decided that it would be an advantage to be admitted to the practice of law in the United States. My decision to take the Connecticut Bar was based on the fact that I was resident there, and had not yet decided the state in which I wished to practice. I did not have to take a separate exam for the DC Bar after I accepted O’Melveny’s offer. I simply applied to get a waiver to the DC Bar on the strength of my multistate scores.

Studying for the bar exam was not an easy venture. In my case, it was extra difficult because I had only taken international law courses while studying for the LLM. As is well known, the bar exams cover only subjects on the domestic legal system of the United States, none of which I had taken at Yale. For students who plan to be admitted to the bar in the United States, I would recommend that they take some of the basic courses, in particular, civil procedure and constitutional law. Contracts and criminal law may not be as crucial, as the fundamentals are the same in any common law system.

My work at O’Melveny was in international trade and corporate law, both of which I found interesting. The experience in a law firm came in handy when I switched jobs later. In particular, the law firm practice gave me a certain degree of discipline that would have been harder to inculcate if I had joined an international organization straight out of law school.

Students seeking positions with U.S. employers might want to consider certain types of activity during the LLM and/or JSD. For example, it was a great help to me that I took time off during my summer months at Yale to do internships at the Lawyers’ Committee for Civil Rights Under Law (where I worked with the Southern Africa Project), the law firm of Duncan, Allen & Talmage (where I did mostly international trade work), and a semester of teaching International Economic Law at the University of Denver College of Law. These three jobs gave me an edge in applying for jobs in law firms, and may have provided me with a similar advantage if I had applied then for public interest or teaching positions.

For those LLM students interested in academia, I think it is indispensable that they publish law review articles during the program. While at Yale, I made sure to elect a paper option whenever possible, and I frequently finalized those papers and submitted them for publication. I believe this gave me an advantage over my colleagues who did not have any publications when we graduated.

2016
**B. Law Firm Recruiting Director Narratives**

**DONNA HARRIS**  
Director of Legal Recruiting  
Cleary Gottlieb Steen & Hamilton LLP  
New York, NY

Cleary Gottlieb Steen & Hamilton hires LLM candidates from select law schools each year. Lawyers qualified to practice in Latin America fulfill a specific need of the firm and its clients and are recruited to join the New York office’s nine month International Lawyer Program. In addition, European and Chinese-trained LLM candidates are recruited for our European or Asian offices as full-time associates.

The firm seeks LLM candidates who display academic excellence, have a solid command of the English language, and are trained in the jurisdictions in which we practice. Because our hiring decisions reflect the needs of the firm and its clients, the candidate’s country of origin is extremely important in the hiring decision.

Applicants must present a résumé and transcripts from both their home jurisdiction and LLM studies, as they become available. Résumés submitted to the firm should be presented in English and include academic history, honors and publications. Candidates are encouraged to apply to the firm’s annual In-House Job Fair in October, and the Overseas-Trained LLM Student Job Fairs hosted by Columbia Law School and New York University School of Law, both in New York City in January. The firm typically makes decisions regarding LLM candidates in the first quarter of the calendar year.

Candidates selected to interview should come to the interview with defined goals and expectations. Candidates should be well-informed about the firm and the office(s) to which they are applying, and should expect to discuss their previous experience, education and publications. Further information about the firm and its various offices can be found on our website [www.cgsh.com](http://www.cgsh.com).

**CRISTÓBAL V. MODESTO**  
Director of Legal Recruiting  
Davis Polk & Wardwell LLP  
New York, NY

Davis Polk is an international law firm with more than 800 lawyers in our three U.S. (New York, Menlo Park and Washington, DC) and seven non-U.S. (London, Paris, Madrid, Tokyo, Beijing, Hong Kong and São Paulo) offices. We have a leading U.S. law practice in our offices worldwide. In addition, we have top-rated local law capabilities in London, Hong Kong and Paris. We also practice English law in our London, Hong Kong and São Paulo offices. The global nature of our clients and the work we do for them requires us to hire lawyers with foreign language skills and familiarity with business practices and transactions outside of the United States. We have a diverse group of lawyers from 46 countries, who collectively speak more than 45 different languages. To attract the best lawyers with a diversity of backgrounds and experiences, we often participate in international job fairs and accept unsolicited résumés from LLM students.

In hiring LLM students, we seek individuals with a demonstrated record of academic achievement and relevant language skills. We are also interested in students who have exhibited leadership qualities in their careers. Successful candidates have a clear sense of their professional goals (i.e. where they want to work and in what practice area) and specific knowledge of the firm.
Interested LLM students may request an interview with us at any LLM job fair in which we participate or submit a cover letter, résumé and transcript to our recruiting department. The cover letter should be concise and clearly state the position for which the candidate is applying (including information on desired office location and practice area, if known and applicable) and a brief explanation of strengths and skills relevant for the position that are not already apparent on the résumé. Résumés should be one-page in length and include the candidate’s academic background (schools attended and degrees earned), professional experience (positions held at previous employers and dates of employment) and interests/abilities (activities and language fluency).

Individuals with LLM degrees who are hired by our firm work primarily on international corporate matters in one of our seven overseas offices. In addition, the firm will also consider LLM applicants for the litigation department of our Hong Kong office.

Hiring LLM students helps us to achieve our goals of hiring the best and brightest lawyers and fostering a diverse work environment for the benefit of our clients, the firm and its individual lawyers.

2016

DARRIEL A. FLOWERS
Coordinator, Worldwide Recruiting
Shearman & Sterling LLP
New York, NY

Shearman & Sterling has offered its high quality and successful International Associate Program (IAP) for over 30 years. Each year, through the IAP, the firm invites lawyers from all over the world to work in the firm’s office in New York.

The IAP allows lawyers, who are qualified to practice in a jurisdiction outside of the United States where we maintain an office, to work in our New York office prior to joining Shearman & Sterling as full time associates in their home jurisdiction in which they are qualified to practice. The IAP is designed to provide non-U.S. lawyers with a meaningful training in substantive areas of U.S. law, as well as with significant transactional experience within a large multinational law practice during their stay in the firm’s New York office.

The ideal candidate for an international associate position has completed, with academic distinction, both a law degree in his or her home country and an LLM program in a U.S. law school, and is interested in full-time employment in our office in his or her home jurisdiction following the completion of the IAP. Fluency in both spoken and written English is essential.

Shearman & Sterling also offers non-U.S. law students from jurisdictions in which the firm has an office, a position as an international trainee for a period of approximately three months. A strong academic record and fluent English language ability is required, and international trainees are expected to subsequently return to their home jurisdiction to finish their legal education prior to joining one of the firm’s non-U.S. offices as a full-time associate.

For additional information regarding the eligibility of German qualified trainees (Referendare), please visit the German Office Recruiting Page. Those students who are planning to undertake a U.K. Trainee Solicitor Training Contract and who are interested in the international program at Shearman & Sterling should visit the U.K. Recruiting Page for further information on eligibility and the application process.

Furthermore, Shearman & Sterling offers distinguished lawyers at major clients or law firms in strategically important jurisdictions, opportunities to serve as visiting attorneys or visiting trainees.
The IAP draws a large number of applicants from all over the world, and the admissions process is highly selective. It is chaired and coordinated internationally by Esther Jansen, a partner in the firm’s Frankfurt office, and Russell Sacks, a partner in the firm’s New York office.

If you have any questions about the firm’s IAP, in particular regarding eligibility or related administrative matters (e.g. visa requirements), please send an email to IAPRecruiting@shearman.com. If you are interested in submitting an application for the IAP, please email a brief cover letter along with a copy of your current résumé, LLM and law school transcripts to the email address mentioned above.

Additionally, we participate in annual job fairs under the sponsorship of New York University Law School and Columbia University Law School in January of each year and also conduct interviews by invitation at the firm’s New York office throughout the year.

2016

PASCALE HELENE DUBOIS
Chief Suspension and Debarment Officer
The World Bank, Office of Suspension and Debarment
Washington, DC

The World Bank Group is an international organization that works to reduce poverty and improve living standards by promoting sustainable growth and investing in people. Specifically, the World Bank Group aims “to essentially end extreme poverty by reducing the share of people living on less than $1.25 a day to less than 3 percent of the global population by 2030” and “to promote shared prosperity by improving the living standards of the bottom 40 percent of the population in every country.”

The World Bank has a fiduciary responsibility to its 188 member countries to ensure that its development funds are used for their intended purposes. Corruption diverts funds from development projects, impeding the Bank’s efforts. One way that the Bank combats corruption is through the use of administrative sanctions against firms or individuals that have engaged in fraud, corruption, coercion, collusion, or obstruction in connection with Bank-financed projects (referred to as “Sanctionable Misconduct”). The Bank’s administrative sanctions regime is designed to protect the funds entrusted to the Bank, while offering the firms and individuals involved an opportunity to respond to the allegations against them.

As the first tier of the Bank’s two-tier sanctions process, the Office of Suspension and Debarment (OSD) plays a critical role in ensuring the efficient, effective, and fair disposition of the Bank’s sanctions cases.

Allegations that a firm or individual has engaged in Sanctionable Misconduct in connection with a Bank-financed project are investigated by the Integrity Vice Presidency (INT). If INT believes there is sufficient evidence of Sanctionable Misconduct, it submits a Statement of Accusations and Evidence to OSD. OSD then reviews the evidence submitted by INT and determines whether the evidence supports a finding that the alleged Sanctionable Misconduct has occurred. If so, OSD issues a Notice of Sanctions Proceedings to the firm or individual alleged to have engaged in the Sanctionable Misconduct. This Notice includes the allegations, the evidence, and a recommended sanction. If the firm or individual does not contest the allegations or the recommended sanction, OSD’s decision is published and the recommended sanction is imposed.

If the firm or individual does contest the allegations or the recommended sanction, the case is referred to the Sanctions Board, the second tier of the Bank’s sanctions process, which reviews the case de novo. The Sanctions Board considers the allegations and evidence provided by INT along with the firm or individual’s response; it may also conduct a hearing. It then publishes a final decision. Since OSD’s inception in 2007, the Bank has publicly sanctioned more than 400 firms and individuals.
OSD hires up to two full-time interns during the summer. The summer interns undertake a range of research-related activities associated with strengthening the capacity and function of the office. Summer interns’ duties include:

1) **Training.** During the first 2-3 weeks of the program, interns will read the basic documents that govern the Bank’s sanctions system, along with a wide range of articles and publications related to government procurement, international financial institutions, and anti-corruption law. Training will also take place through periodic meetings between interns and lawyers.

2) **Case review.** After acquainting themselves with the Bank’s sanctions system, interns will do a “dry run” of case review by studying INT’s accusations and evidence and OSD’s corresponding determinations for a selection of recent cases. Thereafter, interns will have an opportunity to perform the first round of review on one or more sanctions cases. Interns will review the accusations and the evidence and draft an opinion regarding the sufficiency of the evidence. Interns will meet frequently with senior lawyers to discuss their cases and will receive feedback on their draft decisions.

3) **Research support.** Interns will perform research and analysis on U.S. and foreign law related to administrative sanctions (e.g., evidence standards in administrative proceedings). Interns may also assist with research and analysis related to cases decided by OSD, the Sanctions Board, and/or the former Sanctions Committee (i.e., the predecessor sanctioning body).

4) **Assistance with articles & other knowledge management.** Interns will assist the Chief Suspension and Debarment Officer (SDO) with article(s) for publication by providing research support and drafting footnotes in proper Bluebook format. Interns may also assist the SDO in updating and maintaining other knowledge management products.

5) **Other.** Summer interns may perform other tasks necessary for the successful operation of OSD and are encouraged to suggest tasks of mutual interest (such as research projects or articles for online publication).

OSD is a small office (four attorneys, one paralegal, one program assistant, and two or three interns) with a focus on community. Summer interns are encouraged to drop into lawyers’ offices to discuss cases, articles, etc. Interns will also be invited to periodic team outings, such as bowling. Interns have a number of opportunities to attend lunch talks hosted by OSD and/or other offices at the Bank and around DC.

OSD prefers candidates with the following qualities and skills: 1) law journal and/or judicial internship experience; 2) white collar crime and/or Foreign Corrupt Practices Act interest and/or experience; 3) superior writing skills; and 4) the interest and ability to work in a multicultural and international environment. Applicants must present a résumé (in English), a law school transcript (including both JD and LLM studies, if applicable), and a writing sample. Candidates should send these materials at the end of January or February. The office does not interview candidates on campus during the fall, but the SDO usually visits the Yale campus during the spring semester for a guest lecture. Candidates selected to interview should prepare by researching what the office does and how it fits in with the larger mandate of the World Bank. Additional information, including OSD’s Report on Functions, Data and Lessons Learned, can be found at [http://go.worldbank.org/E3OQKOCVP0](http://go.worldbank.org/E3OQKOCVP0), and also at the Bank’s Sanctions Page at [http://worldbank.org/sanctions](http://worldbank.org/sanctions).
Appendix A

Employment Eligibility Information
Employment of Non-citizens

From USAJOBS Help

CONSIDERATIONS
Only United States citizens and nationals may be appointed in the competitive civil service; however, Federal agencies may employ certain non-citizens who meet specific employability requirements in the excepted service or the Senior Executive Service. Several factors determine whether a Federal agency may employ a non-citizen. They are: Executive Order 11935 requiring citizenship in the competitive civil service, the annual appropriations act ban on paying aliens from many countries, and the immigration law ban on employing aliens unless they are lawfully admitted for permanent residence or otherwise authorized to be employed.

EXECUTIVE ORDER 11935 ON THE COMPETITIVE CIVIL SERVICE
Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for, and be appointed to, competitive service jobs. With Office of Personnel Management approval, agencies are permitted to hire non-citizens when there are no qualified citizens available. A non-citizen hired in the absence of qualified citizens may only be given an excepted appointment, and does not acquire competitive civil service status. He or she may not be promoted or reassigned to another position in the competitive service, except in situations where a qualified citizen is not available. The non-citizen may be hired only if permitted by the appropriations act and the immigration law.

EXCEPTED SERVICE AND SENIOR EXECUTIVE SERVICE
Some Federal agencies (among them the United States Postal Service, the Tennessee Valley Authority and the Federal Bureau of Investigation), and some types of positions (for example, lawyers and chaplains) are exempt from competitive civil service hiring requirements. An agency may hire a qualified non-citizen in the excepted service or Senior Executive Service, if it is permitted to do so by the annual appropriations act and the immigration law and the agency's specific laws and internal policies.

Many agencies have executive level positions in the Senior Executive Service.

APPROPRIATIONS ACT RESTRICTIONS
Congress prohibits the use of appropriated funds to employ non-citizens within the United States. Certain groups of non-citizens are not included in this ban. They are:

- Persons who owe permanent allegiance to the United States (for example, natives of American Samoa and Swains Island).
- Persons admitted as refugees under 8 U.S.C. 1157 or granted asylum under 8 U.S.C. 1158 and have filed a declaration of intention to become lawful permanent residents and then citizens when eligible.
- Translators employed temporarily.
• People employed up to 60 days on an emergency basis in the field service.
• Nonresident aliens employed as wildland firefighters for not more than 120 days by the Department of the Interior or the U.S. Department of Agriculture, U.S. Forest Service, pursuant to an agreement with another country.
• Persons who were officers or employees of the U.S. Government on December 16, 2009.

Also, some agencies are exempt from these restrictions.

Although the above groups are not prohibited from being paid from agency appropriated funds, group members are still subject to the requirements of Executive Order 11935 listed above and to the immigration law as summarized below.

**IMMIGRATION LAW REQUIREMENTS ON EMPLOYING CITIZENS AND ALIENS**

For any work to be performed in the United States, immigration law requires private and public employers to hire only individuals who are eligible to be employed. Those individuals are:

• A citizen (either by birth or naturalization) or national of the United States,
• An alien assigned by the U.S. Citizenship and Immigration Services (CIS), Department of Homeland Security, to a class of immigrants authorized to be employed (aliens who are lawfully admitted for permanent residence by INS are the largest class of aliens in this category), or
• An individual alien who is expressly authorized by CIS to be employed. Questions about an individual's citizenship, nationality, immigration status, and eligibility for employment under the immigration law, should be directed to the local CIS office.

Although an alien may be authorized to work under the immigration laws, he or she is still subject to the requirements of Executive Order 11935 and appropriations act restrictions as stated above.

**EMPLOYMENT INQUIRIES**

A non-citizen should contact the agency in which he or she is interested, concerning questions of employment eligibility.

I-765, Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

For USCIS Use Only

Action Block

Initial Receipt

ReSubmitted

Data Block

Relocated

Received

Sent

Completed

☐ Application Approved

☐ Authorization/Extension Valid From

☐ Eligibility under 8 CFR 274a.12 (a) or (c)

☐ Application Denied - Failed to establish:

☐ Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214-2(d)

A

Subject to the following conditions: ☐ Applicant is filing under section 274a.12

I am applying for: ☐ Permission to accept employment. ☐ Replacement (of lost employment authorization document).

☐ Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name

(Family Name) (First Name) (Middle Name)

2. Other Names Used (Include Maiden Name)

3. U.S. Mailing Address

(Street Number and Name) (Apt. Number)

(Town or City) (State) (ZIP Code)

4. Country of Citizenship or Nationality

5. Place of Birth

(Town or City) (State/Province) (Country)

6. Date of Birth (mm/dd/yyyy)

7. Gender ☐ Male ☐ Female

8. Marital Status

☐ Married ☐ Single ☐ Divorced ☐ Widowed

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or Form I-94 Number (If any)

11. Have you ever before applied for employment authorization from USCIS?

☐ Yes (Complete the following questions.)

Which USCIS Office? Dates

Results (Granted or Denied - attach all documentation)

☐ No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

13. Place of Last Entry into the U.S.

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

15. Current Immigration Status (Visitor, Student, etc.)

16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

☐ ______

17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree ______ Employer's Name as listed in E-Verify ______

Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number ______

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

Applicant's Signature ____________________________

Date of Signature (mm/dd/yyyy) ______

Telephone Number ____________________________

Signature of Person Preparing Form, If Other Than Applicant

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature ____________________________

Date of Signature (mm/dd/yyyy) ______

Telephone Number ____________________________

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature ____________________________

Date of Signature (mm/dd/yyyy) ______

Printed Name ____________________________

Address ____________________________

Form I-765 02/13/15 Y

Yale Law School Career Development Office
Appendix B

Comprehensive Guide to Bar Admission Requirements 2016

Chart 4 – Foreign Law School Graduates
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<th>Yes</th>
<th>No</th>
<th>Legal education in English common law</th>
<th>Additional education at an ABA-approved law school</th>
<th>Practice of law in foreign jurisdiction</th>
<th>Determination of educational equivalency</th>
<th>Legal education in English common law</th>
<th>Additional education at an ABA-approved law school</th>
<th>Practice of law in foreign jurisdiction</th>
<th>Determination of educational equivalency</th>
<th>Admit in another U.S. jurisdiction</th>
<th>Does your jurisdiction recognize with regularity the sufficiency of a legal education received at any particular foreign law school?</th>
<th>If a foreign law school graduate obtains an LLM 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?</th>
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**Supplemental Remarks**

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

**Alabama** Applicant must meet and show proof of the following requirements: (a) that the foreign law school from which the applicant graduated was approved in the foreign jurisdiction where it is located; (b) that the applicant has been admitted to the practice of law in the jurisdiction in which that university or college is located; and (c) at least one of the following: (i) that the law degree program completed by the applicant includes a substantial component of English common law; or (ii) that the applicant has satisfactorily completed at least 24 semester hours of legal subjects covered by the bar examination in regular law school courses, under ABA or AALS standards; or (iii) that the applicant has been admitted to the practice of law before the court of highest jurisdiction in a U.S. jurisdiction, has been continuously engaged in the active practice of law for at least 3 years in that jurisdiction, and is a member in good standing of the bar of that jurisdiction.
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.

California 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.

Colorado Must have been primarily engaged in the active practice of law for 3 of the previous 5 years in jurisdictions where admitted.

Connecticut 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 to devote a majority of his/her work to such practice.

District of Columbia 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. These additional semester hours cannot be earned through correspondence or online study.

Florida 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.

Georgia Foreign law school graduates may also apply for a waiver of requirement of graduation from an ABA-approved law school. Published waiver policy lists criteria considered by Board in determining whether waiver standard has been met.

Hawaii An attorney admitted to practice and in good standing before the highest court in a foreign country where English common law is the basis of that country's jurisprudence and where English is the language of instruction and practice in the courts of that jurisdiction shall be eligible for examination and admission if he or she presents satisfactory proof to have actively practiced law in that jurisdiction for 5 of the 6 years immediately prior to application.

Illinois 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.

Kentucky 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.

Louisiana 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.

Maine Must satisfy requirements of Regulation for Determining Equivalency of Foreign Legal Education and have practiced for 3 years in the jurisdiction where licensed.

Maryland A graduate of a foreign law school may qualify for a waiver to take the Maryland Bar Examination if he or she has been admitted by examination in another U.S. jurisdiction; or, is admitted to a foreign jurisdiction AND has completed an additional legal degree at an ABA-approved law school in Maryland where the degree requirements include at least 26 credits in Maryland Bar Exam subjects.

Massachusetts 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.

Missouri 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.

New Hampshire 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 or in another state, after being admitted by exam.

New Mexico 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.
New York 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.

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 in a foreign 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 24 credit hours taken in specified subjects at an ABA-approved law school.

Rhode Island Foreign-educated applicants who are admitted in another U.S. jurisdiction may apply for admission under Article II, Rule 2(a) (attorney admission on examination).

South Dakota An applicant for admission who is a graduate of a foreign law school not accredited by the ABA may apply for permission to take the South Dakota Bar Examination upon good cause if the graduate has passed the bar examination in another state and is a member in good standing of that state.

Tennessee Applicant must prove that undergraduate and law school education are the equivalent of that required by an applicant who attended an ABA-accredited law school in the United States or Tennessee law school approved by the Board of Law Examiners. Additionally, applicant must have received an LL.M. degree for Practice of Law in the United States from an ABA-accredited law school or Tennessee law school approved by the Board. The program must be taught in English and must be attended on site at the ABA-accredited or Tennessee law school.

Texas An applicant with an initial law degree from a foreign law school not based on English common law must, in part, be authorized to practice law and have a qualifying LL.M. degree. An applicant with an initial law degree from a foreign law school based on English common law must, in part, either have a qualifying LL.M. degree or satisfy a 3-year practice requirement.

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 Any applicant with a foreign first degree in law (e.g., J.D. or LL.B.) from any foreign jurisdiction is eligible if an LL.M. “for the practice of law” is obtained from an ABA-approved law school. However, foreign lawyers from English common law jurisdictions are eligible without an LL.M. if they are currently admitted and have active legal experience in the common law jurisdiction for at least 3 of 5 years immediately preceding the application.

West Virginia Applicant may sit for examination or qualify for admission on motion 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.

Iowa Applicant must have been engaged in qualified, full-time practice of law under license of the U.S. jurisdiction for at least 5 of the last 7 years.

Maine Must satisfy requirements of Regulation for Determining Equivalency of Foreign Legal Education and have practiced for 3 years in the jurisdiction where licensed.

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.

(continued)
**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 at least 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.

**Oregon** Applicant must be admitted in a foreign 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.

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

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

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<table>
<thead>
<tr>
<th>Does your jurisdiction recognize with regularity the sufficiency of a legal education received at any particular foreign law school?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vermont</strong> Canadian Law Schools: University of Alberta; University of British Columbia; University of Calgary; University of Montreal; McGill University; University of New Brunswick; University of Ottawa; York University (Osgoode Hall Law School); University of Saskatchewan.</td>
</tr>
</tbody>
</table>

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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?

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**California** Applicant must have graduated and be eligible to take the admission exam in his/her foreign country and obtain an additional year of law study in certain courses at an ABA-approved or California-accredited law school in order to qualify to take the California Bar Exam.

**Georgia** A lawyer educated at a law school outside of the United States may meet the educational requirements and be eligible to take the exam if the foreign-educated lawyer graduated from a foreign law school that meets the requirements of the Rules; is authorized to practice law in the foreign jurisdiction; and has been awarded, by an ABA-approved law school, an LL.M. that meets the Curricular Criteria for LL.M. Program for the Practice of Law in the United States adopted by the Board of Bar Examiners.

**Kentucky** Applicant must still submit to education evaluation but additional degree has bearing on Board decision.

**Maine** Applicant's total education must be found to be substantially equivalent.

**Massachusetts** Not automatically, but depends on content (course of study) as well as other facts.

**New Hampshire** Not automatically. Applicant must meet other requirements for foreign law school graduates.

**New York** In most cases, but there are other factors.

**Tennessee** Applicant must prove that undergraduate and law school education are the equivalent of that required by an applicant who attended an ABA-accredited law school or Tennessee law school approved by the Board of Law Examiners.

**Washington** An LL.M. degree for the practice of law must meet certain requirements.

**Wisconsin** Applicant must meet and show proof of the following requirements: (a) that the law school was approved in that foreign jurisdiction, (b) that the LL.M. program meets specific minimum requirements pertaining to total semester hours of credit, minutes of instruction, and duration of program, and (c) that the LL.M. program consists of a certain number of semester hours of specified courses. The LL.M. program must be located at an ABA-approved law school and be completed within 24 months of enrollment.

**Palau** A graduate of a foreign law school accredited in that country is eligible with or without a graduate law degree from an ABA-approved law school.
Appendix C

Request for Evaluation of Foreign Academic Credentials Form

Sample Cover Letter for Request
WELCOME TO THE ONLINE REQUEST FOR FOREIGN EVALUATION OF ACADEMIC CREDENTIALS.

- Carefully review all of the following information before proceeding to the Online Foreign Evaluation Form.
- It will take at least six months from the date of the Board's receipt of ALL of the necessary foreign documentation for a decision to be made.

1. Who should complete the Online Foreign Evaluation Form? The Online Foreign Evaluation Form must be completed by all foreign-educated applicants seeking to qualify to sit for the New York bar examination under Section 520.6 of the Rules of the Court of Appeals. If you are a Re-Applicant and you already have a BOLE ID number you may proceed to the Online Bar Exam Application at any time during the application filing period.

2. When Should the Online Foreign Evaluation Form be Submitted? The Foreign Evaluation form must be submitted before you submit your supporting documentation to the Board and before you may apply for the bar examination. For a list of the dates and deadlines for submission of the Foreign Evaluation Form and supporting documentation please visit the Foreign Legal Education section of the BOLE website: Foreign Legal Education.

3. When Should The Bar Exam Application be Filed? We encourage applicants requiring a U.S. LLM degree to wait until you receive a determination on your Request for Evaluation before you submit an application to sit for the examination and pay the $750 application fee. Application filing dates are noted below in paragraph 5. If you submit an application to sit for the bar examination prior to receiving an advance determination of your eligibility from the Board you do so at the risk of being found ineligible to sit for the examination. The $750 application fee will not be refunded or credited if it is later determined that an applicant is not eligible to sit for the bar examination.

4. Section 520.6 of the Rules of the Court of Appeals for the Admission of Attorneys and Counselors at Law [22 NYCCR 520.6] contains the eligibility requirements for applicants seeking to qualify for the New York State bar examination based on the study of law in a foreign country. Strict compliance with the requirements of Rule 520.6 must be proven to the satisfaction of the Board before an applicant is approved to sit for the bar examination. You should carefully review the Rules of the Court of Appeals, the Rules of the Board of Law Examiners, the Rules of the Board of Law Examiners, and the section on Foreign Legal Education which are located on the Board's website prior to completing the Foreign Evaluation Form.

5. Submission of the Foreign Evaluation Form does not constitute an application to sit for the bar examination. You will subsequently be required to complete the Online Bar Exam Application and pay the $750 application fee during the month of April for the July exam or November for the February exam.

6. Before completing the Foreign Evaluation Form you are required to create a BOLE Account using a valid email address. Upon creation of the account you will be assigned a unique BOLE Identification Number (BOLE ID). Please save your BOLE ID in a safe and accessible location as you will be required to use the BOLE ID on all future correspondence with the Board. You will also need the BOLE ID along with your email address to submit an application for the bar examination.

7. There is no fee for the request for a Foreign Evaluation. However, you will be required to pay a $750 non-refundable fee at the time of application to sit for the bar examination.

8. To complete the Foreign Evaluation Form you will need the name and address of each law school attended, the dates of attendance for each semester or term attended, and the type and date of degree awarded. Therefore, you should have this information available when you complete the Foreign Evaluation Form.

9. Upon submission of your completed Online Foreign Evaluation Form, you will receive an auto-generated email confirming the Board’s receipt of your Foreign Evaluation Form. If you do not receive the confirmation email, then you should first check your spam folder before contacting the Board.

10. After submission of your Online Foreign Evaluation Form, you MUST submit the supporting documentation listed in the Foreign Legal Education section of the Board’s website. The documentation must consist of originals submitted directly to the Board by the issuing institution - NO EXCEPTIONS. Fax copies, photocopies certified by a notary public or like official, and photocopies certified by anyone other than an authorized official at the issuing institution will NOT be accepted. All documents submitted become the property of the Board and will not be returned. All documents and correspondence must contain the applicant's BOLE ID Number otherwise it will not be matched to your file or reviewed by the Board.

11. The Board will not commence the review of your Foreign Evaluation Form until ALL of the foreign required supporting documentation is received by the Board. Carefully review the list of “Required Documentation” contained on the Foreign Legal Education section of the Board’s website. The Board will not commence review of your file until we have received the documents listed in paragraphs (1) –(4) in the list of “Required Documentation.” It is your responsibility to ensure that the documents are received by the Board. Due to the volume of requests for evaluation which are received by the Board, it may take at least six months from the date of our receipt of all of your supporting documentation to make a determination on your file. The decision will be sent to you by email. You will also be contacted by email should the Board have questions regarding your Foreign Evaluation Form or the documentation submitted.

12. New York has adopted the Uniform Bar Examination (UBE) effective with the July 2016 bar examination. The UBE is a high quality, uniform battery of tests that are administered contemporaneously in every other jurisdiction that has adopted the UBE. It consists of the Multistate Bar Examination (MBE), the Multistate Performance Test (MPT), and the Multistate Essay Examination (MEE). Before an applicant is admitted to practice law in New York the applicant will be required to: (1) complete the New York Law Course (NYLC), an online course on New York law; (2) take and pass the New York Law Exam (NYLE), an online multiple choice exam on New York law; (3) take and pass the Multistate Professional Responsibility Exam (MPRE); (4) satisfy the mandatory 50-hour Pro Bono Requirement; and (5) satisfy the Skills Competency Requirement. More detailed information regarding these requirements is available on the Board’s website at www.nybarexam.org.

Proceed to Evaluation
New York State Board of Law Examiners  
Corporate Plaza – Building # 3  
254 Washington Avenue Extension  
Albany, NY  12203-5195  

September 15, 2016

Dear Board of Law Examiners:

Please accept this letter and its accompanying documents as a request for an evaluation of my eligibility to take the New York Bar Exam in July 2016. As a foreign-trained lawyer, I have enclosed a completed “Request for Evaluation of Foreign Credentials” for your review.

I received my law degree from [YOUR COUNTRY] in [YEAR] and am currently enrolled in the LLM program at Yale Law School. This is a one-year, full-time program of study in which I am able to select my focus of study from among the many courses offered to all students attending Yale. I am currently enrolled in the following classes: [LIST YOUR FALL COURSES]. In the spring, I expect to take the following courses: [LIST YOUR ANTICIPATED SPRING COURSES]. As you can see, this list includes numerous basic courses in American law, including [LIST COURSES].

I have enclosed originals [OR CERTIFIED COPIES] and English translations of the following documents for your review:

a) Official transcripts from Yale Law School and [FOREIGN LAW SCHOOL];  
b) Degree certificate from [FOREIGN LAW SCHOOL]; and  
c) Proof of admission to practice in [FOREIGN COUNTRY] or Proof of completion of educational requirements to practice in [FOREIGN COUNTRY].  
d) A written statement from the accrediting agency of my foreign government.

Please direct your response regarding my eligibility to the following address: [YOUR ADDRESS].

Thank you very much for your time and assistance with this matter.

Sincerely,

[YOUR NAME]

Enclosures
Appendix D

Sample LLM Résumés, Cover Letters and Thank You Letters
MANUEL C. ABELLO
100 Orange Street, New Haven, CT 06520  ♦  (203) 436-0000  ♦  manuel.abello@yale.edu

EDUCATION

Yale Law School, New Haven, CT
LL.M. expected, June 2017

University of the Philippines College of Law
LL.B., cum laude, 2013
Honors: Valedictorian

University of the Philippines
A.B., Philosophy, with Honors, 2012
Activities: International Relations Center, President

EMPLOYMENT

Sycip Salazar Hernandez & Gatmaitan, Metro Manila, Philippines
Associate
2014-2016
Conducted extensive research and prepared due diligence reports and legal memoranda providing foreign investment advice to domestic and international clients. Prepared registration statements of investments. Researched impact of new legislation on individual investment deals and advised clients regarding the results.

University of the Philippines, College of Law
Lecturer
2013-2014
Led discussion groups for courses on legal history and legal ethics. Advised students with research and writing assignments. Assisted in researching and revising course materials and grading student papers.

University of the Philippines, College of Law, International Studies Institute of the Philippines (ISIP)
Graduate Assistant
2012-2014
Served as a research assistant for the International Studies Institute. Published paper analyzing United States Military Base Agreements. Presented paper during colloquium on subject.

University of the Philippines, Constitutional Revision Project
Researcher
2011-2012
Conducted research for Professor Uron on numerous constitutional issues, including Article XIII on the Commission for Human Rights.

BAR MEMBERSHIP

Integrated Bar of the Philippines, Member. Achieved twelfth highest average, 2013. Philippine bar examination (percentage of those passing: 17%)

SKILLS & INTERESTS

All university, law school, and legal work conducted in English. Enjoy tennis, running.
SAMPLE COVER LETTER #1:

100 Orange Street
New Haven, CT 06510

October 1, 2016

Ms. Lorraine Brown
Director, Legal Personnel
Covington & Burling
Washington, DC 20006

Dear Ms. Brown:

I am presently attending Yale Law School and will receive a Master of Laws Degree (LL.M.) in June 2017. After graduation, I would like to gain some experience in an American law firm and would enjoy the opportunity to discuss employment opportunities at Covington & Burling.

I received my law degree from the University of the Phillipines College of Law where I graduated first in my class of 200 students. After graduating from law school, I worked for two years with the Philippine law firm Sycip Salazar where I provided foreign investment advice to many American and international clients and developed strong writing and communication skills. It was in this position that I first learned of your firm and its extensive legal work in the area of foreign investments. Given my personal interest in U.S. military law, Washington, D.C. would be an ideal city for me to commence my U.S. legal career.

My English writing and speaking ability, combined with my experience with international corporate clients, will enable me to succeed as an associate with your firm. I welcome the opportunity to talk with you further about my credentials and am available for an interview at your convenience.

Sincerely,

Manuel C. Abello

Manuel C. Abello
SAMPLE RESUME #2:

PATRICIA RAFTER

1215 Whitney Avenue  15 Albert Avenue
Hamden, CT 06520  Brisbane QLD 4218
Telephone: (203) 543-1212 Telephone: +61 7 3344 1234
patricia.rafter@yale.edu

EDUCATION

YALE LAW SCHOOL, New Haven, CT
LL.M. Candidate, June 2017
Scholarships: Fulbright Scholarship
Queensland Ministry of Public Education Grant
Activities: Lowenstein International Human Rights Law Project
Greenhaven Prison Project

UNIVERSITY OF QUEENSLAND, Australia
LL.B., with honors, May 2015
Honors: Mackenzie Prize for Excellence in Academics
Exceptional Student Award
First Place, Moot Court Competition
Activities: Women Law Students Society
Human Rights Society

UNIVERSITY OF QUEENSLAND, Australia
B.A., Psychology, May 2010

EXPERIENCE

ALLENS ARTHUR ROBINSON, Brisbane, Queensland
Attorney 2014-2016
Conducted research and drafted legal memoranda on numerous litigation matters for one of Australia's largest law firms. Advised clients with regard to negligence claims. Worked closely with U.S. clients of law firm and traveled to U.S. to meet with clients and attend hearings.

CLAYTON UTZ LAW FIRM, Brisbane, Queensland
Summer Intern Summer 2013
Worked in litigation department on various product liability and negligence matters. Drafted motions for summary judgment and motions to dismiss. Attended hearings and client conferences.

UNIVERSITY OF QUEENSLAND, Australia
Legal Research Assistant 2013-2014
Conducted legal research on numerous consumer issues for Professor Minam, Faculty of Law. Drafted memoranda of law summarizing findings.
OFFICE OF THE ATTORNEY GENERAL, Sydney, Australia
Summer Intern
Summer 2012
Assisted Attorney General’s Office Civil Law Division in drafting small business access to legal justice reform. Drafted portions of national consultation paper presented at seminar on subject.

LEGAL AID SOCIETY, Sydney, Australia
Summer Intern
Summer 2011
Corresponded with clients regarding consumer fraud issues. Conducted client intake and advised clients as to their legal rights. Assisted attorneys in preparing cases for trial. Attended court proceedings.

PUBLICATIONS

_The Consumer of the 90’s: Legal Facts and Fictions_, 30 Queensland Lawyer 300 (2012)

_Human Rights Abuses and the International Legal Ramifications_, Presented paper to Human Rights Society and Faculty of University of Queensland, 2011.

LANGUAGES

Fluent in French. Proficient in Spanish.

INTERESTS

Running, historical maps, soccer.

REFERENCES

Professor Jed Rubenfeld
Yale Law School
P.O. Box 208215
New Haven, CT 06520-0215
(203) 432-7631
jed.rubenfeld@yale.edu

John J. Dormin, Esq.
Allen, Allen & Hemsley
1 Quincy Place
Brisbane, Queensland
7 33456528
dormin@aah.com
SAMPLE COVER LETTER #2:

1215 Whitney Avenue
Hamden, CT 06520

September 25, 2016

Ms. Sarah Cannady
Manager of Legal Recruiting
Sullivan & Cromwell
125 Broad Street
New York, NY 10004

Dear Ms. Cannady:

I am a LL.M. student at Yale Law School and am seeking a short-term internship in New York City before returning to my home country of Australia to practice law. I will graduate in June 2017 and am able to work in the United States for up to one year following my graduation.

I am particularly interested in working for Sullivan & Cromwell because of its preeminent U.S. legal practices in both Melbourne and Sydney. I am seeking a position that will enable me to work on a crosssection of legal matters for prominent Australian companies. Based on my research on your firm, I understand that many Australian companies ranked among the “BusinessWeek Global 1000” are served by both your U.S. and Australian offices.

I believe that my background demonstrates my ability to serve the needs of your clients. At the University of Queensland where I received my law degree, I excelled in my academic studies and in moot court. During my summers in law school and after graduating, I worked for many types of legal employers, including the largest law firm in Brisbane where I focused on litigating tort claims. Through these positions, I developed the ability to communicate effectively with clients and honed my legal research and writing skills. I look forward to further developing these skills after completing my degree at Yale.

I am available for an interview at your convenience. Thank you for taking the time to review my résumé. Please feel free to contact me if I can provide you with any additional information.

Sincerely,

Patricia Rafter

Patricia Rafter
SAMPLE RESUME #3

AKISA NONOYAMA
231 Edwards Street, #4
New Haven, CT 06511
(203) 785-4392
email: anonoy@yale.edu

EDUCATION

YALE LAW SCHOOL, New Haven, CT
LL.M. expected, June 2017
Activities: Yale Law and Technology Society
Relevant Courses: Intellectual Property, International Business Transactions

HITOTSUBASHI UNIVERSITY, Tokyo, Japan
LL.B., March 2014
Area of Study: Corporate Law
Honors: Ranked 3rd in Private Law Division

HITOTSUBASHI UNIVERSITY, Tokyo, Japan
Bachelor of Economics, March 2013

EXPERIENCE

MATSUO & KOSUGI 2015-2016
Attorney. Conducted extensive research on intellectual property law including researching and drafting memorandum addressing discrepancies in the international patent licensing guidelines in the United States, Japan, and the European Union and the resulting negative impact on Japanese licensees. Advised foreign corporations on Japanese patent law matters and assisted in preparing patent applications.

HITOTSUBASHI UNIVERSITY Summer 2015
Research Assistant. Assisted Professor Tetsuo Sato with research on article providing an analysis of the interpretative framework of the treatises and other instruments used by international organizations. Analyzed rules of interpretation of Vienna Convention on the Law of Treaties.

PROFESSIONAL MEMBERSHIPS

Japan Association of Private Law
Houmu Jyosui-kai (The Association of Law Practitioners)

PUBLICATION


LANGUAGES

Fluent in English and Japanese.
SAMPLE COVER LETTER #3

231 Edwards Street, #4
New Haven, CT 06511

September 28, 2016

Ronald Abramson, Esq.
Chair, Intellectual Property Practice
Hughes Hubbard & Reed LLP
One Battery Park Plaza
New York, NY 10004

Dear Mr. Abramson:

I am currently attending Yale Law School in the LL.M. program and will receive my degree in June 2017. After my graduation, I will be able to work in the U.S. for up to one year before I return to Japan to practice law. I am very interested in the possibility of an internship position at Hughes Hubbard & Reed.

I received my masters of law degree from the Hitotshubashi University in Tokyo where I concentrated my research in the areas of international corporate law. I most recently worked as an attorney with one of Tokyo's most well-respected law firms, where I conducted extensive research on intellectual property law and developed an expertise in international patent guidelines. I also assisted both U.S. and Japanese clients on patent licensing matters.

At Yale, I have had the opportunity to develop my writing and communication skills, as well as my knowledge of American corporate law. I believe that my knowledge of Japanese law, language and culture will be of great value to your Asian clients and business interests. I would welcome the opportunity to speak with you further about my credentials and am available for an interview at your convenience.

Sincerely,

Akisa Nonoyama

Akisa Nonoyama
Dear Mr. Mann:

Thank you for taking the time to interview me yesterday for a one year internship position with your firm. I enjoyed talking to you about your recent trip to Sydney and about the new Australian business opportunities being explored by your office. After our discussion I remain very interested in an internship position with Sullivan & Cromwell and know that I could make a positive contribution to your New York office.

Thank you again for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Patricia Rafter
Yale Law School
January 29, 2017

Ronald Abramson, Esq.
Chair, Intellectual Property Practice
Hughes Hubbard & Reed LLP
One Battery Park Plaza
New York, NY 10004

Dear Mr. Abramson:

Thank you so much for taking the time to meet with me at the Overseas-Trained LL.M. Student Interview Program yesterday. I really enjoyed speaking with you about the opportunities available to LL.M. graduates at your firm.

I especially enjoyed our conversation about your recent work on the Committee on Intellectual Property for the U.S. Council for International Business. Based on our discussion, I am confident that my background in international business, my research in the field of international intellectual property and my expertise in the area of international patent applications will be of value to your department and its clients.

I look forward to hearing from you soon and hope to have the opportunity to visit your office in the near future. Thank you again for your time and consideration.

Sincerely,

Akisa Nonoyama

Akisa Nonoyama
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