

Master of Laws (LL.M) Program

Required Documents and Application for Canadian and Permanent Resident Applicants

The application deadline is January 15th for all applicants to any of our graduate law programs. All documents must be received at the Graduate Law Program office by the January 15th deadline. All programs begin September 1st, there are no other program start dates.

The following are documents required to apply to the LL.M. program for Canadian and Permanent Resident applicants (include a clear copy of Proof of Permanent Residence with your supporting documents if applicable). Our policy is strict, we will **not** accept documents that do not meet the following the guidelines.

Please send all of your supporting documents to:

Graduate Program Advisor
UBC Faculty of Law
1822 East Mall
Vancouver, BC
V6T 1Z1

Please do not send application materials to the Faculty of Graduate Studies.

Your application should include the following:

1. Application form: you can apply on-line by credit card or if you do not have a credit card fill in the necessary information then print the application and sent it to the Graduate Administrator address above with payment. Application fees are \$90 CDN.(Cheques, Bank Drafts or Money Orders in Canadian Funds and drawn on a Canadian or U.S. bank should be made payable to "UBC Faculty of Graduate Studies".)

Please note: on-line application pull down menu selection is "Master of Laws".

2. Curriculum Vitae

3. The LL.M. and Ph.D. degrees in law at UBC are thesis-based degrees involving original research. Civilian trained law graduates from outside of Canada who do not wish to pursue advanced research as part of their graduate training may consider applying to the course-based LL.M. (Common Law) degree as an alternative.

Thesis proposals form an important part of both the admissions process and the assignment of supervisory committees to accepted students. Your proposal should show that your planned course of study can reasonably be expected to lead to a thesis amounting to a work of research and analysis that makes an original scholarly contribution to a field of legal studies.

Thesis proposals should be between five and ten pages (1,250 to 2,500 words) in length, excluding bibliography. Clarity of expression is important. Your proposal should be organized under the following headings:

- Introduction:
 - an explanation of the problem you seek to address and of your working hypothesis.
- Literature Review:
 - a clear scholarly justification for your proposed research, which both sets it in the context of relevant scholarly literatures and explaining how your proposed work is original
- Research Methodology and Theory:
 - an explanation of your theoretical approach / frame of reference and your proposed research methodology.
- Thesis Outline (optional) (organized under chapter headings)
- Preliminary Bibliography:
 - normally between ten to twenty key works that inform your approach to the thesis topic.

4. Submit a letter indicating your first and second choice of thesis supervisors. Faculty members' profiles can be found at: <http://www.law.ubc.ca/faculty/faculty.html>

5. Three reference forms, preferably academic. If you are submitting an on-line application and supply the email addresses of your referees they will be given several options on how they can submit their letters of reference. If your references prefer to submit hard copy letters, the letters must be in an envelope that have been sealed and signed (by the referee) across the envelope flap. You may then forward the unopened letters of reference to our office.

6. Two official copies of all university transcripts (and official English translations, if applicable). Transcripts must be sent directly from the issuing institutions to the Faculty of Law, in sealed envelopes. For degrees from China, official original language and English language translations of degree certificates, are also required.

7. Applicants must clearly demonstrate an ability to work in the English language at a level appropriate to advanced studies in law. Students, whose first degree was not taught and evaluated in English, must provide valid TOEFL or IELTS scores as part of their application. Results must be sent directly to the Graduate Program in Law by the official TOEFL, IELTS or GCE test centres. Please note that for the TOEFL, our institution code is 0965 and department code is 03.

TOEFL: The minimum new internet (IBT) TOEFL score for admission to the Graduate Program in Law is 100 of which the reading, listening and writing component minimum must be 75.

Under the former TOEFL system this would be 250 (computer based) and 600 (paper based) with the TWE score being 5.5.

IELTS: The minimum overall band of 7.0 with a reading and writing band minimum of 7.0.

GCE: A level English examination with a standing of at least "B".

Please note: While the UBC Intensive English Program does prepare students for admissions to the undergraduate degree, it does not meet the requirements of the Graduate Program in Law, one of the above English exams is still required.

It is to your advantage to apply as soon as possible. Please include a note with your application if further transcripts or other documents will be submitted before the final application deadlines.

If you require assistance with your application, please contact Joanne Chung by phone (604) 822-6449 or by e-mail to: graduates@law.ubc.ca .