

## **Wake Forest School of Law Master of Studies in Law** **Application Instructions**

If you have questions regarding the application, please contact Associate Director Jackie Flynn at 336.758.5906 or via e-mail at [MSL@wfu.edu](mailto:MSL@wfu.edu). All applications are reviewed upon completion. Although we attempt to notify any candidate whose file is incomplete, it is the candidate's responsibility to ensure all materials are received in a timely manner.

### **Official Transcripts**

Applicants must submit official transcripts from each institution of higher learning (university or college) previously attended.

### **Personal Statement Questions**

Included in this application are a set of questions designed to allow you to explain your interest in this program and how the Ocuvt)u'F egree qt'I tcf wcv' Egtwkecv' may benefit you in your professional endeavors. Please answer all questions listed. You may place your answers in the space provided, or attach an additional document with your answers.

### **Professional Resume/C.V (include items listed below)**

- Education (all colleges, universities, graduate and professional schools attended, including dates of attendance, degree expected or earned, year degree awarded, major field of study, estimated class rank, and grade point average/scale)
- Honors (including scholarships, fellowships, awards, and honor societies)
- Employment (including dates of employment) and other relevant experience
- Duty with the armed forces of any nation (including whether full-time or part-time, date of entrance, date or expected date of separation, and the type of discharge received)
- Extracurricular activities (briefly describing the activity and your contribution)

### **Reference Forms**

Applicants are required to submit a minimum of two Reference Forms. These forms should come from employers or colleagues who can address the applicant's ability to pursue graduate legal study. Reference Forms should be emailed or mailed to the school directly from the person providing the recommendation. Applicants may submit Reference Forms directly to the school in a sealed envelope, signed across the seal. While reference letters may included in addition to these Forms, at least two MSL Reference Forms are required.

### **Admissions Decisions**

Your application will be reviewed when complete. Applications are reviewed in the order in which they are received, and decisions typically take 2 to 4 weeks. If you have not received a decision in that time, please contact our office. If the committee requests any further information or would like to schedule an interview, we will contact you via email.



**PROGRAM SELECTION:**

***Required for all applicants.***

The Master of Studies in Law program at Wake Forest University Law is a fully-online, part-time program for working professionals. Students may take 3 credits (typically 1 course) or 6 credits (typically 2 courses) per semester. Students may begin the program in the fall, spring, or summer\* semester. Each student must select a track, choosing a track in either Health Law & Policy, Human Resources, or Business Law & Compliance.

*\*Summer entrance in the program will depend on overall enrollment and demand. It may not be offered each year.*

Students in the MSL program must maintain continuous enrollment by taking at least 3 credit hours every fall and every spring semester until completion of the program.

The information provided below is required and will be used to register you for your courses if you are admitted to the program. Each 3-credit hours of study will require approximately 8-10 hours of work per week. Although this program is asynchronous and the virtual classroom is accessible 24/7, each course has firm weekly deadlines that must be met in order to remain in good standing. If your preference of credit hours, entering semester, or track changes at any point, you must email the changes to [MSL@wfu.edu](mailto:MSL@wfu.edu) immediately.

Track (select only one)

- Master of Studies in Law, Health Law & Policy Track (30 credit hours)
- Master of Studies in Law, Human Resources Track (30 credit hours)
- Master of Studies in Law, Business Law & Compliance Track (30 credit hours)

- Certificate in Health Law & Policy (12 credit hours)
- Certificate in Human Resources (12 credit hours)
- Certificate in Business Law & Compliance (12 credit hours)
- Certificate in Workplace Legal Fundamentals (12 credit hours)

**How many credit hours do you plan to take per semester?**      3 credit hours      6 credit hours

**In which semester do you wish to enter the program?**

Fall \_\_\_\_\_  
Year

Spring \_\_\_\_\_  
Year

Summer \_\_\_\_\_  
Year

**Have you applied to Wake Forest University Law before?**     Yes  No    If yes, provide date applied: \_\_\_\_\_

**How did you hear about Wake Forest School of Law's Master of Studies in Law program?**

- Social Media (List site: \_\_\_\_\_)
- Emails
- Event (List event: \_\_\_\_\_)
- Online Search
- Current Student Referral (Student Name: \_\_\_\_\_)
- Friend/Family/Alumnus (List name of alumnus: \_\_\_\_\_)
- Other: \_\_\_\_\_

**CITIZENSHIP STATUS:**

- U.S. Citizen (either by birth or through naturalization)
- U.S. Permanent Resident
- Non U.S. Citizen or Permanent Resident

**ETHNICITY:**

***Required for U.S. Citizens & Permanent Residents***

Ethnicity: U.S. federal law requires that institutions of higher education gather the following information regarding the ethnicity and race of their students and employees. The law only requires institutions to report aggregate totals for each category. Select the appropriate response your ethnicity and your race:

1. Is your ethnicity Hispanic/Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture)?
  - Yes, Hispanic/Latino
  - No, not Hispanic/Latino
2. What is your race?
  - Aboriginal or Torres Strait Islander
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Canadian Aboriginal
  - Caucasian/White
  - Hispanic/Latino
  - Native Hawaiian or Other Pacific Islander
  - Puerto Rican
  - Decline to answer

**OPTIONAL STANDARDIZED TESTING**

**Have you taken or plan to take any of the following standardized tests?**

- LSAT
- GRE
- GMAT
- MCAT

List all scores and test dates, if applicable: \_\_\_\_\_

*Please attach copies of all official score reports to your application. Or, request that the score reports be sent directly to Wake Forest University School of Law from the testing agency.*

**EDUCATION:**

List all colleges, universities, graduate, & professional schools attended or currently attending. Please start with your most recent institution. (Resume or curriculum vitae may be attached in lieu of completing the chart below.)

| NAME OF INSTITUTION | GRAD DATE (mm/yy) | DEGREE AWARDED & MAJOR | GPA |
|---------------------|-------------------|------------------------|-----|
|                     |                   |                        |     |
|                     |                   |                        |     |
|                     |                   |                        |     |
|                     |                   |                        |     |

List all academic honors, publications, and relevant extracurricular activities: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT:**

List any professional experience. (Resume or curriculum vitae may be attached in lieu of completing the chart below.)

| NAME & LOCATION OF EMPLOYER | TITLE | DATES OF EMPLOYMENT |
|-----------------------------|-------|---------------------|
|                             |       |                     |
|                             |       |                     |
|                             |       |                     |

**WAKE FOREST UNIVERSITY EMPLOYMENT DISCOUNT**

Employees of Wake Forest University and Wake Forest Baptist Medical Center may receive a 20% tuition discount. (Students may receive either the tuition discount or, if eligible, transfer credits; students may not receive both the discount and transfer credit.). If you are an employee of one of these institutions and are requesting the discount, please list your supervisor's name, email, and phone number.

**DISCLOSURE**

Have you ever been subject to disciplinary action for academic or other reasons in any of the colleges, universities, graduate, or professional schools you have attended?      Yes      No  
If yes, attach an explanatory statement.

Have you ever been suspended from law practice or disbarred?      Yes      No  
If yes, attach an explanatory statement.

Have you ever been disciplined, suspended, or disbarred from practice in any other professional capacity?      [ gu''''''''P q"  
If yes, attach an explanatory statement.

Are there any disciplinary charges pending or expected to be dtqwi j vci ainst you?      Yes      No  
If yes, attach an explanatory statement.

Have you ever been charged with or convicted of a crime other than a minor traffic violation, or are such charges pending  
Yes      No  
If yes, attach an explanatory statement.

**CERTIFICATION:**

I certify that the information I have provided in response to the questions on this application form, including information contained in any supplemental material submitted, is complete and accurate; and that the personal statements I have submitted are my own work, and all factual representations made therein are true and correct. I will notify Wake Forest Law of any occurrences after the date of this application that would change the answers to any of the questions asked.

I understand I must maintain continuous enrollment during my program of study, taking at least 3 credit hours every fall and every spring semester until completion of the program. I understand that each 3 credit hour course in the program will require approximately 8-10 hours of work per week. In addition, I understand that while this program is asynchronous and the virtual classroom is accessible 24/7, each course has firm weekly deadlines that must be met in order to remain in good standing.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PERSONAL STATEMENT QUESTIONS**

Answer each question below in the space provided. If needed, attach a document to your application with your answers.

**1. How does the law impact your current workplace and/or position?**

**2. How will an understanding of the law and/or US legal system benefit your career track?**

**3. What are your plans for using the MSL in your current position or your desired future workplace?**

**4. Is there any further information you would like to include?**