

**TLBU Graduate School of Law in Seoul**

300, Naeyu-dong, Deogyang-gu, Goyang-si, Gyeonggi-do, Seoul, 412-751, Korea

(Phone) 82-31-960-1012~4 (Fax) 82-31-960-1019, (E-mail) [[admissions@tlbu.ac.kr](mailto:tlbu@tlbu.ac.kr)](mailto:tlbu@tlbu.ac.kr)

**Letter of Recommendation**

**Master Course in Laws**

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| **I. NOTE TO THE APPLICANT :**  Please complete this form. Write your name and sing below on this column and deliver or mail this form to the person who will write your recommendation.  Ask your recommender to enclose the letter he/she has written on your behalf, seal the envelope, sign across the seal, and return it to you.  Do not open the envelope or break the seal. Submit the sealed envelope with your application.(If your recommender objects to returning the letter to you, it may be mailed directly to the Graduate School.) This letter of recommendation will be used only in the admission process.  **Applicant’s Waiver of Right to Confidential Information :**  For the purpose of encouraging candor, I freely waive my right of access to any information contained in this recommendation form and supplied by the recommender. I agree that the information shall remain confidential.  **Applicant’s Name**  / /  Last Name First Name Middle Name  **Applicant’s Signature and Date**  /  SIGNATURE DATE(MONTH/DAY/YEAR) | **Ⅱ. NOTE TO THE RECOMMENDER :**  Your assessment of this applicant is very important to our ability to evaluate this applicant for TLBU Graduate School of Law in Seoul, Korea. We are grateful for your time and input. Your frank appraisal of the applicant would, therefore, be appreciated. We are especially interested in an appraisal of the applicant’s intellectual ability, character and personality.    **Recommender’s Name**  / /  Last Name First Name Middle Name  **Title or Position**    **Name of University or Company-**    **Address of University or Company**      **Phone(country code/area code/phone number)** |

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

1. How long and in what capacity have you known the applicant?
2. What is your assessment of the applicant’s academic and legal abilities?

(The applicant’s academic performance among his classes: Top %)

1. What is the applicant’s proficiency in written and spoken English?
2. What is your knowledge of the applicant’s integrity or lack of integrity?
3. Does the applicant have any special talents, abilities, or attitudes that deserve mention?
4. Does the applicant have any particular weaknesses that deserve mention?
5. Are you aware of any personality characteristic, which might negatively affect the applicant’s performance as a student at TLBU?

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| **IV. EVALUATION :**  **Please check(√)** in the appropriate box below for evaluation of the applicant on the scale in comparison with others you have known during your professional career. Describe the reference group you are using. We are specifically interested in an appraisal of the applicant’s intellectual ability, character and personality.  Reference Group : | | | | | | | |
| Characteristic | Top 10%  Superior | Top 20%  Outstanding | Top Third  Above Average | Middle Third  Average | Bottom  Third | Unable  To Judge |
| Intelligence |  |  |  |  |  |  |
| Motivation and initiative |  |  |  |  |  |  |
| Maturity |  |  |  |  |  |  |
| Ability to work independently |  |  |  |  |  |  |
| Overall potential for graduate study |  |  |  |  |  |  |

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

RECOMMENDER’S SIGNATURE / DATE (MONTH/DAY/YEAR) / /

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**Qualification for Admission**

**Doctorate / Master Course in Laws**

1. **English Proficiency**

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

1. **Prerequisite Legal Education**

Applicants for Masters program must have received, or expected to receive by the end of July of 2013, a bachelor`s degree (or equivalent) in law from an approved institution.

Applicants for the doctorate program must have received, or expect to receive by the end of July of 2013, a masters degree (or the equivalent) in law from an approved institution

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

1. **Application Deadline**

The due date for application is on November 30th, 2012(Chinese Applicants) and January 31st, 2013 (Non-Chinese Applications).

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

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

1. **Letter of Recommendation**

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

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

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

To use the official Letter of Recommendation form;

- Applicant must write your name and sign the left column of the first page. (I. NOTE TO THE APPLICANT)

- Applicant, then, presents the signed form to the recommender and asks him/her to fill out the right column of the first page. (II. NOTE TO THE RECOMMENDER)

- Applicant asks the recommender to write his/her recommendation letter on a separate sheet of paper. (III)

- Applicant asks the recommender to fill out IV. EVALUATION

- Recommender MUST enclose his/her recommendation letter and together with the official form.

1. **For Korean Applicants only**

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

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

(2) Possess excellent command of English.

1. **Interviews with Applicants**

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

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