



# ROBERT H. MCKINNEY SCHOOL OF LAW

INDIANA UNIVERSITY

Indianapolis

24 February 12

Greetings from Indianapolis!

Thank you for your interest in the Indiana University Robert H. McKinney Master of Laws (LL.M.) Program offered on-site at Cairo University Faculty of Law. I'd like to take this opportunity to provide some information that you may find helpful as you navigate the application process.

For general program information, including links to information about the curriculum for this program's track (International and Comparative Law), please visit our website: <http://www.indylaw.indiana.edu/llm/egypt.htm>.

## **Dates and other important matters:**

- We are currently accepting applications for an estimated **2 July 2012 start** of classes.
- The deadline for receipt of applications and all required documentation is 5 p.m. EST **Thursday, 10 May 2012** in **hard copy form**. All application materials must be sent to my attention at the following address in the United States:

**Sonja Rice**  
**Director of Special Projects**  
**530 West New York Street**  
**Suite 206B**  
**Indianapolis, IN 46202**

**317.274-8043**

***Applications and required documentation must be received by this date.***

*Early mailing of complete applications is strongly encouraged, via UPS, FED EX or other similar courier as there will be no exceptions made to this date, regardless of the reason for the delay in delivery.*

*Complete applications (that is to say applications that contain **all** required information) received by this date will be processed in time for a Summer 2012 admission decision.*

*Please note submission of an application does not guarantee program admission. Further, IU Robert H. McKinney School of Law reserves the right to cancel plans for admitting a Summer 2012 cohort. Should such a cancellation occur, we will make every effort to notify applicants as soon as possible.*

- **IMPORTANT NOTE REGARDING TOEFL/IELTS SCORES:** TOEFL iBT scores are available online to test takers two (2) weeks after the test and IELTS academic scores are available online to test takers 13 days after the test. **Due to short notice for application deadlines** students may provide access to their accounts with TOEFL and IELTS (user name and password) on their program application so that test scores can be conditionally verified, but **the test scores must be available online by 10 May and official hard copies of score reports must be received in Indiana by 25 May 2012.** See below for information regarding which test dates should meet these deadlines.

***Applications must be complete as defined above by 10 May to be considered for a Summer 2012 program start date. There will be no exceptions made to this date, regardless of reason. The Director of Special Projects shall have the final decision on what constitutes a complete application.***

- Program admission decisions will be made and students will be notified as soon as possible via email, but by **29 May**. Following program admission, approved applications are forwarded to our Office of International Affairs for further university processing, including assignment of a university identification number and username. OIA admission letters will be emailed as soon as possible but by **22 June**.
- Admitted students are **required** to attend a mandatory orientation on either **Friday, 29 June or Saturday, 30 June afternoon/evening (students will be assigned one of those dates) AND Sunday evening, 1 July 2012** in our program classroom at Cairo University Faculty of Law.
  - *Specific information about orientation will be sent at a later date to all admitted students. However, if admitted you should plan on setting aside this entire weekend for orientation.*
- Academic classes are slated to begin on **Monday, 2 July 2012**. A schedule of classes will be forthcoming at a later date. **All admitted students must attending the first course starting in July.**
  - *IUI academic classes generally run Monday – Thursday from 7:00 p.m. to 10:00 p.m.*
  - *Required English as a Second Language (ESL) courses are generally held on Sunday evenings off-site at AMIDEAST for part of the program. Admitted students will receive additional information about this*

*requirement at a later date. Students should expect to begin these classes on or about **Sunday, 8 July 2012.***

- Program fees for the Summer 2012 Cohort studying in Cairo are 45,600 LE for Egyptians (other nationalities are welcome to apply but pay a higher out-of-state program fee).
  - *This fee includes all textbooks and course materials;*
  - *This fee covers the cost of attending any required ESL courses; and*
  - *Students can choose to make equal payment amounts over a multi-month period (details will be made possible at a later date).*
  
- The LL.M. degree is comprised of 24 credit hours, including 22 non-thesis academic credits and a 2-credit LL.M. thesis:
  - **All students admitted to the Summer 2012 Cohort must complete their academic coursework in three (3) semesters** (summer 2012, fall 2012, and spring 2013 semesters);
  - *Students will register for their 2-credit thesis requirement in the summer 2013 semester and must complete the final document by December 2013;*
  - *Graduation ceremonies for the Summer 2013 Cohort are expected to be held in late 2013 with certification of degree conferral occurring in December 2013;*
  - *Curricular emphasis is on commercial/business law; and*
  - *Courses are taught in English by full-time and adjunct law faculty of IUI.*

#### **Application information:**

- To download an application, please go to [www.indylaw.indiana.edu/llm/egypt.htm](http://www.indylaw.indiana.edu/llm/egypt.htm)
- Please note that complete applications **must** contain:
  - Three (3) page signed application;
  - Personal statement *written by the applicant, not a third-party;*
  - Official LL.B. transcript or official grade transcript(s) (and their certified translations, if applicable) and law diplomas/graduation certificate(s) (and their certified translations, if applicable);
    - The “official grade transcript” or “official transcript” is the document containing the course names, number of class hours/credit hours taken and the class scores received by the student.
    - **Must be officially certified** (i.e. issued by the issuing institution) **including the English translations.**
      - ***Notarized copies of translations are not acceptable.***

- Copies may be accepted for admission purposes, but in such cases admission will be conditioned upon presentation of originals **BEFORE** orientation.
- Provisional certificate (diploma) from Alexandria University Faculty of Law (blue in color) is acceptable.
- Two (2) **UNIQUE** reference letters written by two (2) separate individuals, signed and sealed in individual envelopes with the reference's signature written across the seal; and
  - If a reference letter(s) is written in a language other than English it must be accompanied by an official notarized English translation.
  - The letter must be dated.
  - The letter must have been written within one (1) year of your application date.
- TOEFL/IELTS minimum requirements.
  - **An application shall be considered complete if a TOEFL/IELTS score can be electronically verified by the Director of Special Projects by 10 May AND an official hard-copy score report is received in Indianapolis by 25 May. Electronic verification requires the applicant to give their permission for their score report to be verified by providing their user name and password (as requested on the program application);**
  - **In order for a score report to be available electronically by 10 May, applicants must take the IELTS (academic module) or TOEFL (iBT) one of the dates listed below. *Please note: Should any of the dates listed below be cancelled or there be an issue with the reporting of test scores which precludes IU-I from being able to verify an applicant's score electronically by 10 May, the Director of Special Projects will not grant a deadline extension. For that reason, applicants are **strongly encouraged** to take their test **AS SOON AS POSSIBLE.*****
    - IELTS (academic module) test dates in Egypt:
      - Saturday, 3 March
      - Sunday, 4 March
      - Friday, 9 March
      - Saturday, 10 March
      - Sunday, 18 March
      - Friday, 23 March
      - Saturday, 24 March
      - Saturday, 14 April
      - Friday, 20 April
      - Sunday, 22 April

- Friday, 27 April
- Saturday, 28 April
- TOEFL (iBT) test dates in Egypt:
  - Saturday, 10 March
  - Saturday, 17 March
  - Saturday, 31 March
  - Saturday, 21 April
  - Saturday, 28 April

Please visit the respective websites for specific information regarding test registration and fees.

- Admission to the program requires a minimum score of
  - 213 CBT
  - 560 PBT
  - 81+ IBT; or
  - 6 on the **academic** IELTS module
  - Institutional TOEFL scores are not accepted
  - Scores are valid for two (2) years
- TOEFL waivers are generally **not** granted
  - *Exception (by degree):* If you have obtained a Bachelor's Degree or higher from a predominantly native-English speaking country (as determined by IU not the applicant), the TOEFL requirement *might* be waived.
    - Proof of such degree is required.

Please note that if any of the documents in question are in a language other than English **they must be translated into English and officially certified by the issuing institution.**

If you have further questions, please contact the program staff in Egypt. The staff will be happy to schedule an appointment with you to review your application for completeness prior to its submission to the McKinney School of Law for consideration.

**Local staff at Cairo University Faculty of Law**

- Professor Dr. Mohamed Abdel Wahab, Faculty Coordinator
- Sarah El Ayashy, Program Manager: 35684940  
35684945  
35684946  
Extension 102

[sayashy@indiana.edu](mailto:sayashy@indiana.edu)

- Tasneem Elwy, Program Assistant: 35684940  
35684945  
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Extension 103

[tkhalil@iupui.edu](mailto:tkhalil@iupui.edu)

Again, thank you for your interest in the IU Robert H. McKinney School of Law LL.M. Program offered on site at Cairo University Faculty of Law. I look forward to hearing from you soon!

Many kind regards-

Sonja Rice, J.D.  
*Director of Special Projects*