

OFFICIAL ADMISSIONS GUIDE

UNIVERSITY OF JUSTICE

ADMISSION PACKAGE & APPLICATION

PROMOTING EQUITY · PROTECTING JUSTICE · PRODUCING LEADERS

1. Introduction

THE GATEWAY TO GLOBAL ADVOCACY

The **University of Justice (USJ)** has emerged as a premier destination for scholars who seek to bridge the gap between legal theory and social change. Our institutional popularity has grown by 40% in the last three years, reflecting a global shift toward justice-centered leadership.

Why Your Admission Package Matters

At USJ, we receive thousands of applications from world-class candidates. A flawless admission package is not merely a formality; it is your first professional submission. It demonstrates your attention to detail, your respect for institutional processes, and your readiness for the rigorous demands of our curriculum.

What This Guide Provides

This comprehensive package is designed to navigate you through the USJ admissions landscape. By the end of this guide, you will have:

- A clear, step-by-step rundown of the **10 essential documents**.
- Technical tips for digital submission ensuring your files bypass automated filters.
- Insight into the manual verification process conducted by our Admissions Committee.
- A physical copy of the Preliminary Application Form to begin your journey.

2. Concept & Importance

2.1 What Is an “Admission Package”?

The Admission Package is a holistic portfolio that represents your academic history, professional integrity, and personal character. Unlike a simple job application, the USJ package is designed to evaluate both "aptitude" and "alignment"—ensuring your goals match the university’s mission of equity.

2.2 The Review Process

USJ utilizes a two-tier review system:

1. **Automated Screening:** Files are checked for format consistency, minimum score requirements (e.g., TOEFL/GRE), and document presence.
2. **Manual Verification:** The Admissions Committee reviews the quality of the Statement of Purpose, the depth of Recommendation Letters, and the authenticity of transcripts.

The Cost of Inaccuracy

Incomplete packages are moved to a "Pending" status, which may delay your decision until the next intake cycle. Accuracy in document labeling and sequence is weighted heavily in the final evaluation.

3. The Core 10 Documents

DOCUMENT SUMMARY MATRIX

#	Document	Key Requirements	Critical Tip
01	Application Form	Signed, dated, program chosen	Save a PDF copy before submitting
02	Official Transcripts	Sealed, stamped, translated	Request directly via Registrar
03	Graduation Proof	Notarized copy/Diploma scan	Capture high-res (300dpi) scans
04	SOP	500-800 words, Mission-aligned	Focus on the "Why USJ" aspect
05	Letters (2)	Official letterhead, signed	Notify recommenders 6 weeks prior
06	CV / Resume	1-2 pages, recent photo optional	Highlight internships and research
07	English Proof	TOEFL \geq 80 / IELTS \geq 6.5	Upload full score report PDF
08	Financial Evidence	12-month balance proof	Must cover tuition + living cost
09	Passport ID Page	Valid 6+ months from start	Ensure no glare on the photo
10	Health Records	Vaccinations & Medical sign-off	Must be within 6 months of start

4. Document Detail

PART I: ADMINISTRATIVE & ACADEMIC FOUNDATIONS

4.1 Completed Application Form

The application form is your legal entry into our system. Access the digital portal via the USJ Admissions Hub.

- **Common Pitfalls:** Incorrect date of birth formats (use DD/MM/YYYY) and mismatched program codes.
- **The Signature:** USJ accepts DocuSign or wet signatures. Typed names are not considered valid.

4.2 Official Transcripts

We require a comprehensive history of your higher education.

International Requests:

- **USA:** Request via National Student Clearinghouse or Parchment.
- **EU/Asia:** Must be sent in a sealed envelope or via a secure institutional link to docs@usjustice.edu.
- **Translations:** If the original is not English, a certified translation from an ATA-certified provider must be attached.

4. Document Detail

PART II: PROOF OF DEGREE & PURPOSE

4.3 Graduation Certificate

While transcripts show your grades, the Graduation Certificate (Diploma) verifies the *conferral* of your degree.

Requirement: A high-resolution scan of the original. If you have not yet graduated, a "Letter of Imminent Graduation" from your current Dean is required.

4.4 Statement of Purpose (SOP)

This is the soul of your application. The Admissions Committee looks for **intellectual curiosity** and **ethical grounding**.

The USJ Blueprint:

1. **Introduction:** A narrative hook regarding your interest in justice.
2. **Background:** Academic milestones and how they prepared you.
3. **The USJ Fit:** Mention specific professors or clinics at USJ.
4. **Conclusion:** Your 5-year career trajectory post-graduation.

4. Document Detail

PART III: ENDORSEMENTS & HISTORY

4.5 Letters of Recommendation (2)

We require two unique perspectives on your potential. We recommend one academic and one professional reference.

- **Academic:** Focuses on research, writing, and analytical skills.
- **Professional:** Focuses on ethics, teamwork, and reliability.

4.6 Curriculum Vitae / Resume

Your CV should be a concise summary of your achievements. For USJ, emphasize:

Clinical Experience

Volunteer work at legal aid clinics or community organizations.

Research

Publications, senior thesis topics, or public policy contributions.

4. Document Detail

PART IV: PROFICIENCY & FUNDING

4.7 English Proficiency Proof

Communication is the primary tool of any advocate. USJ strictly adheres to the following thresholds:

- **TOEFL iBT:** 80 minimum.
- **IELTS:** 6.5 Overall (no band lower than 6.0).
- **Duolingo:** 115 minimum.

4.8 Financial Support Evidence

International and domestic students must prove they have the resources to complete their first year without interruption.

Accepted Documents:

- Personal bank statements from the last 3-6 months.
- Affidavits of Support (if funded by family/sponsor).
- Scholarship Award Letters (Official).

4. Document Detail & Assembly

4.9 Passport Copy

Submit a clear, color scan of the identification page. Ensure the MRZ code (the text at the bottom) is entirely visible. This is used for I-20 and visa processing.

4.10 Health & Immunization

Texas law and USJ policy require specific immunizations before campus entry (MMR, Meningitis, Hepatitis B). Form USJ-MED-101 must be signed by a licensed physician.

5. Assembling the Package

The format of your submission is as important as the content.

Naming Convention:

Please name all files as:

[Year]_[Document]_[LastName]_[FirstName].pdf

Example: 2026_SOP_Smith_Jane.pdf

6. Pitfalls & 7. Timeline

Pitfall	Prevention
Missing Signature	Print, sign, and re-scan the final document.
Expired Test Scores	Ensure English tests are < 2 years old at time of intake.
Name Inconsistency	Ensure your name matches your Passport "Machine Readable Zone."

Submission Roadmap

- 12-10 Months Out:** Research programs and request official transcripts.
- 8-6 Months Out:** Sit for English tests and draft your Statement of Purpose.
- 4-3 Months Out:** Gather financial bank statements and health certificates.
- 1 Month Out:** Final review of the Digital Package and Submission.

ADMISSION APPLICATION FORM

UNIVERSITY OF JUSTICE • ACADEMIC YEAR 2026/27

I. PERSONAL INFORMATION

LEGAL SURNAME

FIRST NAME

DATE OF BIRTH (DD/MM/YYYY)

NATIONALITY

MAILING ADDRESS

II. ACADEMIC PROGRAM SELECTION

Juris Doctor (JD)

LLM International Law

MS Digital Forensics

MA Public Policy

BA Justice Studies

PhD Legal Philosophy

III. ACADEMIC HISTORY

PREVIOUS INSTITUTION

DEGREE EARNED / GPA

IV. DECLARATION

I certify that the information provided in this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation may result in the rejection of my application or dismissal from the University of Justice.

APPLICANT SIGNATURE

DATE

8. FAQ

Q: Can I submit PDFs in a zip file?

A: No. Upload each document individually to their respective slots in the portal.

Q: Do I need notarized translations?

A: Only for documents not originally issued in English.

9. Final Checklist

- Completed & Signed Application Form
- Official Sealed Transcripts
- Certified Degree Certificate
- Statement of Purpose (SOP)
- Two Letters of Recommendation
- CV / Professional Resume
- English Proficiency Score Report
- Financial Proof (Min. 12 months)
- Clear Passport ID Scan
- Health & Immunization Record

Contact Information

University of Justice Admissions Office

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Web: www.usjustice.edu/apply