

Application Instructions

Northwestern Pritzker School of Law invites outstanding graduates of foreign law schools to join us for graduate studies and earn an LLM degree in one of our Degree Programs for International Students. Our programs offer students opportunities to pursue studies in U.S. law and business or general U.S. legal studies. You can now apply for our [Executive LLM Chicago](#) (ELLMC) and the [General LLM](#) (LLM) Programs using this single application. You can apply for both of the programs and the Admissions Committee will review and consider your application for each program separately.

If you decide to apply to both LLM programs, please note:

- Your application to each program will be reviewed independently.
- Admission to one program will not affect the Admission Committee's review of your application to the other program.
- If you are admitted to both programs, you must choose one as enrollment in multiple programs is not possible.
- The Admissions Committee conducts rolling admissions review, starting with the ELLMC Program. The sooner you apply, the sooner you will receive an admission decision (within three weeks of submitting your complete application beginning in December).
- If you are admitted to the ELLMC Program, you may be asked to submit a nonrefundable deposit which will be due before admission decisions are made for the General LLM Program. If, after submitting the deposit, you are admitted to the General LLM Program and wish to enroll, we will transfer your deposit upon written request and without penalty.
- Finally, please note that the 2019 ELLMC Program is scheduled to begin in early May 2019. In order to be eligible, applicants must have completed the requirements for their first degree in law, and must be able to arrive in Chicago by then.

Please review the descriptions and additional instructions for each program below.

Executive LLM Chicago Program

The Executive LLM Chicago (ELLMC) is a unique program for working professionals, designed by and for global business lawyers. Students will earn their LLM degree during a 16-week summer program. Courses will be taught by Northwestern law faculty who are leading experts in their fields. The program's location in the heart of Chicago provides access to outside resources available only in a major legal market and world-class city.

The ELLMC curriculum is directly responsive to the ways in which lawyers interact with business clients and enterprises, and is based on advice from elite global law firm lawyers. It includes a core curriculum comprised of:

- An introductory course on U.S. law and legal structure,
- Fundamentals: Negotiations, Contracts, Business Associations,
- Advanced corporate topics: Mergers and Acquisitions, Corporate Governance and Securities Regulation and
- Ethics and Professional Responsibility, which is mandatory for students seeking to qualify for the California bar examination.

In addition to the core curriculum, students select three courses from those offered as part of the Advanced Corporate Concepts track (individual courses may include Private Equity, Bankruptcy and Corporate Criminal Law) or the IP/Competition Policy track (individual courses may include Competition Law, Intellectual Property, and Intersection of Competition and IP).

The ELLMC program results in a general master of laws degree, not a specialized one. Degree candidates must complete at least 20 semester hours of credit. A cumulative grade point average of 2.5 or better is mandatory (C=2, C+=2.33, B=3, B+=3.33, A=4, A+=4.3).

The ELLMC program is flexible and can accommodate client and employer demands.

Students who complete the program may qualify to sit for the California bar examination.

LLM Program

Students in the LLM Program must take at least 20 law credit hours to earn the LLM degree. LLM students are free to design their own program of study from the Law School's many upper-level courses and seminars, including commercial and corporate, international, constitutional, and human rights law. During their first semester in residence, students enroll in two mandatory courses: the Common Law Reasoning course, which focuses on the fundamental research, analysis, and drafting skills expected of US-trained lawyers, and American Legal History course, introducing students to the history and principal characteristics of the American public and private law systems.

The LLM program leads to a general Master of Laws degree, not a specialized one. Degree candidates must complete one academic year of residence at the law school and earn at least 20 semester hours of credit. A cumulative grade-point average of 2.25 or better (F=0, D=1, C=2, C+=2.33, B-=2.67, B=3, B+=3.3, A-=3.67, A=4, A+=4.33) is mandatory.

Students may meet the LLM degree requirements in one of two ways: by earning all 20 semester hours of credit by taking courses, seminars, or other instructional offerings; or in exceptional cases, by earning four to 10 semester hours of credit by completing an approved graduate research project and earning the remaining 10 to 16 hours by taking courses.

An LLM degree candidate who wishes to pursue a graduate research project must propose a subject of significant scholarly merit, and one or more faculty members must agree to act as supervisors. The resulting paper should be suitable for publication and must be approved by the supervising faculty member(s) and an additional faculty reader.

All requirements for the LLM degree must be met to the satisfaction of faculty by August 31 of the second year after the beginning of the candidate's academic year of residence at the law school.

Bar Eligibility

Only some states permit foreign lawyers to take the bar examination, and each state has its own requirements as to prior legal education, coursework in a U.S. LLM program, and other matters. As such, the none of our LLM programs guarantee graduates that they will qualify to take the bar examination or practice law in the U.S. Eligibility, however, has been extended in the past in the states of New York and California dependent on meeting specific criteria. Please note that the California State Bar has notified Northwestern Pritzker School of Law that the current ELLMC program will qualify a student to take the California Bar Exam. Please refer to the [Comprehensive Guide to Bar Admission Requirements](#) for more information on bar exam eligibility requirements for any state.

Application and Admissions Information

Applicants to the Degree Programs for International Students must hold a first degree in law from a university or college whose law degree requirements are comparable to Northwestern's. In unusual cases, a vote of the faculty may waive this requirement for LLM applicants. Although there are no rigid standards for class ranking or grade-point average, accepted applicants generally have ranked at or near the top of their law school classes or have otherwise demonstrated exceptional academic promise.

Applications for admission are considered only for the current year and for full-time registration. There is no part-time or evening program or mid-year entry.

A completed application to the Degree Programs for International Students consists of the following:

- The Application for Admission form that must include the signed certification statement at the end (or electronic signature, if applying electronically).
- A nonrefundable \$75 application fee in the form of a check or money order in US dollars, payable to Northwestern University or paid electronically by credit card via LSAC.
- Essay Questions (may be electronically attached). Please see the section titled "Essay Questions" for specific instructions.
- One letter of recommendation from a member of the applicant's law faculty or from a previous or current employer.
- An official copy of the applicant's LLM Credential Assembly Service (LLM CAS) report which includes official transcripts from all institutions of higher education attended, the transcript authentication and evaluation of transcripts, a valid TOEFL score report and a letter of recommendation.
- Curriculum vitae/résumé written in English.
- Evaluative interview (encouraged but not required).

Application Deadline: January 15

The Admissions Committee may exclude from consideration any application received after the deadline or incomplete at that date. Early submission of application materials allows time for correspondence between the school and the applicant in case of deficiencies in the application. Applicants should note that the delivery of mail from abroad may cause additional delays.

Online Application

You may complete your law school application on the web at www.law.northwestern.edu/admissions or through the Law School Admission Council's (LSAC) electronic applications.

Application Updates

While the Office of Admissions and Financial Aid seeks to keep the applicant informed of progress on the application and the receipt of documents, it is the applicant's responsibility to ensure that all parts of the application reach the Office of Admissions and Financial Aid by the deadline. Upon submission of an application, applicants will be provided with instructions on how to check the status of their applications via an online tool. Applicants who do not provide an e-mail address will be responsible for tracking their application status by directing inquiries to the Office of Admissions. The Admissions Committee does not review incomplete applications.

All correspondence should be addressed to Northwestern Law, Office of Admissions and Financial Aid, Degree Programs for International Students, 375 East Chicago Avenue, Chicago, Illinois 60611-3069, USA; phone 312.503.8465; fax 312.503.0178; e-mail admissions@law.northwestern.edu.

Personal Statement

In place of a traditional personal statement, you will be asked to answer two essay questions which can be found within the application under the heading "Essay Questions." Please follow the directions and answer each question separately in a one to two-page double-spaced essay.

Letter of Recommendation

Applicants must submit a confidential letter of recommendation from a previous or current employer or from a member of the applicant's law faculty. Applicants must comply with LSAC requirements and policies regarding letters of recommendation, and submit the letters with the LSAC forms to the LLM Credential Assembly Service.

Transcripts

Applicants with foreign legal education credentials must use the Law School Admission Council LLM Credential Assembly Service. Further information regarding the LLM Credential Assembly Service can be found at LSAC.org.

Those applicants with foreign education credentials for whom the LLM CAS fee represents a significant financial burden may submit the transcript form, official transcripts (and translations, if required) and documentation of class rank directly to the Office of Admissions. Applicants submitting their transcripts directly to the law school with their application should provide the identifying information required on the Transcript Request Form included in the supplemental application and send the form to the registrar's office of each college or university. Applicants who have attended more than one college or university should make a copy of the request form for each institution attended. Official academic records should give results for all coursework as well as results of comprehensive or yearly examinations. Transcripts that do not bear the registrar's signature and/or the institution's seal are not official and are unacceptable. All transcripts should be in English translation. The applicant should mail them, unopened, to Northwestern.

In instances where a school does not furnish transcripts, school officials should certify courses completed and grades received as well as results of qualifying, comprehensive, or professional examinations where possible. If the applicant's college or university is not able to provide such a certification of academic record due to special circumstances, the applicant should obtain from school officials an explanation of the circumstances and submit it and a self-reported summary of studies, including, where possible, courses or seminars attended at the institution, grades received, examination results, and copies of certificates or instructor's evaluations. The Admissions Committee may request verification of self-reported academic records.

English Language Requirements

Students in the Degree Programs for International Students must have a high level of English proficiency in order to read the large amount of course material, to research and write papers and exams, and to participate in class discussions. Foreign

applicants who are not native speakers of English should take the TOEFL/IELTS examination and have an official copy of the score report sent from ETS/IELTS directly to the LSAC LLM Credential Assembly Service (institution code 1565), and it will be reported in your credential evaluation. Since it may take two months or more for the score report to reach the law school, an applicant should take the TOEFL/IELTS no later than December of the year prior to enrollment. An application will not be complete and ready for review until the law school receives the official score report. Northwestern looks for a TOEFL score of at least 100 on the Internet-based test and IELTS score of 7.5. The law school will accept scores up to two years after the test date. We no longer accept the paper-based TOEFL (PBT) Examination. We only accept the Internet-based (IBT) TOEFL Examinations. For further information about the TOEFL examination write to TOEFL Services Educational Testing Service, PO Box 6151, Princeton, NJ 08541-6151, USA or call 1.609.921.9000.

If you have completed a first degree/undergraduate degree in law at an institution where the language of instruction is in English, you must notify the Admissions Committee by requesting a waiver of the TOEFL/IELTS requirement. Please submit a brief letter, electronic attachment, or e-mail to the committee indicating the institution's name, location, and length of the degree program completed. Waivers are granted on a case by case basis. If you are requesting a waiver, you must first participate in an evaluative interview.

Curriculum Vitae/Resume

Applicants to the LLM program are required to submit a one to two-page curriculum vitae (CV) or résumé written in English.

Interviews for LLM Applicants

Applicants may interview online. Interviews provide the Admissions Committee with additional information about your interpersonal and communication skills, maturity, and motivation. Interviews also help us preserve the strong sense of community and cooperative culture for which we are known. Finally, interviews provide you an opportunity to meet virtually additional members of our Northwestern Pritzker School of Law community.

Reapplicants

If you are reapplying to the law school, you must submit a complete application, nothing from a previous application is kept on file. This full application will include the application form, an updated personal statement, a new letter of recommendation, an updated curriculum vitae/résumé, official transcript and an official TOEFL/IELTS score report sent from ETS/IELTS. The fee for reapplication is the same as that for first-time applicants: \$75.

Tuition and Financial Aid

Tuition for the Degree Programs for International Students is listed at <http://www.law.northwestern.edu/admissions/tuitionaid/>. Tuition increases should be anticipated each year.

In addition to tuition, the Law School charges the following non-refundable fees:

- Application fee \$75
- Deposit \$750 (required of admitted applicants who accept a space in the entering class)
- Late payment penalty fee \$200

Fellowships

The law school offers several fellowships for international students that typically cover only a portion of the tuition. The fellowships, which are in the form of grants, are awarded based primarily on merit and will follow admission decisions. There is no separate application requirement. Please note that there is no teaching requirement nor option. Fellowships are for one year only and are not renewable. Any nontuition portion of these fellowships is subject to US taxes. Fellowships do not provide for travel expenses to the United States.

Once an applicant is offered admission, the Admissions Committee will automatically consider the applicant for a fellowship award and he or she will be provided with a follow-up fellowship decision shortly thereafter.

Because most applicants require financial assistance and the amount of fellowships available is limited, all applicants, therefore, are encouraged to investigate alternative funding sources, including support from employers and government bodies, scholarships, and family and personal funds. Foreign students may wish to contact the US embassy or educational exchange commission in their countries for information on Fulbright Commission travel grants, Rotary Foundation fellowships, and other fellowship opportunities.

Loans

Instructions on completing the financial aid application can be found at www.law.northwestern.edu/admissions/tuitionaid/. Under current federal regulations, only US citizens and permanent residents are eligible for federal student loans. Applicants who are not eligible for federal student loans may qualify for a university-administered or other private loan program (as outlined at www.northwestern.edu/sfs/loan_instruc_info/private_loans.html). Loans for international students require a credit-worthy US citizen/permanent resident co-signer. If there is no co-signer, applicants should investigate loan opportunities in their home countries.

US citizens/permanent residents and international students with qualified co-signers will be requested to complete additional financial aid documents by the financial aid office to be considered for all loan programs. Applicants will receive additional guidance after the initial admission decision.

US citizens and permanent residents who wish to apply for a federal student loan should also submit the Free Application for Federal Student Aid (FAFSA) to determine their eligibility for federal loan programs. The FAFSA form is available online at www.fafsa.ed.gov. Individuals may also need to submit a signed copy of their 2018 federal tax return and W-2s to Northwestern. Individuals will be contacted via email should our Financial Aid Office require these forms.

Employment

There are no teaching or research fellowships for graduate students at the law school, and Department of Homeland Securities regulations may prohibit students from seeking outside employment during their studies. The Degree Programs for International Students demand time-consuming study and research, and experience has shown that it is difficult for students to complete the academic work if they are employed. Students with questions about employment should discuss them with the program director of the Degree Programs for International Students.

The law school's Center for Career Strategy and Advancement employs a full-time counselor who assists students in their postgraduate career planning.

Visa Requirements

To qualify for a visa, foreign students admitted to the Degree Programs for International Students must demonstrate their ability to fund one year of graduate study at the law school. Most students choose to enter the United States under an F-1 student visa or a J-1 exchange visitor visa. For additional information about visa options and regulations and immigration policies, contact a US embassy.

Northwestern University reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

It is the policy of Northwestern University not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates, in accordance with civil rights legislation and University commitment. Any alleged violations of this policy or questions regarding the law with respect to nondiscrimination should be directed to Director of Equal Employment Opportunity, Affirmative Action, and Disability Services, 720 University Place, Evanston, Illinois 60208-1147, phone 847-491-7458; Office of the Provost, Rebecca Crown Center, Evanston, Illinois 60208-1101.

It is Northwestern University policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subject to discrimination in any University program or activity. In response to a request made by a qualified student with a documented disability, the University will arrange, at no cost to the student, for the provision of educational auxiliary aids, including sign language interpreters, real-time captioners, note takers, readers, and tutors, determined by the University to be necessary to afford such student the opportunity for full participation in University programs.

In exceptional circumstances, Northwestern University School of Law reserves the right, at its sole discretion, to waive any documentation normally required for admission. It also reserves the right to admit or deny an applicant admission whenever it believes that it has sufficient evidence for the decision. At the discretion of the University, supporting documents that are received more than one month after the application form may not be incorporated into the admission decision.

Program Applied

Please indicate which degree program(s) you are applying to (choose all that apply):

___ ELLMC 1 Summer (4 months)

___ General LLM (9 months)

I am using the LSAC LLM Credential Assembly Service.

___ Yes

___ No

Biographical

Prefix _____

First name _____

Middle name _____

Last name _____

Suffix _____

Previous (other) name _____

Preferred first name _____

Date of birth _____

Place of birth: City _____

Place of birth: Country _____

Place of birth: State/Province _____

Gender _____

Social security number _____

LSAC account number _____

Contact Information

Current Address

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Current mailing address good until date _____

Day phone _____

Evening phone _____

Contact Information continued

Permanent Address

Country _____

Street address--line 1 _____

Street address--line 2 _____

Street address--line 3 _____

City _____

State/province _____

Zip/postal code _____

Permanent mailing address good until date _____

Day phone _____

Evening phone _____

Other Contact Information

Primary e-mail address _____

Secondary e-mail address _____

Permanent e-mail address _____

Mobile phone _____

Northwestern Pritzker School of Law can send text messages to my mobile phone.

Yes

No

Demographics

Citizenship

Citizenship

Non-Resident Alien

Permanent Resident

US Citizen

Country of citizenship _____

Visa/SEVIS number _____

Permanent resident number _____

Permanent city _____

Permanent state/province _____

Permanent country _____

Native language _____

Demographics continued

Ethnicity

Are you Hispanic or Latino?

Yes

No

If you selected 'Yes' to the above question, select an ethnicity.

Hispanic/Latino

What is your race? Select one or more races to indicate what you consider yourself to be.

Aboriginal or Torres Strait Islander Australian

Aboriginal/Torres Strait Isl. Australian

American Indian or Alaska Native

American Indian/Alaskan Native

Asian

Asian

Black or African American

Black/African American

Canadian Aboriginal/Indigenous

Canadian Aboriginal/Indigenous

Caucasian/White

Caucasian/White

Native Hawaiian or Other Pacific Islander

Native Hawaiian/Other Pacific Islander

Puerto Rican

Puerto Rican

Consent

Decline to respond

US Military Service

Have you ever served in the US military?

Yes

No

If yes, were you honorably discharged? (If no, explain on a separate sheet.)

Yes

No

If yes, what were your dates of service?

Education

List ALL educational institutions attended.

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Education continued

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Institution type High School Undergraduate Graduate Law Other Post Graduate

Institution name _____

Major _____

Country _____ Start date _____

State/Province _____ End date _____

City _____ Degree _____

GPA _____ Date degree granted _____

Rank _____

Have you ever attended any law school?

Yes

No

Did you leave the law school under less than good standing?

Yes

No

If you did not leave the law school in good standing, explain the circumstances.

Has your education in college, university, or professional school been interrupted for one term or more for any reason?

Yes

No

Education continued

If your education was interrupted, explain the circumstances.

List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

Standardized Testing

TOEFL

Test Date

Test Score

_____	_____
_____	_____
_____	_____

IELTS

Test Date

Test Score

_____	_____
_____	_____
_____	_____

Employment

List all employment including internships.

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

Employment continued

Employment type Full-time Part-time Internship Unpaid Internship

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____

Reason for leaving _____

List your extracurricular, community, or other activities in the order of their importance to you. Give a brief description of your involvement, including any special responsibilities or leadership positions held.

Employment continued...

Please indicate (in months) the total amount of FULL-TIME EMPLOYMENT that you have will have worked as an attorney in your home country by the start of the program.

- ELLMC starts in May 2019
- General LLM starts in August 2019

Letter of Recommendation

Name of your recommender:

Title of your recommender:

Academic Concentration

Please select the field of law that most interests you. (Choose one)

- No preference at this time
- Business Corporate
- Civil Litigation and Dispute Resolution
- Intellectual Property
- Other

Please describe your specific field(s) of interest.

Financial Data

Will you have sufficient funds to cover your graduate study at the Law School?

- Yes
- No

Please indicate the source(s) and amount(s) of these funds.

Have you applied, or will you apply, for fellowships or funding from outside sources (government, employer, or private)?

- Yes
- No

If yes, please indicate source(s) and amount(s).

Admissions Interview

An evaluative interview is strongly encouraged for all applicants. Please indicate your intent to interview. Upon submission of your application, the Office of Admissions and Financial Aid will send you a detailed email and instructions. Please note that the deadline for submission of the interview is 15 business days upon receiving instructions and access. By selecting "Online Interview Request" you acknowledge your intention of completing an interview.

- Online Interview Request
 I do not intend to interview

Alumni Relatives

Do any of your family members hold degrees from Northwestern Law? (Please only check yes for alums of the School of Law)

- Yes
 No

If yes, please list their name, relationship, and class year.

Other Schools & Programs

Have you applied to other LLM degree programs? If so, which programs? Have you been accepted?

Bar Admission

List the states and/or countries, dates of admittance, and the current status (active/inactive) to practice law.

Country _____ Date of Admittance _____
State or Province _____ Current Status Active Inactive

Bar Admission continued

Country _____ Date of Admittance _____

State or Province _____ Current Status Active Inactive

Country _____ Date of Admittance _____

State or Province _____ Current Status Active Inactive

Country _____ Date of Admittance _____

State or Province _____ Current Status Active Inactive

If you are not a member of the bar in any state/country, when do you plan to sit for a bar examination and in which state/country?

Planned bar exam date _____

Country _____

State or Province _____

If you are not qualified to practice law, have you completed all of the academic (university level) legal education requirements necessary to take the bar examination?

Yes

No

If you have answered 'No' to the above question, when do you expect to complete the legal education requirements?

Character and Fitness

Have you ever, either as an adult or a juvenile, been cited, arrested, taken into custody, charged with, indicted, convicted or tried for, or pleaded guilty to, the commission of any felony or misdemeanor or the violation of any law, except minor parking or traffic violations, or been the subject of any juvenile delinquency or youthful offender proceeding? (if yes, please explain on a separate sheet or electronic attachment.)

Please note that although a matter may have been expunged from the records by an order of a court, it nevertheless should be disclosed in the answer to this question. Also, you should have available and be prepared to submit or exhibit copies of police and court records regarding any matter you disclose in reply to this question.

Yes

No

Have you ever been suspended, expelled, placed on probation, or otherwise disciplined by any college or university for academic or other reasons?

(If yes, explain on a separate sheet or electronic attachment.)

Yes

No

Have you ever been denied admission to or been subject to disciplinary action by the bar of any state or country? (If yes, explain on a separate sheet or electronic attachment.)

Yes

No

Certification

By signing this application, electronically transmitting it, or printing, signing, and mailing the Certification Letter, I certify that the information contained in this application is accurate and complete to the best of my knowledge. I will notify the Office of Admissions and Financial Aid if any of this information changes. I understand that furnishing inaccurate or misleading information can result in denial of admission, revocation of admission and dismissal from the Law School, or revocation of an awarded degree, with no refund of tuition or expenses, and may be reported to the Law School Admission Council's Committee on Misconduct and Irregularities. If inaccurate or misleading information is discovered after an offer of admission is made, I will be given an opportunity to explain such information to the Law School's Dean of Students, who will provide a recommendation regarding an appropriate outcome - which may include revocation of admission and dismissal from the Law School, or revocation of an awarded degree - to the Dean of the Law School, who will render a final decision not subject to appeal.

Please check the "yes" box below to certify that you have read and agree to the above statement.

Yes

No