

Application Instructions

Application for Admission to the ALLM Program

Northwestern's Accelerated LLM program leads to a general master of laws degree, not a specialized one. Degree candidates must complete at least 20 semester hours of credit over the course of one or two summers. 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)

Students may meet the ALLM degree requirements in one of two ways: by completing all of the requirement during the course of one summer, or completing the degree requirements over the course of two summers.

Bar Requirements

The ALLM, LLM, LLM IHR, and the LLM/Kellogg programs are not intended to qualify foreign lawyers to take the bar examination or to practice law in the United States; in many states, including Illinois, these degrees are NOT sufficient to take the exam. A copy of the Comprehensive Guide to Bar Admission Requirements may be obtained from the National Conference of Bar Examiners, ABA Order Fulfillment Department, 321 North Clark Street, Chicago, Illinois 60610, phone 312.988.5000, or online at www.abanet.org.

ADMISSION AND APPLICATION INFORMATION

Applicants to the ALLM program must hold a first degree in law from a university or college whose law degree requirements are comparable to Northwestern's. 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 ALLM program consists of the following:

- The Application for Admission form which must include the signed certification statement at the end (or electronic signature, if applying electronically).
- A nonrefundable \$100 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 and a valid TOEFL score report.
- Curriculum vitae/résumé written in English.
- Evaluative interview (encouraged but not required).

Application Deadline—December 15

Deadline for receipt of completed applications for the ALLM Program.

Application Filing Period

The Admissions Committee may exclude from consideration any application received after the deadline or incomplete at that date. ALLM applicants whose files are complete by the deadline will be notified of admission decisions by the beginning of March.

All prospective students for the ALLM program are encouraged to submit their completed applications before December 1 of the year in which they wish to begin their studies. 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 be delayed.

Online Application

You should 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 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.

The application contains one form for requesting a letter of recommendation; the form may be copied for additional recommenders, if any. Please note that the recommender does not need to use the form. After completing the introductory part of the recommendation form, the applicant should give the form and a self-addressed stamped envelope to the recommender. The recommender should insert the completed form and the letter of recommendation into the envelope, seal it, sign the envelope across the sealed flap to ensure confidentiality, and return the envelope to the applicant. The applicant should mail the unopened recommendation envelope(s) with the Application for Admission to Northwestern Law, Office of Admissions and Financial Aid, Degree Programs for International Students, 375 East Chicago Avenue, Chicago, Illinois 60611-3069, USA.

Transcripts

Applicants with foreign legal education credentials must use the Law School Admission Council LLM Credential Assembly Service Applicants. 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 ALLM program 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 examination and have an official copy of the score report sent from ETS 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 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 250 on the computer-based test and 100 on the Internet-based test. 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 computer-based (CBT) and 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 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 granted a TOEFL waiver you will be required to participate in an evaluative interview. Our e-mail address is admissions@law.northwestern.edu.

Curriculum Vitae/Résumé

ALLM applicants should have a minimum of one year of full-time legal or business-related work experience. A description of that employment should be included in a one to two-page curriculum vitae (CV) or résumé written in English.

Interviews for ALLM Applicants

An evaluative admissions interview for the ALLM program is highly encouraged. Please visit the admissions website for instructions on how to sign up for an on-campus or phone interview. Off-campus interviews are not available. These evaluative interviews provide the Admissions Committee with additional information about your interpersonal skills, English proficiency, maturity, and motivation.

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 LLM CAS report with an official TOEFL score report. The fee for reapplication is the same as that for first-time applicants: \$100.

Tuition and Financial Aid

Tuition for the ALLM, LLM, LLM IHR and the LLM/Kellogg programs 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 \$100
- Deposit \$750 (required of admitted applicants who accept a space in the entering class)
- Late payment penalty fee \$200

Fellowships

No fellowship or grant assistance is available for the ALLM program. Students in this program may qualify for loans, as discussed below.

Loans

All individuals must complete a 2012-2013 Need Access application online (www.needaccess.org) to be considered for all loan programs. The application will become available online after January 2.

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) If there is no cosigner, applicants should investigate loan opportunities in their home countries.

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 2011 federal tax return and W-2s to Northwestern. Individuals will be contacted via email should our Financial Aid Office require these forms.

Instructions on completing the financial aid application can be found at <http://www.law.northwestern.edu/admissions/tuitionaid/>.

Employment

There are no teaching or research fellowships for graduate students at the law school, and Immigration and Naturalization Service 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.

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