**Application Instructions**

**Instructions: Northwestern University School of Law LLM in Taxation Degree Program**

The LLM in Taxation Degree Program at Northwestern Law offers students the opportunity to specialize in the study of tax law. The Program emphasizes mastery of the Code and attendant Regulations while exploring the underlying legislative purposes of tax-related enactments.

In addition to traditional LLM applicants, the Program is open to third-year JD students who have the written approval of their law dean and are in good standing at an ABA-accredited law school.

Although there are no rigid standards for class ranking or grade point average, accepted LLM in Taxation applicants generally have performed well academically in their law school classes. Applicants to the LLM in Taxation should also show a demonstrated interest in tax or prior achievement in tax.

A completed application to the LLM in Taxation Degree Program consists of the following:

- The Application for Admission form
- A personal statement setting forth your reasons for applying to the LLM in Taxation Degree Program
- One letter of recommendation from a law professor
- An official copy of your law school transcript(s)
- A current résumé
- A nonrefundable $75 application fee payable online by credit card or by check or money order to Northwestern University

Current law students applying to the JD-LLM in Taxation Joint Degree Program must also supply a statement from their law school dean or designate granting permission to visit away for part or all of their third year of law school and confirming good standing.

**Application Deadline - June 1**

The Admissions Committee reviews application files on a rolling basis and strives to make a decision within ten weeks after an application has become complete. Consequently, the student who presents a strong application early in the review process has a better chance of admission. Students are encouraged to submit an application as soon as possible.

Applications may not be considered for admission after June 1. Decisions are usually made beginning January 1.

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. All correspondence should be addressed to admissions@law.northwestern.edu. For additional information, please call the Tax Program at 312-503-3300.

**International Students**

An applicant who received their first law degree in a foreign country should submit a current TOEFL/IELTS score along with their application.

**Tuition and Financial Aid**

For information on current tuition rates and applying for student loans, please visit our website at www.law.northwestern.edu/admissions.

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

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.

©2009 Northwestern University. All rights reserved.
Program Applied

NOTE for JD-LLM in Taxation Joint Degree Program Applicants: Students applying to the joint degree program who are currently enrolled in a JD program should fill out this application. If you are applying as a first-year JD applicant to the joint degree program, please fill out the "Northwestern Law JD Application."

Please indicate which tax degree program you are applying to:

____ LLM in Taxation Full-Time Program
____ JD-LLM in Taxation Joint Degree Program
____ LLM in Taxation Part-Time Program

I am using the LSAC LLM Credential Assembly Service.
____ Yes
____ No

Biographical

Prefix _______________________________  Date of birth ________________________________
First name ___________________________  Place of birth: City ____________________________
Middle name _________________________  Place of birth: Country _________________________
Last name ____________________________  Place of birth: State/Province ____________________
Suffix ________________________________  Gender _________________________________
Previous (other) name ____________________  Social security number ______________________
Preferred first name ____________________  LSAC account number ______________________

Contact Information

Current Address

Country _______________________________  Current mailing address good until date __________
Street address--line 1 ______________________  Day phone ________________________________
Street address--line 2 ______________________  Evening phone ____________________________
Street address--line 3 ______________________
City _____________________________________
State/province __________________________
Zip/postal code __________________________
Contact Information continued

Permanent Address

Country ___________________________ Permanent mailing address good until date __________
Street address--line 1 ________________________ Day phone ___________________________
Street address--line 2 ________________________ Evening phone __________________________
Street address--line 3 ________________________
City ___________________________
State/province ___________________________
Zip/postal code ___________________________

Other Contact Information

Primary e-mail address _______________________
Secondary e-mail address _______________________
Mobile phone ___________________________
Northwestern University 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

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
_____ Canadian Aboriginal

Caucasian/White
_____ Caucasian/White

Hispanic/Latino
_____ Hispanic/Latino

Native Hawaiian or Other Pacific Islander
_____ Native Hawaiian/Other Pacific Islander

Puerto Rican
_____ Puerto Rican

Consent
_____ Decline to respond
Alumni Relatives

Do any of your family members hold degrees from Northwestern Law? (Please check yes only if your family member is an alumnus of the School of Law.)

____ Yes
____ No

If yes, please list their names, relationships, and class years:

_________________________     ____________________     __________
Name                                      Relationship                      NLAW Year

Joint Degree Applicants

Please indicate where you will be spending the spring semester of the 2015 - 2016 academic year.

Will you return to your home institution to complete your JD requirements?

____ Yes
____ No

If you are applying to the joint degree program, will you remain at Northwestern Law as a visiting student to complete your JD requirements?

____ Yes
____ No

I intend to remain at Northwestern Law to complete the LLM requirements since I will be graduating from my home institution by the end of December 2015.

____ Yes
____ No

Education

List ALL educational institutions attended.

Institution type _____ High School _____ Undergraduate _____ Graduate _____ Law _____ Other Post Graduate

Institution name

Major

Country
State/Province
City
GPA
Rank

Start date
End date
Degree
Date degree granted
## Education continued

<table>
<thead>
<tr>
<th>Institution type</th>
<th>High School</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
<th>Other Post Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>Country</th>
<th>Start date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State/Province</th>
<th>End date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Degree</th>
<th>GPA</th>
<th>Date degree granted</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Have you ever attended any law school?</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution type</th>
<th>High School</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
<th>Other Post Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>Country</th>
<th>Start date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State/Province</th>
<th>End date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Degree</th>
<th>GPA</th>
<th>Date degree granted</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Institution type</th>
<th>High School</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
<th>Other Post Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>Country</th>
<th>Start date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State/Province</th>
<th>End date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Degree</th>
<th>GPA</th>
<th>Date degree granted</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Institution type</th>
<th>High School</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
<th>Other Post Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>Country</th>
<th>Start date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State/Province</th>
<th>End date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Degree</th>
<th>GPA</th>
<th>Date degree granted</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
<th></th>
</tr>
</thead>
</table>
Education continued

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

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.

________________________________________________________________________

________________________________________________________________________

Describe, as fully as possible, the grading and honor system used in the academic institutions where you pursued your first degree in law and any graduate law studies.

________________________________________________________________________

________________________________________________________________________
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 ___________________________

Total number of months full-time work experience.

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.

Military

Have you served or are you now serving on full-time, active US military duty?
   ____ Yes
   ____ No

Date of entrance (month/year) ___________________________

Date of discharge (month/year) ___________________________

Rank ___________________________

Expected military reserve or National Guard status during law school
   ___________________________

Branch ___________________________

Discharge type ___________________________

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?
   ____ Yes
   ____ No
Military continued
If you have been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances.

Letter of Recommendation
Name of your recommender:

Title of your recommender:

Organization/company of your recommender:

Email address of your recommender:

Phone number of your recommender:

Career Interest and Goals
What are your career interest(s) immediately after completion of the LLM in Taxation Degree Program?

Have you had practical experience working in the tax law area (e.g., law firm, accounting firm, or government agency)? If so, indicate where and describe briefly the nature and length of experience.
### Other Schools & Programs
Have you applied to other LLM in Taxation degree programs? If so, which programs? Have you been accepted?

<table>
<thead>
<tr>
<th>School/Program</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Tax Coursework
List each of the tax courses you have taken in law school, the grade received in that class, and the professor/instructor thereof:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Grade</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Standardized Testing

**TOEFL**

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IELTS**

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Rank in Class

Class rank, if available (for example, third in a class of 100 students):

If class rank is not available, please provide information about your school's ranking policies:

________________________________________________________________________

Cumulative grade point average (as of date of application):

________________________________________________________________________

Bar Admission

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

<table>
<thead>
<tr>
<th>Country</th>
<th>Date of Admittance</th>
<th>State or Province</th>
<th>Current Status</th>
<th>Active</th>
<th>Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
Bar Admission continued

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 juvenile, been cited, arrested, taken into custody, charged with, indicted, convicted or tried for, or pleaded guilty to the commission of a felony or misdemeanor in violation of any law, except minor parking or traffic violations, or been the subject of any juvenile delinquency or youthful offender proceeding?

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 response to this question.

(If you answer yes to this question, explain on a separate sheet or electronic attachment.)

____ 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 you answer yes to this question, please 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? (If you answer yes to this question, please explain on a separate sheet or electronic attachment.)

____ Yes
____ No
Certification/Misconduct

Please certify that you have read and agree to the following statement:
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 promptly if any of this information changes. I understand that furnishing inaccurate or
misleading information can result in denial of admission or revocation of admission and dismissal from the Law School 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 – to the Dean of the Law School, who will
render a final decision not subject to appeal.

____ Yes
____ No