

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 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 resumé
- A nonrefundable \$100 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

The Admissions Committee reviews application files on a rolling basis and strives to make a decision within eight 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.

No applications will be considered for admission after May 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 the Office of Admissions and Financial Aid, Northwestern University School of Law, 375 East Chicago Avenue, Chicago, Illinois 60611-3069. 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 score along with their application. An admissions interview is also strongly encouraged.

Admissions Interview

An evaluative admissions interview for the full-time tax 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 for the tax program. Interviews are usually conducted from September - March.

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 \$100

- 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.

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Program Applied

NOTE:

JD-LLM in Taxation Joint Degree Program Applicants: This application is for students currently enrolled in or graduated from a JD program. If you are applying as a first-year JD applicant to the joint degree program, please fill out the "Northwestern Law JD Application" instead and check the JD-LLM in Taxation box.

Please indicate which degree program you are applying to:

___ JD-LLM in Taxation Joint Degree Program

___ LLM in Taxation Part-Time Program

___ LLM in Taxation Full-Time Program

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 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 address good until date _____

Day phone _____

Evening phone _____

Other Contact Information

Primary e-mail _____

Secondary e-mail _____

Mobile phone _____

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

Yes

No

Demographics

1. Citizenship

Citizenship

Non-Resident Alien

Permanent Resident

US Citizen

Country of citizenship _____

Visa number _____

Permanent resident number _____

Country of citizenship _____

Permanent city _____

Permanent state/province _____

Permanent country _____

2. Ethnicity

Are you Hispanic or Latino

Yes

No

Demographics continued

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 name, relationship, and class year:

Name	Relationship	NLAW Year
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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 conviction 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 yes, please explain on a separate sheet)

Yes

No

Are you, or do you expect to be by the end of 2012, a member of the bar of any state?

Yes

No

If yes, what state(s)?

Have you ever been denied admission to or been subject to disciplinary action by the bar of any state?

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

Yes

No

Joint Degree Program

If you are applying to the Joint Degree Program, please indicate where you will be spending the spring semester of the 2012 - 2013 academic year.

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

Yes

No

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 2012.

Yes

No

Education

List ALL educational institutions attended.

Institution name _____

Major _____

Country _____

Start date _____

State/Province _____

End date _____

City _____

Degree _____

GPA _____

Date degree granted _____

Rank _____

Education continued

Institution name _____

Major _____ Country _____

Start date _____ State/Province _____

End date _____ City _____

Degree _____ GPA _____

Date degree granted _____ Rank _____

Institution name _____

Major _____ Country _____

Start date _____ State/Province _____

End date _____ City _____

Degree _____ GPA _____

Date degree granted _____ Rank _____

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 in good standing?

____ Yes

____ No

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

____ Yes

____ No

Education continued

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

Employment

List all employment including internships..

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____ Employment type (ex. Full time) _____

Reason for leaving _____

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____ Employment type (ex. Full time) _____

Reason for leaving _____

Employer _____

Position _____ Country _____

Hours per week _____ State/Province _____

Start date _____ City _____

End date _____ Employment type (ex. Full time) _____

Reason for leaving _____

Employment continued

Employer _____
Position _____ Country _____
Hours per week _____ State/Province _____
Start date _____ City _____
End date _____ Employment type (ex. Full time) _____
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.

US Military Service

Have you ever served in the U.S. 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?

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?

School/Program	Decision
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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:

Course Name	Grade	Professor
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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:

Admissions Interview

Will you complete an admissions interview for the Tax Program?

If yes, please visit www.law.northwestern.edu/admissions/applying/interview.html to view interviewing options. On-campus interviews can be scheduled online. Dates and times are posted. Phone interviews are available on a limited basis and must be requested.

Yes

No

If yes, what date will you interview (have you interviewed)?

Standardized Testing

TOEFL

Test Date

Test Score

_____	_____
_____	_____
_____	_____

Rank in Class

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

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

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 Northwestern Law Office of Admissions promptly if any of this information changes. I understand that furnishing inaccurate or misleading information can result in denial of admission or dismissal from the Law School.

____ Yes

____ No

Signature _____ Date _____