Application Requirements and Instructions
Fall 2018 Transfer Candidates

DEADLINE and REQUIRED APPLICATION MATERIALS

A complete transfer application to Northwestern Law consists of several requirements. You are responsible for ensuring that every requirement is submitted prior to the June 15th deadline.

Please note: at some law schools, the registrar’s office may not be able to release complete 1L transcripts prior to the June 15th deadline. We recognize and appreciate how this may impact the completion of your transfer file. If you learn that your full 1L transcripts may not be available prior to Friday, June 15th, please contact us immediately.

The following list of application requirements is organized by the appropriate methods for submission.

Starting on page 2, we have provided detailed guidance for each requirement.

Please submit these materials to the Office of Admissions and Financial Aid through LSAC.org and through LSAC’s Credential Assembly Service (CAS):

- The transfer application form
- A current resume
- A personal statement
- A writing sample from a course taken during the first year of law school
- Optional essay(s)
- The Credential Assembly Service (CAS) Report
  - LSAT score report
  - Official undergraduate transcripts
  - A letter of recommendation from a law school professor who taught you during your first year of law school
- A nonrefundable transfer application fee of $75

Please make arrangements with the registrar/records office at your current law school to submit the following materials directly to: Northwestern Pritzker School of Law, Office of Admissions, Rubloff 130, 375 East Chicago Avenue, Chicago, IL  60611.

- A letter of good standing from the registrar/records office at your current law school
- Law school transcripts with class rank, as of the completion of the first year
The final requirement must be completed online:

- Transfer Application Online Video Interview

**TRANSFER APPLICATION DETAILS**

- **Transfer Application Form**
The application for admission should be completed in its entirety and to the best of your ability.

- **Resume**
The resume should include relevant professional, academic, and leadership experience that illustrates your law school candidacy.

- **Personal Statement**
The personal statement is your opportunity to introduce yourself to the Admissions Committee. You may discuss, among other topics, your personal or professional goals and your personal, academic, and career history. Additionally, you may wish to highlight your motivation at this point in your legal education.

- **1L Writing Sample**
A writing sample from your first year of law school is required. Please submit a sample that you feel is the best representation of your legal writing skills.

- **Optional Essay(s)**
Through an optional essay, you may introduce the Admissions Committee to additional information about your background and perspective. In turn, you may build upon the other components of the transfer application and your candidacy.

- **Credential Assembly Service (CAS) Report**
  - The first page of the CAS report contains your **LSAT scores(s)**.
  - **Final undergraduate transcripts** may be submitted as part of the required Credential Assembly Service (CAS) report.
  - **First year (1L) law school transcripts** may be submitted as part of the CAS report. Alternatively, 1L transcripts may be sent directly from your law school registrar's office to the Northwestern Law Office of Admissions. In many cases, it will be more efficient to have your 1L transcripts sent directly to the Office of Admissions.
  - **Letter of Recommendation from a Law School Professor**
One letter of recommendation is required for the transfer admission process. This letter must be completed by a law school professor with whom you have taken a class during your first year of law school. (Please note: your file will become complete once we have received the letter from your law school professor. The Office of Admissions will not hold your file for additional or pending letters.)

- **Application Fee**
A nonrefundable application fee of $75 must be paid through LSAC.org.
Letter of Good Standing and 1L Transcripts

- A letter from your current law school must attest to your good standing and must be sent directly from the registrar or records office to the Northwestern Law Office of Admissions.
- As stated above, first year (1L) law school transcripts may be included in the CAS report, or they may be sent directly from your law school registrar or records office to the Northwestern Law Office of Admissions.

Transfer Application Online Video Interview

An online video interview must be completed by the transfer application deadline of June 15th, 2018*. Within two business days of submitting your transfer application, you will receive instructions for completing your Transfer Application Online Video Interview. Please note: a transfer application will be considered incomplete until the interview responses have been submitted.

*It may take up to 90 minutes to complete the online video interview requirement after you have received the link and instructions from our office. We strongly recommend that you build in ample time for this requirement, particularly if you submit your application during the week of June 11th, just days before the June 15th deadline.