

Instructions

Instructions: Northwestern Law Transfer Application

To be eligible to apply for transfer admission to the juris doctor program at Northwestern Law, you must have a bachelor's degree from an accredited college or university or have completed the equivalent of six semesters and have completed your 1L curriculum at an ABA-accredited law school.

Typically, the Admissions Committee selects the 240 members of the first-year class from approximately 4,500 applicants. Decisions are based on a number of factors, including academic records, application information, letters of recommendation, standardized test results, work experience, extracurricular activities, leadership, personal circumstances, and other pertinent information.

Each state has character and fitness and other qualifications for admission to the bar. Prior to matriculation, all applicants should consult the bar admission authorities in the state in which he or she intends to practice law to determine these requirements. Information about the requirements for admission to the bars of various states is available from the American Bar Association, 321 North Clark Street, Chicago, IL 60610, website www.abanet.org.

The APPLICATION

A completed application to Northwestern Law consists of a number of parts that are sent to the Office of Admissions and Financial Aid by the applicant and the LSAC Credential Assembly Service (CAS).

- The Application for Admission form
- A personal statement
- One letter of recommendation
- LSAT test results
- The Credential Assembly Service Law School Report
(This includes your LSAT results and previous transcripts. If you have registered with LSAC, the Credential Assembly Service Law School Report is sent electronically to us.)
- A current resumé
- Optional essays
- The nonrefundable transfer application fee of \$100, payable by check or money order to Northwestern University. This fee may also be paid electronically through LSAC; if paying by check or money order you must include the fee with your Certification Letter (in the Forms section).

Transfer Applicants

If you are submitting a transfer application, you follow the same procedure as the applicant for initial entry. In addition, you must supply the Office of Admissions with:

- A final undergraduate transcript
- A letter of good standing from the law school already attending
- A complete transcript of the first year's work, including class rank, if available
- A writing sample from the first year's work (in addition to the required personal statement)
- One letter of recommendation from a law professor who has taught you

To be considered as a transfer student, you must have earned approximately 28 semester hours (or the equivalent) of credit at an ABA-accredited law school and intend to complete your last two years of residence at Northwestern Law.

Transfer applications must be completed no later than July 1. The Admissions Committee attempts to make decisions on transfer applications by late July. An excellent first-year law school performance is essential for favorable consideration.

Transfer Credit

Only applicants from law schools accredited by the American Bar Association will qualify for transfer admission. Transfer students must complete their last two years in residence at Northwestern Law; grades below a C or equivalent will not be accepted for transfer credit. The amount of credit an accepted applicant will receive at Northwestern Law for completed first-year work usually will not exceed 28 semester units.

Please note that because of the differences in curriculum among law schools, students who are admitted on a transfer basis may not receive full credit for courses taken at the law schools from which they are transferring. The granting of such credit is at the discretion of Northwestern Law.

Application Updates

Although the Office of Admissions and Financial Aid seeks to keep you informed of the status of your application and the receipt of documents, it is your responsibility to ensure that all parts of your application are received by the deadline. Applicants can check the status of their application on our website. The web address will be e-mailed to you when we receive your application. Applicants who do not provide an e-mail address will be responsible for tracking their application through inquiries. The Admissions Committee does not review incomplete applications. Applicants will be notified of their decision electronically. Decisions will not be sent via US mail or provided over the phone.

The various parts of the completed application may be sent to the Law School before the Application for Admission form itself. Any supplementary materials submitted with the application must have your name clearly noted on each page. (In several places in the application materials, your Social Security number is requested to assist in the accurate assembly of each file. It is not mandatory to supply that number.)

How to Apply for Admission

Electronic technology is an essential and integral part of law school and the legal profession. In recognition of the importance of technology, we no longer mail a paper admission application. We require all applicants to complete their application to Northwestern Law via an electronic method. There are several options, described below. Note that there is no admissions advantage given to any of these methods.

1. You can use the LSAC Credential Assembly Service electronic application. This method is preferred as our office tries to be environmentally friendly and move toward a paperless process.
2. On our website at www.law.northwestern.edu/admissions/applying/, there is a blank PDF version of our application. If you prefer, you can print out this blank application and fill it out manually.
3. If you encounter difficulty with these methods or lack access to a computer, we can fax you a paper version of the application forms. For a faxed copy, please contact the Office of Admissions and Financial Aid at 312.503.8465.

Personal Statement

The personal statement is an opportunity for you to introduce yourself to the Admissions Committee. You may discuss, among other topics, personal or professional goals and personal, academic, or career history. In addition to test scores and grade-point averages, the Committee views the personal statement as a means to look at a variety of factors in distinguishing among many capable applicants. Please do not submit revisions to your personal statement once you have submitted it. Your personal statement should be electronically attached to your Application for Admission.

Optional Essays

Although not required, the optional essays provide an opportunity for you to give the Admissions Committee additional information that you may not have been able to incorporate into your personal statement. Your optional essays may be

electronically attached to your Application for Admission. Topics for the optional essays are located on the application.

Letter of Recommendation

One letter of recommendation is required as part of the admissions process. The letter should be completed by a law professor who has taught you.

Please note that because only one recommendation is required, your file will become complete once we have received the first letter. The Office of Admissions will not hold your file for pending recommendations.

Credential Assembly Service Law School Report

The Credential Assembly Service Law School Report contains a summary of each applicant's academic work, copies of college transcripts, and the LSAT results. You may register with LSAC online at [LSAC.org](https://lsac.org).

Northwestern Law recommends that foreign-educated applicants register with the Credential Assembly Service. If you received your undergraduate degree from an educational institution outside the US, its territories, and Canada, you are encouraged to register with Credential Assembly Service and to have your transcripts and any other required documentation sent to the Credential Assembly Service for processing. The Credential Assembly Service will then forward your complete law school report to the Law School. More information on the Credential Assembly Service is available on the LSAC website at [LSAC.org](https://lsac.org). If you choose not to use the Credential Assembly Service, you must have an official copy of your transcripts, in English (or a certified translation), sent directly to the Office of Admissions and Financial Aid.

You are encouraged to register with LSAC and with the Credential Assembly Service (if applicable) and should ask your college registrars to mail transcripts to LSAC as soon as those transcripts become available. (Although LSAC attempts to inform each applicant about the receipt of transcripts, the responsibility for following up remains with the applicant.)

Standardized Test

Applicants must take the LSAT for consideration. In cases where multiple scores exist, we will use your highest score when evaluating your file.

LSAT test results are sent directly to the Law School from LSAC. The Law School will accept scores up to 5 years after the test date. The LSAT is offered four times per year: February, June, September/October, and December. Applicants may register for the LSAT through the Law School Admission Council website ([LSAC.org](https://lsac.org)).

Application Filing Period

Applications are considered only for the current year and for full-time registration. There is no evening program or mid-year entry. Applicants should complete the application process as early as possible. Transfer applications must be submitted and complete by July 1.

Application Fees and Deposits

The Law School charges the following nonrefundable fees:

Application fee for transfer applications

\$100

Deposit

(required of all accepted students and applied toward tuition and fees)

\$750

Late tuition payment penalty fee

\$200

Reapplicants

If you are reapplying to the Law School, you must submit a complete application. Although previous applications are kept for two years, the Admissions Committee requires that reapplicants submit a full application, including an updated personal statement, in order to adequately present information that has changed since the original application.

Foreign-Educated Applicants

Applicants with undergraduate degrees from institutions outside the United States are required to take the Law School Admission Test and are encouraged to register for the LSAC Credential Assembly Service. Northwestern Law recommends that foreign-educated applicants send their transcripts, along with any other required documentation, directly to the Credential Assembly Service for inclusion in the Credential Assembly Service Law School Report. If not using the Credential Assembly Service, foreign-educated applicants must provide a copy of their transcripts, in English (or a certified translation), directly to the Office of Admissions and Financial Aid. A Test of English as a Foreign Language (TOEFL) is not required.

FINANCIAL AID CHECKLIST

A completed financial aid application to Northwestern Law consists of:

- A 2012-2013 Free Application for Federal Student Aid (FAFSA)
- An online 2012-2013 Need Access Application (www.needaccess.org)

Financial Aid Overview

Northwestern offers a comprehensive financial aid program for students needing assistance. Transfer students are not eligible for scholarship assistance. The program of loans is designed to enable any accepted student to attend the law school, regardless of financial need. Please consult www.law.northwestern.edu/admissions/tuitionaid for program-specific instructions.

Applying for financial aid is separate from the admissions process, and the information disclosed in the Need Access application has no bearing on the admissions evaluation process or decisions.

To receive full consideration, you must complete and file a FAFSA and a 2012-2013 Need Access application by July 1. The Need Access application can be completed online at www.needaccess.org after January 1, 2012. Additional applications will be necessary after admission.

Students at the law school have a number of federal, institutional, and private educational loans available to them. All students are eligible to participate in university programs, provided that cosigner requirements are met. To participate in federal loan programs, you must be either a US citizen or a permanent resident.

Information about eligibility and application requirements for the loans is listed at www.law.northwestern.edu/admissions/tuitionaid

Financial Aid for International Students

If you are an international student, you do not have to file a FAFSA. International students are not eligible to receive

federal loans. However, you may be eligible for institutional grants and private educational loans.

For private educational loan consideration, please submit:

- A completed 2012-2013 Need Access application. It can be completed online at www.needaccess.org after January 1, 2012. If tax information is not available when completing the Need Access application, estimates are acceptable.
- A signed copy of your 2011 foreign tax return or a notarized document verifying your 2011 income.

Please include the conversion rate of foreign currency into US dollars. Tax returns in a foreign language must be accompanied by a certified translation.