

Application Requirements and Instructions Fall 2019 Transfer Candidates

DEADLINE

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 15, 2019 deadline.** The transfer application period is relatively short, and is designed so that successful transfer candidates may participate in the bidding process for the Law School's Fall On-Campus Interviewing program beginning in July.

Please note: at some law schools, the registrar's office may not be able to release complete 1L transcripts prior to the June 15 deadline. We recognize 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 14, please contact us immediately to discuss.** You may call us during business hours (8:30 am – 5 pm, Monday through Friday) at 312-503-8465.

REQUIRED APPLICATION MATERIALS

The following list of required application materials 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 through LSAC.org](#) and through LSAC's [Credential Assembly Service \(CAS\)](#):

- The transfer application form
- A current resume
- A personal statement
- Optional essay(s)
- A writing sample from a course taken during the first year of law school
- The Credential Assembly Service (CAS) Report
 - LSAT score report
 - Official undergraduate transcripts
 - One 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; and,
- Law school transcripts with class rank, as of the completion of the first year. If your current law school does not rank its students, your registrar's office will notify us of the law school's grading policy.

If you were admitted to your current law school with a GRE score, please make arrangements with ETS to submit the following materials directly to Northwestern Pritzker School of Law:

- Official GRE score report(s)

The final requirement must be completed online:

- Transfer Candidate Interview

DETAILED GUIDANCE

☐ 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 motivations at this point in your legal education. For example, the Admissions Committee may find it helpful to learn why you are seeking transfer admission at Northwestern Law.

☐ Optional essay(s)

Through an optional essay, you may introduce the Admissions Committee to information about your background and perspectives. In turn, you may build upon the other components of the transfer application and your candidacy.

☐ 1L writing sample

A writing sample from your first year of law school is required. Please submit a sample you believe is the best representation of your legal writing skills.

☐ **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**
Your official and complete 1L transcripts may be submitted as part of the CAS report. With that said and in most all cases, it will be more efficient to have your 1L transcripts sent directly from your current registrar's office to Northwestern Law's 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.)

☐ **GRE score(s)**

If you matriculated to your current law school as a GRE-only candidate, please make arrangements with ETS to have an official GRE score report made available to Northwestern Law. Our GRE code is **2579**. Please notify us at the time of your application that you will be submitting a GRE score in lieu of an LSAT score.

☐ **Application Fee**

A nonrefundable application fee of \$75 must be paid through LSAC.org.

☐ **Letter of good standing**

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.

☐ **1L transcripts**

As stated on Page 2, 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 Candidate Interview**

Our transfer candidate interview is hosted on an online platform and **must be completed** by the transfer application deadline of **June 15, 2019***.

Within two business days of submitting your transfer application, you will receive instructions for completing your Transfer Candidate Interview.

The process is simple; you need an Internet-connected device with a functioning webcam and microphone. We recommend that you utilize a computer (rather than a phone or a tablet) to conduct the interview. You will be asked a series of questions that have been developed specifically for transfer applicants.

Following each pre-recorded question, you will have 30 seconds to consider your answer. Immediately thereafter, you will have 60 seconds to respond. The system allows for unlimited practice sessions but once you begin the formal interview questions, you will only get one chance; this allows the Admissions Committee to see your extemporaneous responses.

We also ask our transfer candidates to respond in writing to a specific transfer-related question. The written question will appear immediately after the spoken questions. You will have 15 minutes to compose your response to this final question of the interview.

Please note: a transfer application will be considered incomplete until the interview responses have been submitted.

Depending on how many practice questions you complete, it may take up to an hour to submit the online video interview requirement **after you have received the link and instructions from our office. You will not be able to proceed with the interview until we send you a link to the interview platform, along with instructions for completing this requirement. While we strive to send the interview invitation as soon as possible following our receipt of a transfer application, we strongly recommend that you build in ample time for this requirement. This is particularly true if you submit your application during the week of June 10, just days before the June 15 deadline.*