

Northwestern
PRITZKER SCHOOL OF LAW

LLM in Taxation
2023-2024 Pre-Matriculation Guide

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WELCOME!

Welcome to the Northwestern Pritzker School of Law community! We are delighted that you have chosen to join us. We know the summer months will be a hectic time for you as you prepare to embark upon your law school journey. This Pre-Matriculation Guide explains what you need to do before orientation starts and what you can expect over the coming months. Read it carefully and be sure to reach out to our office with any questions you may have. You may contact Mary Beth Busby at m-busby@law.northwestern.edu.

ORIENTATION

All orientation activities are mandatory for all incoming students. Orientation will take place during the week of August 14. Please make certain to check your Northwestern email account for updates. *In addition to LLM Tax Orientation, International students are also required to attend International Student Orientation.*

In late July, you will receive an email from Student Services at your Northwestern Law email address asking you to complete an orientation survey. Completion of this survey is mandatory and will help Student Services in its planning efforts.

For specific orientation questions, please email [Janet Garesche](mailto:Janet.Garesche).

ACCESS TO CAMPUS SYSTEMS

Net ID and Password

You should have already received your NetID and activation code from the Admissions Office. Your NetID is a series of three letters followed by three or four numbers that you will use to access the university's computer network, in conjunction with a personalized password you create.

Northwestern Law Email Account

Your Northwestern Law email account is generated automatically when you activate your NetID. Please allow anywhere from two to 24 hours for the account to be created. Once it is active, you may login to your email account [here](#).

You should check your Northwestern Law email

account throughout the summer. Important information about course registration, financial aid and orientation will be sent solely to your Northwestern Law email account.

Student ID Number and WildCARD

Once admitted, you are assigned a 7-digit Student ID number that serves as your unique identifier within the university. You may be asked to provide this number on university forms throughout your time at the Law School. You can retrieve your Student ID number by logging into [CAESAR](#). Under the 'Personal Profile' panel of your CAESAR homepage, select the link entitled 'View My Student ID' to retrieve your Student ID number.

During orientation, you will receive your student ID card, known as a WildCARD. You will use your WildCARD for library access and for after-hours access to the Law School. You may also receive student discounts at local vendors by showing your WildCARD.

TUITION BILLING AND PAYMENT

Tuition Billing and Payment

Your tuition bill(s) will be posted to your student account and will be available through [CAESAR](#). The fall semester tuition bill will be available online on August 10. Your tuition payment will be due by September 1. The spring semester tuition bill will be available online on December 10; payment will be due January 1.

You may pay your tuition by check, money order, eCheck, or credit card. You may also authorize other people to view your student account online and to make payments on your behalf.

For information on how to pay tuition, how to authorize third-party payers, how to set up an installment payment plan, and other information related to your student account, please visit the [Student Finance website](#).

If you are using your financial aid to pay your tuition bill, you can find more information on how that works on the [Chicago Office of Financial Aid's website](#).

Direct Deposit

If your financial aid has disbursed and you have remaining funds after the semester's tuition and fees are paid, you will receive this credit as a refund for use towards covering your living expenses. The Office of Student Finance automatically processes these refunds for Law students. Furthermore, this automatic refund process is run by Student Finance a few days before the start of classes, on the first day of classes, and thereafter, on each Friday for the first month of the semester. To receive your refund as quickly as possible, you should set up direct deposit through your [CAESAR](#) account at least two weeks before your first day of classes. For more information on the refund process as well as for instructions on how to set up direct deposit, please visit the [Student Finance website](#).

Prepayment Plan

Northwestern offers a prepayment plan through our QuikPAY platform. The plan is an installment payment option for payment on the student account. Students and families can pay in monthly installments leading up to the due date for the term's charges, to spread out the amount due at the start of each term.

Visit the [Prepayment Plan webpage](#) to view enrollment fees and payment plan options. The plan will be available for all students beginning in June through CAESAR; more information will be posted closer to that time.

Questions?

If you have additional questions about charging of tuition, University fees, as well as billing and payments please visit the [Student Finance website](#) or contact Student Finance at studentaccounts-chicago@northwestern.edu or 312-503-8503.

HEALTH AND WELLNESS

Student Immunization Form

You must submit a Student Immunization Form demonstrating that you have received required vaccinations by **August 1**. While the Student Immunization Form states a deadline of July 1st, incoming Northwestern Law students have until August 1st to supply University Health Service with the completed form. If you are admitted after August 1st, you will have 30 days from your date of admission to submit the immunization form.

The Student Immunization Form details the vaccinations the university requires. You will either need to visit your doctor or obtain your health records from another source to provide proof of immunization. Detailed instructions are provided on page one of the form describing various sources of immunization records. Please give yourself plenty of time to coordinate with these other organizations.

You may obtain the Student Immunization Form (pdf) from the [Health Service website](#). Submission options are provided in the instructions on page one of the form. Please note to upload your records via [Personal Health Portal](#)

Do not send your Student Immunization Form to the Admissions Office.

For more information about the Student Immunization Form and entrance health requirements, please review the [Entrance Health Requirements](#) webpage.

If you have any additional questions, please address them at hims@northwestern.edu

Student Health Insurance

All Northwestern students are required to have comprehensive health insurance. To ensure all students meet this requirement, you will be defaulted into the Northwestern University Student Health Insurance Plan (NU-SHIP) every academic year. **You must confirm or waive your NU-SHIP enrollment via the online Coverage Selection Form in CAESAR during the Fall open enrollment period, July 1 – October 1, 2023.**

Per University policy, international students – students holding an F-1 or J-1 U.S. visa – are required to confirm their NU-SHIP enrollment and maintain NU-SHIP coverage throughout their time at Northwestern. **IMPORTANT: Incoming law school students are not fully matriculated in CAESAR until late July. Therefore, you will not have access to the Online Coverage Selection form until then.**

Confirming NU-SHIP Enrollment

Although registered, degree-seeking students are defaulted into the NU-SHIP, your enrollment data is not forwarded to Aetna Student Health, and processed in their system, until you have confirmed your NU-SHIP enrollment in CAESAR. It takes approximately 4-

5 business days from the time you confirm the NU-SHIP online for this information to be processed in Aetna Student Health's system. Therefore, you are strongly encouraged to confirm NU-SHIP enrollment at your earliest convenience, to ensure you have access to all NU-SHIP benefits as of September 1st.

The Insurance Selection Process

1. Log into [CAESAR](#) with your Net ID and password.
2. Click on the 'Profile' tile, and then click on 'Student Health Insurance' in the left-hand menu. This will take you to the online Coverage Selection Form in CAESAR.
3. Indicate your selection – confirm NU-SHIP enrollment or apply for a waiver – and click 'Continue'. Thereafter, follow the instructions on the subsequent pages to complete your insurance selection.
4. Once you have submitted your selection in CAESAR, you will receive an automated confirmation, which will be sent to your Northwestern email account. Please save this email to verify your online selection. (If you do not receive a confirmation email, this indicates that your insurance selection was not successfully saved. Please resubmit your NU-SHIP confirmation or waiver.)

For additional assistance, links to the Comparable Coverage Checklist, the 2023-24 NU-SHIP Plan Design & Benefits Summary brochure, please visit the [Forms & Resources](#) section of the Student Insurance website.

If you need assistance making your annual insurance selection, have difficulty completing the online form, or do not receive a confirmation email identifying your selection, please contact the Student Health Insurance Office at student.insurance@northwestern.edu or at (847) 491-3621.

Waiving NU-SHIP Enrollment

If you are a U.S. citizen, you may waive the NU-SHIP coverage. The online Coverage Selection Form in CAESAR will ask you to provide the following insurance information: policyholder first and last name; relationship to insured; insurance subscriber number (i.e., member ID); insurance company name, state, and phone number; insurance type (e.g., HMO, PPO, etc.); and your plan's deductible and annual out-of-pocket maximum.

You also will need to affirm that your plan's benefits meet all of Northwestern's comparable coverage requirements. Please review the 2023-24 Comparable Coverage Checklist, available at <https://www.northwestern.edu/student-insurance/> to ensure your plan qualifies to waive NU-SHIP enrollment.

Northwestern Medicine Student Health Service

All Northwestern Law students are encouraged to use Northwestern Medicine Student Health Service (NMSHS), located in Galter Pavilion, 675 N. St. Clair, Suite 18-200.

Primary Care consultations are offered to students at no charge; if you have private health insurance there may be a fee for laboratory tests, diagnostic exams, and immunizations. Charges will vary based on individual insurance coverage. NU-SHIP enrollees have no out-of-pocket costs for these services. Call (312) 695-8134 to schedule appointments and identify yourself as a Northwestern student.

Overview of NU-SHIP Coverage

The 2023-24 NU-SHIP provides coverage for incoming Law School students from August 15, 2023 - August 31, 2024; the \$5,383 annual premium is charged to your student account through CAESAR.

- The plan has a \$300 annual deductible (for in-network services); after the deductible is met, Aetna covers 80% of the cost of care (in-network), and you pay the balance.
- The NU-SHIP has an annual \$2,500 out-of-pocket (o-o-p) maximum. This means Aetna pays the entire cost of covered expenses after you've met the o-o-p maximum. *Please note: the o-o-p maximum only applies to in-network provider costs; there is no o-o-p maximum for out-of-network providers.*
- The NU-SHIP works in coordination with Northwestern Medicine Student Health Service (NMSHS); NMSHS serves as your primary care provider and should be your first stop for your healthcare needs.
- If follow-up specialty care or outside services are required, students should contact NMSHS.

For more information, visit the [Northwestern Student Health Insurance website](#).

NU-SHIP Coverage for Dependents

You may enroll your dependents under your NU-SHIP coverage during Open Enrollment (7/1-10/1). Eligible dependents include spouses/same-sex domestic partners, and children.

- To enroll dependents, first confirm your own NU-SHIP enrollment in CAESAR. Afterward, go to [Aetna Student Health's site](#) for Northwestern students and click "Enroll."
- You can either pay the premium for your dependent(s) in full or select quarterly payments. Payments are made directly to Aetna Student Health. (Dependent premiums cannot be billed to students' CAESAR accounts.)

Optional Dental/Vision Insurance

All Northwestern students, regardless of whether they confirm or waive NU-SHIP enrollment, may elect to enroll in optional dental or vision coverage.

Northwestern has contracted with Delta Dental of Illinois to offer a choice of dental plans – a DHMO or PPO – as well as a PPO vision plan.

Open enrollment begins in early August and runs through October 1st for 12-month plans (coverage from 9/1/23-8/31/24) and Fall 6-month plans (coverage from 9/1/23-2/29/24). Delta Dental also offers a Spring open enrollment period, for 6-month plans providing coverage from 3/1/24-8/31/24. Please visit the [Dental-Vision website](#) for a summary of benefits on the plans offered and to enroll.

Dental/Vision Benefits for NU-SHIP Enrollees

NU-SHIP enrollees have access to vision services discounts with providers in the EyeMed network, including eye exams, prescription and contact lenses, and eye-care items. To find participating providers and review discounted services, go to the [Aetna Student Health](#) website.

NU-SHIP enrollees may also purchase 'Vital Saving' by Aetna (\$26 annual cost), a dental discount program offering savings from 15-30% on services from general dentistry and cleanings to root canals, crowns, and orthodontia (braces). There are no claims to file. Enroll online through the Aetna Student Health website.

NU-SHIP Global Travel Benefits

NU-SHIP enrollees have travel support services through On Call International. On Call International is a

global emergency travel service helping with pre-trip medical consultation, hospital admission arrangements, medical evacuation services, interpreter/counseling/legal referrals, and other services. Assistance is available when you are 100 miles or more from your primary residence. Please visit the [Aetna Student Health](#) website for more details.

NU-SHIP Insurance ID Card

Aetna has gone green! After you have confirmed your NU-SHIP enrollment online, please allow approximately 4-5 days for your data to be processed in Aetna's system. Once your NU-SHIP enrollment is active, you will receive a confirmation email from Aetna with links to print your NU-SHIP ID card, create an Aetna Member account, and download the Aetna mobile app.

Alternatively, you may visit the [Aetna Student Health](#) website to download your ID card. Enter the prefix '334' followed by your student ID and your date of birth to view and print your card.

Optional NU-Supplement Plan (Accident and Sickness Plan)

Northwestern is pleased to offer students the opportunity to purchase a Supplemental Accident and Sickness Hospital Indemnity Insurance Plan, provided by Chubb Insurance: the NU-Supplement. The NU-Supplement augments your primary health insurance coverage by paying cash benefits when you are confined to a hospital as a result of an accident or sickness; it does NOT count as comprehensive medical insurance.

All degree-seeking students, whether they are covered under the NU-SHIP or an alternate, private plan, may enroll in the NU-Supplement plan.

The NU-Supplement pays you cash benefits when:

- You suffer certain accidental injuries
- Are confined to a hospital, or
- Have unexpected expenses related to your hospitalization

Please note: This plan does not cover pre-existing conditions if the sickness occurs during the first 12 months that you are insured under this policy. It also does not provide support for chronic conditions or planned services. IT IS NOT COMPREHENSIVE MEDICAL COVERAGE!

Enrollment in the NU-Supplement is administered by the Benefit Partners Group. For assistance, please call toll-free at (877) 247-8817 or visit the [NU-Supplement webpage](#).

If you have questions about Northwestern insurance requirements, confirming or waiving NU-SHIP enrollment, NU-SHIP plan benefits, reviewing alternate coverage options, or other insurance matters, please contact us at:

- Student Insurance Website:
<https://www.northwestern.edu/student-insurance/>
- Email: student.insurance@northwestern.edu
- Phone: (847) 491-3621

Counseling and Psychological Services (CAPS)
[CAPS](#) serves as the primary mental health service at Northwestern University with offices on both the Evanston and Chicago campuses. CAPS provides a set of core services, including clinical services, educational workshops, and consultation with faculty, staff, and parents. Please visit the [CAPS Chicago website](#) for more information about CAPS services.

Gym Membership

Northwestern University provides discounted membership to [FFC Gold Coast](#) for the Northwestern community members and their spouse/partner based on the Chicago campus. Membership will give you access to any of the 11 Chicagoland FFC locations.

New members must pay a one-time \$50 enrollment fee and monthly membership based on their enrollment status. More information about eligibility and fees can be found [here](#). To apply for a gym membership, follow the instructions available [here](#).

In addition, members will also have use of the Chicago Park District's Lake Shore Field house and facilities. [View access hours](#).

If you have any questions, please contact:

Salem Marrougi
Email: s-marrougi@northwestern.edu
Phone: (847) 467-0662

LIVING IN CHICAGO

Housing

[Student Space](#), a free apartment finding service located at Northwestern Law, can help you find an apartment to rent, bring you to various properties to tour, and even help you sign a lease remotely. They work exclusively with graduate school students and can answer housing questions about nearby properties or anywhere that you may be interested in living in the Chicagoland area.

Additionally, more information to assist you with your housing search is posted on the [Student Services website](#).

Ventra Card

You will receive a Ventra Card from the Chicago Transit Authority ("CTA") during orientation. The Ventra Card will give you unlimited access to CTA trains and buses while classes are in session.

For information on the CTA, visit www.transitchicago.com. For Ventra Card questions, please call Student Services at (312) 503-0785.

Student Parking

Students who live more than two miles from the Law School are eligible to apply for student parking. Students who live less than two miles away may not apply for parking. [Student Services](#) will distribute parking application information during the first week of classes. If demand for parking exceeds availability, parking privileges will be determined by a lottery. Academic year parking permits are valid beginning October 1.

The cost of a student parking permit for the 2023-24 academic year has not yet been determined; but as a reference, the cost of a permit during the 2022-2023 academic year was \$495 (October 1 – June 30).

Students needing parking privileges before October 1 may apply for a temporary parking permit.

Temporary Summer Parking Permit

- **Term:** August 1, 2023 – September 30, 2023
- **Eligibility:** All registered students
- **Price:** \$154 (2022 price). 2023 pricing will be available on the [Student Services Website](#).

- There is also a later summer term parking permit. This was \$102 in 2022 for the period of August 19, 2022 until September 30, 2022.
- **Procedure:** Temporary permits will be assigned on a first come, first serve basis. Students must enter their Northwestern credentials and fill out the secure [parking application](#). Once approved for parking, students must provide the [Parking Office](#) in Abbott Hall with a current driver's license, evidence of vehicle ownership (car registration or insurance papers), proof of address (e.g. lease, utility bill, etc.), and evidence of registration as a Northwestern Law student (WildCARD or tuition bill).

For more information on parking privileges, the parking lottery, and the parking application process, please visit the [Student Services website](#) or call (312) 503-0785.

ACADEMICS

Course Registration

The first round of course registration for the fall semester will take place July 28 – August 1. There will be a virtual information session about the bidding and course registration process July. We use a web-based system of bidding to determine course enrollment.

Fall course listings will be available on [CAESAR](#) in mid-July. Historically, most LLM Tax courses are not overenrolled. However, participating in the bidding process allows students the best opportunity to secure seats in the classes that are of most interest to you. Full-time LLM Tax students take 4 required classes and 2 electives, but are able to bid on up to 8 LLM Tax classes during the fall course registration process.

Books

You will not be able to purchase books until you have received your class schedule and your section assignment. Each professor chooses his/her own books and course materials; accordingly, the materials you are required to purchase will depend on your section assignment. You will have an opportunity to purchase your fall semester books during orientation.

There is a [bookstore](#) on the first floor of Abbott Hall, located directly across the street from the Law School at 710 N. Lakeshore Dr. You will be able to purchase all of your required and recommended course

materials in the bookstore. If you are participating in the fall semester remotely, we will provide guidance as to how to get your books.

Canvas

Each of your courses will have a corresponding [Canvas](#) site. Your professors will generally distribute the course syllabus and the required reading for the first day of class through Canvas. It is up to each professor to determine whether and when to make this information available through Canvas. You are responsible for checking the Canvas sites for your classes on a regular basis.

Laptop Requirement

Students in our programs are required to have a laptop computer that meets or exceeds university requirements. **This requirement also includes using English as the default language to comply with exam software requirements.**

The Law School specifications for laptops may be found [here](#).

We do offer student discounts through [Dell](#) and [Apple](#). If you chose to order through the Northwestern program, be advised that, due to U.S. export restrictions, Dell and Apple are unable to ship outside of North America. International Students purchasing a notebook will need to provide Dell/Apple with a valid U.S. shipping address, or alternatively have their computer shipped to the Law School at:

Student Name

c/o Northwestern Law IT Department
350 East Superior Avenue, MC B71
Chicago, Illinois 60611

If you have other technical questions please visit our [IT new student site](#).

You can contact Law Information Technology (LIT) at lit@law.northwestern.edu, or (312) 503-7000.

Official Transcripts

Northwestern Law must receive official transcripts from all institutions you have attended. (post-high school level) **All transcripts must be submitted to LSAC for evaluation by August 1.**

- If you applied through LSAC and used their CAS service to have your final transcripts evaluated showing your final degree awarded and conferred, they will send your official transcripts to us so you do NOT need to take further action.
- **If you did not have your final transcript confirming that your degree was conferred (i.e., you are a 2023 graduate) evaluated by LSAC, you must submit an official, final copy to LSAC for evaluation by August 1.**

PRE-MATRICULATION CHECKLIST

April – May

- International Students: Begin I-20 or DS-2019 visa process

June

- Begin housing search if looking for August 1 lease
- Order laptop, meeting the Law School's minimum specifications (***This requirement also includes using English as the default language to comply with exam software requirements***)
- Visit doctor or for proof of required vaccinations

July

- Begin housing search if looking for September 1 lease
- If you are planning to take the New York State Bar Exam, please collect all necessary documents in advance to submit to the New York State Board of Law Examiners. Detailed information can be found [here](#).
- Register for classes during the bidding period – July 28 – August 1

August

- **August 1:** Student Immunization Form due
- **August 1:** Submit all final, official transcripts to LSAC
- Round 2 of bidding for fall semester courses – August 4 - 8
- **August 10:** Tuition bill is available through CAESAR
- Complete online orientation survey
- **Week of August 14:** Attend mandatory orientation