

Northwestern

PRITZKER SCHOOL OF LAW

Application Requirements and Instructions Fall 2020 Transfer Candidates

FILING PERIOD AND DEADLINE

Thank you very much for your interest in the transfer admission process at Northwestern Law. The fall 2020 transfer application will be available on lsac.org on Friday, **May 15, 2020**. A complete transfer application consists of several requirements. **You are responsible for ensuring that every requirement is submitted prior to the July 8, 2020 deadline.** The transfer application period is relatively short, and this year, we are encountering unique challenges in the wake of the COVID-19 pandemic.

As of May 2020, the Northwestern Law Office of Admissions is sheltering in place, consistent with public health policies in the city of Chicago and the State of Illinois. Therefore, we are working remotely for the foreseeable future. The Law School's buildings are locked, and the USPS and couriers such as FedEx are not making deliveries. During this time, the Office of Admissions will not be able to receive mail and important hard copy documentation such as your IL transcripts.

For these reasons, our dialogue with you will largely take place over email. Please review these instructions carefully and check the email account you share with us in your application. Of course, should this situation change, we will update these instructions accordingly.

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

As noted above, the Law School's buildings are currently locked and the USPS and couriers such as FedEx are not making deliveries. The Office of Admissions will not be able to receive mail and important hard copy documentation during this time.

As such, we urge you to make arrangements with the registrar's office and/or the dean of students office at your current law school to have the following materials sent to our main email address: admissions@law.northwestern.edu:

- A letter of good standing from the registrar/records office at your current law school; and,
- Law school transcripts as of the completion of your first year.

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** are typically 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 (**via email**) from your current registrar's office to Northwestern Law's Office of Admissions.

Furthermore, and allowing for current challenges, we strongly discourage the mailing of hard copy transcripts during the summer of 2020 as personnel may still be working remotely in response to public health policies in the State of Illinois. Please make arrangements with your current law school to have your 1L transcripts sent to us at our main admissions email account: admissions@law.northwestern.edu.

- **Letter of recommendation from a law school professor**

One letter of recommendation is required. 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. Please send an email to us at the time of your transfer application; the address is admissions@law.northwestern.edu.

❑ **Application Fee**

A nonrefundable application fee of \$75 is payable 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. **Because of our current closure, we urge you to make arrangements with your current law school to have this documentation sent to us via our main email account: admissions@law.northwestern.edu.**

❑ **1L transcripts**

As stated on Page 3, 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.

Furthermore, and allowing for current challenges, we strongly discourage the mailing of hard copy transcripts during the summer of 2020 as personnel may still be working remotely in response to public health policies in the State of Illinois. Furthermore, the Law School may still be locked and mail will not be delivered; nor will FedEx or other courier services be able to access our office.

For all these reasons, **please make arrangements with your current law school to have your 1L transcripts sent to us at our main admissions email account:**
admissions@law.northwestern.edu.

❑ **Transfer Candidate Interview**

Our transfer candidate interview is hosted via an online platform and **must be completed** by the transfer application deadline of **July 8, 2020***.

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 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 have only 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.

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 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 platform, along with instructions for completing this requirement. While we strive to send the invitation as soon as possible following our receipt of a transfer application, we urge you to build in ample time for this requirement. This is particularly true if you submit your application during the week of June 29, just days before the July 8 deadline.*