

Northwestern

PRITZKER SCHOOL OF LAW

JD-MBA Program

2022-2023 Pre-Matriculation Guide

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## Welcome!

Welcome to the Northwestern Pritzker School of Law community! We are delighted you have chosen to join us. We know the summer months will be a busy time as you prepare to embark upon your legal education. This Pre-Matriculation Guide explains what you may expect in the coming weeks and what you need to do before orientation. Read it carefully and be certain to reach out to our office with any questions as those arise. All admitted students are encouraged to utilize the priority email address created specifically for your questions: [admit@law.northwestern.edu](mailto:admit@law.northwestern.edu).

### ORIENTATION

**All orientation activities are mandatory for all incoming students.** Orientation will take place during the week of **August 22**. You will receive additional information about orientation in the coming months. A tentative schedule of events will be posted on the [orientation website](#) later this summer. Please rest assured; the Student Services team will reach out to keep you updated on important information surrounding plans for Fall 2022.

At the beginning of August, you will receive an email from colleagues in Student Services at your **Northwestern Law email address** asking you to complete an orientation survey. Completion of this survey is mandatory and will aid Student Services in their planning efforts.

### ACCESS TO CAMPUS SYSTEMS

#### Net ID and Password

You should have already received your Net ID and activation code from the Admissions Office (or, if you were recently admitted, you will receive it as soon as it is available). Your Net ID is a series of three letters followed by three numbers that you will use to access the university's computer network, in conjunction with a personalized password you create.

For security reasons, you will periodically be asked to change the password associated with your Net ID. Depending on when you initially activated your Net ID, you may even receive instructions to change your password over the summer. Please respond quickly to reminders to change your password. If you do not change your password within the time allotted, your account will be locked, and you will be unable to access the university's computer network. If your account is locked, you will need to contact the Law School's IT team at (312) 503-7000 or [lit@law.northwestern.edu](mailto:lit@law.northwestern.edu) to have it unlocked.

#### Northwestern Law Email Account

Instructions on how to access your Northwestern Law email account were sent to you along with Net ID activation information. If you have not already done so, please access your Northwestern Law email account immediately. You may login to your Northwestern Law email account [here](#).

You should check your Northwestern Law email account throughout the summer. Important information about financial aid and orientation will be sent to your Northwestern Law email account only. This critical information will \*not\* be sent to the email address you shared in your application.

#### 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.

## FINANCIAL AID AND TUITION PAYMENTS

### Financial Aid

If you have [applied for student loan funding](#), you will receive an email at your Northwestern Law account over the summer with your official financial aid package. This financial aid package notification email will have instructions on accepting or declining the loans you have been offered. This critical email will also outline any steps you must take to finalize your loan funding.

Once you receive this email from the Chicago Financial Aid Office, the screens you will need to access for the loan accept/decline process in [CAESAR](#) will be unlocked. The 'Accept/Decline' link may be found by selecting the 'Financial Aid' tile on your CAESAR homepage. This page will allow you to accept, reduce, or decline your financial aid offer. Please note: To reduce a financial aid offer, check the 'Accept' box and thereafter, you will be able to reduce the amount of loan funding you are receiving.

### Federal Loan Entrance Counseling and Master Promissory Notes

If you will be using federal student loans, you will need to complete loan entrance counseling and promissory notes before your loans will be disbursed to you. You may complete the entrance counseling and your Master Promissory Notes (MPN) online when visiting <https://studentaid.gov>.

### Entrance Counseling

- Sign into <https://studentaid.gov> using your FSA ID and password. Under 'Complete Aid Process,' select 'Complete Entrance Counseling.'
- Identify yourself as a graduate/professional student.
- When selecting a school, be sure to select "NORTHWESTERN UNIVERSITY", School Code/Branch: G01739, Address: 633 CLARK STREET, EVANSTON, IL 602080001.

### Master Promissory Notes (MPN)

- You may need to complete two separate MPNs based on which federal loans you choose to accept.
- Sign into <https://studentloans.gov> using your FSA ID and password. Under 'Complete Aid Process,' select the link titled 'MPN for Graduate/Professional Students.'
  - Federal Direct Stafford Loans: Select 'MPN for Subsidized/Unsubsidized Loans' on the MPN Type Selection page. You will be guided through a four-step process and will receive confirmation upon successful completion of your MPN.
  - Graduate PLUS: Select 'MPN for Direct PLUS Loans' on the MPN Type Selection page. You will be guided through a 4-step process and will receive confirmation upon successful completion of your MPN.
- Be prepared to include two references and your driver's license number.
- In each MPN, when selecting a school, be sure to select "NORTHWESTERN UNIVERSITY", School Code/Branch: G01739, Address: 633 CLARK STREET, EVANSTON, IL 602080001.

### Financial Aid CAESAR 'To Do' List

To assist you with the financial aid application process, you will find a financial aid checklist in [CAESAR](#) that will detail everything you must complete to receive your loan funding. Your 'To Do' items can be found by selecting the "Tasks" tile on your CAESAR homepage.

More items may be added to your 'To Do' list as you navigate through the loan application process. As such, we recommend checking this list often.

You must follow the instructions and the deadlines established by the Financial Aid Office and as detailed on your 'To Do' list carefully. If you comply with the established deadlines, your loans should disburse in time for the first day of classes. You may still apply for loans after the established deadlines pass, but in that instance, you may not receive your aid on the first day of class.

## Tuition Billing and Payment

Your tuition bill(s) will be posted to your student account and will be available through [CAESAR](#). For the fall semester, tuition bills will be available online August 10. Your tuition payment will be due by September 1. For the spring semester, your 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, additional information on that process may be located 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 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 'Financial Aid Refunds' page on the [Student Finance website](#).

## Prepayment Plan

New for the 2022-23 academic year, we will be offering a prepayment plan through our QuikPAY payment platform.

The prepayment 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 tuition charges, University fees, as well as billing and payments, please visit the [Student Finance website](#), or contact Student Finance at [studentaccounts-chicago@northwestern.edu](mailto: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 1, incoming Northwestern Law students have until August 1<sup>st</sup> to submit the completed form to University Health Service. If you are admitted after August 1<sup>st</sup>, 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. Failure to submit a completed and compliant Student Immunization Form may result in a monetary fine and a hold on your account.

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, including the **Personal Health Portal**:  
[https://www-healthy.nuhs.northwestern.edu/login\\_directory.aspx](https://www-healthy.nuhs.northwestern.edu/login_directory.aspx)

**Please 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.

### COVID-19 Vaccine Requirement

Northwestern University requires that all students are up to date with their COVID-19 vaccination. Currently, Northwestern considers students up to date if they have completed a full WHO/FDA-approved primary vaccination series and, if eligible, an FDA-approved booster dose, in accordance with CDC guidance.

**All students are required to fill out the [COVID-19 Vaccination Form](#) to report their vaccination and booster or request an exception.**

Students must have their vaccination or exception on record to register for classes or to access campus systems and buildings. Students whose vaccination exception is granted must participate in increased levels of COVID-19 health and safety protocols. Currently, unvaccinated and un-boosted community members are required to complete twice weekly COVID-19 testing, daily symptom tracking, and increased quarantine/isolation procedures.

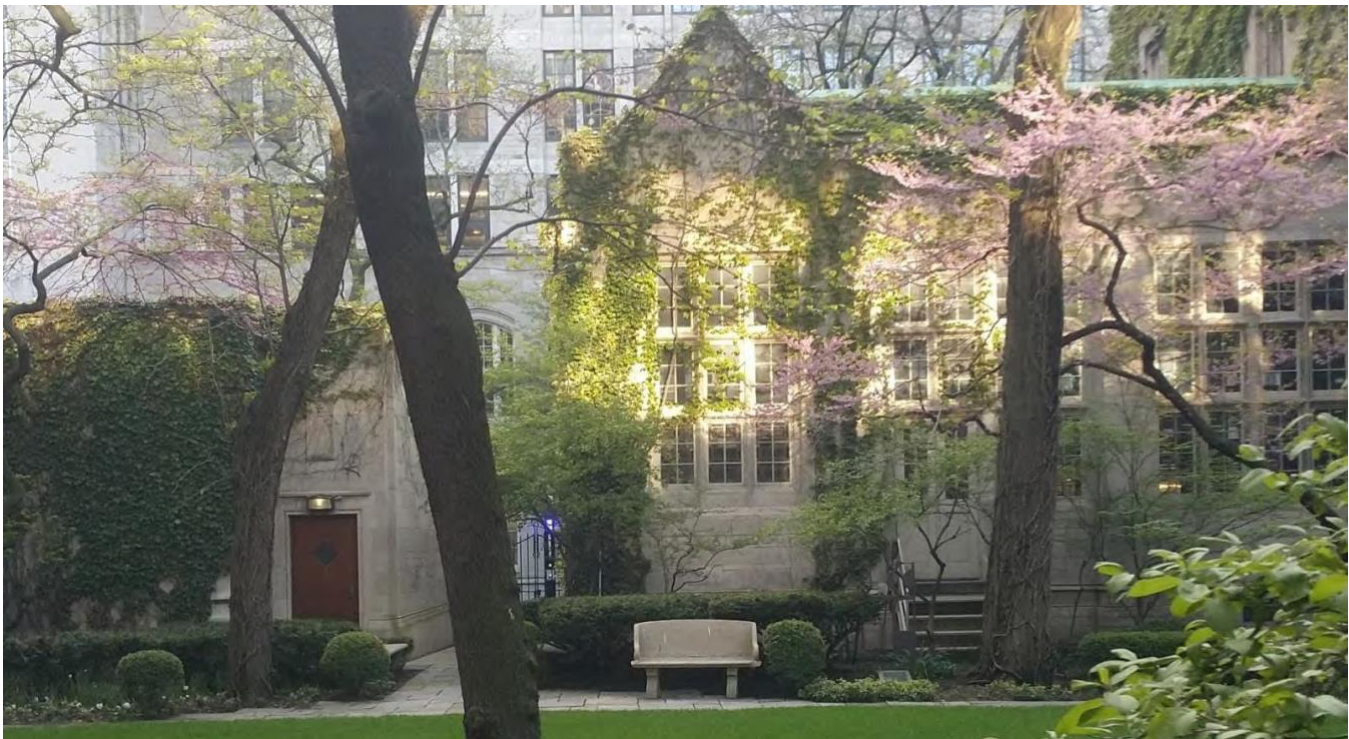
As of April 2022, any vaccine authorized by the U.S. Food and Drug Administration (FDA) or the World Health Organization (WHO) will satisfy Northwestern's vaccine requirement. mRNA boosters (Pfizer and Moderna) are strongly encouraged, and only boosters approved by the FDA are accepted. If you have questions regarding if a specific vaccine meets the requirement, please email [vaccine@northwestern.edu](mailto:vaccine@northwestern.edu).

New international students who cannot access a WHO/FDA approved COVID-19 vaccine before arrival to the United States should complete the [COVID-19 Vaccination Form](#) and select "*Unable to access WHO/FDA approved vaccine*" as the Vaccination Exception Reason. Once fully vaccinated, you will be able to return to update this form with vaccination information.



More information:

- Complete COVID-19 vaccination requirements and FAQs on the University's [COVID-19 Vaccination Requirement](#) and [Vaccine Booster](#) webpages.
- International Students should refer to the OISS webpage on [COVID-19 Information for International Students](#) for the most up-to-date information on policies and requirements.
- Additional information about the University and Law COVID-19 response is available on [University's COVID-19 and Campus Updates](#) website and [Law School Coronavirus Updates](#)



## Student Health Insurance

All Northwestern students are required to have comprehensive health insurance. To ensure all students meet this requirement, every academic year you will be defaulted into the Northwestern University Student Health Insurance Plan (NU-SHIP). **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, 2022.** 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 early August. 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 1.

## 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 2022-23 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 you do not receive a confirmation email identifying your selection, please contact the Student Health Insurance Office at [student.insurance@northwestern.edu](mailto: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 2022-23 Comparable Coverage Checklist, available here: <https://www.northwestern.edu/student-insurance/plan-info-reqs/enrollment-waiver-process/index.html>, to ensure your plan qualifies to waive NU-SHIP enrollment.



### Northwestern 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 2022-23 NU-SHIP provides coverage for incoming Law School students from August 15, 2022 - August 31, 2023; the \$4,916 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 to obtain a referral to avoid plan penalties.

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. Thereafter, go to [Aetna Student Health's](#) site for Northwestern students and click on "Enroll."
- You will have the option to either pay the premium for your dependent(s) in full, or to 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 1<sup>st</sup> for 12-month plans (coverage from 9/1/22-8/31/23) and fall 6-month plans (coverage from 9/1/22-2/28/23). Delta Dental also offers a spring open enrollment period, for 6-month plans providing coverage 3/1/23-8/31/23. 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 (\$25 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 offering assistance 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 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](#).

### Questions? Contact Us!

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](mailto: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 Fitness Formula Chicago-Streeterville for the Northwestern community members and their spouse/partner based on the Chicago campus.

New members must pay a one-time \$50 enrollment fee and monthly membership based on their enrollment status. To view monthly fees and 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 questions, please contact:

Salem Marrougi

Email: [s-marrougi@northwestern.edu](mailto:s-marrougi@northwestern.edu)

847-467-0662

## LIVING IN CHICAGO

### Housing

[StudentSpace](#), 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 answer housing questions about nearby properties or anywhere that you may be interested in living in the Chicagoland area.

### Ventra Card

During Orientation, you will receive a Ventra Card from the Chicago Transit Authority ("CTA"). The Ventra Card will provide you unlimited access to CTA trains and buses during the academic year.

For information on the CTA, visit [www.transitchicago.com](http://www.transitchicago.com).

## 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 2022-23 academic year (October 1, 2022 – June 30, 2023) has not yet been determined; but as a reference, the cost of a permit during the 2021-22 academic year was \$493.

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

## Temporary Summer Parking Permit

- **Term:** August 1, 2022 – September 30, 2022
- **Eligibility:** All registered students
  - **Price:** \$154 (2021 price). 2022 pricing will be available on the [Chicago Parking website](#).
- There is also a 'later summer term' parking permit. The charge for this permit was \$100 last year, for the period of August 19 - September 30, 2021.
- **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

### Class Schedules

All 1L fall semester class schedules and section assignments are created by the Law School. You will not register for classes during your first semester. Your class schedule will be distributed through CAESAR in August. Although there is no set date on which your class schedule will be released, Student Services will ensure that your schedule will be available to you prior to Orientation.

### 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 order all of your required and recommended course materials through the bookstore.

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

Due to U.S. export restrictions, Dell Computer Corp. is unable to ship outside of North America. International Students purchasing a notebook will need to provide Dell 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

Please visit our [Law IT New Student Guide](#) for additional helpful information.

You may contact Law Information Technology (LIT) at [lit@law.northwestern.edu](mailto:lit@law.northwestern.edu), or (312) 503-7000.





### Official Transcript(s) Requirement: Northwestern Pritzker School of Law

Northwestern Law must receive final, official transcripts from each post-secondary institution you attended, including all schools you attended for graduate or professional study. Even if one school includes summary data regarding courses from another school on its transcript, an official transcript from each institution must be submitted. Transcripts must be submitted by the first day of classes, Monday, August 29<sup>th</sup>.

This requirement arises from ABA Standard 502, Interpretation 502-1: *Official transcript means: (1) a paper or electronic transcript certified by the issuing institution and delivered directly to the law school; or (2) a paper or electronic transcript verified by a third-party credential assembly service and delivered directly to the law school. With respect to electronic copies, it is sufficient for transcripts to be maintained at the law school or off-site by a third-party provider as long as the law school has access to the documents on demand.*

To satisfy the ABA requirement, entering students must submit all final transcripts through the Law School Admission Council's Credential Assembly Service (CAS).

**2022 graduates** must submit **updated and final transcripts** that bear the date their degree was conferred. As with all final transcripts, these must be submitted directly to CAS prior to the first day of classes on August 29<sup>th</sup>.

Final and official transcripts must include the following information:

1. The college or university seal;
2. The degree awarded (if applicable);
3. The date the degree was conferred (if applicable);
4. The final grade point average; and,
5. A relevant school official's signature; e.g. the college registrar.

### Official Transcript(s) and Verification Requirement: Kellogg School of Management

Detailed information on the requirements for submitting transcripts to Kellogg is posted on the Admitted Student Website as well as within this [PDF](#).

Please submit copies of official transcripts to the following address:

Kellogg School of Management  
C/O Re Vera Services  
101 Palafox Place  
Unit 310  
Pensacola, FL 32591-0310

### Application Verification Form

In order to help ensure the integrity of your incoming class, the Kellogg School of Management verifies the accuracy of matriculating students' application. Please read the [Application Verification Form](#) for detailed information on the process.

### Bar Passage Outcomes

Northwestern University Pritzker School of Law has not made a determination that its curriculum meets/does not meet the State educational requirements for licensure or certification in any of the fifty states or DC. Current and prospective students are encouraged to review our ABA Bar Passage Outcomes on our [ABA Disclosures page](#).

## PRE-MATRICULATION CHECKLIST

### May - June

- Activate Net ID and create password
- Access Northwestern Law email account
- Begin housing search if seeking a July 1<sup>st</sup> lease
- Order laptop, meeting the Law School's minimum specifications
- Visit doctor or contact undergraduate institution for proof of required vaccinations.

### July

- Begin housing search if seeking an August 1<sup>st</sup> lease
- Submit COVID-19 Vaccination Form or request an exception
- Submit final and official transcripts to CAS
- Receive financial aid notification
  - Accept/decline loan options
  - Officially apply for loans
  - Complete online entrance counseling
  - Sign Master Promissory Notes (MPN)

### August

- Student Immunization Form due August 1<sup>st</sup>
- Submit insurance coverage selection form to elect or waive insurance.
- Tuition bill is available through CAESAR and is due by September 1<sup>st</sup>
- Participate in mandatory orientation beginning the week of August 22<sup>nd</sup>
- Classes begin August 29<sup>th</sup>