

Fall 2023 JD Transfer Candidates
Application Requirements and Instructions

Filing Period and Deadline

Thank you for your interest in becoming a transfer candidate at Northwestern Law! Our fall 2023 transfer application will be available on lsac.org on **Monday, May 15, 2023**. A complete transfer application consists of several requirements. [You are responsible for submitting and completing every application requirement prior to the deadline of Monday, June 26, 2023](#). Please ensure that the Office of Admissions has received all required documentation by the June 26th deadline.

The transfer application period is brief by design. Because successful transfer students are eligible to take part in both the Law School's journal write-on competition as well as the on-campus interviewing program (OCI), we necessarily build in adequate time for these exciting opportunities. Specifically, after transfer students decide to submit an enrollment deposit with Northwestern Law, they are invited to the journal write-on, and we also introduce new transfer students to their career advisers. In turn, these new students may effectively prepare for OCI-- they may write a Northwestern Law resume, develop a bidding strategy, and meet the OCI deadlines that occur in mid-July. OCI will take place during the first two weeks of August 2023 this year.

Because of the accelerated pacing of the transfer application cycle, we strongly encourage you to make arrangements with the registrar's office and/or the dean of students' office at your current law school to have several required documents sent to our main email account.

Please review these instructions carefully and check the email account you share within your application materials often. For that matter, please ensure that your email account is set up to receive messages from admissions@law.northwestern.edu.

Eligibility

To be eligible to apply for transfer admission to our three-year Juris Doctor (JD) program:

- 1) Applicants must have earned a bachelor's degree from an accredited college or university.
- 2) Transfer applicants must have completed a first year (1L) curriculum that is substantially similar to Northwestern Law's, at an American Bar Association-accredited law school.
- 3) Applicants must have earned **at least 28 GPA credit hours** (or the equivalent) at an ABA-accredited law school. Successful transfer candidates who decide to enroll at Northwestern may transfer **a maximum of 28 credit hours**. Officers from the Law School's Office of the Registrar will review the final and complete 1L transcripts for the admitted transfer students who have made a commitment to enroll at Northwestern. These officers will determine which courses and credit hours are transferable to Northwestern Law and communicate this information with the incoming/new students.
- 4) Successful transfer candidates must complete the **final two years of the JD** at Northwestern Pritzker School of Law.
- 5) Applications will only be considered for the academic year beginning fall semester 2023, and successful candidates must enroll as **full-time students**. Northwestern Law does not offer a part-time or an evening program.

Review of Transfer Applications

The admissions committee carefully considers a number of materials and factors when reviewing transfer applications; these include academic performance, answers provided in the application form, a letter of recommendation from a first-year law school faculty member, work experience noted on the required resume, an online video interview, standardized test results, leadership potential, personal circumstances, and other relevant information. The demonstration of excellent academic performance during the first year of law school is essential for favorable consideration.

Transfer applications must be **completed by 11:59 PM Central Daylight Time on Monday, June 26, 2023.**

Transfer Application Requirements

A completed transfer application to Northwestern Law consists of several requirements. You are responsible for ensuring that each requirement has been completed and all required documents have been received by the Northwestern Law Office of Admissions *on or before* the deadline of **Monday, June 26, 2023**. The following list of required application materials is organized by the **proper methods for submission**. Starting on the next page, we have provided **detailed guidance** for each requirement.

The following listing of application requirements is broken down by the appropriate methods

for submission:

I. Please submit these materials to the Office of Admissions through LSAC.org and through LSAC's Credential Assembly Service (CAS):

- **The transfer application form** must be completed, and the following documents must be uploaded therein:
 - An updated resume, as of summer 2023
 - A personal statement
 - Optional essay
 - A writing sample from a course taken during the first year of law school
- **The Credential Assembly Service (CAS) Report** must include:
 - LSAT score report;
 - Undergraduate transcripts from your degree-granting institution
 - Transcripts for any additional academic coursework or degrees completed prior to law school matriculation
 - One letter of recommendation from a law professor who taught you during your first year of law school
- **A nonrefundable transfer application fee of \$75**

II. Because of the accelerated pacing of the transfer application cycle, **we strongly encourage 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 required materials sent to our main email account: admissions@law.northwestern.edu.**

- **A letter of good standing**, written by an administrator from the office of the registrar or the office of the dean at your current law school
- **Final and official law school transcripts as of the completion of your first year**

III. The following requirement must be completed through our **online interview portal**. We will send you instructions shortly after you have submitted your transfer application through LSAC:

- **Transfer Candidate Interview**

Transfer Application Requirements ~ Detailed Guidance

Transfer Application Form

- The transfer application form should be completed carefully and in its entirety.

Resume

- The resume should include the relevant professional, academic, and leadership experience that illustrates your transfer student candidacy. Please submit an updated resume, particularly as it demonstrates any summer 2023 work experience, externships, or internships.

Transfer Student Personal Statement

- The personal statement is an important 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, as well as your reasons for seeking transfer admission.

Optional Essay

- Through an optional essay, you may provide the Admissions Committee with additional information about your background and perspective. In turn, you may build upon the other components of the transfer application and your candidacy. For example, you may detail your motivation for studying at Northwestern Law within this separate statement.

Writing Sample

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

Transcripts ~ Undergraduate, other degrees earned, and 1L (Final and Complete)

- The Admissions Committee requires the submission of your final undergraduate transcripts, as well as complete and final transcripts for your first year at another ABA-accredited law school.
- Undergraduate transcripts, as well as transcripts for other coursework and degrees earned, are typically submitted as part of the required LSAC Credential Assembly Service (CAS) report. *If you have not done so already, you may register with LSAC's Credential Assembly Service (CAS). The CAS Law School Report contains a summary of your academic performance, copies of college transcripts, the required letter of recommendation, and LSAT results. You may register with LSAC online at [LSAC.org](https://lsac.org).*

- *If you received your undergraduate degree from an educational institution outside the US, its territories, or Canada, please register with CAS to have your transcripts and any other required documentation sent to LSAC for processing. More information on CAS is available on the LSAC website.*
- Your **final and complete 1L law school transcripts** should be sent **directly** from your current registrar's office to the Northwestern Law Office of Admissions and Financial Aid via **email**: admissions@law.northwestern.edu.
- We urge you to have this required application document emailed to us because of the accelerated timeline of the transfer application cycle. **The final and complete 1L transcript documents are typically the remaining requirement we await before we are equipped to complete a transfer application.** The Admissions Committee will not evaluate a candidate's file until it is complete. Having your final and complete 1L transcripts sent to us via email speeds their delivery significantly.
- The Admissions Committee will not evaluate your transfer file until we have received your **complete** 1L transcripts. Thus, please wait to make arrangements with your current law school's registrar to release your 1L transcripts to Northwestern Law until you are certain the course hours, grades, grade point averages, etc. are reflected there for **both** the fall and the spring semesters of your 1L year.

Letter of Good Standing

- A letter from an officer at your current law school must attest to your good standing. As we stated above, please have this letter sent directly to our main email account: admissions@law.northwestern.edu.

Letter of Recommendation from a Law School Professor

- One letter of recommendation is required for the transfer admission process. This recommendation must be completed by a **law school professor** with whom you have taken a class during your first year of law school. As noted above, the letter of recommendation is typically submitted through the LSAC's Credential Assembly Service.
- Because the Admissions Committee requires one letter of recommendation, your file will become complete once we have received the letter from your law school professor. Furthermore, due to the abbreviated time period for our transfer admission cycle, the Office of Admissions cannot hold your file for additional or pending recommendations.

- o **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**. Secondly, 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.

- o **Transfer Applicant Interview**

Our transfer applicant interview is hosted via an online platform and **must be completed** by the transfer application deadline of **Monday, June 26, 2023***.

Within two business days of submitting your transfer application, a member of our team will send you 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 use a computer (rather than a phone or a tablet) to conduct the interview. **You will be asked a series of four 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 given.

Depending on how many practice questions you complete before beginning your online interview, 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 19th, just days before the June 26th deadline.

Character and Fitness Considerations

Each state has character and fitness and other qualifications for admission to the bar. Prior to matriculation, applicants should consult the bar admission authorities in the state in which they intend to sit for the bar examination to determine these requirements. Information about the requirements for admission to the bars of various states is available on the ABA's [website](#).

Financial Aid

Although transfer students are **not eligible for scholarships**, Northwestern Law is dedicated to offering a comprehensive financial aid program for students seeking assistance. As such, your financial aid package will consist of loan funding and will be designed to enable an admitted student to attend the Law School, regardless of financial need.

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 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 loans is discussed on the Law School's [website](#). Please note that applying for financial aid is separate from the admission process. Furthermore, the information disclosed in the financial aid application has no bearing on the admission evaluation process, nor does it inform the ultimate decision on your transfer application.

Detailed financial aid instructions will be provided to transfer candidates following an offer of admission. We recommend carefully reviewing these instructions upon receipt, and asking any questions of the experts at Northwestern's Chicago Office of Financial Aid before you begin the process of applying for financial aid as an incoming transfer student.

Thanks for your interest in Northwestern Law!