

## **ADMISSION 2016 GRADUATE DIVISION APPLICATION INSTRUCTIONS**

### **Master of Laws (LLM), Executive Master of Laws (E-LLM), Doctor of Juridical Science (JSD), and Advanced Professional Certificate (APC)**

Applying to the Graduate Division involves the completion of an online application form and the submission of required materials by a specific deadline. Some of the materials will be submitted via electronic attachment to the online application, while others will be mailed. Certain materials are required from all applicants, while others are required from only some applicants. For these reasons, it is important that all applicants review this document carefully to ensure that they comply with all application procedures and submit all required materials in a timely manner. Applications are reviewed only after all required materials are received.

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## Eligibility and Standards of Admission

### Eligibility

#### **LLM and Executive LLM Programs**

A candidate for the degree of Master of Laws (LLM) and Executive Master of Laws (E-LLM) within the Graduate Division at New York University School of Law must hold the first degree in law (JD or LLB) from a law school that is approved by the Section of Legal Education of the American Bar Association or a bachelor of laws degree from a non-US law school approved by its foreign equivalent. Candidates who received their legal education from schools in Bologna-signatory countries must have academic credentials that permit them entry into legal practice.

A prospective LLM or E-LLM applicant in his or her final year of study toward the first degree in law is eligible to apply only if he or she will complete all necessary requirements for the degree by the start date of the intended program (August for full-time programs).

Part-time applicants who anticipate taking online classes, such as but not limited to those who will apply to the Executive LLM in Taxation, should review the information regarding residency ([See Appendix](#)) to determine their eligibility. Such applicants are advised to do so prior to registering with LSAC or submitting the online application.

#### **JSD Program**

A JSD candidate must meet the above LLM requirements and also hold an accredited advanced law degree (LLM or equivalent) from a US or foreign law school. For doctoral candidates from Bologna-signatory countries, the advanced degree must be in addition to the academic credentials which permit entry into legal practice.

Prospective students who hold a US JD and who want to engage in the Law School's intellectual community in furtherance of a career in legal academia may wish to consider [NYU Law's fellowship options](#) instead of the JSD program.

A prospective JSD student who is currently enrolled in a graduate law degree program at an ABA-accredited law school in the United States (including NYU School of Law) or a non-US law school approved by its foreign equivalent, and will have earned a graduate law degree prior to enrollment, may apply to the JSD program for the Fall semester following the completion of the advanced degree. However, it is strongly recommended that any such applicant be able to submit a transcript recording partial academic results from the advanced degree in progress.

#### **APC in Taxation Program**

A candidate for the Advanced Professional Certificate (APC) in Taxation must hold the first degree in law (JD or LLB) from a law school that is approved by the Section of Legal Education of the American Bar Association. A prospective applicant in his or her final year of study toward the first degree in law is eligible to apply only if he or she will complete all necessary requirements to receive the first degree in law by the start date of the certificate program. Applicants with a US JD degree who already hold or are pursuing an LLM degree from an accredited law school may apply to the APC program. However, if admitted, they will still be required to complete prerequisites to gain access to more advanced classes, if applicable.

## **Standards of Admission**

### **LLM and Executive LLM Programs**

Admission to the Graduate Division for all LLM programs and the Executive LLM in Taxation is highly selective and is based primarily upon prior legal studies. Standards of admission are equal across all specializations and for both full-time and part-time study. Last year, the Law School received more than 2,800 full-time LLM applications for a class of about 440 students. Although there are no inflexible rules about class rankings or grade point averages, those admitted have excellent law school records and strong academic and/or professional recommendations. Evidence of significant professional accomplishment is also taken into consideration.

Admission to the LLM or E-LLM program does not guarantee or assure admission to the JSD program.

### **JSD Program**

The JSD is NYU Law's most advanced law degree. Only a very small number of students who demonstrate outstanding academic promise are admitted to JSD candidacy. A student is admitted to the program only if he or she meets the application requirements and shows potential for completing a dissertation of publishable quality that will make a significant scholarly contribution to the field in which it is written. While the JSD Committee fully considers all applicants on the basis of their application materials, it exercises a preference for applicants who complete the LLM degree at NYU. Typically, all NYU LLM graduates must have attained a cumulative grade point average of at least 3.50.

### **APC in Taxation Program**

Academic admission criteria are comparable to those of the LLM and E-LLM in Taxation programs. Prospective students must demonstrate professional competence and career advancement.

## **Statement of Diversity**

New York University School of Law is a community of remarkable diversity, enhancing the learning environment for all. Those who comprise our graduate student body hail from around the world and bring with them a variety of experiences and viewpoints. As both recipients and providers of the learning process, the Law School has a vital interest in what students bring to the task of educating each other.

To select the most highly-talented and motivated people to take on this task from a pool of well-qualified applicants, the Committee on Graduate Admissions welcomes applications from all eligible persons. We are additionally committed to making appropriate academic accommodation for admitted students with disabilities.

We very much encourage you to take the opportunity to highlight how you will contribute to our global community of scholars in your application to our institution.

**Non-Discrimination:** New York University is committed to maintaining an environment free from discrimination or harassment based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status, or on any other legally prohibited basis. Inquiries concerning the application of the laws and regulations concerning educational opportunity at New York University may be referred to: Office of Equal Opportunity, New York University, 726 Broadway, 719-721, New York, NY 10003. Telephone: +1 212 998 2370. Website: <https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity.html>.

## Application Deadlines

### LLM and E-LLM Applicants with Foreign Education Credentials

- *December 15, 2015*

All prospective students who received their first law degree outside of the United States, whether interested in full-time or part-time study, must apply and submit all required materials by December 15 to begin studies in the Fall 2016 semester (August).

### LLM, E-LLM and APC in Taxation Applicants with Domestic Education Credentials

- Full-time programs
  - LLM in Legal Theory: *February 1, 2016*
  - LLM in Taxation: *February 1, 2016* (priority scholarship deadline); *April 1, 2016* (final)
  - All other programs: *April 1, 2016*
- Part-time programs
  - Spring 2016 entry: *November 2, 2015*
  - Fall 2016 entry: *June 1, 2016*

All prospective students who received or will receive a JD degree from an ABA-accredited law school (including schools in Puerto Rico) should abide by the appropriate deadline for applicants with domestic education credentials.

### All JSD Applicants

- *February 1, 2016*

## Step-by-Step Instructions

Prospective students are permitted to apply only once, and to only one program of study, during an annual application cycle (September to June). Full-time programs begin only in the Fall semester (August). Part-time applicants with a US law degree choose between Spring entry (January) or Fall entry; foreign-trained part-time applicants may only apply for Fall entry.

- Traditional LLM \*
- Competition, Innovation and Information Law \*
- Corporation Law
- Environmental and Energy Law \*
- International Business Regulation, Litigation and Arbitration
- International Legal Studies \*
- International Taxation
- Legal Theory
- Taxation \*
- Executive LLM in Taxation \*
- Advanced Professional Certificate in Taxation \*
- Doctor of Juridical Science (JSD)

\*The program may be completed on a part-time basis.

### **Step 1: Register for the LSAC LLM Credential Assembly Service**

All prospective students applying to the Graduate Division for any program (LLM, E-LLM, JSD, or APC) are required to use the Law School Admission Council (LSAC) LLM Credential Assembly Service. To register, visit the LSAC website at [www.lsac.org/llm](http://www.lsac.org/llm). All applicants are strongly advised to register for the LLM Credential Assembly Service four to six weeks in advance of their first application deadline, and to supply required materials to LSAC as early as possible.

The LLM Credential Assembly Service simplifies the application process by centralizing the collection of application materials, and distributing them in an electronic report to all law schools to which an applicant applies. Applicants benefit from using this service by submitting the required materials only once to LSAC. NYU's receipt of the required materials electronically from LSAC allows for quicker and more efficient processing for all applicants.

Applicants with domestic education credentials (those who hold, or are earning, a JD from a law school in the US or Puerto Rico) must purchase the Document Assembly Service.

Applicants with foreign education credentials (those who earned their first law degree outside of the US) must purchase both the Document Assembly Service and the International Transcript Authentication and Evaluation Service.

All applicants are required to use LSAC's Letter of Recommendation Service. Letters must be sent to LSAC and may not be sent directly to NYU.

## **Step 2: Submit the Application Form and Required Materials**

Applicants must submit their application and materials by the appropriate deadline. It is strongly recommended (though not a requirement) that mailed application materials be received at LSAC two weeks before the application deadline. No guarantees can be made concerning applications submitted, or application materials received by LSAC, after the respective deadline; such applications may be returned unprocessed.

Only the applicant may complete the application form and author any electronic attachments to the online application. Applicants must certify that this is the case prior to submitting the application. Additionally, all applicants must comply with the relevant instructions when requesting their academic credentials, English language proficiency test scores, and recommendation letters in order to ensure authenticity. Except for approved organizations (such as Fulbright, EducationUSA, and LSAC), the use of third-party educational consultants, services, or advisors is strongly discouraged.

We suggest you print a copy of your online application for your records, and keep a file of all documents you submit with your application. We cannot return or give you copies of any part of your application, transcripts, translations, letters of recommendation, or supporting materials.

### **Application Form and Fee**

Prospective students apply to all graduate degree and certificate programs using the NYU Online Application, accessible on the LSAC website. Applicants must complete all questions in each section of the application form, and electronically attach the required materials, before submitting the application. Applicants are not permitted to electronically attach additional pages in place of completing the requested information on the online application form. Do not mail duplicate copies of materials which are electronically submitted via the online application.

The \$80 application fee is in addition to the service fees charged by LSAC, and is payable by credit card only on the LSAC website. Applicants who are unable to use a credit card to pay the application fee or for whom the application fee would present a financial hardship should contact the Office of Graduate Admissions at [law.grad.moreinfo@nyu.edu](mailto:law.grad.moreinfo@nyu.edu). The application fee is non-refundable and will not be credited toward tuition if an applicant is offered admission.

### **Transcripts**

Applicants must comply with all LSAC requirements and policies regarding transcripts, and submit their official transcripts and translations with the LSAC form(s) to the LLM Credential Assembly Service. The law school report issued by LSAC includes copies all of transcripts and translations which the Committee on Graduate Admissions will use when evaluating applications.

Official transcripts from all law degrees, and translations of these documents from their original language to English, are required. Transcripts from all institutions attended are required, even if no degree was earned and/or credits from the institution appear on another school's transcripts, such as with exchange programs. Applicants who attended a school that releases information about class rankings should ensure that the school includes an official statement of class rank in the sealed envelope with the transcript. If class rank is unavailable, a school may instead include an official statement that attests it does not rank its students.

In addition to these documents, all applicants must calculate the grade point average and provide a class rank for their law degree in order to submit the online application. Applicants in their final year of study must also indicate which classes are currently in progress when submitting the online application. If there is additional information

that applicants believe will be helpful to the Committee to evaluate their academic credentials, they should electronically attach an addendum to the online application.

### **English Language Proficiency Test**

An English language proficiency test is required for all applicants whose first law degree program was not taught in English, or for applicants whose law degree program was taught in English but whose degree-granting institution is located in a country where English is not the primary language. Such applicants must submit an official score result from either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

Information regarding the TOEFL is available from [www.toefl.org](http://www.toefl.org); applicants may only register for the internet-based TOEFL (iBT). Information regarding the IELTS is available at [www.ielts.org](http://www.ielts.org); applicants may only register for the academic version. The Committee does not favor one exam over the other. Applicants are encouraged to take either test as early as possible and no later than November.

In order to be considered for admission, the Committee requires that applicants who take the TOEFL achieve a minimum total score of at least 100, a minimum score of 26 on the reading and listening subsections, and a minimum score of 22 on the writing and speaking subsections. For applicants who take the IELTS, the Committee requires a minimum overall band score of at least a 7, a minimum score of 7.5 on the reading and listening subsections, and a minimum score of 7 on the writing and speaking subsections. For both exams, JSD applicants must present scores substantially higher than the minimum.

Applicants should request that the Educational Testing Service issue an official score report of their results from the TOEFL iBT directly to LSAC (institution code: 8395). For IELTS, applicants must contact the test center directly and request that their test scores be sent to LSAC electronically. An institutional code is not required. LSAC only accepts scores submitted electronically, and all IELTS test centers worldwide are able to send scores electronically to LSAC.

Under no circumstances may an applicant submit a score report directly to LSAC or to NYU Law; only official reports issued by the testing agencies are acceptable. Photocopies or examinee copies are not permitted, and will not expedite the review of an application.

Applicants whose primary language is not English must have strong English language proficiency in order to participate productively and successfully in all aspects of the graduate program. Simply meeting the minimum TOEFL or IELTS standards is not necessarily sufficient and will not ensure academic success. In addition to the English language exam, interviews for English proficiency may be required; any such interviews would be conducted in the applicant's home country.

Applicants whose first law degree program was not taught in English, but who have completed an advanced degree taught in English in a country where English is the primary language are not required to take the TOEFL or the IELTS in order to apply. These applicants must submit an official transcript to LSAC showing the advanced graded academic coursework and the conferral of the degree. Despite this policy, the Committee on Graduate Admissions reserves the right to require an English language proficiency test score from such an applicant prior to rendering a decision. Applicants who are currently enrolled in such an advanced degree program, but who have not been conferred the degree, must submit an official TOEFL or IELTS score at the time of application.

**Recommendations**

All applicants are required to use the LSAC Letter of Recommendation Service. Applicants must comply with LSAC requirements and policies regarding letters of recommendation. Applicants should advise their recommenders that Graduate Admissions may contact the recommender directly if further information is necessary.

Letters may be sent to LSAC electronically or on paper, depending on the recommender's preference. The Committee on Graduate Admissions does not favor one submission method over the other. To ensure that the correct letters are received, applicants must carefully follow the instructions when registering recommenders and assigning letters to NYU. Applicants are further advised to provide proper instruction to their recommenders regarding the submission of the letters.

One academic letter of recommendation is required for application to the full-time and part-time LLM programs. Applicants may submit additional academic or professional letter(s) if they wish to do so.

JSD applicants are required to submit two letters of recommendation from law school faculty members who are familiar with the candidate's academic work and can attest to the candidate's ability to complete a doctoral dissertation that will make a significant scholarly contribution.

Applicants to the part-time LLM in Taxation, the E-LLM, or APC in Taxation programs, who additionally received their first degree in law from a US or Puerto Rican law school, may submit a letter of recommendation, but are not required to do so.

**Personal Statement and Résumé**

All applicants must electronically attach to the online application a brief personal statement of no more than 500 words. Applicants may describe their professional interests and goals, or they may use the statement to describe aspects of themselves and/or their work that are not apparent from their other application materials. Applicants should include their reasons and qualifications for applying to a particular program or specialization.

Applicants to the Legal Theory program should use the personal statement mostly to address their main field(s) of interest within legal theory and the potential research questions/projects they wish to propose for their master's thesis. Applicants to the part-time LLM in Taxation, the E-LLM, or the APC in Taxation, who additionally received their first degree in law from a US or Puerto Rican law school may submit a personal statement, but are not required to do so.

All applicants must also electronically attach a résumé or curriculum vitae to their application. This document may be one to two pages in length, and should account for all education and work experience, as well as any period of more than three months not spent in school or employed. Publications, presentations, or other career-related information may also be indicated.

Any additional information an applicant would like to share with the Committee on Graduate Admissions that is not already present in the other application materials may be electronically attached as an addendum to the online application.



**Hauser Global Scholarship**

If an applicant to the full-time LLM program is applying for the Hauser Global Scholarship a separate essay is required. Such candidates must electronically attach to the online application an essay of 500 to 750 words that briefly describes a current legal dilemma, controversy, or issue facing a country, a region, or the world, and suggests a strategy to address the problem. This essay is in addition to the personal statement.

**Writing Samples**

Due to the large number of LLM applications that we receive each year, the Committee on Graduate Admissions is not able to read or consider writing samples, articles, or research papers submitted with applications. Instead, publications, academic presentations and the like may be noted on an applicant's résumé or curriculum vitae for consideration by the Committee.

**JSD Sample Research Paper**

Each JSD applicant must submit a research paper, originally written in English. Applicants must electronically attach the paper to the online application prior to submitting the application on or before the deadline. The applicant may submit a previously published paper, a research paper written for seminar credit, or a paper prepared specifically for the application. Ideally, but not necessarily, the research paper will address a question in the same substantive area in which the applicant plans to write his or her dissertation. The uploaded paper should not exceed 2MB in size.

**JSD Proposal of Study**

All JSD applicants must electronically attach a dissertation proposal of no more than 3,000 words to their online application. All proposals must be submitted with the online application on or before the deadline, and late submission of a proposal of study is not permitted. The proposal must be written in English and contain a bibliography.

The substance of the proposal should:

- Clearly state the research questions to be addressed;
- Review the current literature in the field;
- Identify the original contribution the dissertation will make;
- State the methodological approach that the applicant plans to adopt;
- Identify any difficulties that might be encountered during research.

The proposal should have sufficient specificity to make possible an evaluation by a member of our faculty familiar with the proposed field. While applicants should identify in their proposal of study possible dissertation advisors after reviewing the NYU faculty biographies online, they are not expected to be in contact with, nor seek approval from, faculty members in advance of application. Students admitted into the program will be notified of their designated advisor.

**Reapplication**

Applicants who previously applied to any program at NYU School of Law must submit a new application and fee, and all required application materials. Such applicants must follow all policies and procedures as first-time applicants. Note that LSAC retains applicants' materials on file for five years.

### **Step 3: Application Review and Decision Notification**

Applications for all degree and certificate programs are not reviewed until all required materials and the application fee have been received. Applicants currently enrolled in non-US law schools that use a final examination result (such as a final state examination) or a final degree classification as a measure of academic performance may not receive a decision until those results are received by the Committee on Graduate Admissions.

Given the large volume of mail received, we unfortunately are unable to respond to requests to confirm the receipt of mailed materials. However, within a few days of submitting an online application, applicants will receive an email providing them access to the [Applicant Online Status Check](#) where they may follow the progress of their application. Additionally, applicants will receive a confirmation email once all their materials have been processed and submitted to the Committee on Graduate Admissions for review.

In an effort to communicate in a timely fashion with applicants, all decisions regarding application to the Graduate Division will be released electronically. Applicants may expect an email notification from [law.grad.moreinfo@nyu.edu](mailto:law.grad.moreinfo@nyu.edu) when their decisions have been released. An official offer of admission to any degree or certificate program of the Graduate Division of NYU School of Law is a mailed letter sent to the address stated on the application. Decisions other than admission will only be released electronically and will not be mailed.

#### **Full-time LLM Program**

Full-time programs begin in August. Decisions regarding the full-time LLM program will be communicated in March to applicants with foreign education credentials who supply to LSAC all materials necessary to complete their files by the December 15 deadline. Those foreign applicants who do not supply materials to LSAC to complete their application by December 15 will receive decisions as they are made following completion of their file. All decisions for foreign applicants to the LLM program will be communicated by June.

Applicants with domestic education credentials who complete their application by the appropriate deadline (see page 4) will receive decisions regarding the full-time LLM program as they are made. Note that, while applications are sent to the Committee on Graduate Admissions in the order in which they are completed, decisions are not necessarily made in the order in which applications are first reviewed. All domestic applicants to full-time programs will receive a decision no later than late June.

Decisions regarding all scholarships for the full-time Taxation program are released on a rolling basis, and follow notification of admission to the LLM degree. For all other master's programs, admitted students selected to receive one of our merit-based scholarships will be notified at the time of admission. All LLM scholarship decisions are final and non-negotiable.

#### **JSD Program**

JSD applicants who supply all materials required to complete their files by the February 1 deadline may expect a decision by late April. Interviews may be required of some applicants in April. If necessary, applicants must make themselves available for an interview shortly after being contacted by the Office of Graduate Admissions. Interviews may be conducted at the Law School, via videoconference, or by telephone; the mode chosen will depend on the applicant's circumstances and the needs of the Law School.

**Part-time LLM, E-LLM and APC in Taxation Programs**

Decisions for enrollment for Spring and Fall semester entry will be made as soon as possible following completion of an applicant's file and typically no later than about 2 weeks before the start of each semester.

**Step 4: Accepting an Offer of Admission**

In order to accept an offer of admission, students must not have an enrollment or deferral commitment to attend another institution, will be required to withdraw from any other offers of admission they have at that point, and must attest they will not apply to another institution or request to be reinstated at any institution from which they have withdrawn. The deadline to accept an offer will be provided in the admission offer.

**Full-time LLM Programs**

Students admitted to the full-time LLM programs must submit a non-refundable \$500 tuition deposit to reserve their seat in the class.

Admitted students who are granted scholarships will be given a short interval to respond to our scholarship offer. The Committee therefore encourages all applicants to consider whether NYU is their school of choice, and to investigate the means of financing costs which may not be covered by scholarships, so that they can decide whether to accept a scholarship offer shortly after being notified of the award.

**JSD Program**

No tuition deposit is required to reserve a seat in the incoming doctoral class. Further instructions will be provided with the offer of admission.

**Part-time LLM, E-LLM, and APC in Taxation Programs**

The admission packet for admitted students will include instructions on how to reserve a seat in the class. No tuition deposit is required to reserve a seat in the incoming part-time class.

## Scholarships and Financing Your Degree

Graduate legal education is a significant investment of students' time and money, and should be approached with a full understanding of both the benefits and costs. While the Law School has several selective scholarship programs, in most cases, financing a graduate education rests primarily with the student. Therefore, all applicants are strongly encouraged to investigate all available financing options.

NYU Law offers a number of highly competitive scholarships to full-time LLM students, which are described below. Admission and scholarship decisions are made based on merit without regard to a student's financial need. All scholarship decisions are final and non-negotiable.

All students admitted to the JSD program receive full funding for three years, subject to satisfactory progress in the program.

The Law School's Office of Student Financial Services has assembled online information about various [external financial aid opportunities](#). This information is not exhaustive and your own research may be very beneficial. All applicants are advised to confirm all application deadlines for external aid directly with the granting organization. International students should also explore financing options in their home countries.

### **Cost of Attendance**

Each year, the Office of Student Financial Services develops the [student expense budget](#) to estimate a student's annual projected educational expenses—including tuition, fees, living expenses, books, and health insurance—keeping in mind the simple lifestyle of a graduate student. Note that this is an estimated budget; an individual's actual costs during the academic year may vary depending on his or her choices regarding discretionary expenses.

Prospective students are advised to plan for additional financial resources beyond those which comprise the student expense budget. For example, all foreign-trained lawyers are required to attend two introductory summer courses which run concurrently and take place before the formal start of the academic year. While no additional tuition is charged for these courses, there are additional living and health insurance costs which are associated with arriving early, and which are not a part of the student expense budget. Similarly, any master's student who plans to stay after graduation in order to take the New York bar exam will need to plan for the additional costs associated with preparing for the exam and remaining in New York for the period May through late July/early August.

### **Students with Families**

Students who expect to bring spouses and/or children to New York for the academic year should consider planning appropriately. Admitted international students receive advice from the Office of Global Services about applying for visas for their dependents, including the additional financing the US government requires. Students may apply for the limited family housing available in the Law School's residences, but should also be prepared to seek accommodation on the private market in the case that the demand for family housing exceeds supply. Those students covered by NYU's health insurance plans have the option of including qualifying family members in the coverage for an additional cost. And, NYU Law's graduate students are eligible to apply for the [Childcare Subsidy](#) from the University's Student Resource Center to assist in meeting the costs of childcare.

### **Hauser and Vanderbilt Scholarships, and Dean's Graduate Awards**

With the exception of the Hauser Scholarship, all admitted LLM students are automatically considered for the scholarships for which they are eligible on the basis of their admissions application; no additional application materials are required. Prospective students who apply for the Hauser Scholarship must indicate their interest in being considered on the application form and electronically attach to their online application an additional required essay.

Admitted students selected to receive one of these merit-based awards will be notified at the time of admission. All recipients will be recognized in many ways; special workshops, lunches, and other social activities, as well as personalized attention from the faculty are all part of the award.

#### **Hauser Global Scholars Program**

The Hauser Global Scholarship is the most prestigious honor awarded to exceptional LLM students. This merit-based scholarship provides full tuition and reasonable living expenses, such as rent, the cost of textbooks and other study materials.

The Hauser Global Scholars reflect the breadth, diversity and achievement of NYU School of Law's graduate student body. Scholars are chosen on the basis of their intellectual and leadership ability and their capacity to participate productively in a global community of scholars and practitioners.

Hauser Global Scholar candidates must be graduates of a law school outside of the United States.

In addition to completing the application for admission to the full-time LLM program (including a personal statement), candidates must electronically attach to their online application an essay of 500 to 750 words that briefly describes a current legal dilemma, controversy, or issue facing a country, a region, or the world, and suggests a strategy to address the problem.

Candidates who are not awarded Hauser Global Scholarship will automatically be reviewed for other scholarships for which they are eligible.

#### **Arthur T. Vanderbilt Scholarships**

The Committee on Graduate Admissions will award a limited number of merit-based, full-tuition Arthur T. Vanderbilt Scholarships.

Covering the cost of tuition for the full-time master's degree programs, the Vanderbilt Scholarship is awarded to a select group of extraordinarily talented LLM candidates who have demonstrated outstanding academic promise and/or achievement in their respective field(s) of interest.

#### **Dean's Graduate Awards**

The Committee offers merit-based awards in varying amounts to full-time master's students who have demonstrated significant academic promise and/or achievement in their respective fields.

#### **Taxation Program Scholarships**

Prospective students interested in being considered for the *Tax Law Review*, M. Carr Ferguson, Michael I. Saltzman, or Graduate Tax Program Scholarships are encouraged to apply to the full-time LLM in Taxation before

the priority deadline of February 1. Decisions regarding all scholarships for the full-time Taxation program are released on a rolling basis, and follow notification of admission to the LLM degree.

Foreign-trained applicants to the LLM in International Taxation are considered for the Wallace Scholarship on the basis of their admissions application. Admitted students selected to receive this award will be notified at the time of admission.

#### ***Tax Law Review* Scholarships**

Up to eight half-tuition scholarships are awarded annually to full-time LLM in Taxation candidates who serve as graduate editors of the faculty-edited *Tax Law Review*. These merit-based scholarships are awarded to those who have outstanding academic records and show exceptional promise for work in the Graduate Tax Program.

#### **M. Carr Ferguson Scholarship**

A half-tuition scholarship is awarded annually to one full-time candidate for the LLM in Taxation degree. Candidates for this scholarship should demonstrate academic excellence, engagement with the field, high potential to contribute to the Law School community, and/or interest in public service. The recipient of this scholarship will be expected to write a research paper of publishable quality under the guidance of a faculty member.

#### **Michael I. Saltzman Scholarship**

A partial-tuition scholarship is awarded annually to one full-time candidate for the LLM in Taxation degree. Candidates for this merit-based scholarship should demonstrate an interest in pursuing tax controversy or tax litigation practice.

#### **Graduate Tax Program Scholarships**

The Graduate Tax Program awards merit-based, partial-tuition scholarships to full-time LLM in Taxation candidates. These scholarships are awarded to applicants who have outstanding academic records and show exceptional promise for work in the Graduate Tax Program.

#### **Gerald L. Wallace Fund Scholarships**

A select number of half-tuition scholarships based on merit are awarded to full-time candidates in the LLM in International Taxation program.

## GRADUATE DIVISION APPLICATION CHECKLIST

### Application Form and Fee

- NYU Online Application*
  - Submitted via the LSAC website
  - Do not mail a printed copy of your completed online application
- Application Fee*
  - The \$80 application fee is payable by credit card only via the LSAC website
  - If you are unable to pay with a credit card contact [law.grad.moreinfo@nyu.edu](mailto:law.grad.moreinfo@nyu.edu)

### Materials Submitted via Electronic Attachment

The following materials must be electronically attached to the online application form before submitting the application via the LSAC website. Do not mail any materials which are submitted via electronic attachment.

- Personal Statement*
- Résumé or Curriculum Vitae*
- Hauser Global Scholarship Essay (if applicable)*
- JSD Sample Research Paper (if applicable)*
- JSD Proposal of Study (if applicable)*
- Addendum (if applicable)*

### Materials Mailed to the LSAC LLM Credential Assembly Service

We strongly recommend that applicants arrange for their materials to be **received at LSAC two weeks before** the application deadline. Translations are required for documents in a language other than English. Do not mail to NYU any materials, or copies of materials, which are submitted to LSAC.

- Official Transcripts and Class Rank Statement*
  - Sent from educational institution(s) with required form to LSAC
  - Review LSAC instructions carefully regarding the submission of transcripts
  - Include any transcripts from Exchange Institutions
- English Proficiency Test Score (if applicable)*
  - Only official TOEFL or IELTS score(s) issued from the test agency to LSAC are acceptable
  - TOEFL test-takers should provide institution code 8395 to ETS for reporting to LSAC
  - IELTS test-takers should arrange for the test center to electronically report to LSAC
- Recommendation Letter(s)*
  - Sent from recommender to LSAC
  - Via LSAC website, ensure appropriate letter(s) are assigned to NYU
  - Provide careful instructions to recommenders regarding appropriate forms and letters

## **Appendix: Residency and Online Study**

Our part-time tax degree and certificate programs permit students to complete some or all of the requirements via online instruction. Many students who are taking our online classes are New York State residents, while others study from within other states or other countries. States and countries regulate the educational activity which occurs within their borders, including online study. While NYU is able to offer online courses to residents of most states, there are several states, listed below, where NYU cannot allow students to take classes or examine from within those states' borders. Questions can be directed to John Stephens at [john.stephens@nyu.edu](mailto:john.stephens@nyu.edu) if you plan to apply to take online classes from outside of the country or if you have questions about the below information.

### **Program Availability in Certain States**

Our online programs are not available in all states. At this time, we are unable to accept new distance-learning students who would undertake their studies from within the following states: **Alabama, Alaska, Arkansas, Minnesota, Oregon, and Wisconsin.** *Update: As of January 26, 2015, we obtained authorization to educate residents of Montana.*

Additionally, students from the following four states may enroll but may not take examinations in these states: **Delaware, Kentucky, Rhode Island, and West Virginia.** However, it may be possible for residents of these states to participate in examinations on NYU's campus in New York or online from another state. Potential applicants from these states should contact John Stephens prior to applying to see if they are able to take examinations in these states either online or in-person under applicable state law.

States may have unique complaint processes. A [list of processes by state](#) has been compiled by the [State Higher Education Executive Officers Association](#).

### **Special Information for Individuals Located Outside of the US**

New York University is accredited by the Middle States Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the US Secretary of Education and the Council for Higher Education Accreditation. The programs being offered are registered by the New York State Education Department.

If you are located outside of the United States, please note that programs may not be recognized by institutions within your country. Further, the fee for programs may be subject to local taxes, which are the sole responsibility of participants located outside of the United States.

### **Special Information for Maryland Residents**

NYU has been approved by the State of Maryland to offer online courses to residents of that state, per recent state legislation. We must post certain required information on our website which relates to our program's registration status with the state as well as procedures for Maryland residents to file complaints or grievances.

First, our student handbook ([Section J. Student Grievance Procedure](#)) provides the university's policies and procedures in this regard.



Second, we note the following, per Maryland's requirements:

MARYLAND HIGHER EDUCATION COMMISSION

Student Complaint Process - Institutions of Higher Education

1. A student must first exhaust the complaint/grievance procedures established by the institution.
2. Disposition of specific types of complaints. A student shall submit a specific type of complaint to the appropriate agency or organization as described below:
  - A complaint pertaining to occupational licensure requirements shall be submitted to the appropriate licensing board or entity. The student shall obtain contact information from the institution.
  - A complaint concerning compliance with the standards of accreditation shall be submitted to the accrediting agency. The student shall obtain contact information from the institution.
  - A complaint pertaining to potential violations of consumer protection shall be submitted to:  
Consumer Protection Division  
Office of the Attorney General  
200 Saint Paul Place  
Baltimore, Maryland 21202  
Telephone: (410) 528-8662 or (888) 743-0823 (toll free)  
More information is available at <http://www.oag.state.md.us/Consumer/complaint.htm>.
  - A complaint concerning discrimination shall be submitted to:  
Office for Civil Rights, Philadelphia Office  
US Department of Education  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Telephone: (215) 656-854  
More information is available at <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>.
3. Disposition of complaints involving alleged violations of the Education Article or the Code of Maryland Regulations (COMAR) Title 13B Maryland Higher Education Commission.
  - A student shall submit a complaint involving an alleged violation of the Education Article or COMAR Title 13B to the Commission. The complaint shall be in writing and signed by the student. ([MHEC Student Complaint Form](#))
  - The Commission will acknowledge and investigate a complaint involving an alleged violation of the Education Article or COMAR Title 13B.
  - The Commission will ask the institutional President to look into the matter and report back to the Commission.
  - The Commission staff may interview the institution's employees and the complainant as part of its investigation.
  - The Commission may take regulatory action based on its review and in accordance with the Education Article and COMAR Title 13B.
  - A complaint pertaining to matters other than the Education Article or COMAR Title 13B will not be entertained by the Commission and will not be referred to another agency or organization.

### **Special Information for Texas Residents**

Required notices regarding distance-learning classes taken by Texas residents who are not enrolled in a degree program:

1. New York University School of Law is not regulated in Texas under Chapter 132 of the Texas Education Code;
2. NYU is approved and regulated by the New York State Department of Education, and the Law School is also regulated by the NY State Court of Appeals; and
3. The New York State Department of Education can be contacted at: (518) 474-3852. The Court of Appeals can be contacted at: (518) 455-7700.

This information can also be found on our [website](#). Please refer to our [website](#) for the most up to date information.