



## NEW YORK UNIVERSITY SCHOOL OF LAW EXCHANGE PROGRAM

Admission: Spring 2016 and Fall 2016

### Online Application Instructions

We are delighted that you are interested in participating in the exchange program between your university and New York University School of Law. **To be considered for the program, you are required to complete the [NYU Law Graduate Online Application](#) and provide all the documents requested.**

**Eligibility:** NYU School of Law participates in exchange programs with eleven law faculties abroad:

- University of Amsterdam
- European University Institute
- Bucerius Law School
- Peking University
- Catholic University of Leuven
- Sciences Po Law School
- University of Copenhagen
- University of Buenos Aires
- Direito Getulio Vargas - Sao Paolo
- National University of Singapore
- Shanghai Jiao Tong University

Students attending one of the above law faculties are eligible to apply for an exchange with NYU School of Law in Washington Square for one semester, although certain restrictions may apply. Please contact your home law faculty exchange coordinator for specific eligibility requirements and information about the nomination process.

Students attending the University of Buenos Aires are also eligible to apply to participate in the NYU Law in Buenos Aires program, which is held in Buenos Aires each spring. For more information about the program, please contact the UBA exchange coordinator.

Students attending the Shanghai Jiao Tong University Ko Guan School of Law are only eligible to participate in the NYU Law in Shanghai program, which is held in Shanghai each spring. For more information about the program, please contact the Jiao Tong University coordinator.

In order to apply for an exchange semester, all prospective students must apply through their home institution first. If you are selected to study at NYU by your home institution, your exchange coordinator will notify NYU School of Law. You may then proceed with the NYU School of Law online application. When the Office of Graduate Admissions at NYU School of Law has received your online application and required documents, it will review your application and make an admissions decision. You will then be notified. Admission is granted from the Office of Graduate Admissions because of the office's expertise in considering international applications.

**Step by Step Instructions:**

**Step 1:** You must be nominated by your institution and your name must be sent to The Office of Global Programs at NYU School of Law: [law.globalstudents@nyu.edu](mailto:law.globalstudents@nyu.edu).

**Step 2:** Exchange program information and a link to the online application is available here: <https://apps.law.nyu.edu/grad-app/user/login>

*The Office of Graduate Admissions will only accept the online application.*

**Step 3:** All prospective students are required to apply via the [Graduate Online Application](#). New users will be required to provide a valid email address to register an account with the online system before they will be able to access and complete the application form.

Applicants may choose to complete and submit the application form during one session, or to save their work on a part of the application form and return to it at a later date. Applicants may log into their account as many times as they wish, but they must submit the application on or before the appropriate application deadline.

- For program, the applicant must select from locations: Buenos Aires, Shanghai or Washington Square.
- Applicant must select **Spring** or **Fall** for semester of entry. Please note that students applying to the NYU Law in Buenos Aires program or the NYU Law in Shanghai program must select Spring 2016.
- In the Attachments section, the applicant must electronically attach a personal statement as well as a résumé.

**Step 4:** The applicant will have an opportunity to review the application before submitting. **The application must be submitted in order for the Office of Graduate Admissions to receive the application.**

**Step 5:** Materials to be provided to the home institution coordinator and sent to The Office of Global Programs:

- 1). Official transcripts from **ALL** law schools attended (undergraduate and graduate). Applicants must provide original, certified translations if the official transcripts are not in English.
- 2). Permission Letter: Applicants must submit a letter from the program coordinator authorizing participation in the exchange program with NYU.

**Step 6:** English Language Proficiency Test if applicable: *(please see requirements)*  
Applicants should arrange to have an official score report sent from the Educational Testing Service (institution code 2599) or IELTS to New York University School of Law.

**IMPORTANT:** *You should plan to take the TOEFL or IELTS exam at least one to two months prior to the application deadline. Students should indicate when applying for the TOEFL exam or IELTS that they would like a copy of the exam results to be sent to New York University School of Law.*



**TOEFL and IELTS Requirements:** Information regarding the TOEFL is available from [www.toefl.org](http://www.toefl.org); applicants must register for the internet-based TOEFL (iBT) only. Information regarding the IELTS is available at [www.ielts.org](http://www.ielts.org); applicants must register for the academic version only.

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.

Applicants should request that the Educational Testing Service issue an official score report of their results from the TOEFL iBT to NYU Law (institution code: 2599). For IELTS test-takers, contact the test center directly and request that your test scores be sent to New York University School of Law electronically. An institutional code is not required. NYU Law only accepts scores submitted electronically, and all IELTS test centers worldwide are able to send scores electronically to NYU.

**Step 7:** Once all of your application materials have been received, processed, and completed, you will receive an email confirmation from the Office of Graduate Admissions.

**Step 8:** Your application will be reviewed by the NYU Committee on Graduate Admissions using similar academic admission standards as the LLM program. Please note that the Committee reserves the final decision on all exchange applications, and an exchange application must be accepted by the Committee before a student begins preparations to arrive in New York City.

**Additional Course Requirements for Foreign-Trained Lawyers and Exchange Students:**

Exchange students enrolled in the fall semester whose legal training is not based upon the common law are strongly recommended to enroll in the *Introduction to US Law* course, which is offered in early August. This two-credit course is designed to introduce foreign-trained lawyers to American law, the American legal system, and American legal education. If you are participating in the exchange program in the spring semester (January - May), it is recommended for you to enroll in the *Graduate Lawyering* course in order to become familiar with American law, in lieu of the introductory course, which is not offered in the spring.

**IMPORTANT:** The Office of Global Programs should receive the official transcripts and permission letter from the exchange program coordinator in one package by the specified deadline in order to facilitate processing the submitted online application.

**EXCHANGE APPLICATION DEADLINE\*:**

**Spring 2016: October 1, 2015**

**Fall 2016: April 1, 2016**

**MAILING ADDRESS:**

**The Office of Global Programs  
NYU School of Law  
245 Sullivan Street, Suite 350  
New York, NY 10012\***

The Office of Graduate Admissions has established the above deadlines in order to allow sufficient time for visa processing by the Office of Global Services at NYU.

### EXCHANGE APPLICATION CHECKLIST

Please note that there are two components of the exchange program application: electronic submission and hard copy submission. Applicants are required to submit all materials in the manner specified in order to be considered for admission.

#### **A. Electronic Submission**

Students submit materials electronically through the online application form, which is available via the NYU Law Graduate Admissions website (<http://www.law.nyu.edu/graduateadmissions>). The online application opens September 1 and March 1. All materials listed below must be **completed and/or attached** to the online application.

1. *Online Application Form*
2. *Personal Statement*
3. *Resume or Curriculum Vitae*

**PLEASE NOTE:** Do not mail any materials which have been submitted electronically.

#### **B. Hard copy Submission**

We recommend that applicants arrange for their materials to be received at NYU Law **before** the application deadline. Certified translations are required for documents in a language other than English.

1. *English Proficiency Test Score (if applicable):* Only official TOEFL or IELTS score(s) issued from the test agency to NYU Law are acceptable.
  - TOEFL test-takers should provide institution code 2599 to ETS for reporting
  - IELTS test-takers should arrange for the test center to send their score result electronically to NYU Law
2. *Official Transcripts and Certified Translations:* Mail to the Office of Global Programs
3. *Nomination Letter from Home Institution:* Mail to the Office of Global Programs

**Mailing Address:** The Office of Global Programs  
NYU School of Law  
245 Sullivan Street, Suite 350  
New York, NY 10012