



New York University School of Law

**ADMISSION SPRING 2013 AND FALL 2013
NEW YORK UNIVERSITY SCHOOL OF LAW EXCHANGE PROGRAM
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 Direct online application and provide all the documents requested.** Please note that this is a one-semester program and courses are subject to availability.

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

- University of Amsterdam
- Bucerius Law School
- Catholic University of Leuven
- University of Copenhagen
- Direito Getulio Vargas - Sao Paolo
- European University Institute
- Kyushu University
- National University of Singapore
- Oxford University
- Peking University
- Sciences Po Law School
- University of Palermo
- University of Paris II
- University of Sydney
- University of San Andres

Students attending one of the above law faculties can apply to attend NYU School of Law for one semester. Please contact your exchange coordinator for specific eligibility requirements.

Additionally, law students who currently attend a university affiliated with New York University's International Exchange Program may apply to attend NYU School of Law for one semester after completing their law program's first year. These applicants are considered on a case-by-case basis.

Step by Step Instructions:

Step 1: You must be nominated by your institution and your name must be sent to Ms. Alma Fuentes at NYU School of Law: GlobalStudents@exchange.law.nyu.edu.

Step 2: Exchange program information and a link to the online application is available here: <http://www.law.nyu.edu/global/intlprograms/incomingexchangestudents/index.htm>

The Office of Graduate Admissions will only accept the online application; please do not send paper copies of the old Exchange application as we have moved to an electronic application for faster processing.

Step 3: The applicant must register and fill out the NYU School of Law Graduate Online Application. You will receive an email from the Office of Graduate Admissions once your registration is confirmed. You can then log into and fill out the application.

-For program, the applicant must select "Exchange".

-Applicant must select **Spring 2013 or Fall 2013** for semester of entry.

-In the Attachments section, the applicant must electronically attach a personal statement as well as a résumé.

Step 4: There is **NO** application fee for Exchange applicants. It is waived for all Exchange applicants.

Step 5: 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 6: Materials to be provided to the home institution coordinator and sent to Ms. Fuentes:

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.

3. 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.

or

A photocopy of an official TOEFL or IELTS score report (an Examinee Report is not acceptable) sent directly from the law school registrar or exchange program coordinator will be accepted provided that the score has not expired and the photocopy is an attested true copy by the registrar or the coordinator.

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 wish 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; applicants must register for the internet-based TOEFL (iBT) only. Information regarding the IELTS is available at 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. Because this is the first year in which NYU Law accepts IELTS, no subsection minimums will be established for this test. However, the Committee will look for applicants who achieve a score of at least 7 on most of the subsections (listening, reading, writing, and speaking).

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 LL.M. 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 whose legal training is not based upon the common law, are required to enroll in Introduction to U.S. Law, which begins 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), you do not have to enroll in any introductory course.

IMPORTANT: The Office of Graduate Admissions should receive **ALL** application materials (except if the TOEFL or IELTS score is being sent directly from the testing organization) from the exchange program coordinator in one package by the specified deadline in order to facilitate processing the submitted online application.

EXCHANGE APPLICATION DEADLINES*:

Spring 2013: October 1, 2012

Fall 2013: April 1, 2013

MAILING ADDRESS:

**Ms. Alma Fuentes
NYU School of Law
245 Sullivan Street, Suite 340
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 for International Students and Scholars at NYU.



EXCHANGE APPLICATION CHECKLIST

Application Form

- ☐ *NYU Online Application*
 - Submitted via the NYU School of Law website
 - Do not mail a printed copy of your completed online application
- ☐ *Application Fee is WAIVED*

Materials Submitted via Electronic Attachment

The following materials must be electronically attached to the NYU Online Application in order to complete the online submission process. Do not mail any materials which are submitted via electronic attachment.

- ☐ *Personal Statement*
- ☐ *Résumé or Curriculum Vitae*

Materials Submitted Electronically or Mailed to Graduate Admissions

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.

- ☐ *Official Transcripts and Certified Translations if applicable*
- ☐ *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 to NYU Law
 - IELTS test-takers should arrange for the test center to send their score result electronically to New York University School of Law
- ☐ *Nomination Letter from School*
 - Submitted to Ms. Alma Fuentes

Mailing Address: Ms. Alma Fuentes
NYU School of Law
245 Sullivan Street, Suite 340
New York, NY 10012