

Spring 2018 Exchange Program with NYU Law in Shanghai
Information for Candidates from Shanghai Jiao Tong Ko Guan School of Law

Students attending the Shanghai Jiao Tong University Ko Guan School of Law are eligible to participate in an exchange with the NYU Law in Shanghai program, a study abroad opportunity for NYU Law students held each spring in Shanghai. The program is hosted at NYU Shanghai's campus in Pudong, and qualified Jiao Tong students are able to participate in select classes in the program to earn academic credit at their home institution. Certain restrictions and eligibility requirements may apply.

NYU Law in Shanghai is administered by the Office of Global Programs at NYU Law. More information is available at <http://www.law.nyu.edu/global/globalopportunities/incomingexchangestudents>.

Prospective applicants from Jiao Tong with questions may contact the office via email at law.globalstudents@nyu.edu.

Program Timeline

September 1, 2017:	Nominations due to NYU Law's Office of Global Programs
October 2, 2017:	Students' application materials due to NYU Law's Office of Graduate Admissions
November, 2017:	Admission decisions released
December, 2017:	Student enrollment and course registration
January 22, 2018:	Start of Spring 2018 semester

Application & Required Documents

Online Application

After being nominated by Jiao Tong, all prospective exchange students must apply to NYU Law 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 application deadline.

Jiao Tong applicants must select Shanghai from the location menu, and Spring 2018 for the semester of participation. Please note that Jiao Tong students are not eligible to apply for an exchange in New York. In the Attachments section, the applicant must upload a personal statement as well as a résumé.

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.

Submission of Supplemental Materials

In addition to the online application, applicants must submit the following materials:

- 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 Jiao Tong coordinator authorizing participation in the exchange program with NYU.

MAILING ADDRESS: The Office of Global Programs at NYU School of Law
245 Sullivan Street, Suite 350 New York, NY 10012.

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

Submission of English Language Proficiency Test

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; 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, 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.

Once all of your application materials have been received, processed, and completed, you will receive an email confirmation from the Office of Graduate Admissions. 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 participate in NYU Law in Shanghai.

Tuition and Fees

The tuition and fees for the semester of exchange are paid to the student's home institution. At no time do Jiao Tong students pay any tuition or registration fees to NYU School of Law.

Registration

NYU Law in Shanghai offers between five and six courses each spring, and a limited number of Jiao Tong students are able to enroll in select classes. Jiao Tong students may enroll in no more than two courses each at NYU Law in Shanghai. The final curriculum and course schedule will be released to prospective Jiao Tong candidates prior to the nomination deadline in September.

NYU Law will manage the course registration process internally once Graduate Admissions has released their admission decisions, and the selected students have confirmed enrollment.

Transcript Requests

At the conclusion of the semester, students may access their transcripts online using the ALBERT system. Students will not be charged for viewing or requesting paper copies of their transcripts. Directions for this process can be found at

<http://www.law.nyu.edu/recordsandregistration/transcriptsandenrollmentcertifications>.

Due to the privacy policies set by NYU School of Law, students must request official copies of their transcripts individually. The Office of Global Programs cannot request nor distribute exchange students' transcripts.

Students should check ALBERT to ensure that their grades have posted before requesting their transcripts. Students can also print download and print unofficial copies of their transcript at any point during the semester through their NYU Home account, via ALBERT.

Exchange Program Contacts

Office of Global Programs

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