



## Exchange Applicants Nominated by Partner Schools (Non-Degree Applicants)

### Application Priority Dates

- **Fall semester: April 1**
- **Spring semester: October 1**
  - Failure to apply by the stated priority dates could delay the processing of visa documents necessary to make your travel arrangements. It is not possible to begin the semester after the first day of classes.

### Application Requirements:

- **Transcripts** (scanned copy of most recent grades, and degree certificate if available, to upload)
- **Personal statement**
- **Resume/C.V.**
- **English proficiency score** (scanned copy of score report)
  - TOEFL score of at least 94 IBT (strongly preferred. Flexibility is possible based on the remainder of your file)
  - IELTS score of at least 7.0 (strongly preferred. Flexibility is possible based on the remainder of your file)
  - CEFR C1-Advanced (will be considered)
  - TOEIC score of at least 850 (will be considered)
  - Duolingo English Test (DET) of at least 115 (will be considered)
  - In cases where no official test score is available or obtainable, a letter from the exchange program coordinator or English language instructor verifying the applicant's proficiency may be acceptable.
  - We also offer a summer program which allows students to improve their English and Legal English before starting the fall term. Students should already have an IBT TOEFL of around 80+, IELTS of 6.5+, or CEFR B2

### How to Apply

- Your home university should provide the Assistant Dean for International Programs with the name/s and contact information of the exchange nominee/s by April 1 (Fall enrollment) or November 1 (Spring enrollment).
- Nominees should then complete the Indiana University online application.
  - Application Link: <https://graduate.indiana.edu/admissions/apply.html>
  - If you do not already have an application fee waiver code, request one now by email us: [lgradadm@indiana.edu](mailto:lgradadm@indiana.edu).
  - Step by step application instructions: Next Page



## Step 1.

Open the application link:

<https://graduate.indiana.edu/admissions/apply.html>

In this first step you will create your application account.

### Instructions:

- Be sure to enter your name exactly as it appears on your passport.
- Be sure to remember your username and password.

# Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

\* Indicates required field.

## Your Name

Title	<input type="text"/>
* First or Given Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last or Family Name	<input type="text"/>
Suffix	<input type="text"/>
Display Name	<input type="text"/>

## Contact Information

* Email Address	<input type="text"/>	Home <input type="button" value="v"/>
* Confirm Email Address	<input type="text"/>	
* Preferred Phone Number	<input type="text" value="(201) 555-5555"/>	Mobile <input type="button" value="v"/>
Alternate Phone Number	<input type="text" value="(201) 555-5555"/>	Mobile <input type="button" value="v"/>

## Text and Phone Authorization

☐

I agree to the [Terms of Service](#) and to receive calls and/or texts at any phone number I have provided or may provide in the future, including any wireless number, from any entity associated with my application process, including but not limited to my designated schools and programs, the Liaison International support team, or the association for this Centralized Application Service.

## Username and Password

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one lower and one upper case letter.

* Username	<input type="text"/>
* Password	<input type="password"/>

Username is required.



## Step 2.

### Instructions:

- Be sure to select “International” unless you hold a US passport.

## Citizenship Status

Note that you will be asked citizenship questions again later in the application. Please provide consistent responses to prevent any delays in admissions processing.

\* Indicates required field.

### Citizenship Status

\* Select a citizenship status

International

U.S. Citizen

Legal Permanent Resident

International

Other

Save Changes

## Step 3.

In this step you will choose the program you will apply to.

### Instructions:

- In the search field at the top of the page type in: “law non” and wait...
- “Law Non-Degree Exchange” should be displayed.
- Make sure the location says “Bloomington” →
- Click the + to add this program. →

Add at least one program

Add Program

Selected Programs

law non

Showing results for: ✕ Available Programs

Add	Program Name	Degree	Start Term
BLOOMINGTON			
+	Law Non-Degree Exchange	Non-Degree	Spring



**Step 4.**

**Instructions:**

- Once you complete step 3 above, click the “Selected Programs” link at the top

[Add Program](#)

[Selected Programs](#)

Showing results for: ☒ Available Programs

Add	Program Name	Degree
BLOOMINGTON		
✓	Law Non-Degree Exchange	Non-Degree

- Following the above, then click the “Continue” button at the bottom of the screen

**Selected Programs**

Name	Degree	Start Term	Start Year
Law Non-Degree Exchange			
Non-Degree			
Spring			

[Continue](#)

- If you see this screen, click the continue button once again to get to your application

## Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

TOTAL FEE(S)  
**\$70**

[Continue To My Application >](#)



## Final Steps

The final step is to complete all 4 sections of the application.

### Instructions:

Carefully and fully complete each section:

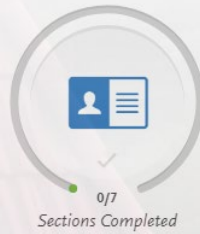
- Personal Information
- Academic History
- Supporting Information
- Program Materials
- If you have questions on any one of these, you can save your application and email us for support.

**Will Schaad**

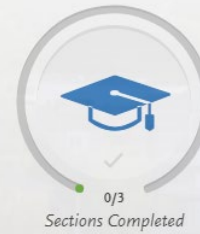
**Director of Admissions**

[lgradadm@indiana.edu](mailto:lgradadm@indiana.edu)

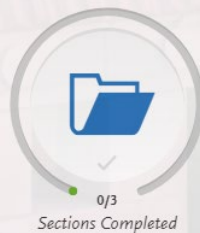
## Personal Information



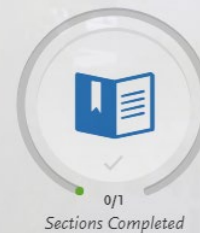
## Academic History



## Supporting Information



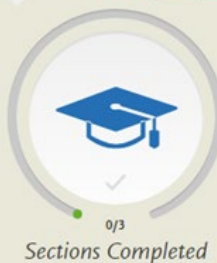
## Program Materials



- While working on the application, if you want to return to the above screen, click the "My Application" link at the top of the page.

[My Application](#)

[Add Program](#)



## Colleges Attended

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution

Also, report each institution only once, regardless of the number of degrees earned.

## OTHER IMPORTANT POINTS

- If you do have documents that are in a name that is different than your passport name, enter it here.
- Please **DO NOT** enter a "Preferred Name" as this often results in name confusion in university systems.

### Alternate Name

- \* Do you have any materials under another name (for example a maiden name, middle name or nickname)?



Yes



No

### Preferred Name

- \* Do you have a name (first, middle) that you commonly use that differs from your legal name?



Yes



No



## Additional Information

### Exchange Program Credits and Funding

<b>Credits</b> Students participating in the non-degree exchange program may earn up to 15 credits per semester. Upon completion of the LLB at their home institutions, exchange students may apply to return to Maurer Law for the LLM program and use up to 12 exchange credits towards the LLM degree.	<b>Tuition and Funding</b> Non-degree exchange students will receive a waiver of tuition (up to 15 credits) and mandatory fees. They are responsible for their own travel, books, room and board, mandatory health insurance and miscellaneous expenses.
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### Proof of Funding

Once you apply, you will be required to upload proof of finances for all fees not covered by the exchange program agreement. All US universities are required to collect proof of funding information for international applicants. This documentation is required for visa documents and visa interview.	<b>You must show sufficient funds to cover living expenses, books and health insurance</b> <ul style="list-style-type: none"> <li>- <a href="https://law.indiana.edu/graduate-apply/financial-info.html">https://law.indiana.edu/graduate-apply/financial-info.html</a></li> <li>- bank statement (in English) from the applicant or the sponsor</li> <li>- upload proof of funding in Atlas (more information will be provided via email)</li> </ul>
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### Courses and Calendar

<b>Semester Dates</b> <ul style="list-style-type: none"> <li>these dates include <b>required international student orientation</b> period and <b>exam periods</b></li> </ul>	<b>Academic Calendar:</b> <a href="https://law.indiana.edu/students/academic-calendar/index.html">https://law.indiana.edu/students/academic-calendar/index.html</a> <b>Fall 2023:</b> Tues, August 15 - Fri, December 15, <b>Spring 2024:</b> Wed, January 10 - Fri, May 3; (not yet confirmed).
Teaching schedule and exam dates	See <a href="#">teaching schedule</a> for the semester you plan to begin. <a href="https://law.indiana.edu/students/student-affairs/registration-material.html">https://law.indiana.edu/students/student-affairs/registration-material.html</a>
Course descriptions	See <a href="#">course descriptions</a> for the semester you plan to begin. <a href="https://law.indiana.edu/students/student-affairs/registration-material.html">https://law.indiana.edu/students/student-affairs/registration-material.html</a>
Required courses for LLM degree (if you plan to return for the LLM and want to take some required courses)	See <a href="#">degree requirements</a> page. <a href="https://law.indiana.edu/academics/graduate-degrees/overview/llm.html">https://law.indiana.edu/academics/graduate-degrees/overview/llm.html</a>

### Additional Information and Contacts

<b>Office of International Services (OIS)</b> Information about visas, finances, housing, orientation, travel to Bloomington, etc. This office will also produce your visa documents and send you your official IU admission letter.	Web: <a href="http://ois.iu.edu">http://ois.iu.edu</a> eMail: <a href="mailto:newtoiu@indiana.edu">newtoiu@indiana.edu</a>
<b>Maurer School of Law</b> Office of International Programs and Graduate Legal Studies	William Schaad - eMail: <a href="mailto:lgradadm@indiana.edu">lgradadm@indiana.edu</a> Director of Admissions - Phone: +1 812 856 7217
<b>On Campus Housing: Residential Programs and Services (RPS)</b> Exchange students are guaranteed on campus accommodation if they meet Maurer's application deadlines and meet RPS application deadlines.	Web: <a href="https://housing.indiana.edu">https://housing.indiana.edu</a> Email: <a href="mailto:askrps@indiana.edu">askrps@indiana.edu</a>