### Foreign Trained Lawyers Program (FTLP)

**Fall 2022 Application Walk-through**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Before you apply</td>
<td>1</td>
</tr>
<tr>
<td>Step 2</td>
<td>How to apply</td>
<td>1</td>
</tr>
<tr>
<td>Step 3</td>
<td>University of Calgary Application Portion-Create eID</td>
<td>2</td>
</tr>
<tr>
<td>Step 4</td>
<td>Sign-in to Application and Personal Information</td>
<td>3</td>
</tr>
<tr>
<td>Step 5</td>
<td>Entre Post-Secondary Education History</td>
<td>8</td>
</tr>
<tr>
<td>Step 6</td>
<td>Select Desired Term</td>
<td>10</td>
</tr>
<tr>
<td>Step 7</td>
<td>Program-Specific Questions</td>
<td>12</td>
</tr>
<tr>
<td>Step 8</td>
<td>Entre Work Information</td>
<td>17</td>
</tr>
<tr>
<td>Step 9</td>
<td>Review Application</td>
<td>19</td>
</tr>
<tr>
<td>Step 10</td>
<td>Application Declaration and Payment</td>
<td>21</td>
</tr>
<tr>
<td>Step 11</td>
<td>Upload Required Document</td>
<td>23</td>
</tr>
<tr>
<td>Step 12</td>
<td>Check Your Status</td>
<td>26</td>
</tr>
</tbody>
</table>
Step 1). Before you apply

Prepare required supporting documents:

1. **Transcripts** - Scanned copies only. No official transcripts required from the home institutions.
2. **Valid NCA Report** - Must be issued within the last five (5) years, that shows required courses and law degree information.
3. **Proof of English Language Proficiency** (if applicable)
4. **Personal Statement (maximum 750 words)** - The Personal Statement is an opportunity for you to help the Admissions Committee get to know you better: who you are, your non-academic pursuits, your lived experiences, and three (3) reasons why you want to take the program.
5. **Resume**

⚠️ Since the online application times out every thirty (30) minutes if left open for too long, we recommend working on your Personal Statement questions outside of the application (where you can run them through a spell-checker) then copy and paste them into your application.

Step 2). How to apply

Go to: [https://apply.ucalgary.ca/StudentAdmission/Default.aspx](https://apply.ucalgary.ca/StudentAdmission/Default.aspx)
Step 3). University of Calgary Application Portion-Create eID

To access the online application, you must create an eID. If you have never applied to the University of Calgary before, you will need to create eID. Students who have applied or attended previously should use their existing eID to apply. If you cannot remember your eID, please contact IT support at 403-220-5555.
Step 4). Sign-in to Application and Personal Information

Online application Portal

Welcome to the UCalgary Law Application

Please refer to the UCalgary Law - JD website for information about JD admissions and application deadlines.

Please refer to the UCalgary Law - Foreign Trained Lawyers Program website for information about Foreign Trained Lawyers admissions and application deadlines.

To begin a new application:
1. Select Create a New Application
2. Select the term for which you are applying
   - Fall term: First-Year, Transfer, Letter of Permission, Foreign Trained Lawyers Program
   - Winter term: Letter of Permission only
3. Click Create

To continue working on an application you have already started but have not submitted:
1. Click Edit next to the incomplete application you wish to continue
2. Click Edit in the confirmation box that opens

NOTE: Applications cannot be edited after they have been submitted.

IELP applicants from the University of Houston:
Click Edit next to the application that has already been started for you.

NOTE: If you are applying for First-Year studies, with a plan to enter the TELP program, submit your application as a First-Year applicant.

Trying to check your application status after submitting your application?
To check the application status and To Do List for your submitted application, you must sign into the My UCalgary Portal.
The link to the My UCalgary Portal can be found on the UCalgary Law How to Apply page.
Read This First

Students who enter a service request with IT from one of the US embargoed countries will receive a message that appears to restrict access to support. This is not a University of Calgary restriction but a result of the service provider being located in the USA. To bypass the service provider and obtain technical support, please email the details of your issue to it@ucalgary.ca.

A Message from the UCalgary Law Admissions Office

The Admissions Committee's mandate is to admit excellent candidates, from a variety of experiences and backgrounds. When we assess your application, we will be looking for evidence that you can succeed academically in law school and positively contribute to your community. All aspects of your application will be taken into consideration, and there is no specific weighting assigned to any of the factors.

You are encouraged to ensure your application is filled out in full before you submit it. A submitted application cannot be updated or edited.

When you submit your application, you will be prompted to pay your application fee immediately by credit card. Please ensure you allow enough time for both your application to submit and your application fee to process well before the application closes. This means that you should not wait until just a few minutes before the application closes to submit your application.

See the Faculty of Law website for more information about JD admissions and application deadlines.

Applicant Responsibilities

Each applicant is responsible for ensuring that the information they provide is truthful, complete and correct. Withholding material information that could reasonably be expected to be relevant to the deliberations of the Admissions Committee or submitting information that is determined to be false, misleading or written by someone else may result in revocation of an offer of admission or registration from the law school.

Freedom of Information and Protection of Privacy Act

All JD Applicants

UCalgary Law may share which applicants have made a commitment to attend UCalgary Law with LSAC and/or other Canadian law schools to identify those who have made commitments to multiple law schools. To comply with the Freedom of Information and Protection of Privacy Act (FOIP), by checking the box below, I agree to give permission to UCalgary Law to disclose my commitment to attend UCalgary Law to LSAC and/or other Canadian law schools should I be admitted and accept my offer.

Upper-Year JD Applicants

To comply with the Freedom of Information and Protection of Privacy Act (FOIP), by checking the box below I agree to give permission for my referees listed in this application to disclose personal information, such as attendance, or performance to the University of Calgary.

I have read this page.

Special Note Concerning 30-Minute Timeout Limit

Each online application session has a 30-minute timeout limit. You are strongly encouraged to compose your long answers using a word processor, then cut and paste the information into the online application. When cutting and pasting information, we recommend reviewing your answer on the online application form, because not all formatting or special characters will transfer over.

You are also encouraged to save your application often to ensure that important information is not lost.
If you have attended an Alberta Educational Institution, you will have an Alberta Student Number (ASN). You can look up your ASN at the Alberta Government - Learner Registry.

If you have not yet attended an Alberta Educational Institution, please disregard.

⚠️ The first language which you learned at home in childhood and which you still understand. If you no longer understand the first language learned, use the second language or most proficient language learned.
Addresses

If your contact information - including email address, address, and phone number - changes after you submit your application, please ensure that you update it through the My UCalgary Portal.

**Current Mailing Address**
- **Country**: Canada
- **Address**: 2500 University Drive
- **City**: Calgary
- **Province**: Alberta
- **Postal Code**: T2N 1N4

**Permanent Address**
- **Same as above**: Yes
- **Country**: select
- **Address**: 
- **City/Province/State**: 
- **Postal Code**: 

Go Back  Save & Continue
Update your personal information after you submitted your application

In the “Personal Information” section of your my.ucalgary.ca Student Centre, you can make changes to your personal information to ensure it is up to date. View detailed instructions. Please ensure your personal information is up to date, including addresses, phone numbers and email address.

Canadian Citizen:
Step 5). Entre Post-Secondary Education History
This section (FAQs-JD Program) is not relevant to the FTL application.
Step 6). Select Desired Term
Step 7). Program-Specific Questions

We recommend you write your personal statement first, then copy and paste it into your online application once you're happy with it. Make sure you save it regularly, as it times out after thirty (30) minutes of inactivity.
Entre IELTS (Academic) Test Score (if applicable)

English Language Proficiency Required by the FTL program

Test Scores

**JD Applicants**

**LSAT Scores**
Please click Add to enter your highest LSAT score and corresponding test date.

**Note for First-Year JD Applicants:**
If you are re-writing the LSAT in October, November, or January and do not yet know your score, enter only the latest test date and click Add Score, leaving the score blank.

Frequently Asked Questions for this section can be found at the bottom of this page.

**Foreign Trained Lawyers Program Applicants**
If the language of instruction for your legal academic qualifications was English, and such qualifications were obtained in a country where English is an official language, you do not need to provide evidence of an IELTS test. Please select the appropriate response below.

Otherwise, we require a minimum score of 7.5 across the following elements of the IELTS Academic test:

- Writing
- Speaking
- Reading and
- Listening

<table>
<thead>
<tr>
<th>Test Score</th>
<th>Test Name</th>
<th>Completed</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English Language Proficiency</td>
<td>No</td>
<td>Add</td>
</tr>
</tbody>
</table>

**Frequently Asked Questions - LSAT**

1. What is the latest I can write the LSAT for first-year admissions?
   - The upcoming January test is the last LSAT that will be accepted for this application cycle.

2. What if I wrote the LSAT multiple times?
   - Please enter your highest LSAT score and corresponding test date, unless you have an upcoming rewrite.

3. What if I already wrote the LSAT and I am registered to rewrite in October, November, or January?
   - Enter the latest test date you are registered to write and leave the score blank. We will fill in your highest score after we receive the LSAT report from your upcoming test.

4. What if I have not written the LSAT yet?
   - Enter your latest planned test date and leave the score blank. We will fill in your highest score after we receive your LSAT report.

5. What if I do not know my LSAT score?
   - If you do not know your LSAT score at this time, enter the test date and leave the score blank. We will fill in your highest score after we receive your LSAT report.

6. What if I have not decided whether I want to rewrite the LSAT?
   - Answer to the best of your knowledge at this time. If you change your mind about rewriting after submitting your application, please send an update by law@ucalgary.ca.

7. What if I am an upper-year applicant?
   - Please enter your highest LSAT score and corresponding test date.
### Test Scores

**JD Applicants**

**LSAT Scores**
Please click the button to enter your highest LSAT score and corresponding test date.

**Note for First-Year JD Applicants:**
If you are writing or re-writing the LSAT in October, November, or January and do not yet know your score, enter only the latest test date and click Add Score, leaving the score blank.

Frequently Asked Questions for this section can be found at the bottom of this page.

**Foreign Trained Lawyers Program Applicants**
If the language of instruction for your legal academic qualifications was English, and such qualifications were obtained in a country where English is an official language, you do not need to provide evidence of an IELTS test. Please select the appropriate response below.

Otherwise, we require a minimum score of 7.0 across the following elements of the IELTS Academic test:

- Writing
- Speaking
- Reading
- Listening

### Test Score

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Completed</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Proficiency</td>
<td>Complete</td>
<td>Edit/Delete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Test Date</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS Band</td>
<td>2020/11/16</td>
<td>8</td>
</tr>
<tr>
<td>IELTS Listening</td>
<td>2020/11/16</td>
<td>8</td>
</tr>
<tr>
<td>IELTS Reading</td>
<td>2020/11/16</td>
<td>8</td>
</tr>
<tr>
<td>IELTS Speaking</td>
<td>2020/11/16</td>
<td>8</td>
</tr>
<tr>
<td>IELTS Writing</td>
<td>2020/11/16</td>
<td>8</td>
</tr>
</tbody>
</table>

### Edit English Language Proficiency Test Score:

Please provide your scores for one of the following:

- IELTS (International English Language Academic Testing Service)
For 2021-2022 FTL application, there will be two (2) English Language Proficiency (ELP) exemptions for candidates. Candidates will be exempt if:

a). they satisfy NCA’s language proficiency requirement, then they do not need to write any English test

b). OR their undergraduate education experience is in a country where English is the first or native language.

To indicate ELP is exempted on your application:
Student Admissions for Law

Test Scores

JD Applicants
LSAT Scores
Please click add to enter your highest LSAT score and corresponding test date.

Note for First-Year JD Applicants:
If you are writing or rewriting the LSAT in October, November, or January and do not yet know your score, enter only the test date and click Add Score, leaving the score blank.

Frequently Asked Questions for this section can be found at the bottom of this page.

Foreign-Trained Lawyers Program Applicants
If the language of instruction for your legal academic qualifications was English, and such qualifications were obtained in a country where English is an official language, you do not need to provide evidence of an IELTS test. Please select the appropriate response below. Otherwise, we require a minimum score of 7.0 across the following elements of the IELTS Academic test:

- Listening
- Speaking
- Reading
- Writing

Test Score
Test Name  Completed Action

English Language Proficiency
I completed a baccalaureate degree or an equivalent degree from a recognized institution in which the language of instruction is English and I believe that the English Proficiency Test is not applicable to me.

Frequently Asked Questions - LSAT
1. What is the latest I can write the LSAT for first-year admissions?
   The upcoming January cycle is the last LSAT that will be accepted for this application cycle.

2. What if I wrote the LSAT multiple times?
   Please enter your highest LSAT score and corresponding test date, unless you have an upcoming rewrite.

3. What if I already wrote the LSAT and I am registered to rewrite in October, November, or January?
   Enter the latest test date you are registered to write and leave the score blank. We will fill in your highest score after we receive the LSAT report from your upcoming test.

4. What if I have not written the LSAT yet?
   Enter your latest planned test date and leave the score blank. We will fill in your highest score after we receive your LSAT report.

5. What if I do not know my LSAT score?
   If you do not know your LSAT score at this time, enter the test date and leave the score blank. We will fill in your highest score after we receive your LSAT report.

6. What if I have not decided whether I want to rewrite the LSAT?
   Answer the best of your knowledge at this time. If you change your mind about rewriting after submitting your application, please send an update to law@ucalgary.ca.

7. What if I am an appeal applicant?
   Please enter your highest LSAT score and corresponding test date.

Academic Honours

Include scholarships, medals, and awards at the post-secondary level, including entrance awards. Non-academic honours and publications may also be included, but will count towards the maximum number of entries.

Enter the year, month & day you received your award or honour. If the day is unknown enter 01 for the first day of the month.

Maximum 10 entries.

Add an award
Award  Date Received

No records to display.

Add an award
* Award  Duane's List, first class honor  [2006-6-1]
* Date Received (yyyy-mm-dd)  2006-6-1

Save  Cancel
Step 8). Entre Work Information

List job positions chronologically, the most recent appearing first.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Start Date</th>
<th>End Date</th>
<th>Company Location</th>
<th>Company Contact and Phone Number</th>
<th>Position Held and Type of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immigration Law Firm</td>
<td>2009-01</td>
<td>2011-11</td>
<td>Calgary</td>
<td>001-123-4567</td>
<td>Immigration Legal Assistant Preparing Immigration applications such as family class applications</td>
</tr>
</tbody>
</table>

Save | Cancel
Step 9). Review Application
Please carefully review your application. Once you have submitted the online application, it cannot be updated.

## Review Application

Please take time to review your application carefully before submission.
A submitted application cannot be updated or edited under any circumstances.

### Admission Information

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>501206793</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence Number</td>
<td>4</td>
</tr>
<tr>
<td>eID</td>
<td>ruvnel duan</td>
</tr>
<tr>
<td>Term</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>Last Update Date</td>
<td>November 15, 2021</td>
</tr>
</tbody>
</table>

### Personal Information

- **Name**: Testing FTLP
- **Gender**: Female
- **Date of Birth**: January 01, 1980
- **Country of Birth**: Canada
- **Email Address**: lawFTLP@ucalgary.ca
- **Current Address**: 2500 University Drive Calgary, AB Canada T2N 1N4 1-403-2100722
- **Phone Number**: India
- **Permanent Resident**: No
- **Previously Attended the University of Calgary**: Yes
- **Alberta Student Number (ASN)**: 102093838
- **Attending ESL Program**: No
- **First Language**: Hindi
- **Second Language**: English

### Post-Secondary Education

- **University of Delhi**
  - Bachelor of Laws (September 2007)
- **University of Leicester**
  - Bachelor of Laws (January 2009)
  - I have or will graduate from this post-secondary institution.

  Major Area of Study: Common Law
Step 10). Application Declaration and Payment

Application Declaration and Payment

Collection of Information Statement

Declaration/Signature

I hereby declare the information I have submitted in this application is true, complete and correct to the best of my knowledge and that my autobiographical and personal submissions are authorized solely and entirely by me. I will keep the University informed of any changes to the information in my application materials.

I understand that submitting this application permits the University of Calgary to request or confirm any factual information necessary to support my application for admission and that the submission of any false or plagiarized statements or documents or failure to disclose attendance at another post-secondary institution will result in the immediate cancellation of admission and registration to the University of Calgary.

The personal information of applicants is collected under the authority of the Post-Secondary Learning Act and in accordance with the Freedom of Information and Protection of Privacy Act (Alberta). It is required to determine eligibility for admission and to contact applicants regarding University programs and services. If admitted, the personal information will form part of the student record and will be disclosed to relevant academic and administrative units. Some information will be disclosed to relevant student societies and the alumni association and will be provided to the federal and provincial governments to meet reporting requirements.

The following personal information is defined as the student’s public record at the University of Calgary: name, dates of registration and graduation, faculty of registration, and degree/diploma/certificate awarded. Questions about the collection or use of your personal information may be made to the Faculty of Law Student Services and Admissions Office at law@ucalgary.ca for JD applications and lawFTLP@ucalgary.ca for Foreign Trained Lawyers Program applications.

I have read and understood this applicant declaration, and that if admitted to the University of Calgary, I agree to comply with all rules and regulations of the University.

Payment

By submitting this application, you agree to pay the non-refundable application fee. This fee is required for each application that is submitted, regardless of your eligibility to apply or be admitted to the University of Calgary. Applications will not be processed if the application fee has not been paid.

Do not send cash through the mail.

The total amount is $145.00 CAD.

- If you have already submitted your application fee payment, you are not required to provide payment information again.
- If you are unsure, please provide the information and we will check for you. You will not be charged more than one application fee payment.
- If your non-refundable application fee payment was not successful, please enter your credit card details again.

How would you like to pay?

1. I have already submitted my application fee payment.
2. I will pay by credit card. (Visa/MasterCard/American Express)
3. I will pay through an alternate payment option. Available options are listed on the UCalgary website.

PLEASE NOTE that during the COVID-19 situation, payment options may be restricted. Please see Alternate Payment Options for the most current options available if not paying by credit card.

Submit
Finalize application page – Please make sure to review the ‘What you should expect to happen’ information. You will receive your UCID/confirmation to the email you provided at the beginning of the application. Once you have reviewed your next steps, it is safe to “Exit”. Your application has now been submitted. Thank you for choosing the University of Calgary.
Step 11). Upload Required Document

Step 1: Log in to my.ucalgary.ca (your Student Centre) using your eID and password (these are the same credentials used to access your online application).

Step 2: In your Student Centre, click on the My Application tab (on the left-hand side of the main page, under the Home tab).

Step 3: This will navigate to your Application Page where you can scroll down to My Applications and click the Upload link.

Step 4: Click Select beside the specific document that you will be uploading.

Documents Upload

Please upload the supporting documents listed below. Applicants to Undergraduate Programs and Open Studies:
Please take care in ensuring the correct documents are uploaded. Once a document is uploaded, it cannot be modified until we have processed it. Uploaded documents will be reviewed in 1-3 weeks by the Undergraduate Admissions team and you will be contacted by email if the document provided is not sufficient or if we require further information from you. Please check your email inbox and your Student Center for updates.

Applicants to Graduate Programs, Law and Veterinary Medicine:
If you want to replace a document that you have previously uploaded with a new one, click the ‘Select’ button beside the document name and follow the instructions on the following page. Only the most recent document uploaded will be considered for admission.
**Step 5:** A pop-up window will appear for you to select the document you want to upload. Click **Upload**. Note: Please disable any pop-up blockers on your browser or you will not be able to see the pop-up window to upload documents.

**Step 6&7:** You will be prompted to find and upload your desired document. Click **Browse** then find and select the file, then click **Upload**.

⚠️ The name of your file cannot be longer than thirty (30) characters, including spaces and/or symbols. If your document has multiple pages, please combine them into a single file before uploading.
Steps 7&8: Once the file has been uploaded, you will be able to review it by clicking the View hyperlink. If everything in your file is correct, click Save to submit. After uploading the file, the item (in this example, your transcripts) will be removed from your To-Do list.

How to Upload Your Supporting Documents Video

Troubleshooting

Switching browsers may remedy some problems encountered while uploading documents.

- If you are unable to log in to your my.ucalgary.ca account due to an eID login loop, please contact the IT Support Centre at (403) 220-5555.
- If any hyperlinks or the Upload buttons do not work, this may be due to your pop-up settings. Please ensure that pop-ups are enabled in your browser.
Step 12). Check Your Status

Step 1: Log in to my.ucalgary.ca (known as your Student Centre) using your eID and password (this is the same eID & password used to create your online application).

Step 2: In your Student Centre, click on the My Application tab (on the left-hand side of the main page under the Home tab).

Step 3: This will direct you to your Application Page where you can scroll down to My Applications and click the Status link.

💡 If the online application fee has not been paid, you will not be able to check the status of your application. Information on how to pay application fees can be found here.

Whether you are a prospective student seeking to connect with the FTL program, or a current applicant with specific questions about your application, the Foreign Trained Lawyers (FTL) Team is here to help!

Email: lawFTLP@ucalgary.ca

PH: 1-403-210-8722