

# Foreign Trained Lawyers Program (FTLP)

## Fall 2023 Application Walk-through

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## Step 1). Before you apply

Prepare required supporting documents:

1. **Transcripts**-Scanned copies only. No official transcripts required from the home institutions. We will confirm with the NCA directly that your copies conform with the originals which you will have provided to the NCA.
2. A valid **National Committee on Accreditation (NCA) Assessment Report**, issued within the last five (5) years, that shows required courses and law degree information.
3. A valid **NCA Assessment Completion Report**, that shows language assessment and any progress you have made since you received your NCA assessment
4. **Proof of English Language Proficiency** (if applicable)
5. **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.
6. **Resume**

## Step 2). 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.



eID Registration -[FAQ](#)



### Choose your eID

Your eID username will be used to access My UCalgary. We recommend `firstname.lastname`.

All fields are required.

eID

#### eID rules:

- Your eID must end with a period and then your last name.
- For example, if your name is Jane Smith your eID must end with `.smith` which means it can be `jane.smith` or `j5.smith`, etc.
- Note: Numbers cannot be used after the period.

For more information visit our [eID FAQ](#).



## Step 3). How to apply

Go to: <https://apply.ucalgary.ca/StudentAdmission/Default.aspx>



Welcome to the Admission Forms page!

To create or resume a GRADUATE STUDIES application, [click here](#).

To create or resume an UNDERGRADUATE application, [click here](#).

To create or resume a Law application, [click here](#).

To create or resume an Open Studies, [click here](#).

To create or resume a Doctor of Veterinary Medicine application, [click here](#).

To create or resume a Qatar program, [click here](#).

To create or resume a Visiting Graduate Studies application, [click here](#).

**FTL Application Launching Page**

If you do not have an eID, you may create one [here](#).

## Step 4). Sign-in to Application and Personal Information

Log in: [Online application Portal \(https://apply.ucalgary.ca/StudentAdmission/Default.aspx\)](https://apply.ucalgary.ca/StudentAdmission/Default.aspx)

# Student Admissions for Law

[START APPLICATION](#)    [Logout](#)

### Admission Forms

## 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 IELP 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.

**Attention: International Applicants to the Foreign Trained Lawyers Program**  
*Before completing this application, we strongly advise that you contact our International Student Services at <https://www.ucalgary.ca/student-services/iss> for information about being an international student in Canada, study permits, work permits, and any related visa and immigration considerations which you may need to take into account.*  
 The Program representatives cannot provide advice regarding immigration issues.

Please be aware that completion of the Program does **not** guarantee that you will become a Permanent Resident of Canada.

Please refer to our website under "Licensing and Employment Process for Foreign Trained Lawyers" to ensure that you understand the pathway to practice for foreign trained lawyers in Canada (<https://law.ucalgary.ca/future-students/post-jdlb-certificate-programs/foreign-trained-lawyers-program>). In order to complete Step 3 "Complete your Articles", you will need to have the appropriate immigration status to enable you to be able to work in Canada.

Create a New Application

Application	Status
No records to display.	



# Student Admissions *for* Law



START APPLICATION

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## Admission Forms

### 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.

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<https://www.ucalgary.ca/student-services/iss>

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In order to complete Step 3 "Complete your Articles", you will need to have the appropriate immigration status to enable you to be able to work in Canada.

Create a New Admission

Select a desired term Fall 2023 ▼



# Student Admissions *for* Law

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## Read This First

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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 by-pass the service provider and obtain technical support, please email the details of your issue to [it@ucalgary.ca](mailto: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.

### Attention: International Applicants to the Foreign Trained Lawyers Program

**Before completing this application, we strongly advise that you contact our International Student Services at <https://www.ucalgary.ca/student-services/iss> for information about being an international student in Canada, study permits, work permits, and any related visa and immigration considerations which you may need to take into account.** The Program representatives cannot provide advice regarding immigration issues.

Please be aware that completion of the Program does not guarantee that you will become a Permanent Resident of Canada.

Please refer to our website under "Licensing and Employment Process for Foreign Trained Lawyers" to ensure that you understand the pathway to practice for foreign trained lawyers in Canada (<https://law.ucalgary.ca/future-students/post-jdlb-certificate-programs/foreign-trained-lawyers-program>). In order to complete Step 3 "Complete your Articles", you will need to have the appropriate immigration status to enable you to be able to work in Canada.

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.

Save & Continue



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## Personal Information

### Applicant's Name

\* Surname  ?

\* First Name  ?

Middle Name  ?

Preferred First Name  ?

Former Surname(s)  ?

### Biographical Information

\* Gender  Female  Male  Unspecified ?

\* Date of Birth (yyyy-mm-dd)  ?

\* Country of Birth  ?

### Additional Information

\* Have you previously applied to the University of Calgary?  Yes  No ?

What year did you apply?  ?

\* Have you previously attended the University of Calgary?  Yes  No ?

What is your University of Calgary Student ID Number (if known)  ?

Alberta Student Number (ASN)  ? 

Are you currently attending an English as a Second Language Program in Canada?  Yes  No ?

\* What is your First Language?  ? 

What is your Second Language?  ?

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Save & Continue



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](https://learnerregistry.ae.alberta.ca) (<https://learnerregistry.ae.alberta.ca>). 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.



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## 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  ?

\* Address  ?

\* City/Province/State  ?

Postal/Zip Code  ?

### Permanent Address

Same as above  ?

\* Country  ?

\* Address  ?

\* City/Province/State  ?

Postal/Zip Code  ?

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## Contact Information

Please enter your contact information - including email address, address, and phone number. It is important that you complete this section fully and accurately as this information will be used to contact you. If there are changes after you submit your application, please ensure that you update it through the My UCalgary Portal.

### Email Address

\*Email Address

\*Confirm Email Address

### Phones

Country Code/Prefix Area Code Phone Number Extension

Primary Phone

Alternate Phone

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Save & Continue



Update your personal information after you submitted your application

In the “**Personal Information**” section of your [my.ucalgary.ca](http://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.

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## Citizenship

### Country of Citizenship

\*Citizenship

### Immigration Status in Canada

\* Immigration Status

- Permanent Resident
- Study Permit
- Work Permit
- Refugee
- Other

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## Step 5). Enter Post-Secondary Education History

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### Post-Secondary Education

JD Applicants, please enter **all** post-secondary institutions you have previously attended and/or are currently attending, regardless of whether you have/will receive a credential from that institution. This includes any previous/current attendance at UCalgary.

Foreign Trained Lawyers Program Applicants, please enter **all** post-secondary institutions where you have taken, or are currently taking any law courses towards an LLB, a JD degree, or equivalent. This includes any previous/current attendance at UCalgary.

Failure to disclose attendance at another post-secondary institution will result in the immediate cancellation of admission and registration to the University of Calgary.

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

### Post Secondary Academic History

Add A Post-Secondary Institution

Post Secondary
No records to display.

**Frequently Asked Questions - JD Program**

- I received transfer credit from an institution I previously attended. Do I need to list the original school that the transfer credit was from?**  
 Yes, you must list the original institution in this application, even if you later received transfer credit at another institution. Transfer credit does not mean that your entire academic record transferred to the new school; it simply means that another school/program allowed you to take fewer courses based on previous academic work.
- I attended UCalgary. Do I need to list it in the application?**  
 Yes, you must list attendance at UCalgary in your application.
- I went on an exchange or took a study abroad course. Do I need to list it in the application?**  
 If it was an exchange at another institution, then you do need to list the exchange institution. If it was a course offered by your own university, you do not need to list the study abroad separately. Check with your university if you are unsure whether it was a study abroad or exchange.
- What if I did not complete the program, or I only took 1 or 2 courses?**  
 You must still list the institution in this application, even if the program was incomplete or you only took a few courses.
- What if I do not feel a school I attended is relevant to my application?**  
 For JD applications, you must list every post-secondary institution you have previously attended or are currently attending in your application. Failure to disclose attendance at another post-secondary institution will result in the immediate cancellation of admission and registration to the University of Calgary. However, for Foreign Trained Lawyers Program applications, you must list post-secondary institutions where you have taken or are currently taking law courses.
- What is an academic credential?**  
 An academic credential is a degree, diploma, or certificate.
- Do I enter an academic credential for an exchange or an incomplete program?**  
 Please enter the degree/diploma/certificate program in which you were enrolled at that time as the academic credential. If you did not/will not graduate from that program to receive a credential, please select "no" for the the question that asks if you have or will graduate from this post-secondary institution.
- Will I have to provide a transcript for every school?**  
 Yes, we require you to upload an unofficial transcript for every post-secondary institution you have previously attended or are currently attending and is listed above. See our [How to Apply](#) page for more information.

**Frequently Asked Questions - Foreign Trained Lawyers Program**

- Do I need to submit my university transcripts with my application?**  
 No. You need only submit copies (not originals) of your university transcripts with your application. We will confirm with the NCA directly that your copies conform with the originals which you will have provided to the NCA.
- Will I have to provide a transcript for every school?**  
 Yes, we require you to upload an unofficial transcript for every postsecondary institution you have listed on your NCA application.

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## Post-Secondary Education

JD Applicants, please enter **all** post-secondary institutions you have previously attended and/or are currently attending, regardless of whether you have/will receive a credential from that institution. This includes any previous/current attendance at UCalgary.

Foreign Trained Lawyers Program Applicants, please enter **all** post-secondary institutions where you have taken, or are currently taking any law courses towards an LLB, a JD degree, or equivalent. This includes any previous/current attendance at UCalgary.

Failure to disclose attendance at another post-secondary institution will result in the immediate cancellation of admission and registration to the University of Calgary.

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

### Post Secondary Academic History

Add A Post-Secondary Institution

Post Secondary

No records to display.

### Add Post Secondary Academic History

\* Country  ?

\* Start Date  ?

?

\* End Date  ?

?

Academic Credential  ?

Or please specify if it is not in the list

\* Major Area of Study

Cancel

Add ?



## Step 6). Select Desired Term

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### Program Information

Please click on New Program to choose the program/applicant category for which you are applying.

*NOTE: The program will already be selected for IELP applicants who are currently attending the University of Houston.*

After selecting your program, additional questions will appear.

#### Program of Choice

New Program

Program	Term
No records to display.	

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### Program Information

**First-Year JD Applicants:**  
To apply or re-apply for first-year admissions, choose "Juris Doctor - First-Year."

**Upper-Year JD Applicants:**  
**Transfer:**  
If you have completed one year of law school at a Canadian common law school and wish to transfer to UCalgary, choose "Juris Doctor - Transfer."

**Letter of Permission:**  
If you are currently a law student at a Canadian or US law school and wish to attend UCalgary for one term or one year, choose "Juris Doctor - Letter of Permission."

**IELP:**  
The IELP category is only for current University of Houston law students who have received prior approval to apply for the IELP.

*NOTE: If you are applying for your first year of studies, with a plan to enter the IELP program, choose "Juris Doctor - First-Year."*

**Foreign Trained Lawyers Program Applicants:**  
To apply to the Foreign Trained Lawyer Program, choose "Foreign Trained Lawyers Program".  
**Before completing this application, we strongly advise that you contact our International Student Services at <https://www.ucalgary.ca/student-services/iss> for information about being an international student in Canada, study permits, work permits, and any related visa and immigration considerations which you may need to take into account.** The Program representatives cannot provide advice regarding immigration issues.

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Please refer to our website under "Licensing and Employment Process for Foreign Trained Lawyers" to ensure that you understand the pathway to practice for foreign trained lawyers in Canada (<https://law.ucalgary.ca/future-students/post-jdlb-certificate-programs/foreign-trained-lawyers-program>). In order to complete Step 3 "Complete your Articles", you will need to have the appropriate immigration status to enable you to be able to work in Canada.

Choose one of the programs offered below:

Program
Juris Doctor - First-Year
Juris Doctor - Letter of Permission
Juris Doctor - Transfer
Juris Doctor - IELP
Foreign Trained Lawyers Program

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## Program Information

Program	Foreign Trained Lawyers Program, Post-Bachelor's Certificate
(Major)	Non-Major Program
(Specialization)	Foreign-Trained Lawyers
Expected Term of Enrollment	Fall 2023
Program Deadlines:	
Canadian Citizen, Permanent Resident	2023-05-31
International	2023-03-13

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## Step 7). Program-Specific Questions



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## Program-Specific Questions

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I understand the statement above.

Yes

2. How did you hear about this program?

Internet research

3. Do you have Dual Citizenship? If so, please indicate here the citizenship you did not indicate on the citizenship screen of this form.

No  Yes, please indicate below.

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Save & Continue



Enter IELTS (Academic) Test Score (if applicable)



**English Language Proficiency Required by the FTL program** (<https://law.ucalgary.ca/future-students/post-idllb-certificate-programs/foreign-trained-lawyers-program>)

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**UNIVERSITY OF CALGARY**

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## 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 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 and
- Listening

Test Score	Completed	Action
Test Name		
English Language Proficiency	No	<a href="#" style="background-color: #ffc107; color: white; text-decoration: none;">Add</a>

**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 to law@ucalgary.ca.
- 7. What if I am an upper-year applicant?**  
 Please enter your highest LSAT score and corresponding test date.

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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 and Listening

**Test Score**

Test Name	Completed	Action
English Language Proficiency IELTS (International English Language Academic Testing Service)	Complete	Edit Delete
<b>Component Name</b>	<b>Test Date</b>	<b>Score</b>
IELTS Band	2023/01/16	
IELTS Listening	2023/01/16	
IELTS Reading	2023/01/16	
IELTS Speaking	2023/01/16	
IELTS Writing	2023/01/16	

**Edit English Language Proficiency Test Score:**

**Please provide your scores for one of the following:**

IELTS (International English Language Academic Testing Service) ▼

Component Name	Test Date	Score
IELTS Band	2023/01/16	8
IELTS Listening	2023/01/16	8
IELTS Reading	2023/01/16	8
IELTS Speaking	2023/01/16	8
IELTS Writing	2023/01/16	8

**Save**

**If you did not provide a test score above, you must select one of the following:**

I possess a baccalaureate degree or its academic equivalent 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.

I am an international student and wish to apply for conditional admission with language upgrading. For more information see 'Conditional Admission for Language Upgrading' under Admission Categories in the Graduate Calendar.

**Save**

- Post-Secondary Education
- Program Information
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- Test Scores**
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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:

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UNIVERSITY OF CALGARY

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### 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 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 and
- Listening

Test Score	Completed	Action
English Language Proficiency	No	<a href="#">Add</a>

**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 to law@ucalgary.ca.
- 7. What if I am an upper-year applicant?**  
Please enter your highest LSAT score and corresponding test date.

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Save & Continue



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## 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 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 and
- Listening

#### Test Score

Test Name	Completed	Action
English Language Proficiency	No	Add

#### Add English Language Proficiency Test Score:

Please provide your scores for one of the following:

--Select One Test Type--

Add Score

#### If you did not provide a test score above, you must select one of the following:

- I possess a baccalaureate degree or its academic equivalent 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.
- I am an international student and wish to apply for conditional admission with language upgrading. For more information see 'Conditional Admission for Language Upgrading' under Admission Categories in the Graduate Calendar.

Save

Frequently Asked Questions | LSAT

## Academic Honours (if applicable)

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**Academic Honours**

Work Experience

Other Non-Academic Pursuits

## 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.

If you have nothing to share in this section, click Save & Continue.

Maximum 10 entries.

Add an award

Award	Date Received
No records to display.	

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Save & Continue



## Step 8). Enter Work Information



List job positions chronologically, the most recent appearing first.

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### Work Experience

Please enter in reverse chronological order, starting with the most recent position you have held. Do NOT include work experience prior to high school graduation. Indicate whether each position was full-time, part-time, or seasonal.

Resumes will not be accepted under any circumstances.

If you have nothing to share in this section, click Save and Continue.

JD Applicants-maximum 10 entries.

Add a work experience

Employer	Start Date	End Date	Company Location	Company Contact and Phone Number	Position Held and Type of Work
No records to display.					

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Save & Continue

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### Other Non-Academic Pursuits

Examples of activities that may be shared here include extra-curricular activities, non-academic pursuits, volunteer work, and family/other responsibilities and obligations. Please enter in reverse chronological order, starting with the most recent activity. You must indicate your frequency of involvement for each activity.

Only activities included in the online application will be considered. Resumes will not be accepted under any circumstances.

If you have nothing to share in this section, click Save & Continue.

Maximum 10 entries.

Add an extra-curricular activity

Organization	Start Date	End Date	Contact Name and Phone Number	Your Role/Participation
No records to display.				

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Save & Continue



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## Referees

### First-Year JD Applicants:

References are not used for first-year admissions. Please click Save & Continue to proceed to the next page.

### Upper-Year JD Applicants:

Transfer, LOP, and IELP applicants must provide **two law school instructors** from their current institution as referees.

### Foreign Trained Lawyers Program Applicants:

References are not needed. Please click Save & Continue to proceed to the next page.

No program referees are required. Please click on the continue button.

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[Save & Continue](#)

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## Additional Information

English Language Proficiency for the Faculty of Law is met by either:

Successful completion of at least two years of formal, full-time study in English at an accredited or recognized post-secondary institution in Canada or a University of Calgary approved English-speaking country; OR

Successful completion of an approved English language test/program, as set for undergraduate programs at the University of Calgary.

See the University of Calgary Calendar for more information. Please note that for the Foreign Trained Lawyers Program, only the IELTS academic test is acceptable, and a minimum score of 7.0 is required in all of the following areas: writing, speaking, reading, and listening.

### English Language Proficiency

I understand the English Language Proficiency requirement must be met before I can be considered for admission at the University of Calgary.

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[Save & Continue](#)

[Print Summary](#)



## Step 9). Review Application

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### Review and Submit

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

Section	Status
Read This First	Complete
Personal Information	Complete
Addresses	Complete
Contact Information	Complete
Citizenship	Complete
Post-Secondary Education	Complete
Program Information	Complete
Program-Specific Questions	Complete
Test Scores	Complete
Academic Honours	Complete
Work Experience	Complete
Other Non-Academic Pursuits	Complete
Referees	Complete
Additional Information	Complete

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Please carefully review your application. Once you have submitted the online application, it cannot be updated.

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### Review and Submit

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

Section	Status
Read This First	Complete
Personal Information	Complete
Addresses	Complete
Contact Information	Complete
Citizenship	Complete
Post-Secondary Education	Complete
Program Information	Complete
Program-Specific Questions	Complete
Test Scores	Complete
Academic Honours	Complete
Work Experience	Complete
Other Non-Academic Pursuits	Complete
Referees	Complete
Additional Information	Complete

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## Step 10). Application Declaration and Payment

# Student Admissions for Law

**UNIVERSITY OF CALGARY**

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### 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 autobiographic and personal submissions are authored 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 Students Services and Admissions Office at [law@ucalgary.ca](mailto:law@ucalgary.ca) for JD applications and [lawFTLP@ucalgary.ca](mailto: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 \$125.00 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?

I have already submitted my application fee payment.

I will pay by credit card. (Visa/MasterCard/American Express)

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.

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Submit



# Student Admissions *for* Undergraduate Studies

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START APPLICATION LOGOUT

Previous Education

- High School
- Highest Level Achieved
- Post-Secondary Education

Program Information

- First Choice
- Second Choice
- Additional Information

**Review and Submit**

Print Summary

## Finalize Application



### What you should expect to happen

#### Communications:

- Within 24-48 hours of submitting your application for admission a confirmation email with your University of Calgary UCID (University of Calgary Identification number) will be emailed to you.
- Please add the ucalgary.ca domain to your safe sender list. The University of Calgary Recruitment and Admissions team will correspond with you through this email; please ensure that you check your account periodically for messages.
- Have questions, connect with our team: <https://www.ucalgary.ca/future-students/undergraduate/contact>

#### Student Center:

- Once you receive your UCID, you will be able to login to your Student Centre ([my.ucalgary.ca](http://my.ucalgary.ca)) and see the My Application tab
- Required documents and their due dates will be available in your Student Centre "To Do" list within 24-48 hours.
- Your application status can be found beside each application in the red status button; we suggest you check your status frequently

After submitting your application, you can make changes to your program choices until 11:59pm on the day of submission. It is important to resubmit the application once changes have been made and confirm that they are available in your student center. For details on how to make changes to your program choices, please see: <https://www.ucalgary.ca/future-students/undergraduate/apply>

Exit



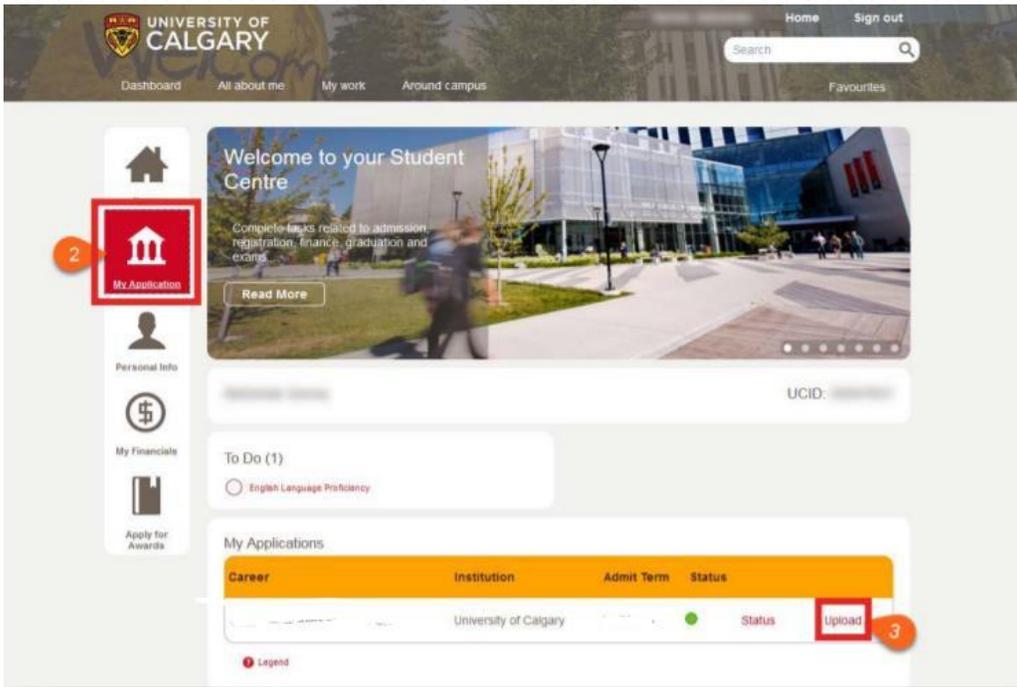
Finalize application page – Please make sure to review the ‘**What you should expect to happen**’ information. You will receive your **UCID**/confirmation to the email you provided at the beginning of the application. Once you have reviewed your next steps, it is safe to “**Exit**”. Your application 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](http://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:**

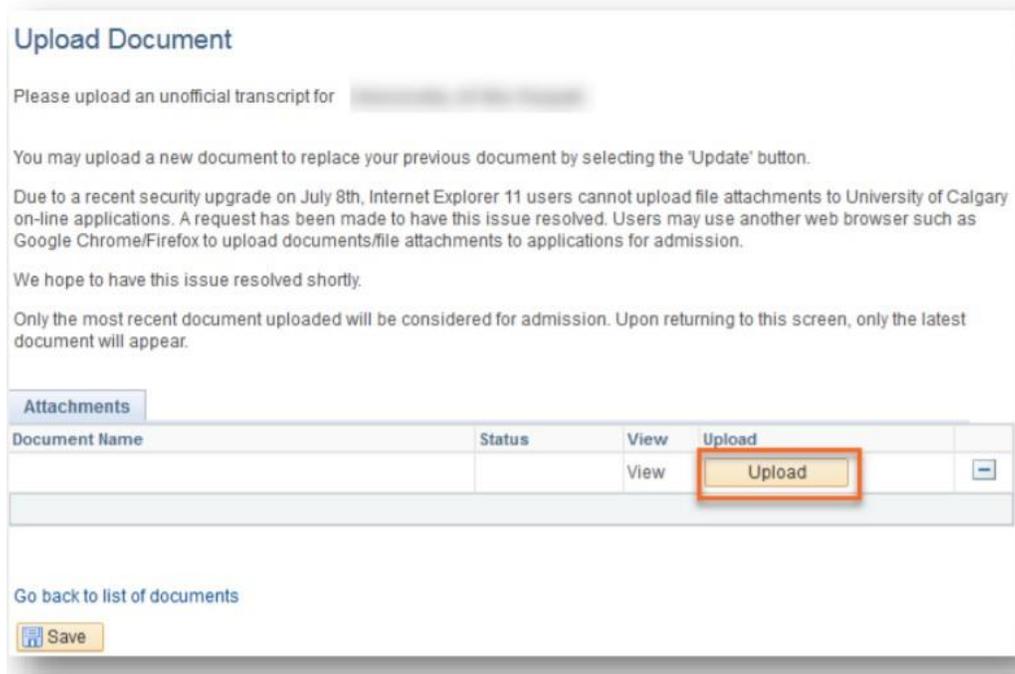
Please take care in ensuring the correct documents are uploaded. Once a document is uploaded, it cannot be modified until we have processed it. Uploaded documents will be reviewed in 1 - 3 weeks by the Undergraduate Admissions team and you will be contacted by email if the document provided is not sufficient 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:**

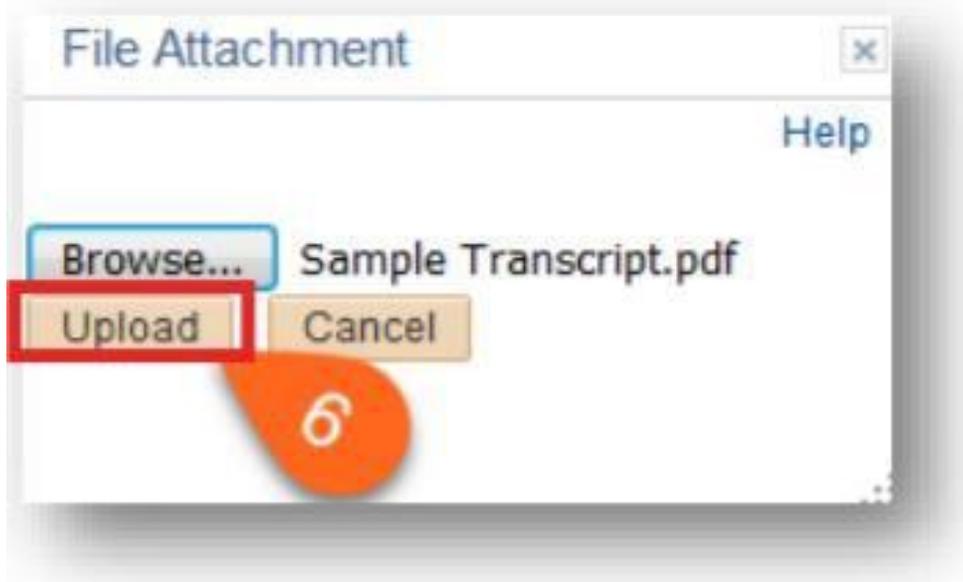
If you want to replace a document that you have previously uploaded with a new one, click the "Select" button beside the document name and follow the instructions on the following page. Only the most recent document uploaded will be considered for admission.

**Select** Unofficial transcript: [redacted]

**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 in to 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.

Only the most recent document uploaded will be considered for admission. Upon returning to this screen, only the latest document will appear.

Document Name	Uploaded Date	Description	Status	View
TRANSCRIPTS_AND_NO_BACKLOG_CERTIFICATE.pdf	2018/12/14	TRANSCRIPTS_AND_NO_BACKLOG	Uploaded	<a href="#">View</a>

**1**

**8**

Save

Update



[How to Upload Your Supporting Documents Video](#)



### Troubleshooting

Switching browsers may remedy some problems encountered while uploading documents.

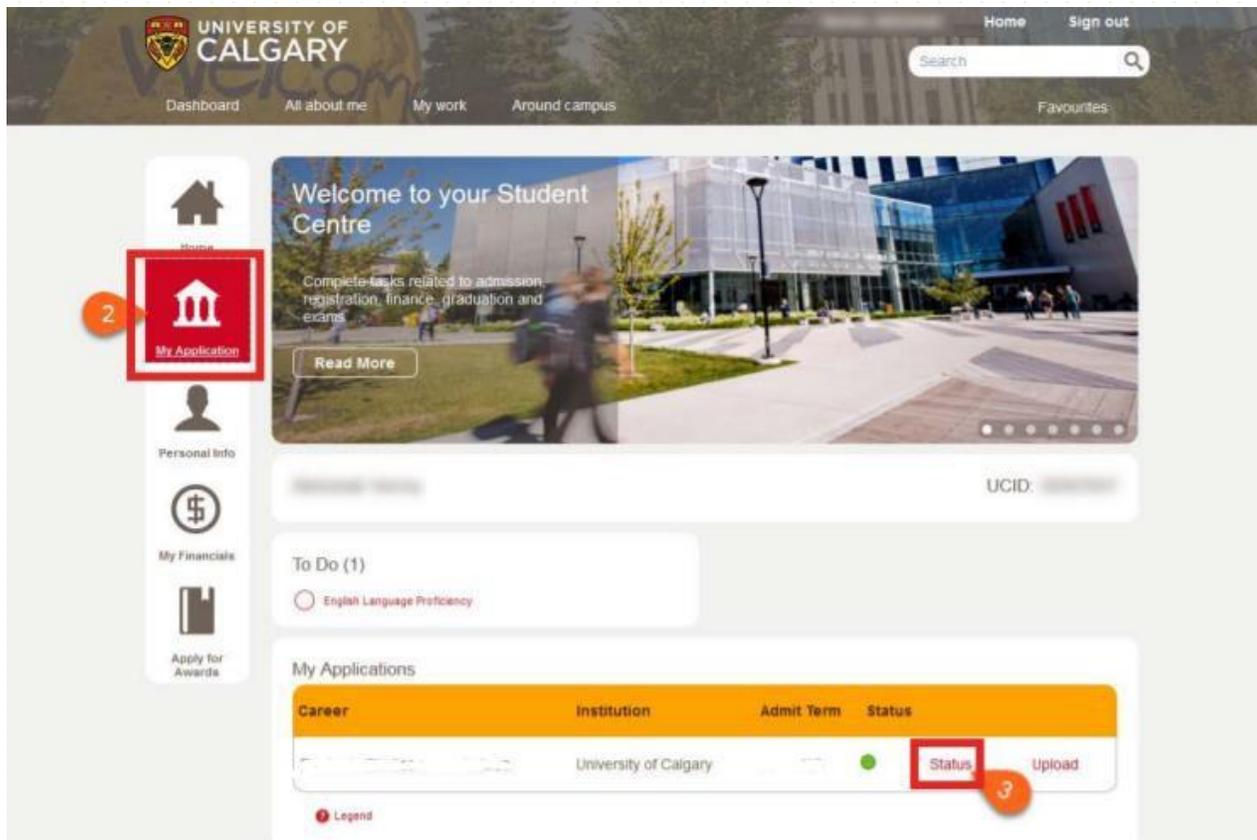
- If you are unable to log in to your [my.ucalgary.ca](http://my.ucalgary.ca) account due to an **eID** login loop, please contact the IT Support Centre at (403) 220-5555.
- If any hyperlinks or the **Upload** buttons do not work, this may be due to your pop-up settings. Please ensure that pop-ups are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

## Step 12). Check Your Status

**Step 1:** Log in to [my.ucalgary.ca](http://my.ucalgary.ca) ( know 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](mailto:lawFTLP@ucalgary.ca)

PH: 1-403-210-8722