Foreign Trained Lawyers Program (FTLP)

Fall 2022 Application Walk-through

Step 1). Before you apply ................................................................. 1

Step 2). How to apply ................................................................. 1

Step 3). University of Calgary Application Portion-Create eID .......................... 2

Step 4). Sign-in to Application and Personal Information .................................. 3

Step 5). Enter Post-Secondary Education History ........................................ 8

Step 6). Select Desired Term ..................................................................... 10

Step 7). Program-Specific Questions .......................................................... 12

Step 8). Enter Work Information .................................................................. 17

Step 9). Review Application ......................................................................... 19

Step 10). Application Declaration and Payment ............................................ 21

Step 11). Upload Required Document .......................................................... 23

Step 12). Check Your Status ......................................................................... 26
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)
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
Step 4). Sign-in to Application and Personal Information

Online application Portal
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.

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.

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

1. Add a Post-Secondary Institution
2. Add Post Secondary Academic History
3. Select Yes or No
4. Enter Academic Credential and OTHER details
This section (FAQs-JD Program) is not relevant to the FTL application.
Step 6). Select Desired Term

1. Select New Program

2. Choose 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.
Enter IELTS (Academic) Test Score (if applicable)

English Language Proficiency Required by the FTL program
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:
Step 8). Enter Work Information

List job positions chronologically, the most recent appearing first.
Step 9). Review Application
⚠️ Please carefully review your application. Once you have submitted the online application, it cannot be updated.
Step 10). 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 for JD applications and lawFITLP@ucalgary.ca for Foreign Trained Lawyers Program applications.

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:

1. If you have already submitted your application fee payment, you are not required to provide payment information again.
2. 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.
3. 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.
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.
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.

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.

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**.
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 (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

PH: 1-403-210-8722