

SUPREME COURT OF CANADA CHECKLIST FOR U OF C ALUMNI APPLICANTS – PART 2

2027-2028 Clerkship Program (Oct 28, 2025)

Thank you for your candidacy for the prestigious Supreme Court of Canada (SCC) Law Clerk Program. Part 2 of the checklist pertains to the final deadline for your application materials should you be conditionally accepted to continue on as a SCC Candidate with the Faculty.

- ☐ **January 5, 2026, 10 a.m. Deadline** – Submit the following, in one email (all separate documents in PDF format), to Maryanne Forrayi, Director of the Career & Professional Development Office at forrayim@ucalgary.ca **being sure to follow all naming conventions outlined in the Supreme Court of Canada clerkship memo available [here](#). No extensions for this submission will be granted.**
- Final cover Letter addressing all requirements stated in the SCC poster;
 - Curriculum vitae;
 - Copies of transcripts for all other post-secondary studies, including any post-graduate courses (PDF format);
 - Two writing samples, 5-10 pages in length, relevant to the work of the Court and authored entirely by the applicant. Separate English and French samples are required for candidates proficient in both official languages. All pages must be numbered and include the applicant's name. Factums produced for Court proceedings and moot court are not accepted.
 - A filled out SCC Application form in PDF format which can be found [here](#). Note that if you have problems opening up the form with your Internet browser that you should save the form and then open it with a PDF reader instead. Please plan in advance for accessing and completing this form.
 - Three letters of reference - Please refer to Part 3 of the SCC checklist for instructions and options for submission.
 - In addition, the Dean of Law will be writing a reference letter for all the Supreme Court of Canada candidates. If you are an alumnus that has already been accepted as a candidate, the Dean will automatically be writing this reference for you and will review your full application to support this.
 - Request a copy of your official law school transcripts through MyCreds (the service the UCalgary Registrar's Office has set up) to be emailed as quickly as possible to the Supreme Court of Canada. See instructions on the next page. Alumni should request this for arrival at the Court by January 7, 2026, at the latest. It is recommended that this be requested prior to December 19 to avoid delays and meet the SCC deadline. Have this sent by email to:

Law Clerk Program Coordinator
Supreme Court of Canada
lcp-paj@scc-csc.ca

Note the following important details for ordering your official law school transcripts to be sent to the Court:

- Students/alumni request an eTranscript through their Student Centre, and the eTranscript is uploaded to MyCreds within 1 business day (if the order is placed in the morning, it may be sent the same day). Students are notified via email once their eTranscript is available in MyCreds. Students can then purchase a share (\$8.00/share), and direct their eTranscript be sent to an email address that they specify.

- Please review the how-to-video to understand how to purchase “shares” to support your transcript purchase. Please do not leave this to the last minute.
<https://mycreds.ca/learners/how-to-videos/>
- If students are having difficulties with the above, they are welcome to connect with Enrolment Services (phone service is fastest at 403-210-7625), or email transcript.request@ucalgary.ca for troubleshooting.
- Steps for ordering an eTranscript can be found [here](#) and are included below. When requesting the transcript in your Student Centre, students must enter their email address (not the email address of the institution) to start. Once your MyCreds share is purchased, you’ll enter the Court’s email address (as provided above) to have your official transcripts sent to them.

Ordering your eTranscripts

You can order eTranscripts through your Student Centre (my.ucalgary.ca). Here are the steps:

1 Log in to your Student Centre

Log in to your [Student Centre](#) account, select the eTranscript option, and submit your request.

[Log in to your Student Centre](#)

2 Wait to receive an email notification

Wait to receive an email notification from [MyCreds™](#) when your eTranscript is ready to be shared.

[Learn more about MyCreds™](#)

3 Log in to MyCreds™

Log in to your secure account on the [MyCreds™](#) Learner Portal with your UCalgary username and password.

4 Purchase share credits

Purchase share credits from [MyCreds™](#) and authorize the release of your transcript to your chosen destination.

[Learn how to purchase share credits from MyCreds™](#)

- ☐ Interviews: If you are called for an interview (these will take place the week of February 23, 2026 by MSTeams), let the Director of the CPDO know about this immediately. In the past interviews have been 20 minutes in length, and they ask that all candidates have access to a dedicated, high-speed internet line. If you do not have that access, please inform Maryanne two weeks in advance (or earlier if possible) so potential options can be explored to support you in this.
- ☐ Note that all SCC applications from the Faculty of Law will be uploaded to the SCC portal by the Supreme Court of Canada deadline.
- ☐ In anticipation of possibly receiving an interview, spend time reading about important Supreme Court of Canada decisions that you can discuss. If you anticipate a busy February, then it may be timely to do some of this reading over the winter break.
- ☐ Notify the Director of the CPDO on the outcome of your SCC interview.