#### **OVERVIEW**

The slides and instructions that follow are intended to provide you with an overview of the LLM application process. If you have any issues with your application, please email gradadmissions.law@utoronto.ca.

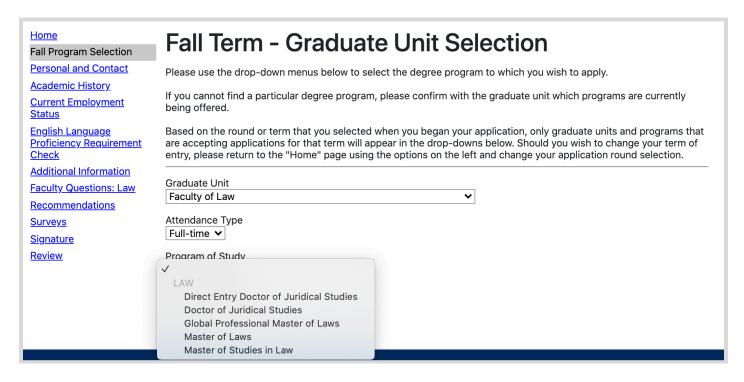
The application process and admission standards for the Master of Laws (LLM) program are described on the <u>Faculty of Law's Master of Laws Admission webpage</u>.

The application process is completed entirely online. All application documents must be submitted via the <u>SGS Application Management system</u>.

**APPLY NOW** 

If you are a first-time applicant, click the link above to Create an Account and start your application. You will receive a verification code via email as part of the account creation process. After entering your verification code, you will be instructed to set-up a password.

#### STEP 1/12 - PROGRAM SELECTION



For more information about the admission requirements for the Master of Laws (LLM) program and the application process, please visit:

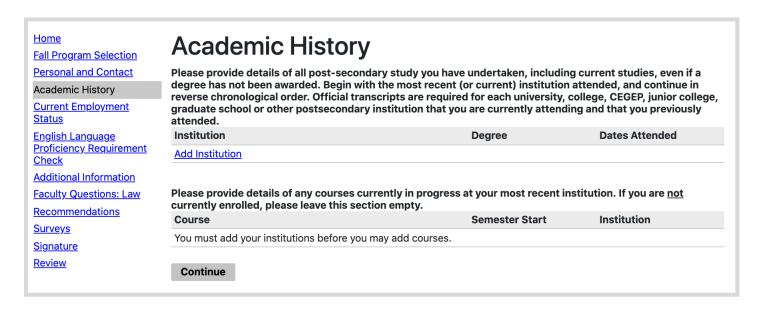
https://jackmanlaw.utoronto.ca/graduate-programs/llm-program-admissions

Later in the application process you will be invited to choose whether you wish to apply to the coursework or thesis stream LLM (see step 7).

# STEP 2/12 - PERSONAL & CONTACT INFORMATION

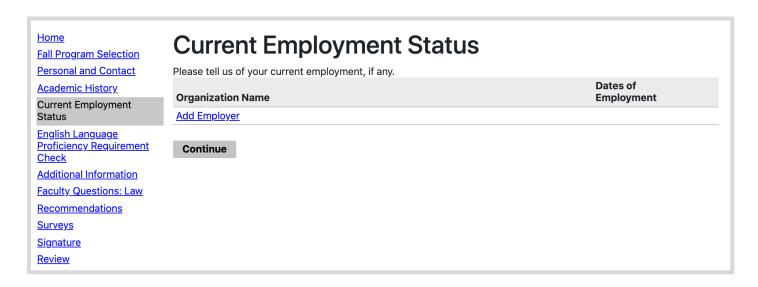
<u>Home</u>	Personal	and Contact				
Fall Program Selection						
Personal and Contact	Please provide your name, citizenship, and contact information. The email address you provide will be used by the graduate unit to contact you concerning your application.					
Academic History	graduate unit to com	lact you concerning your application.				
<u>Current Employment</u> <u>Status</u>	You must use your <b>complete official name</b> as shown on official government documents. Pay attention to spelling and capitalization, as changing this information once your application has been submitted requires official documentation.					
English Language	Name					
Proficiency Requirement Check	Legal Given Name					
Additional Information	Middle					
Faculty Questions: Law	Surname/Family					
Recommendations	Name					
<u>Surveys</u>	Suffix	<u> </u>				
<u>Signature</u> Review	Preferred First Name					
Review	Previous Surname/Family Name					
	Addresses					
	Permanent Addres	s Delet	te			
	Permanent Addres	S Delet  Canada  ✓	te			
			te			
	Country		te			
	Country Street Address		te			
	Country Street Address City	Canada	te			
	Country Street Address City Province	Canada				
	Country Street Address City Province Postal Code	Canada V  Select Province V				
	Country Street Address  City Province Postal Code  Mailing Address	Canada V  Select Province V  Delet				
	Country Street Address  City Province Postal Code  Mailing Address  Country	Canada V  Select Province V  Delet				
	Country Street Address  City Province Postal Code Mailing Address Country Street Address	Canada V  Select Province V  Delet				

#### STEP 3/12 - ACADEMIC HISTORY



Please list all degree programs you have undertaken and any University exchanges completed. Do not include any certificates.

### STEP 4/12 - EMPLOYEMENT STATUS



Please provide information about your current employment, including the name of your current employer and the dates of your employment, if applicable.

Any additional information about your work experience should be reflected in your resume/CV.

#### STEP 5/12 - ENGLISH LANGUAGE PROFICIENCY

#### <u>Home</u>

Fall Program Selection
Personal and Contact

**Academic History** 

<u>Current Employment</u> <u>Status</u>

English Language Proficiency Requirement Check

**Additional Information** 

Faculty Questions: Law

Recommendations

<u>Surveys</u>

**Signature** 

**Review** 

## **ELP Requirement Check**

**English Language Requirement Check** 

Normally, if applicants meet any one of the following conditions, they are not required to submit proof of proficiency in English (please consult the graduate unit to determine whether proof of ELP will still be required):

- Native language is English (language first learned and still used on a daily basis).
- Canadian citizen who studied at a Canadian university where the language of instruction is French.
- Obtained their admitting degree from an institution recognized by the University of Toronto and where the language of instruction and examination is uniformly English.
- Completed their admitting degree in one of the following countries/regions: Australia, the Bahamas, Barbados, Botswana, Ghana, Guyana, Hong Kong, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Namibia, New Zealand, Nigeria, Papua New Guinea, Sierra Leone, Singapore, South Africa, Swaziland, Tanzania, Trinidad and Tobago, Uganda, United Kingdom, United States of America, Zambia, and Zimbabwe

**Note:** Some applicants from the above mentioned countries/regions may be required to provide proof of English proficiency as English is not the sole language of instruction at all universities.

The language of instruction and examination must be verified by the graduate unit and/or the School of Graduate Studies. Applicants should provide an official academic transcript with a note confirming the use of English as the language of instruction and examination. If the official academic transcript does not have this note, applicants should make arrangements for an official statement to be sent from their institution directly to the graduate unit confirming the use of English as the primary language of instruction and examination. Please consult the graduate unit to determine whether proof of English-language proficiency will still be required.

If you do not meet one of the above-mentioned conditions you will need to submit an English proficiency test as part of your application. **Do any of the exemptions above apply to you?** 

Yes

No

Continue

If you do not meet any of the English language exemptions, you will need to upload a scanned copy of your official English Language Proficiency test scores on the application system.

In addition, you must arrange for the testing agency to submit your official test scores directly to the University of Toronto (Enrolment Services office). For more information, please visit the School of Graduate Studies' English Language Proficiency Testing webpage.

\*Please note that the LLM required scores are higher than the School of Graduate Studies minimum required scores.

#### STEP 5/12 - ENGLISH LANGUAGE PROFICIENCY - continued

#### Home

Fall Program Selection
Personal and Contact

**Academic History** 

<u>Current Employment</u> Status

English Language Proficiency Requirement Check

**Additional Information** 

Faculty Questions: Law

Recommendations

Surveys

<u>Signature</u>

Review

## **ELP Requirement Check**

**English Language Requirement Check** 

Normally, if applicants meet any one of the following conditions, they are not required to submit proof of proficiency in English (please consult the graduate unit to determine whether proof of ELP will still be required):

- Native language is English (language first learned and still used on a daily basis).
- Canadian citizen who studied at a Canadian university where the language of instruction is French.
- Obtained their admitting degree from an institution recognized by the University of Toronto and where the language of instruction and examination is uniformly English.
- Completed their admitting degree in one of the following countries/regions: Australia, the Bahamas, Barbados, Botswana, Ghana, Guyana, Hong Kong, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Namibia, New Zealand, Nigeria, Papua New Guinea, Sierra Leone, Singapore, South Africa, Swaziland, Tanzania, Trinidad and Tobago, Uganda, United Kingdom, United States of America, Zambia, and Zimbabwe

**Note:** Some applicants from the above mentioned countries/regions may be required to provide proof of English proficiency as English is not the sole language of instruction at all universities.

The language of instruction and examination must be verified by the graduate unit and/or the School of Graduate Studies. Applicants should provide an official academic transcript with a note confirming the use of English as the language of instruction and examination. If the official academic transcript does not have this note, applicants should make arrangements for an official statement to be sent from their institution directly to the graduate unit confirming the use of English as the primary language of instruction and examination. Please consult the graduate unit to determine whether proof of English-language proficiency will still be required.

If you do not meet one of the above-mentioned conditions you will need to submit an English proficiency test as part of your application. **Do any of the exemptions above apply to you?** 

YesNo

Please indicate which of the following exemption or exemptions apply to you:

- Native language is English.
- ☐ Canadian citizen at a Canadian university where the language of instruction is French.
- □ Admitting degree is from an institution recognized by the University of Toronto where the language of instruction is English
- ☐ Admitting degree is from one of the countries/regions listed in the question above.

Continue

If you are exempt from the requirement to provide English language proficiency test scores, please indicate which exemption(s) applies to you.

If you obtained your admitting degree from a recognized institution at which the language of instruction and examination is uniformly English, you need to provide an official academic transcript that confirms that English is the language of instruction and examination.

If your transcript does not provide this information, you must make arrangements for an official statement confirming the use of English as the language of instruction and examination to be sent from your institution directly to

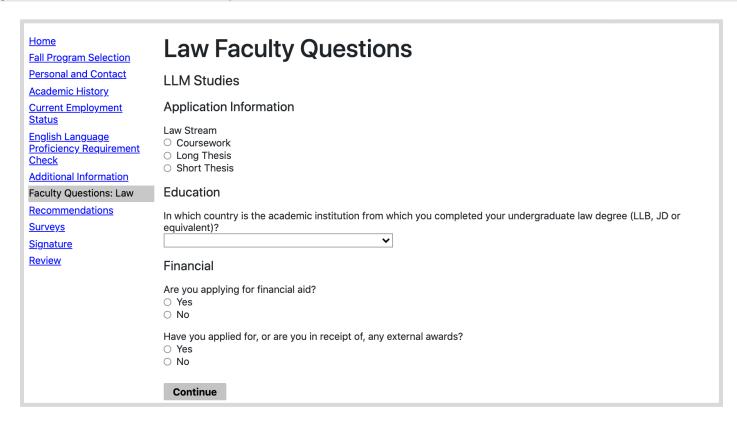
gradadmissions.law@utoronto.ca before the document deadline.

# STEP 6/12 - ADDITIONAL INFORMATION

Home Fall Program Selection Personal and Contact	Additional Information U of T Student Number
Academic History  Current Employment  Status  English Language	Leave blank if you do not have one or you are unsure.  Citizenship
Proficiency Requirement Check Additional Information Faculty Questions: Law	Current Legal Status in Canada  Anticipated Legal Status in Canada at the Start Date of your Program
Recommendations Surveys Signature Review	Please Add Any Awards/Scholarships/Fellowships Applied For and Related to this Application.
	Please identify the award/scholarship/fellowship and the award amount (in CAD): #1 Award/scholarship/fellowship:
	#2 Award/scholarship/fellowship:
	#3 Award/scholarship/fellowship:
	Continue

Applicants are encouraged to investigate and apply for all types of <u>external funding</u> for which they would be eligible from various source.

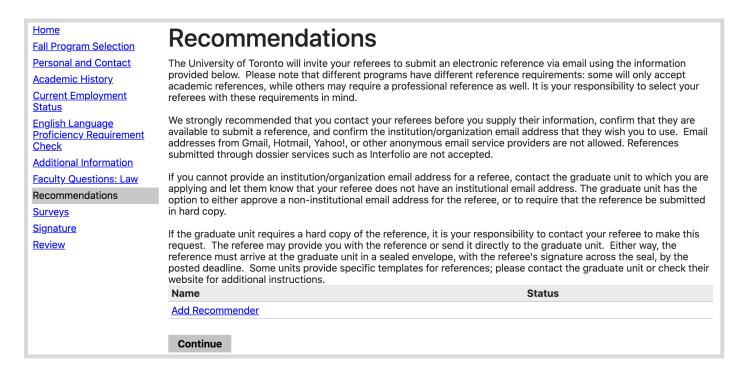
## STEP 7/12 - FACULTY OF LAW QUESTIONS



If you wish to be considered for awards and scholarships available at the Faculty of Law, please answer "Yes" to the question "Are applying for financial aid?"

The *Financial Assistance Application form* will automatically appear on your list of supporting documents. Please note that the *Financial Assistance form* is for all applicants and is not restricted to OSOTF applicants only. Financial assistance is available to both domestic and international student and the form helps determine an applicant's eligibility for OSOTF **and** non-OSOTF awards.

#### STEP 8/12 - RECOMMENDATIONS



Two academic letters of reference are required. If you cannot obtain academic references and will be submitting professional references instead, please explain why in your personal statement.

**Do not add more than 2 referees.** Please note that if more than 2 referees are added only the first two reference letters submitted will be considered, any additional letters will be removed from the system and will not be reviewed.

#### STEP 8/12 - RECOMMENDATIONS - continued

Add Recommend	der					
Туре	<ul><li>Academic Recommendation</li><li>Employer Recommendation</li><li>Professional Recommendation</li></ul>					
Prefix	<b>~</b>					
First Name						
Last Name						
Organization						
Position/Title						
Relationship						
Telephone						
Email						
	Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.					
	Your name will be displayed to recommender as: Test Test Change					
Send To Recon	nmender Cancel					

You will need to provide the name of the two people from whom you wish to solicit reference letters and the institutional email address at which each person can be contacted (i.e. @university.com or company.com). Please note that personal email addresses, i.e. gmail.com, yahoo.com, mail.com, etc. are not accepted.

If a referee does not have an institutional email address, please to provide us a link to an official institutional webpage that confirms that the proposed writer is employed by the institution and that the personal email address provided is, in fact, official. If that is not an option either, your referee will have to send a hard copy reference letter on official letterhead to the Graduate Program directly, the letters must be received by the document deadline.

Reference letters submitted via a noninstitutional email addresses which have not been verified by the Graduate Program are not admissible and the application will be considered incomplete.

#### STEP 9/12 - SURVEYS

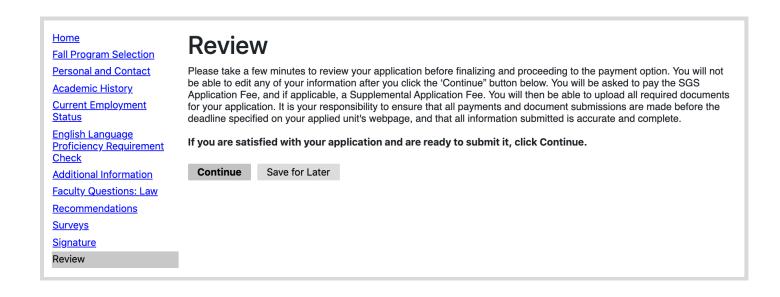
#### Home Surveys Fall Program Selection Personal and Contact **Demographics Survey** Academic History The University of Toronto recognizes that our scholarship, research, teaching and educational activities occur within a **Current Employment** highly diverse societal context. Within our commitment to academic and practice excellence, we seek to recruit a **Status** graduate student body that is inclusive and reflective of the diversity found within Canadian communities, including but **English Language** not limited to racialized persons/persons of colour, Indigenous/Aboriginal People of North America, LGBTQ persons, **Proficiency Requirement** persons with differing abilities, mature students, and students from varying faith/spiritual communities. Check In order to assess our progress toward our diversity, equity, and inclusion objectives, and better support our graduate **Additional Information** students, we are collecting demographic data on a voluntary basis. Your responses will help us Faculty Questions: Law check that our applications processes are fair to all groups of students; Recommendations develop services that are relevant to our future students, including students from underrepresented groups; Surveys Signature plan our outreach to potential applicants. **Review** Please note that the data collected are confidential and will not be part of your student record. Similarly, your choice to complete the survey or not will not be part of your admissions file. The School of Graduate Studies will report the data in aggregate form (ensuring individuals are not identified) to academic departments (e.g., graduate units and faculties) and administration at the University of Toronto. Personal information that you provide to the University is at all times protected in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). If you have questions, refer to https://www.utoronto.ca/privacy or contact the University's FIPPA Office at 416-946-5835, Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1. Gender Identity Please indicate which of the following terms best describes your gender identity. Please check all that apply. An Identity Not Listed □ Man □ Nonbinary Prefer Not to Answer □ Trans □ Two-Spirit ☐ Woman Sexual Orientation Please indicate which of the following terms best describes your sexual orientation. Check as many as apply. An Identity Not Listed ☐ Asexual

☐ Bisexual☐ Gay

□ Heterosexual/Straight

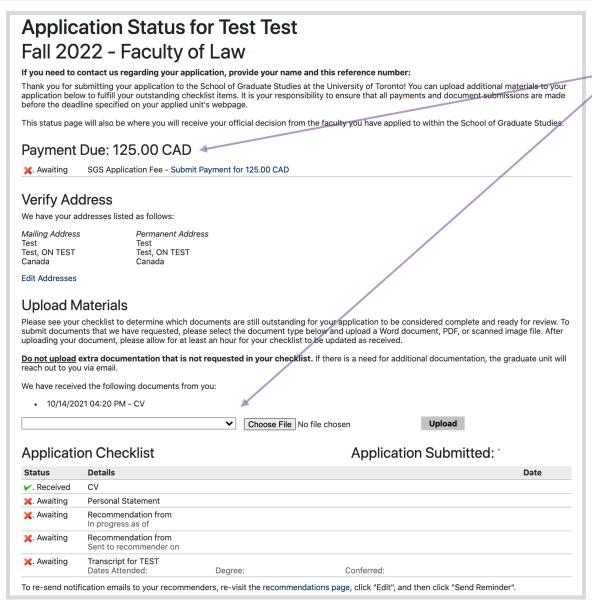
# STEP 10/12 - SIGNATURE

#### STEP 11/12 - REVIEW



Please note that once you click "Continue" you will no longer have the ability to edit the information provided up to this point.

#### STEP 12/12 - PAY APPLICATION FEE & UPLOAD DOCUMENTS



Once you have submitted the application form, you will be taken to the *Application Status* page where you can:

- pay your application fee and
- upload your supporting documents.

The documents which must be submitted in support of an application to the LLM program are listed on our <u>website</u>.

The document list is exhaustive. Please do not upload any documents other than those that are required. The Admissions Committee will not consider any unsolicited documents (i.e. third reference letters, plan of study, etc...), and all such documents will be deleted from the admission system in order to ensure equity between applicants.

If multiple versions of one document are uploaded to the admission system, the most recent version will be considered, and earlier versions deleted.

Please note that once you upload a document it may take 15 mins (or more) for the application checklist to be updated and reflect that your document has been added to the system.

#### MANAGE YOUR REFEREES

You can review the status of your letters of recommendation, send your referees reminders, and manage your referees from the *Application Status* page.

To change one or both of your referees (before they upload their recommendation letter):

- 1. Click the link to re-visit the *Recommendations* page at the bottom of the page below the checklist. You will be brought back to the *Recommendations* page
- 2. Click "Edit" on a previously submitted referee, and then choose to "Exclude" this referee. The excluded referee will be removed from your checklist in the status portal.
- 3. From within the *Recommendations* page, click "Add Recommender" to submit your new referee's information.

Please note that **personal email addresses**, i.e *gmail.com*, *yahoo.com*, *mail.com*, etc. are not accepted. If your referees do not have an institutional email address, you will need to provide us with a link to an official institutional webpage that confirms that the proposed writers are employed by the institution and confirms that the personal email addresses provided are, in fact, official. If that is not an option either, your referees will have to send a hard copy reference letter on official letterhead to the Graduate Program directly, the letters must be received by the document deadline.

Application Checklist		Application Submitted:		nittea:
Status	Details			Date
✓. Received	CV			
💢. Awaiting	Personal Statement			
💢. Awaiting	Recommendation from In progress as of			
💢. Awaiting	Recommendation from Sent to recommender on			
💢. Awaiting	Transcript for TEST Dates Attended:	Degree:	Conferred:	