

OsgoodePD Professional LLM Application Checklist

APPLICATION DEADLINES: Please see [website](#) for details on each program page.

Step 1 – Apply Online

<p><input type="checkbox"/> ONLINE APPLICATION FORM & APPLICATION FEE</p>	<p>Complete all sections of the Application Form. Incomplete forms will delay the processing of the application. Please use the same spelling of your full name on all forms. The University will communicate with you by email, so ensure you input your email address correctly on the Application Form.</p> <p>On the ‘Goal of Study’ section, select:</p> <ul style="list-style-type: none"> ❖ The term in which your specialization is scheduled to begin ❖ Part Time Studies or Full Time Studies ❖ “I wish to study toward a degree.” ❖ Under the <i>Degree Selection</i> list, a pop-up box will appear. Enter ‘LLM’ in the <i>Search all Columns</i> box on the top right corner. ❖ Select the specialization you wish to apply to <p>At the end of your application form, you will be required to remit your non-refundable \$100 CAD application fee. Refused credit card charges automatically halt processing of the application.</p>
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Step 2 – Wait for Application Confirmation

<p><input type="checkbox"/> What happens next?</p>	<p>A few days after you complete your online application form and remit the \$100 CDN application fee, you will receive an automated email from York University providing you with your 9 digit York University Identification Number and your Myfile profile access.</p> <p>Our office will also be emailing you approximately 3-5 business days after you apply online and remit your application fee payment, and we will provide you application information and the link to the required supplementary form (details provided in the supplementary form section below)</p>
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Step 3 – Submit Application Documents

<p><input type="checkbox"/> RESUME/CV</p>	<p>Upload an up-to-date résumé/CV to your Myfile profile. If you have been called to the bar please indicate the year and jurisdiction.</p>
<p><input type="checkbox"/> WRITING SAMPLE</p>	<p>Applicants are required to upload a writing sample which best demonstrates your preparedness for graduate level academic research and writing to your Myfile profile. Avoid submitting court pleadings, court forms, or other legal documents; unresearched opinion pieces; non-analytical summaries of law; or co-authored papers. If you do not have an academic writing sample, please prepare a well researched 5-10 page long piece, written in English, critically analyzing a current legal issue that interests you.</p>
<p><input type="checkbox"/> RECOMMENDATION FORMS</p>	<p>Provide TWO completed Recommendation Forms from referees who can assess your academic potential to complete the LLM successfully.</p> <p>Option A: You may add your referee names and contact information to your Myfile Profile. An email will then be sent to the referee with a link to the online form that they must complete. Once the referee submits the webform, it will automatically be added to the applicant profile.</p> <p style="text-align: center;">OR</p> <p>Option B: You may use the Recommendation Form posted on our How to Apply section of our website. Your referees may submit a letter in addition to the required forms. Completed forms must be sent to York University per the instructions on the Form. This option will take 10-15 business days from the date received at York University to be posted to the applicant profile.</p>
<p><input type="checkbox"/> TRANSCRIPTS</p>	<p>Upload scanned copies of your transcripts from <u>every university where a grade was received for course(s) completed and/or a degree was earned</u> to your Myfile profile. You must upload one pdf file per university attended. Also upload certified translated copies where necessary.</p> <p>In cases where the transcript does not confirm you graduated and/or have been awarded your degree, you will need to also provide a copy of your degree certificate.</p>

TRANSCRIPTS cont'd

**If you have taken courses at York University, we will obtain York University Transcripts on your behalf. Please provide your York student number with the application and ensure that you have no outstanding fees, so that your transcript can be released.

If you are admitted successfully to the LLM having submitted only copies of transcripts, the offer will be conditional based on receipt of final official transcripts received in university envelopes sealed by the issuing university to the address below. These must be received by the middle of your 1st term of study to avoid registration blocks in future terms.

By Mail	By Courier
York University Office of Graduate Admissions P.O. Box GA2300 4700 Keele Street Toronto, ON CANADA M3J 1P3	York University Office of Graduate Admissions W322 Bennett Centre for Student Services 4700 Keele Street Toronto, ON CANADA M3J 1P3

Important Notes About Transcripts

- ❖ To be considered 'official', transcripts must be received in envelopes sealed by the issuing institution.
- ❖ To be considered 'final', transcripts must indicate that your degree has been conferred.
- ❖ If transcripts are in another language (and your University does not issue translated copies), an official English translation by a certified translator is required. Translations must be received (see address below) in envelopes sealed by the certified translator.
- ❖ Photocopied or faxed transcripts are not considered to be official.
- ❖ Transcripts from other credential evaluation services are considered "unofficial".
- ❖ Any official transcripts, degree certificates, and certified translations received at York University Admissions may take 10-15 business days to be posted to the applicant profile.

**Original transcripts submitted become the property of York University and cannot be returned.

SUPPLEMENTARY FORM

The supplementary form can be found at <https://webform.osgoode.yorku.ca/view.php?id=251238>.

The link to the supplementary form will also be included in the confirmation of application receipt email you receive from OPD after you apply online as well as on our How to Apply [webpage](#).

The form will allow you the opportunity to provide any details not otherwise mentioned in the application, outlining why you are interested in the program, how your past studies and/or professional experience have prepared you for the program and what you hope to do after graduation, as well as any issues regarding your application which you wish to address (ie low grades).

** Once you complete the Supplementary form you will receive an auto-email with a pdf of your form. You will need to upload the pdf to your [Myfile Profile](#).

PROOF OF LANGUAGE




If your first language is not English, you must show you have an acceptable level of English by completing a language proficiency test.

If you have completed at least ONE year of full time study at an accredited university where English is the **ONLY** official language of instruction at the institution level (not only the program level), you will not be required to provide a language test.




Please visit our website for details regarding [language proficiency requirements](#).

Only official results must be submitted to York University Graduate Admissions. (Copies are not accepted). Results submitted by mail must be sent to the address provided in the transcript section above. Electronic result submission is permitted if received directly from the issuing test centre (ex IELTS, TOEFL).

Questions? – All full time LLM specializations & Canadian Common Law (Part time)

Contact **International Admissions and Program Coordinator**
 416.736.5182  international-opd@osgoode.yorku.ca
 www.osgoodepd.ca

Questions? – All other Part time LLM specializations

Contact **Admissions and Orientation Assistant**
 416.673.4670  admissions-opd@osgoode.yorku.ca
 www.osgoodepd.ca