

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>
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>
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. While what you choose to use as a writing sample is up to you, the following are acceptable writing samples:</p> <p>ACCEPTABLE WRITING SAMPLES:</p> <ul style="list-style-type: none"> ✓ An academic paper (a good choice if you have recently or are currently enrolled in an academic program) ✓ A memorandum or factum (if you have been out of school for several years) ✓ If you don’t have one of the above, you can write a 5-10 page research paper on a legal subject you’re interested in <p>UNACCEPTABLE WRITING SAMPLES:</p> <ul style="list-style-type: none"> ✗ Unresearched opinion piece ✗ Co-authored papers/documents ✗ Non-analytical summary of law ✗ Court pleading or form ✗ Other legal documents
<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 1: You may add your referee names and contact information to your Myfile Profile under the “Supplementary Information Form” section available on the left hand side. In doing so an email will be sent to the referees with a link to the online form they must complete. Once the referee submits the webform, it will automatically be added to the applicant profile. No changes can be made once referee contact information is provided. OR</p> <p>Option 2: You may use this Recommendation Form . Your referees may submit a letter in addition to the required form. 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>

TRANSCRIPTS

FOR APPLICATION:

Upload full and complete copies of your transcripts from every university where a grade was received for course(s) completed and/or a degree was earned to your [MyFile profile](#).

PREVIOUS YORK STUDENTS:

If you have taken courses at York University in the past, 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 ADMITTED:

You must submit final official transcripts received in university envelopes sealed by the issuing university to the address below.

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

- ❖ Transcripts from WES, NCA or other credential evaluation services are NOT considered official and will not be accepted.
- ❖ To be considered 'official' transcripts must be received in envelopes sealed by the issuing institution. Photocopied or faxed transcripts will not be considered official.
- ❖ 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 above) in envelopes sealed by the certified translator.
- ❖ Any mailed documents received at York University Admissions may take 10-15 business days to be posted to the applicant profile.
- ❖ Submitted transcripts become the property of York University and will not be returned.

SUPPLEMENTARY FORM

TWO STEPS:

1. **COMPLETE:** complete the form at <https://webform.osgoode.yorku.ca/view.php?id=251238>.
2. **UPLOAD:** the completed form will be emailed to you as a PDF – you must upload the PDF to your [MyFile profile](#).

The link to the supplementary form will be included in the confirmation of application receipt email you receive from OPD after you apply online.

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).

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.

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

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

Only official results will be accepted by 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