



Information for completing the Application form for assessment of legal credentials

1: DEADLINES FOR APPLICATION FOR ASSESSMENT OF LEGAL CREDENTIALS

You may submit an application for assessment of legal credentials at any time throughout the year. However, an application cannot be assessed until all the required documentation is received, including the official transcripts which are to be sent directly to the office of the National Committee on Accreditation. Therefore, please keep in mind that it may take up to three months from the date that all required documents are received to complete the assessment and provide a letter of recommendation.

2: APPLICANTS LIVING OUTSIDE OF CANADA

There are no citizenship or residency requirements to apply for an assessment of legal credentials. Therefore, an individual can apply for an assessment before immigrating to Canada.

3: DOCUMENT REQUIREMENTS

When submitting your educational and licensing documents you must submit, or arrange to have sent from the issuing authority (please see checklist):

- The academic record, showing the courses or subjects studied, the grades earned, and the hours of study or number of credits for each course (may be called a transcript, detailed marks card, relevé de notes, examination report, extract, student's book, index, or other name depending on the country from which it is issued).
- The Certificate of Call to Bar/Council, Certificate of Admission to Bar/Council, license to practice law, or other name, depending on the country, and or state, from which it issued.
- Transcripts for courses completed for call to Bar, council, law society, or other name depending on the country from which it is issued.
- Letter confirming you are a member in good standing from the bar, council, law society, or other name depending on the country from which it is issued.

4: ORIGINAL DOCUMENTS, OFFICIAL DOCUMENTS AND COPIES

The table below will assist you in understanding the differences in the types of documents that are required as part of the application:

| DOCUMENT CATEGORIES | CHARACTERISTICS |
|---------------------|--|
| Original Document | <ul style="list-style-type: none"> • Document is submitted by the applicant • Document bears proper seals and signatures • Document is NOT a photocopy, notarized or certified copy |
| Official Document | <ul style="list-style-type: none"> • Document is mailed from institution directly to the Federation • Document has never been handled by the applicant, applicant's friend, relative, or any other individual • Document bears proper seals, signatures and postal markings |
| Copy | <ul style="list-style-type: none"> • Regular, notarized or certified photocopies of document |

5: TRANSLATION REQUIREMENTS

If any of your documents are not in English or French, they must be accompanied by a complete word-for-word English translation. If you are submitting your documents from outside Canada and cannot obtain a translation from a Certified Canadian translator, you may submit a translation from an official translator in your home country. **NOTE: The original documents in the original language must also be submitted so that the translated document can be verified against the original document.**

6: TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

The TOEFL is not a requirement for the assessment of legal credentials. Please note that the NCA examinations are essay style and require proficiency in the English language.



Document Checklist

(please sign this checklist and submit with your application)

I HAVE ENCLOSED THE FOLLOWING ITEMS:

- Original transcripts of pre-law university education (please include photocopies if you wish to have the originals returned to you)
- A detailed curriculum vitae/résumé of my legal work experience and my professional experience
- A signed and dated application form
- A signed checklist
- A certified cheque in the amount of \$525.00 drawn on a Canadian bank account, bank or money order made payable to THE FEDERATION OF LAW SOCIETIES OF CANADA

I HAVE ARRANGED FOR THE FOLLOWING DOCUMENTS TO BE SENT DIRECTLY TO THE FEDERATION OF LAW SOCIETIES OF CANADA:

- Official transcripts for all legal education (please refer to information page 1 sections 3 and 4)
- Official Certificate of Bar, Call or Admission and a letter or certificate of good standing from the jurisdiction where licensed to practice law (please refer to information page 1 sections 3 and 4)
- Official transcripts for all courses and exams required as part of the Call to the Bar/Council (please refer to information page 1 sections 3 and 4)

Signature of Applicant

Date: (dd/mm/yyyy)