



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.



There are 6 steps to complete this **APPLICATION FORM**

PLEASE TYPE THIS FORM OR PRINT WITH BLACK INK AND IN BOLD LETTERS.

PLEASE BE SURE TO COMPLETE ALL FIELDS OF THIS FORM AND INDICATE "N/A" WHERE NOT APPLICABLE.

HAVE YOU PREVIOUSLY APPLIED TO THE COMMITTEE?

YES IF SO, NCA FILE NUMBER _____ No

STEP 1 OF 6: DOCUMENT CHECKLIST

(Please include this checklist with your application)

I HAVE ENCLOSED THE FOLLOWING ITEMS:

- Original transcripts of pre-law university education, or I have made arrangements for the documents to be sent by the education institution. (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, or credit card payment. Please see Step 6 of this Application Form.

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 Page 1 of this document, sections 3 & 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 Page 1 of this document, sections 3 and 4)
- Official transcripts for all courses and exams required as part of the Call to the Bar/Council (please refer to Page 1 of this document, sections 3 and 4)



STEP 2 OF 6: PERSONAL INFORMATION

Your full name
Family name:
Given name (s):

Name that appears on educational documents (If different from the above please attach proof of name change, e.g. marriage certificate).

_____ Male _____ Female Date of Birth (dd/mm/yyyy): _____

Your mailing address (include city, country and zip code/postal code)

Your contact information			
<table><tr><td>Country code</td><td>Area Code</td><td>Number</td></tr></table>	Country code	Area Code	Number
Country code	Area Code	Number	
Home:			
Cellular:			
Facsimile:			
Email address:			

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STEP 3 OF 6: DETAILS OF PRE-LAW UNIVERSITY EDUCATION

- Please provide **ORIGINAL** transcripts of pre-law education, or arrange for the official transcripts to be sent directly to our offices.
- Photocopies or certified copies of transcripts cannot be accepted. Please be sure to provide original transcripts.
- If you wish to have your original documents returned to you, please include a photocopied set of the original documents.

Dates attended	Name of Institution	City/Country	DEGREE OBTAINED

STEP 4 OF 6: DETAILS OF LEGAL EDUCATION AND PROFESSIONAL EXPERIENCE

- Please arrange for an **OFFICIAL FINAL TRANSCRIPT** to be forwarded directly to the office Of the Federation under seal from all of the legal institutions attended.
- Although incomplete degrees cannot be evaluated please provide any details degrees in progress.

Dates attended	University	City/Country	DEGREE OBTAINED

Language of Legal Instruction: _____

Are you licensed to practice law in any jurisdiction(s)?

- Please arrange for an **OFFICIAL CERTIFICATE OF CALL OR ADMISSION AND LETTER OF GOOD STANDING**, as well as any **OFFICIAL TRANSCRIPT OF MARKS** for any written examinations taken for the call or admission, from the licensing jurisdiction to be forwarded directly to the office of the Federation of Law Societies of Canada..

Jurisdiction and Title (lawyer/avocat, notary, solicitor)	Date of appointment/call (dd/mm/yyyy)

Details of legal work experience, professional and related, after call/admission to the Bar:

- Please attach curriculum vitae/resume. Please be sure to state all areas of practice and include names and addresses of employers.



STEP 5 OF 6: APPLICANT'S DECLARATION AND WAIVER (PLEASE READ AND SIGN)

I certify that the information provided in this application to the National Committee on Accreditation (the "NCA") is true and correct. I certify that I have read all of the information contained in the application, the instructions and the guidelines located at www.flsc.ca/en/foreignLawyers/guidelines.asp, and accept the terms and conditions set forth therein.

I acknowledge that the assessment of my application is only valid if the documents supplied are authentic and that only original documents sent directly to the NCA by academic institutions and licensing bodies, will be considered. I understand that if any documentation or information I provide is false, my application will be refused, all fees paid will be automatically forfeited and such institutions, agencies or associations as are appropriate will be notified accordingly.

I understand that in order for the assessment of my application to be complete and accurate, it may be necessary for the NCA to contact previous employers, educational institutions and licensing bodies in order to verify information provided in the application. I hereby authorize the NCA to contact any of the foregoing individuals or entities for such purpose.

I consent to the disclosure of any and all information I have provided relating to the NCA evaluation process, including the results of the evaluation and any examinations, to the provincial/territorial licensing bodies, and any other parties the NCA deems appropriate.

I acknowledge that the NCA's assessment may differ from my own interpretation or that provided by others. I acknowledge that the NCA assumes no liability for damages of any kind, including consequential damages, in the event the NCA decides, in its absolute discretion, not to issue a Certificate of Qualification. I hereby release the NCA from any liability for damages to or loss of any documents submitted to it, as well as from any liability for damages arising out of the use or reliance by me or any third party of the NCA's assessment of my application.

I further acknowledge that the issuance of a Certificate of Qualification by the NCA is not a guarantee of eligibility to practice law in any province or territory in Canada and that such eligibility is at the discretion of each law society in accordance with its applicable rules for admission.

By signing below, I confirm that I have read and understand all of the foregoing and that I agree to be bound by all the terms set forth herein.

Signature of Applicant

Date: (dd/mm/yyyy)



STEP 6 OF 6: PAYMENT OF FEES - \$525.00 CANADIAN DOLLARS (\$500.00 PLUS GST - 5 %)

Payment can be made by:

- Certified cheque drawn on a Canadian account,
- Money Order,
- Bank Draft,
- Credit card (see below).

Any of these should be made payable to the Federation of Law Societies of Canada, and sent to:

The Federation of Law Societies of Canada,
World Exchange Plaza,
#1810, 45 O'Connor,
Ottawa, Ontario,
Canada K1P 1A4.

IMPORTANT: If someone is sending payment on your behalf, please ensure your name is clearly indicated with the payment.

For credit card payment:

You can also use either a Canadian bank issued VISA or Master Card credit card for payment.

_____ VISA

_____ MasterCard

Credit Card Information
Name on Card:
Card Number:
Expiry Date: (mm/yy)
Please provide the 3 digit security (CV) number on the back of the card, located next to the signature

Authorization

I, the designated cardholder of the above listed credit card, authorize The Federation of Law Societies of Canada to charge the amount of \$525.00 (Canadian dollars) to the above listed card.

Signature of cardholder: _____