

## Osgoode Hall Law School • Faculty of Graduate Studies • Application Checklist

Candidates for the Professional Master of Laws at *Osgoode Professional Development* are requested to complete the application for admission (refer to instructions below) and submit it, with supporting material to:

York University - Office of Admissions (Graduate), 4700 Keele St., Toronto, ON M3J 1P3, Canada

*Please submit the material as complete as possible and note that all documentation submitted cannot be returned.*

*All forms required for submission are available for download from our website.*

Checklist	Instructions
<input type="checkbox"/> <b>ONLINE APPLICATION FORM</b>	Complete all sections. Incomplete forms will delay the processing of the application. Use the same combination of spelled out names, initials and surnames on all forms. <i>The University</i> will communicate with you by email, so write your email address clearly on the Application Form.
<input type="checkbox"/> <b>ONLINE APPLICATION FEE</b>	Pay your non-refundable \$100 CAD application fee. Refused credit card charges automatically halt processing of the application.
<input type="checkbox"/> <b>TRANSCRIPTS</b>	Provide <b>TWO</b> sets of <b>OFFICIAL</b> original transcripts <u>from every university or college attended, where a grade was received for course(s) completed</u> . Such transcripts come directly from, and bear the seal of, the issuing institution. (If you have taken courses at <i>York University</i> , we will obtain transcripts on your behalf. Please provide your <i>York</i> student number with the application and ensure that you have no outstanding fees, so that your transcript can be released.)  Note: Photocopied or faxed transcripts are not considered official. Copies may be uploaded via <a href="http://www.yorku.ca/myfile">www.yorku.ca/myfile</a> for use in review, however <i>the University</i> will not issue final decisions until official transcripts are received. If transcripts (or other supporting material) are in a foreign language, an official translation is required; it is the applicant's responsibility to ensure timely submission of transcripts; transcripts issued to students are not acceptable.
<input type="checkbox"/> <b>REFERENCE FORMS</b>	Provide <b>TWO</b> completed Recommendation Forms from referees who can assess your potential to complete the LLM successfully. If at the time of application you have selected your referees you may input their names and contact information on the online application form. An auto-email will be sent to the referee with a link to complete the online recommendation form.  If you have not selected your referees then you may use the Recommendation Form posted on our Application Process section of our website. Your referees may submit a letter <b>in addition</b> to the required forms. Reference forms must be sent to <i>York University</i> per the instructions on the Recommendation Form.
<input type="checkbox"/> <b>PERSONAL STATEMENT</b>	Provide a personal statement, in English, (350-500 words) 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.
<input type="checkbox"/> <b>RÉSUMÉ</b>	Submit an up-to-date résumé along with your application package.
<input type="checkbox"/> <b>WRITING SAMPLE</b>	Applicants are required to submit a writing sample which best demonstrates their academic ability. Please indicate the context in which the sample was written (e.g., a course paper, a research project/paper). Note: writing samples cannot be returned and must be written in English.
<input type="checkbox"/> <b>PROOF OF LANGUAGE PROFICIENCY</b>	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 two years at an accredited university in a country (or institution) where English is the only official language of instruction, we may exempt you from this requirement. Please visit <a href="http://www.osgoodepd.ca">www.osgoodepd.ca</a> for a complete list of language proficiency requirements.
<input type="checkbox"/> <b>SUPPLEMENTARY FORM</b>	Fill out all relevant sections of the Supplementary Form.

**APPLICATION DEADLINES:** Please see website for more details.

Late applications will be considered in the order received and if space is available in the relevant program.

Questions? Contact **LLM Admissions**

☎ 416.673.4670 or toll free within Canada at 1.888.923.3394

✉ [admissions-opd@osgoode.yorku.ca](mailto:admissions-opd@osgoode.yorku.ca)

🌐 [www.osgoodepd.ca](http://www.osgoodepd.ca)