OVERVIEW

The slides and instructions that follow are intended to provide you with an overview of the MSL application process. If you have any issues with your application, please email gradadmissions.law@utoronto.ca.

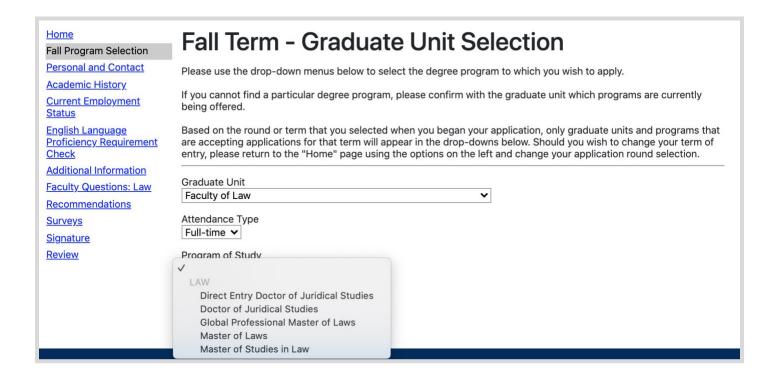
The application process and admission standards for the Master of Studies in Law (MSL) program are described on the <u>Faculty of Law's Master of Studies in Law Webpage.</u>

The application process is completed entirely online. All application documents must be submitted via the <u>SGS Application Management system</u>.

APPLY NOW

If you are a first-time applicant, click the link above to Create an Account and start your application. You will receive a verification code via email as part of the account creation process. After entering your verification code, you will be instructed to set-up a password.

STEP 1/12 - PROGRAM SELECTION



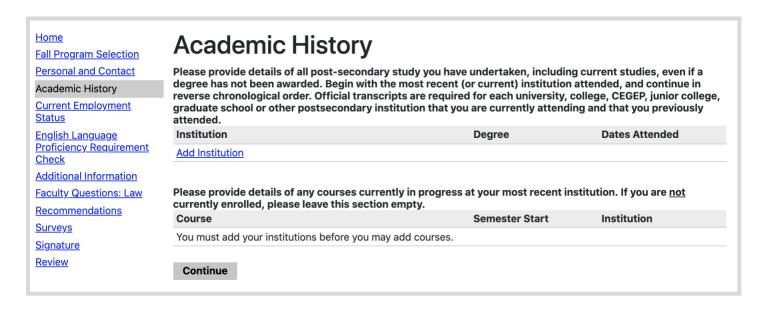
For more information about the admission requirements for the Master of Studies in Law (MSL) program and the application process, please visit:

https://www.law.utoronto.ca/admissions/graduate-admissions/msl-admissions

STEP 2/12 - PERSONAL & CONTACT INFORMATION

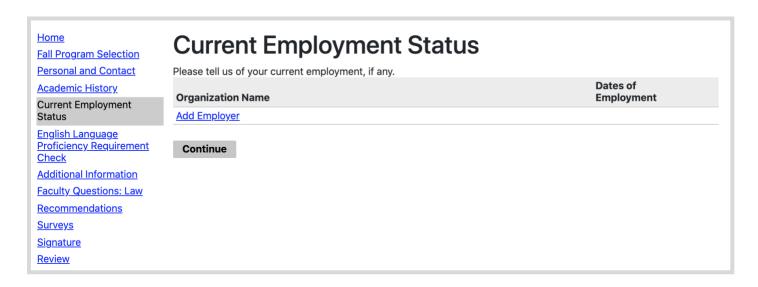
| Home Fall Program Selection | Personal | l and Contact | | | | | |
|---|---|--|--------|--|--|--|--|
| Personal and Contact | Please provide your name, citizenship, and contact information. The email address you provide will be used by the | | | | | | |
| Academic History | graduate unit to con | ntact you concerning your application. | | | | | |
| <u>Current Employment</u> <u>Status</u> | You must use your complete official name as shown on official government documents. Pay attention to spelling capitalization, as changing this information once your application has been submitted requires official documents. | | | | | | |
| English Language Proficiency Requirement | Name | | | | | | |
| <u>Check</u> | Legal Given Name | | | | | | |
| Additional Information | Middle | | | | | | |
| Faculty Questions: Law | Surname/Family | | | | | | |
| <u>Recommendations</u> | Name | | | | | | |
| <u>Surveys</u> | Suffix | V | | | | | |
| <u>Signature</u> Review | Preferred First Name | | | | | | |
| | Previous Surname/Family Name | | | | | | |
| | Addresses | | | | | | |
| | Permanent Addres | ss | Delete | | | | |
| | Country | Canada | | | | | |
| | Street Address | | | | | | |
| | City | | | | | | |
| | Province | Select Province | | | | | |
| | Postal Code | | | | | | |
| | Mailing Address | | Delete | | | | |
| | | Canada | | | | | |
| | Country | Canada | | | | | |
| | Country Street Address | Canada | | | | | |
| | • | Canada | | | | | |
| | Street Address | Select Province V | | | | | |

STEP 3/12 - ACADEMIC HISTORY



Please list all degree programs you have undertaken and any University exchanges completed. Do not include any certificates.

STEP 4/12 - EMPLOYEMENT STATUS



Please provide information about your current employment, including the name of your current employer and the dates of your employment, if applicable.

Any additional information about your work experience should be reflected in your resume/CV.

STEP 5/12 - ENGLISH LANGUAGE PROFICIENCY

Home

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English Language
Proficiency Requirement

Proficiency Requirement Check

Additional Information

Faculty Questions: Law

Recommendations

<u>Surveys</u>

<u>Signature</u>

Review

ELP Requirement Check

English Language Requirement Check

Normally, if applicants meet any one of the following conditions, they are not required to submit proof of proficiency in English (please consult the graduate unit to determine whether proof of ELP will still be required):

- Native language is English (language first learned and still used on a daily basis).
- · Canadian citizen who studied at a Canadian university where the language of instruction is French.
- Obtained their admitting degree from an institution recognized by the University of Toronto and where the language of instruction and examination is uniformly English.
- Completed their admitting degree in one of the following countries/regions: Australia, the Bahamas, Barbados, Botswana, Ghana, Guyana, Hong Kong, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Namibia, New Zealand, Nigeria, Papua New Guinea, Sierra Leone, Singapore, South Africa, Swaziland, Tanzania, Trinidad and Tobago, Uganda, United Kingdom, United States of America, Zambia, and Zimbabwe

Note: Some applicants from the above mentioned countries/regions may be required to provide proof of English proficiency as English is not the sole language of instruction at all universities.

The language of instruction and examination must be verified by the graduate unit and/or the School of Graduate Studies. Applicants should provide an official academic transcript with a note confirming the use of English as the language of instruction and examination. If the official academic transcript does not have this note, applicants should make arrangements for an official statement to be sent from their institution directly to the graduate unit confirming the use of English as the primary language of instruction and examination. Please consult the graduate unit to determine whether proof of English-language proficiency will still be required.

If you do not meet one of the above-mentioned conditions you will need to submit an English proficiency test as part of your application. **Do any of the exemptions above apply to you?**

Yes

No

Continue

If you do not meet any of the English language exemptions, you will need to upload a scanned copy of your official English Language Proficiency test scores on the application system.

In addition, you must arrange for the testing agency to submit your official test scores directly to the University of Toronto (Enrolment Services office). For more information, please visit the School of Graduate Studies' English Language Proficiency Testing webpage.

*Please note that the MSL required scores are higher than the School of Graduate Studies minimum required scores.

STEP 5/12 - ENGLISH LANGUAGE PROFICIENCY - continued

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ELP Requirement Check

English Language Requirement Check

Normally, if applicants meet any one of the following conditions, they are not required to submit proof of proficiency in English (please consult the graduate unit to determine whether proof of ELP will still be required):

- Native language is English (language first learned and still used on a daily basis).
- Canadian citizen who studied at a Canadian university where the language of instruction is French.
- Obtained their admitting degree from an institution recognized by the University of Toronto and where the language of instruction and examination is uniformly English.
- Completed their admitting degree in one of the following countries/regions: Australia, the Bahamas, Barbados, Botswana, Ghana, Guyana, Hong Kong, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Namibia, New Zealand, Nigeria, Papua New Guinea, Sierra Leone, Singapore, South Africa, Swaziland, Tanzania, Trinidad and Tobago, Uganda, United Kingdom, United States of America, Zambia, and Zimbabwe

Note: Some applicants from the above mentioned countries/regions may be required to provide proof of English proficiency as English is not the sole language of instruction at all universities.

The language of instruction and examination must be verified by the graduate unit and/or the School of Graduate Studies. Applicants should provide an official academic transcript with a note confirming the use of English as the language of instruction and examination. If the official academic transcript does not have this note, applicants should make arrangements for an official statement to be sent from their institution directly to the graduate unit confirming the use of English as the primary language of instruction and examination. Please consult the graduate unit to determine whether proof of English-language proficiency will still be required.

If you do not meet one of the above-mentioned conditions you will need to submit an English proficiency test as part of your application. **Do any of the exemptions above apply to you?**

YesNo

Please indicate which of the following exemption or exemptions apply to you:

- Native language is English.
- ☐ Canadian citizen at a Canadian university where the language of instruction is French.
- ☐ Admitting degree is from an institution recognized by the University of Toronto where the language of instruction is English.
- ☐ Admitting degree is from one of the countries/regions listed in the question above.

Continue

If you are exempt from the requirement to provide English language proficiency test scores, please indicate which exemption(s) applies to you.

If you obtained your admitting degree from a recognized institution at which the language of instruction and examination is uniformly English, you need to provide an official academic transcript that confirms that English is the language of instruction and examination.

If your transcript does not provide this information, you must make arrangements for an official statement confirming the use of English as the language of instruction and examination to be sent from your institution directly to

gradadmissions.law@utoronto.ca before the document deadline.

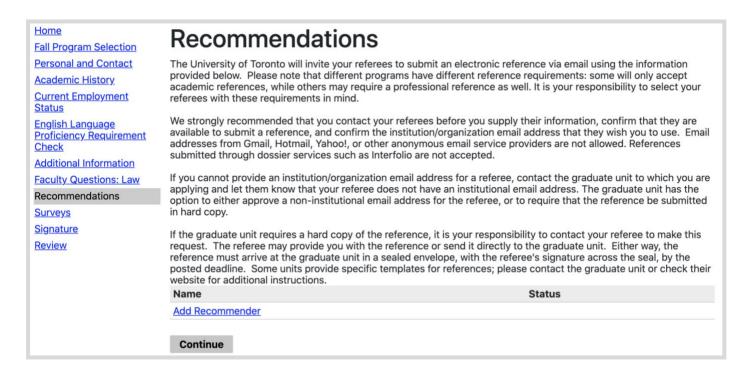
STEP 6/12 - ADDITIONAL INFORMATION

| Home Fall Program Selection | Additional Information |
|--|--|
| Personal and Contact Academic History Current Employment | U of T Student Number Leave blank if you do not have one or you are unsure. |
| Status English Language Proficiency Requirement | Citizenship |
| Check Additional Information Faculty Questions: Law | Current Legal Status in Canada V |
| Recommendations Surveys Signature | Anticipated Legal Status in Canada at the Start Date of your Program V |
| Review | Please Add Any Awards/Scholarships/Fellowships Applied For and Related to this Application. Please identify the award/scholarship/fellowship and the award amount (in CAD): |
| | #1 Award/scholarship/fellowship: |
| | #2 Award/scholarship/fellowship: |
| | #3 Award/scholarship/fellowship: |
| | Continue |

STEP 7/12 - FACULTY OF LAW QUESTIONS

| Home Fall Program Selection | Law Faculty Questions |
|--|---|
| Personal and Contact Academic History | Master of Studies in Law Applicants |
| Current Employment Status | Education |
| English Language Proficiency Requirement Check | Do you have a doctorate (i.e. PhD, D.Phil, etc.)? Yes No |
| Additional Information | Did you complete a research/thesis masters? |
| Faculty Questions: Law Recommendations | ○ Yes ○ No |
| <u>Surveys</u> | In what country did you complete your highest post-secondary degree? |
| <u>Signature</u> | Y |
| Review | Do you hold an academic position at a college or university? O Yes No |
| | Continue |

STEP 8/12 - RECOMMENDATIONS



Two academic letters of reference are required. If you cannot obtain academic references and will be submitting professional references instead, please explain why in your personal statement.

Do not add more than 2 referees. Please note that if more than 2 referees are added only the first two reference letters submitted will be considered, any additional letters will be removed from the system and will not be reviewed.

STEP 8/12 - RECOMMENDATIONS - continued

| Add Recommend | der × |
|----------------|--|
| Туре | Academic RecommendationEmployer RecommendationProfessional Recommendation |
| Prefix | ~ |
| First Name | |
| Last Name | |
| Organization | |
| Position/Title | |
| Relationship | |
| Telephone | |
| Email | |
| | Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review. |
| | Your name will be displayed to recommender as: Test Test Change |
| Send To Recon | nmender Cancel |

You will need to provide the name of the two people from whom you wish to solicit reference letters and the institutional email address at which each person can be contacted (i.e. @university.com or company.com). Please note that personal email addresses, i.e. gmail.com, yahoo.com, mail.com, etc. are not accepted.

If a referee does not have an institutional email address, please to provide us a link to an official institutional webpage that confirms that the proposed writer is employed by the institution and that the personal email address provided is, in fact, official. If that is not an option either, your referee will have to send a hard copy reference letter on official letterhead to the Graduate Program directly, the letters must be received by the document deadline.

Reference letters submitted via a noninstitutional email addresses which have not been verified by the Graduate Program are not admissible and the application will be considered incomplete.

STEP 9/12 - SURVEYS

Home Surveys **Fall Program Selection** Personal and Contact **Demographics Survey Academic History** The University of Toronto recognizes that our scholarship, research, teaching and educational activities occur within a **Current Employment** highly diverse societal context. Within our commitment to academic and practice excellence, we seek to recruit a **Status** graduate student body that is inclusive and reflective of the diversity found within Canadian communities, including but **English Language** not limited to racialized persons/persons of colour, Indigenous/Aboriginal People of North America, LGBTQ persons, **Proficiency Requirement** persons with differing abilities, mature students, and students from varying faith/spiritual communities. Check In order to assess our progress toward our diversity, equity, and inclusion objectives, and better support our graduate **Additional Information** students, we are collecting demographic data on a voluntary basis. Your responses will help us Faculty Questions: Law check that our applications processes are fair to all groups of students; Recommendations develop services that are relevant to our future students, including students from underrepresented groups; Surveys Signature plan our outreach to potential applicants. **Review** Please note that the data collected are confidential and will not be part of your student record. Similarly, your choice to complete the survey or not will not be part of your admissions file. The School of Graduate Studies will report the data in aggregate form (ensuring individuals are not identified) to academic departments (e.g., graduate units and faculties) and administration at the University of Toronto. Personal information that you provide to the University is at all times protected in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). If you have questions, refer to https://www.utoronto.ca/privacy or contact the University's FIPPA Office at 416-946-5835, Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1. Gender Identity Please indicate which of the following terms best describes your gender identity. Please check all that apply. □ An Identity Not Listed □ Man Nonbinary Prefer Not to Answer □ Trans ☐ Two-Spirit ☐ Woman Sexual Orientation Please indicate which of the following terms best describes your sexual orientation. Check as many as apply. □ An Identity Not Listed

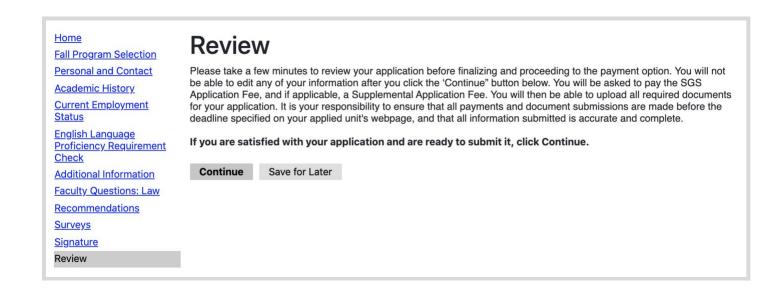
□ Asexual□ Bisexual□ Gay

☐ Heterosexual/Straight

STEP 10/12 - SIGNATURE

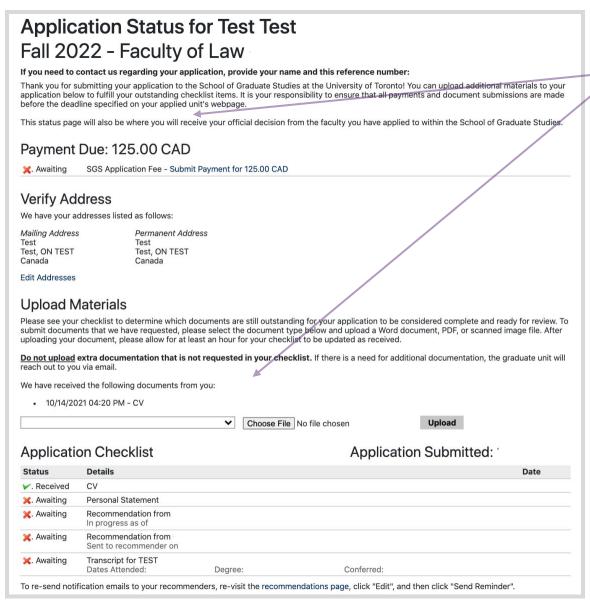
| <u>Home</u> | I agree that all statements I make in this application and all information in any material that will be filed in support hereof |
|------------------------------|--|
| Fall Program Selection | are true, correct and complete and all material information will be disclosed. I furthermore confirm that all materials, |
| Personal and Contact | except references, will be submitted by me, and that all statements will be written by me, without the assistance of any third parties, including consultants educational agencies, relatives, or friends. I understand that if the university finds to |
| Academic History | the contrary, my association with, admission to or registration in the university may be rescinded and cancelled after |
| Current Employment Status | notice in writing to me at my home or sessional address. In addition, other Canadian universities may be contacted. I understand that the University of Toronto may contact my previous educational institutions or referees to confirm the accuracy and authenticity of supporting documents. The name used in this application is the complete name by which I |
| English Language | am legally and correctly known. I understand that if I have not previously applied to or registered at the university this |
| Proficiency Requirement | name will be officially recognized in academic records of the university, and it will not be changed there without a |
| <u>Check</u> | formal verification. I understand that if I have previously applied to or registered at the university and the name in this |
| Additional Information | application is other than that by which I am known in academic records of the university, I must complete a change of |
| Faculty Questions: Law | name form. If the information I provide in an application is revealed to be invalid, the university reserves the right to terminate my account. |
| Recommendations | |
| <u>Surveys</u> | In place of your signature, please type your full legal name: |
| Signature | |
| Review | Confirm |

STEP 11/12 - REVIEW



Please note that once you click "Continue" you will no longer have the ability to edit the information provided up to this point.

STEP 12/12 - PAY APPLICATION FEE & UPLOAD DOCUMENTS



Once you have submitted the application form, you will be taken to the *Application Status* page where you can:

- 1) pay your application fee and
- upload your supporting documents.

The documents which must be submitted in support of an application to the MSL program are listed on our website.

The document list is exhaustive. Please do not upload any documents other than those that are required. The Admissions

Committee will not consider any unsolicited documents (i.e. third reference letters, etc...), and all such documents will be deleted from the admission system in order to ensure equity between applicants.

If multiple versions of one document are uploaded to the admission system, the most recent version will be considered, and earlier versions deleted.

Please note that once you upload a document it may take 15 mins (or more) for the application checklist to be updated and reflect that your document has been added to the system.

MANAGE YOUR REFEREES

You can review the status of your letters of recommendation, send your referees reminders, and manage your referees from the *Application Status* page.

To change one or both of your referees (before they upload their recommendation letter):

- 1. Click the link to re-visit the *Recommendations* page at the bottom of the page below the checklist. You will be brought back to the *Recommendations* page
- 2. Click "Edit" on a previously submitted referee, and then choose to "Exclude" this referee. The excluded referee will be removed from your checklist in the status portal.
- 3. From within the *Recommendations* page, click "Add Recommender" to submit your new referee's information.

Please note that personal email addresses, i.e *gmail.com*, *yahoo.com*, *mail.com*, etc. are not accepted. If your referees do not have an institutional email address, you will need to provide us with a link to an official institutional webpage that confirms that the proposed writers are employed by the institution and confirms that the personal email addresses provided are, in fact, official. If that is not an option either, your referees will have to send a hard copy reference letter on official letterhead to the Graduate Program directly, the letters must be received by the document deadline.

| Аррисаці | on Checklist | | Application Subn | nittea: |
|-------------|---|---------|------------------|---------|
| Status | Details | | | Date |
| ✓. Received | CV | | | |
| 💢. Awaiting | Personal Statement | | | |
| 💢. Awaiting | Recommendation from In progress as of | | | |
| 💢. Awaiting | Recommendation from Sent to recommender on | | | |
| 💢. Awaiting | Transcript for TEST Dates Attended: | Degree: | Conferred: | |