



Application for Admission

- Application for Admission as a Student at Law submitted in the online portal
- Clear pdf copy of a valid Government Issued Photo ID such as drivers license or passport
- Police/Criminal Record Check (this must include your full legal name and any ALIAS) and should be issued within 90 days of your application submission date
- Canadian Common Law Degree or NCA Evaluation for Foreign Law Degree Holders
- Application and Admission Fees
- Residential address within Alberta
- Certificate of Standing from any governing body that you are or have been a member of (issued within 90 days of your application)

Frequently Asked Questions

- **I've submitted my application; can I start on my proposed commencement date?**
No, you must receive formal written approval from the society.
- **How will I know that my application has been approved and I can start articling?**
You and your principal will receive formal written notice by email that your application has been approved as well as your approved commencement date.
- **Are there additional requirements other than those on this checklist?**
Each app is reviewed individually, and we will reach out by email if there are additional requirements.
- **What happens if I'm unable to obtain my Certificate of Standing in time to submit my application?**
If you are unable to provide a Certificate of Standing within the timeline requested by the law society, there may an alternative solution to providing the document or you may request an extension. Please contact the Membership department directly for more information.
- **Do I send in my Transcripts or NCA Certificate?**
No, please have proof of your education sent directly from your issuing institution or online through a service such as MyCreds.
- **I want to add information or change an answer on my application after I have submitted, what do I do?**
You can update your application in the portal to be resubmitted for further review. All application requirements must be submitted at least 30-days prior to your proposed start date.

Articling Agreement Application

- Secured Articling Position/Employment
- Proposed principal's name
- Proposed articling commencement date (30 days from a complete application, minimum)

Frequently Asked Questions

- **I've submitted my articling agreement application, what are the next steps for my principal?**
Your principal will get an email asking them to log into their Lawyer Portal and accept the articling agreement.
- **I want to start before the 30-day period for my application, what do I do?**
Please review Rule 51(3) and if eligible, email a written request outlining your circumstances to Membership.