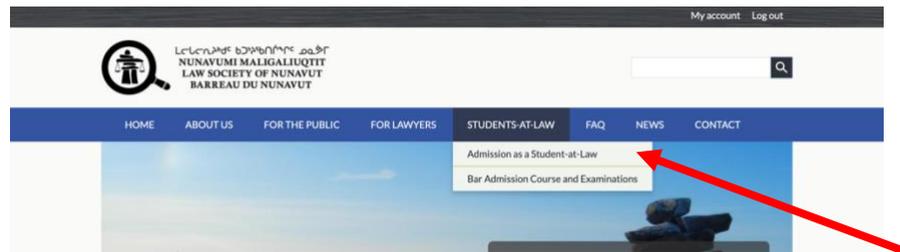




## Before Starting

**STEP 1:** Click on the *Student-at-Law* tab and choose *Admission as a Student-at-Law*. You will find there all the documents you will need to submit.



All documentation will be submitted electronically

**STEP 2:** Send your completed **Electronic Signature Consent Form** to the LSN administrator by email.

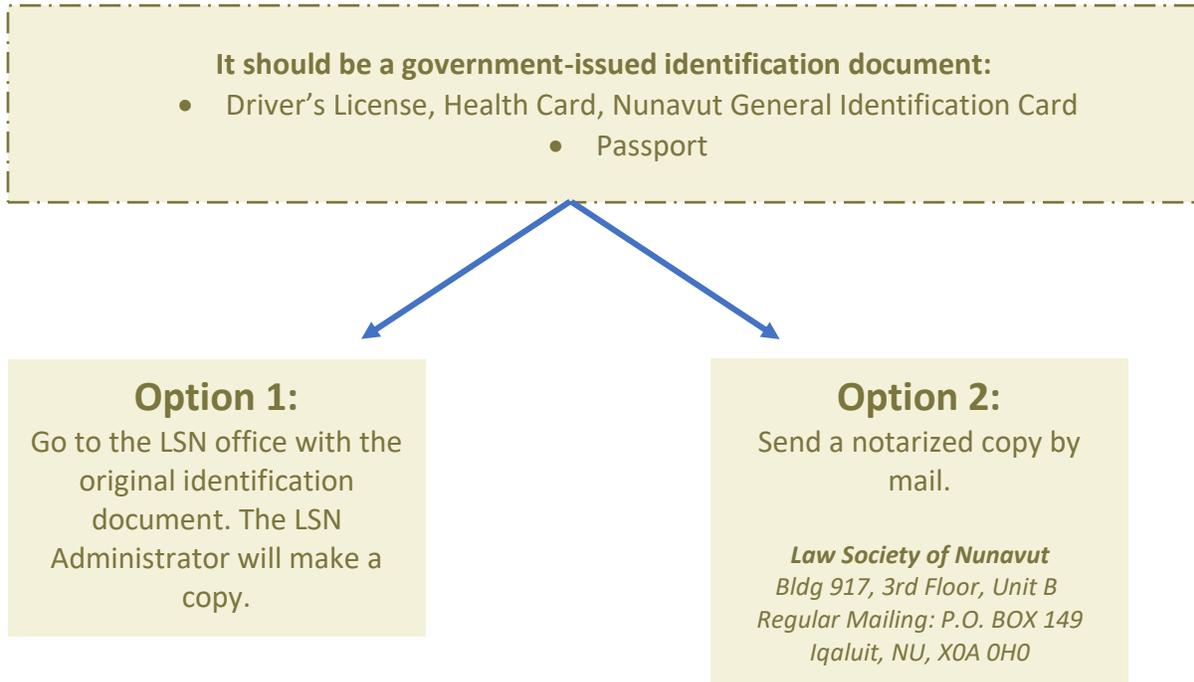
A screenshot of the 'Admission as a Student-at-Law (SAL)' page. The page title is 'Admission as a Student-at-Law (SAL)'. Below the title, there is a section for 'Required Documents' with a plus sign icon. Under this section, there is a sub-section for 'Electronic Signature Consent Form'. A red arrow points to the 'Student-at-Law: Download PDF' link in the list below.

You will find the consent form under the **Required Documents** tab.

**Note :** There is a consent form for SaLs and one for the principals. Make sure to choose the correct one.

Once the LSN Administrator receives your completed consent form, you will receive a **temporary password** that will allow you to log into your account.

**STEP 3:** Provide one acceptable identification document with photo to the LSN Administrator.



**STEP 4:** Prepare the 3 required documents in advance. You will be able to submit them as part of your online application.

### A) Two Letters of Good character

You will find the template of the *Letter of Good Character* under the **Required Documents** tab (in the **Admission as a Student-at-Law** menu).

Examinations

## Admission as a Student-at-Law (SAL)

All the information and forms required to apply for admission as a student-at-law are available for download on this page.

Completed Admission as Student-at-Law applications received by the administrator are submitted to the members of the Membership and Admissions Committee every 3rd Monday. Consult the [Timeline](#) for more information.

**Applications are submitted online**

- To start your Student-at-Law application, you must create your applicant account.
- To request the creation of your applicant account, please fill out the [following consent form](#) and send it to [administrator@lawsocietynu.ca](mailto:administrator@lawsocietynu.ca).
- Contact us at (867) 979-2330 or [administrator@lawsocietynu.ca](mailto:administrator@lawsocietynu.ca) if you have any question.
- Once your account has been setup, please refer to the [instructions and application process](#) section below:

- SAL Application process
- Instructions for the Student-at-Law
- Instructions for the Principal
- Required Documents

**Electronic Signature Consent Form**

The admission process is entirely done online. It is therefore important that all parties involved consent and understand the implications of electronic signatures.

Both the Student-at-Law and the principal will need to send the Electronic Consent Form by email to the LSN administrator.

- [Student-at-Law: Download PDF](#)
- [Principal: Download PDF](#)

**Copy of your degree or law or your transcript showing completion of a law program**

- [Download PDF](#)

**Two (2) Letters of good character**

- [Download PDF](#)

**What you will need to do:** Find 2 reputable and qualified people (such as a former employer, professor, coach or supervisor of volunteer activities) to complete the Letters of Good Character.

Each Letter needs to demonstrate :

- The capacity in which they know you;
- How long they have known you;
- Why they believe that you are of good character

Each Letter needs to include a telephone number where the referee can be contacted.

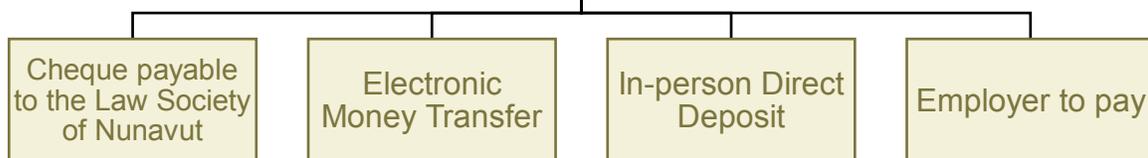
**Note:** At least one of these letters should be from a person other than your proposed employer or co-worker.

**B) Official copy of your degree of law from your university or your transcript showing completion of the program**

**STEP 5:** Prepare your payment for the application and admission fees.

In your online application, please inform the LSN Administrator your preferred method of payment.

Your choices are:



You will have to provide the cheque number.

You will have to provide the employer's name.



**STEP 7:** Enter your email address and your temporary password.

The screenshot shows the login page of the Law Society of Nunavut. At the top, there is a logo and the text "LAW SOCIETY OF NUNAVUT" in Inuktitut, English, and French. Below the logo is a search bar. A navigation menu includes "HOME", "ABOUT US", "FOR THE PUBLIC", "FOR LAWYERS", "STUDENTS-AT-LAW", "FAQ", "NEWS", and "CONTACT". The main content area has a breadcrumb trail "Home > User > Log in" and a "Log in" heading. There are two links: "Log in" and "Reset your password". The form contains two input fields: "Username \*" and "Password \*". Below the password field is a "Log in" button.

Once logged in, you will see a dashboard.  
Don't forget to read carefully the instructions.

**STEP 8:** Update your password to something you will remember.

The screenshot shows the user dashboard for "rleclerc@lawsociety.nu.ca". At the top right, there are links for "My account" and "Log out". The navigation menu is the same as in the previous screenshot. The breadcrumb trail is "Home > User > rleclerc@lawsociety.nu.ca > rleclerc@lawsociety.nu.ca". The main heading is "rleclerc@lawsociety.nu.ca". There are three tabs: "Dashboard", "Update email or password", and "Student Application". The "Update email or password" tab is active, and a red arrow points to it. The form contains several fields: "Current password", "Email address \*" (with value "rleclerc@lawsociety.nu.ca"), "Password", "Confirm password", and "Confirm password". Below the form is a "Save" button. A "GOOGLE ANALYTICS SETTINGS" section is visible at the bottom, with a checkbox for "Enable user tracking" checked.

**Note :** Google Analytics help us track the website traffic and come up with relevant stats.

## STEP 9: Start your Student Application.

HOME ABOUT US FOR THE PUBLIC FOR LAWYERS STUDENTS-AT-LAW FAQ NEWS CONTACT

✓ The changes have been saved.

Home » User » rleclerc@lawsociety.nu.ca » rleclerc@lawsociety.nu.ca

rleclerc@lawsociety.nu.ca

Dashboard Update email or password Student Application

Current password

Required if you want to change the Email address or Password below. Reset to new password.

Email address \*

rleclerc@lawsociety.nu.ca

You will now enter in your  
**ONLINE STUDENT APPLICATION**

HOME ABOUT US FOR THE PUBLIC FOR LAWYERS STUDENTS-AT-LAW FAQ NEWS CONTACT

Home » Profile » Student Application #1266 » Edit «em class="placeholder">Student Application #1266«/em»

### Edit Student Application #1266

Dashboard Edit

Admission as Student-at-Law to the Law Society of Nunavut

Please complete this application form fully and precisely; omissions or inaccuracies in your answers may delay your enrolment. The Membership Admissions Committee may investigate or verify any information supplied on this application form, and may require further explanation from you before your enrolment commences. Please review eligibility requirements before completing or filling out this form.

If you need to quit your session before finishing, save your application as a draft.

Membership type \*

Admission as Student-at-Law

▼ PART A: PERSONAL INFORMATION \*

1. Name  
Last name \* First name \* Middle name(s)

2. Birth date \* 3. Place of birth \*

4. Law Degree  
No Paragraph added yet.  
Add Law Degree

▼ PART B: CONTACT INFORMATION - CONFIDENTIAL

1. Correspondence Address  
Country  
Canada  
Street address  
City Province Postal code  
Email Telephone

▼ PART C: PROFESSIONAL INFORMATION

1. Current Employer  
Country  
Canada  
Name  
Street address  
City Province Postal code  
Email Telephone

2. (1) List chronologically all of the law societies or governing bodies of which you are or have been a member.  
No Paragraph added yet.  
Add Law Societies Membership

3. Do you have any disciplinary proceedings pending or that have been taken against you as a member?  
 No  Yes

4. Do you have any claims for lawyers' professional liability insurance that are pending or have been made against you as a member of the societies or bodies listed in subsection (1)?  
 No  Yes

5. State the jurisdiction in which you will principally be practicing law: \*

- None -

If you haven't graduated yet, put your  
expected graduation date.

If you are not a member of other law  
societies, don't write anything here.

If you check yes, please  
provide more details

If you check yes, a text box will appear allowing you to provide more details.

6. Please respond by marking the appropriate column.

(a) I have since attaining the age of 18 years been convicted of an offence under the Criminal Code, the Narcotic Control Act, the Food and Drugs Act, the Income Tax Act, the Income Tax Act (Canada), the Bankruptcy Act, the Excise Tax Act, legislation of any province or territory respecting securities or income tax or any legislation similar to any of the foregoing in any other jurisdiction. \*

No  Yes

(b) I have been adjudged a bankrupt in a legal proceeding. \*

No  Yes

(c) I have changed my name. \*

No  Yes

(d) I have had a civil judgment made against me relating to fraud. \*

No  Yes

(e) I am a judgment debtor. \*

No  Yes

(f) I have been found guilty in a disciplinary action instituted against me as a member of a professional organization. \*

No  Yes

(g) I have been held in civil contempt. \*

No  Yes

**For Question 7 of PART C:**  
This is where you will upload the **3 required documents** you prepared in advance, which are:

**A) Two Letters of Good character**

**B) Copy of your degree of law or your transcript showing completion of the program**

7. Required Documents and Payment Information

Two Letters of Good Character as referred to in paragraph 39(1)(b), 39.7(2), or 49(2)(b) of the Rules of the Law Society of Nunavut;  
Note: At least one of these letters should be from a person other than your proposed employer or co-worker. \*

Choose File no file selected  
One file only, 10 MB limit. Allowed types: pdf.

Choose File no file selected  
One file only, 10 MB limit. Allowed types: pdf.

A copy of your degree of law or your transcript showing completion of a law program \*

Choose File no file selected  
One file only, 10 MB limit. Allowed types: pdf.

You don't have to upload anything here.

We will come back to the Student Articling Plan in **Step 13**

Document from the Principal

Note: You do not need to submit the completed version of the Student Articling Plan. This form will be added to your application by the LSN administrator once the principal has completed their parts.

Student Articling Plan  
No Document added yet.

Add Document

Other documents for articling

If you need to reassign your remaining articles of clerkship to a new solicitor, please complete and submit the following document:

Assignment of Articles of Clerkship  
No Document added yet.

Add Document

If you need to temporarily serve a portion of your articles of clerkship with a temporary solicitor, please complete and add the following document:

Transfer of Articles  
No Document added yet.

Add Document

This section **MAY** be useful to you if you need to amend your articles.

### A) Assignment of Articles of Clerkship

Complete this document if you need to reassign your remaining Articles of Clerkship to a new solicitor.

### B) Transfer of Articles

Complete this document if you need to temporarily serve a portion of your Articles of Clerkship with a temporary solicitor.

You will be able to come back to your application throughout your articles

**Other documents for articling**

If you need to reassign your remaining articles of clerkship to a new solicitor, please complete and submit the following document:

**Assignment of Articles of Clerkship**

No Document added yet.

[Add Document](#)

If you need to temporarily serve a portion of your articles of clerkship with a temporary solicitor, please complete and add the following document:

**Transfer of Articles**

No Document added yet.

[Add Document](#)

**PAYMENT INFORMATION**

The prescribed annual fee including applicable taxes (5% GST) was paid by: \*

Cheque

A cheque payable to the "Law Society of Nunavut" in the sum of

and cheque #

**▼ PART D: DECLARATION OF APPLICANT AND AUTHORIZATION \***

I certify that all information provided by me in this application and in documents provided in connection with this application is true. I understand that any material omission or misrepresentation in the information provided in my application could result in the denial of admission as a student-at-law or enrolment as a member of the Law Society of Nunavut. \*

I have reviewed the current provisions dealing with competency in the [Code of Conduct](#) for the Law Society of Nunavut. I promise the Society that I will at all times while registered with the Society as a student-at-law faithfully and to the best of my ability perform my obligations as a student-at-law under my articles of clerkship and under the Legal Profession Act, the Rules of the Law Society and any code of conduct authorized or established by the Executive committee of the Law Society of Nunavut. \*

**▼ PART E: ARTICLES OF CLERKSHIP - TO BE SIGNED ON DOCUSIGN**

Once you publish your application, the LSN administrator will send you the form [Article of Clerkship](#) by email through the third-party platform DocuSign.

Please date, complete and duly sign the form directly on DocuSign. Once finished, send your completed form back to the LSN administrator.

Upon receipt, the LSN administrator will send the updated copy to the principal by email through DocuSign.

Note: This form will be added to your application, at a later date, once processed by the LSN administrator.

**Document**

No Document added yet.

[Add Document](#)

To submit your application, change the state from "Draft" to "Ready to Publish" and click Save.

Current state: Change to:

Draft

[Save](#)

✓ Draft  
Ready to publish

**DRAFT**  
Save your application as *Draft* and come back to it later.

**READY TO PUBLISH**  
Once you uploaded all your documents, save your application as *Ready to Publish*.

The LSN Administrator will review your application.

Enter your payment information here

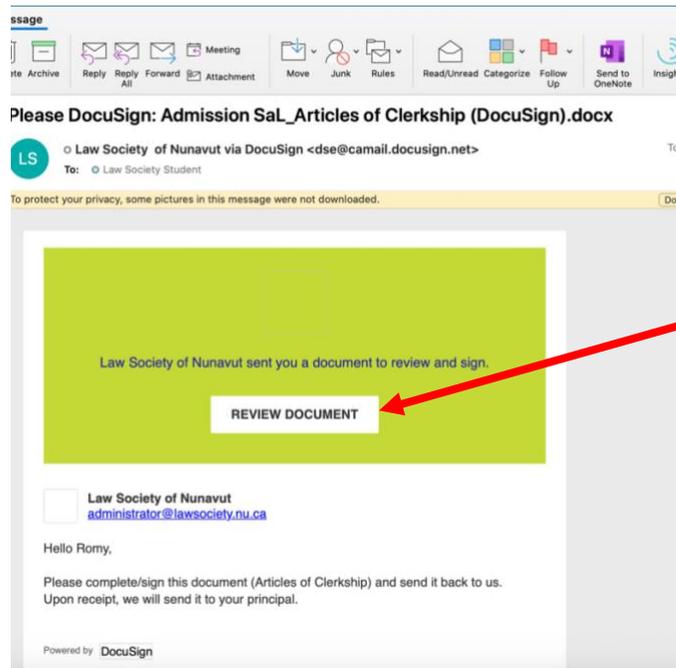
Read carefully the two statements and check the boxes

You don't have to upload anything here.

We will come back to the Articles of Clerkship in **Step 10**

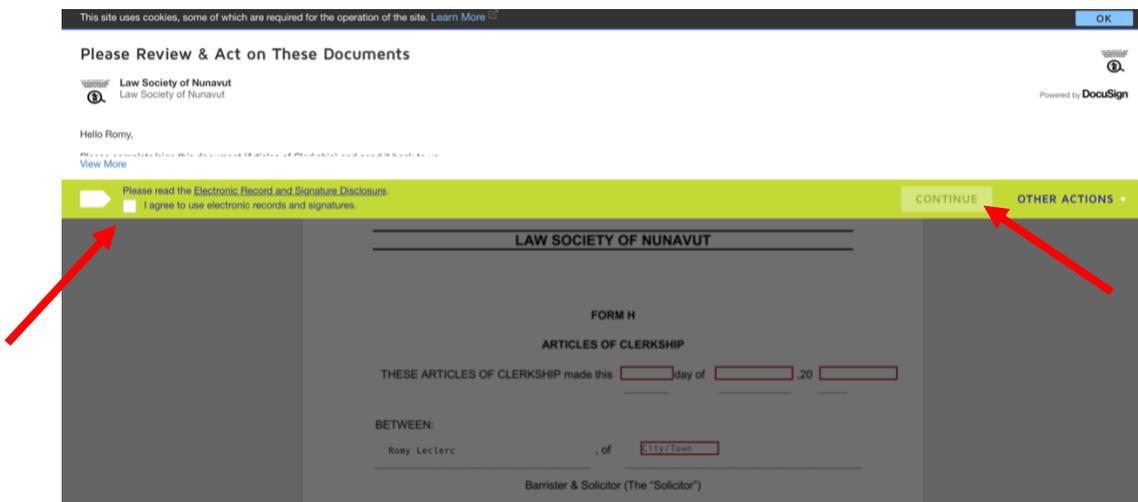
**After you Submit your Online Application:**  
**Articles of Clerkship on *DocuSign***

**STEP 10:** Once you have saved your application as *Ready to Publish*, the LSN Administrator will send you the Articles of Clerkship by email through the third-party platform *DocuSign*.



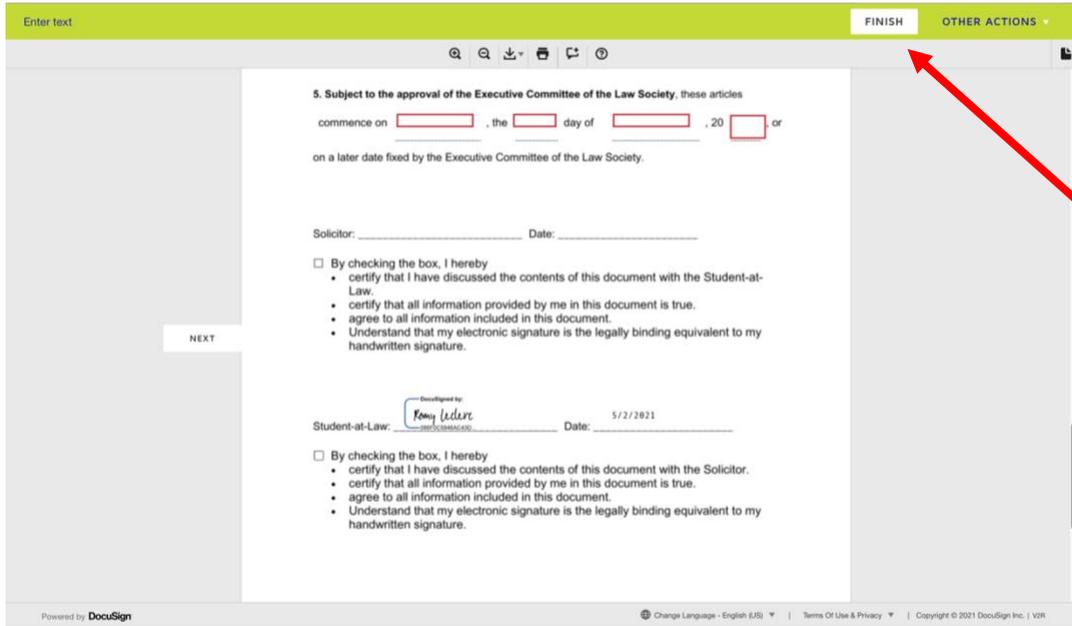
Click on ***Review Document*** to access your Articles of Clerkship

**STEP 11:** DocuSign will ask you to read the Electronic Record and Signature Disclosure.

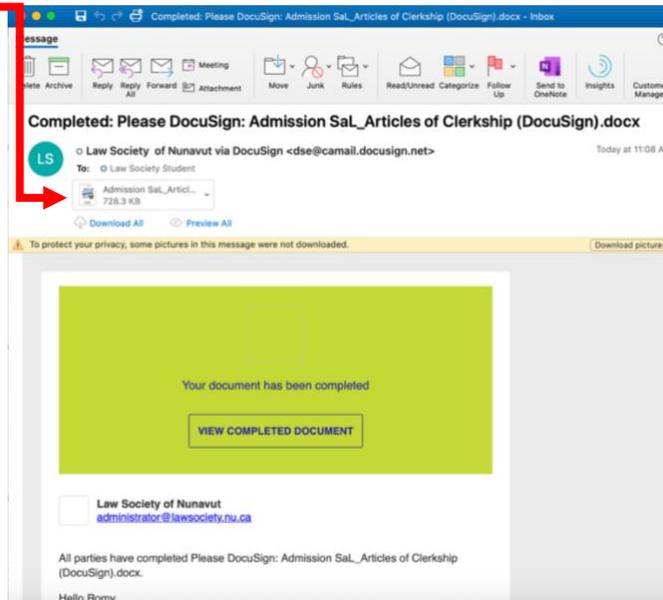




When you are done, click on *Finish*.



You will then receive an email with the completed document. Please make sure to save it in your own files.



The LSN Administrator will also receive the document, which will be forwarded to your Principal.

The LSN Administrator will save the final document in your online application once your principal has signed it.

## After you Submit your Online Application: Student Articling Plan to send to your Principal

### STEP 13: Complete **PART A** of the Student Articling Plan

You will find the template of the *Student Articling Plan* under the **Required Documents** tab (in the **Admission as a Student-at-Law** menu).

The screenshot displays the 'Admission as a Student-at-Law (SAL)' page on the Law Society of New South Wales website. The page includes a navigation menu at the top with links for HOME, ABOUT US, FOR THE PUBLIC, FOR LAWYERS, STUDENTS-AT-LAW, FAQ, NEWS, and CONTACT. The main content area is titled 'Admission as a Student-at-Law (SAL)' and provides information about the application process. A sidebar on the left lists 'Admission as a Student-at-Law', 'Bar Admission Course and Examinations', and 'Home > Students-at-Law > Admission as a Student-at-Law'. The main content area contains a list of links under the 'Required Documents' section, including 'Electronic Signature Consent Form', 'Copy of your degree of law or your transcript showing completion of a law program', 'Two (2) Letters of good character', 'Articles of Clerkship', 'Student Articling Plan', 'Assignment of Articles of Clerkship', and 'Transfer of Articles'. A red arrow points to the 'Student Articling Plan' link.

HOME ABOUT US FOR THE PUBLIC FOR LAWYERS STUDENTS-AT-LAW FAQ NEWS CONTACT

Admission as a Student-at-Law  
Bar Admission Course and Examinations

Home > Students-at-Law > Admission as a Student-at-Law

### Admission as a Student-at-Law (SAL)

All the information and forms required to apply for admission as a student-at-law are available for download on this page.

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- To request the creation of your applicant account, please fill out the [following consent form](#) and send it to [administrator@lawsociety.nsw.ca](mailto:administrator@lawsociety.nsw.ca).
- Contact us at (867) 979-2330 or [administrator@lawsociety.nsw.ca](mailto:administrator@lawsociety.nsw.ca) if you have any question.
- Once your account has been setup, please refer to the [instructions and application process](#) section below:

- SAL Application process
- Instructions for the Student-at-Law
- Instructions for the Principal
- Required Documents

**Electronic Signature Consent Form**  
[Download PDF](#)

The admission process is entirely done online. It is therefore important that all parties involved consent and understand the implications of electronic signatures.

Both the Student-at-Law and the principal will need to send the Electronic Consent Form by email to the LSN administrator.

- [Student-at-Law: Download PDF](#)
- [Principal: Download PDF](#)

**Copy of your degree of law or your transcript showing completion of a law program**  
[Download PDF](#)

**Two (2) Letters of good character**  
[Download PDF](#)

You will have to provide two (2) letters of good character from reputable and qualified persons, such as a former employer, professor, coach or supervisor of volunteer activities, which include the following information:

- The capacity in which the referee knows the Student at Law;
- How long the referee has known the Applicant;
- Why the referee believes that the Applicant is of good character and
- A telephone number where the referee can be contacted
- Note: At least one of these letters should be from a person other than your proposed employer or co-worker

**Articles of Clerkship**  
[Download PDF](#)

This is the agreement between the principal and the Student-at-Law

- Note: This document must be submitted through a third-party platform (such as DocuSign)

**Student Articling Plan**  
[Download PDF](#)

This is a statement of the goals of the Principal and the Student-at-Law for the student's articles, on the understanding that the student's articling experience may vary in detail although not in substance, depending upon the available casework and operational requirements of the Principal, and other unforeseen factors.

**Assignment of Articles of Clerkship**  
[Download PDF](#)

The Student at Law should complete this form if they need to reassign their remaining articles of clerkship to a new solicitor.

**Transfer of Articles**

