Visit https://webapp.queensu.ca/admission/apply/ and register for an account. If you're currently a Queen's student, register using your NetID@queensu.ca email for simplicity.

Create Account

Apply for Admission to Queen's University

Please create an account below to access the application.

Email Address: *
Re-enter Email Address: *

Your password should be at least eight characters long and consist of letters and numbers.

Password: *
Re-enter Password: *

Submit

- Already have an account? Login.
- Forgot your password? Reset password.
If you already have a degree from a recognized college or university, select “Certificate in Law – Continuing Studies.”

If you only want to take one or two courses in the Certificate program, or feel you may not meet the admission requirements for the Certificate in Law, select “Certificate in Law – Interest.”

From “Select Course Load”, select “Part Time”.

From “Select Term”, select the term available.

Click “Next” (you can always return to the previous screen by clicking “Back”).
Fill in Personal Details

Queen’s students and alumni: provide your personal details and your student number (if you’re currently a Queen’s student).

External applicants: provide your personal details, including contact information and where you’ve gone to school (secondary and post-secondary schools).
You now have a chance to review the information you’ve provided. If you are satisfied that the information you’ve provided is accurate, click “Next” to review the “Terms and Conditions” for your application.

Please review the Terms and Conditions associated with the application process. It is important you understand both the “Applicant’s Declaration” and the “Notice of Use of Data”.

Once you have reviewed the Terms and Conditions, enter your first and last name in the box at the bottom of the Terms and Conditions Page. Click “Next” to move to “Step 6 – Payment”.

The application fee for the Certificate is $100, which can be paid by either debit or credit card.
After payment...

Once you’ve completed your application and paid, you can expect an acknowledgement of your application very quickly.

Thank you for your application to Queen’s University. We will email you, within 5 business days, with instructions for accessing your personal student portal known as the SOLUS Student Center. At the same time, we will give you information on any documentation required in support of your application. Queen’s University communicates exclusively via email to all of its applicants. Please add @queensu.ca to your safe sender list to ensure you continue to receive important emails regarding your application.

The only thing you need to do right now is create your NetID. Your NetID will give you access to your SOLUS Student Center, where you will see the details of your application and—most importantly—your To-Do List. Your To-Do List tells you the information we need to begin to assess your application.

Let’s get started! To create your NetID, you’ll need your Student ID number. It’s on this email, at the top. Create your Queen’s NetID now, Already have a NetID? Login here.

Of course there is more to do after you apply than just creating your NetID. After you’ve created your NetID, make sure you visit our Next Steps page. Click on the link that applies to you, and you will see the list of Next Steps to ensure you are on track and on time.

If you have questions along the way, make sure you contact us.

About five days after that, you’ll get a “Next Steps” email from Queen’s Admissions inviting you to set up your NetID, then return to the email and click “Next Steps”, (scroll down to “Applicants to Online Programs and Courses”) for more information.

It’s very important to both set up your NetID and then to review your “To Do” list in SOLUS, particularly since you may be required to submit a transcript or Letter of Permission to Queen’s.

Your “To Do” list is in SOLUS (log in using your Queen’s NetID), on the right of the page.
If your “To Do” list says you need to submit a transcript to Queen’s, do it as soon as possible. **Failure to submit a transcript will result in your application being rejected.** It will not be suspended until the next semester, but rejected outright.

Please have your school, governing body or test centre send the documents directly to Queen’s via:
**email:** admission@queensu.ca  
**fax:** 613-533-6810  
**mail:** Undergraduate Admission and Recruitment  
Queen’s University  
Gordon Hall, 74 Union Street  
Kingston, ON K7L 3N6  Canada

If you are required to submit a Letter of Permission, consult with your home institution on how to do that.

**Everything in order?**

You can check your admission status periodically by visiting SOLUS, scrolling down to the bottom of the page, and checking “View Status” next to your Certificate application.

Your status will be listed as “Pending” until the university has made a decision. If you’ve been accepted into the Certificate, you’ll see a new button inviting you to accept or decline your offer of admission.

You have to click to accept your admission offer to finalize your entrance into the Certificate.
Once you’ve been accepted to the Certificate in Law...

Use your NetID and password (provided during the Certificate application process) to log into onQ, Queen’s learning management system.

After logging in, you should take the Certificate Orientation course.

Registering for classes

To register for classes, you will use SOLUS, the Queen’s University course management system that you used to manage the admissions process. For more information about SOLUS, see:

- The SOLUS Start Page: a broad overview of the entire SOLUS platform
- Understanding SOLUS Tutorials: for step-by-step walkthroughs of every aspect of the SOLUS platform

Again, we’ll be sending more information about the registration process in the coming weeks. In the meantime, follow us on social media to learn more about the program, courses, faculty and curriculum: facebook.com/queenslawcertificate/. More information will also be available in the Certificate Orientation Course in onQ, as mentioned above.

We wish you all the best as you complete your Certificate in Law!