



Queen's | LAW

CERTIFICATE
IN LAW

APPLYING

1

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.

Queen's University

EXPERIENCE QUEEN'S
Undergraduate Admission

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: *

- Already have an account? [Login](#).
- Forgot your password? [Reset password](#).

2

Select Applicant Type

CHANGE PASSWORD LOGOUT

1: Type » 2: Programs, Plans & Terms » 3: Personal Details » 4: Review » 5: T & C » 6: Payment

Applicant Type

Step 1: Select type of application and admit type

Please select your applicant type from the options below.

Current Queen's University students and graduates who have not attended another post-secondary institution must select: *Queen's University Student or Alumni*.

All other applicants must select: *External Applicant*.

If you are currently enrolled at, or have graduated from, Queen's University, click the top menu.

If you are enrolled in another recognized university or college, click on the bottom menu.

In both cases, select "Certificate in Law". Click "Next".

Queen's University Student or Alumni

Select admit type... ▾

External Applicant

Select admit type... ▾

Next

- Select admit type...
- Bridging Program -SLC, BTECH
- Certificate in Law**
- Certificate in Mining Technologies
- College Pre-Health Sciences Pathway
- First Year
- Letter of Permission/Non-Degree
- Non Degree/Continuing
- Non-Degree Interest
- Second Degree
- Upper Year Transfer
- Visiting Researcher

Cancel and exiting the application will delete all information entered into application form.
CANCEL & EXIT APPLICATION

3

Select Program

Programs, Plans and Terms

Step 2: Select program(s) and plan(s)

Please select the program(s) and plan(s) below to a maximum of 3 choices.

1st Program / Plan

Select program... ▾

- Select program...
- Certificate in Law - Continuing Studies
- Certificate in Law - Interest

Select course load... ▾

Select term... ▾

Add Another Program / Plan

Back Next

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").

1st Program / Plan

Certificate in Law ▾

Certificate in Law ▾

Part Time ▾

Fall 2019 ▾

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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).

Personal Details

Step 3: Personal Details - Queen's Student or Alumni

Please complete the following fields. It is important that this information match your current Personal Information indicated on your SOLUS Student Center account.

Personal Information

Title:

Name: Middle Name: Last Name:

Prior Last Name:

Date of Birth:

Gender:

Queen's Student Number:

External applicants:

provide your personal details, including contact information and where you've gone to school (secondary and post-secondary schools).

Personal Information

/

Title:

Name:

Prior Last Name:

Date of Birth:

Gender:

Contact Information

Country:

Street Address:

Town/City:

Postal Code:

Home Phone #:

Cell Phone #:

Immigration Status in Canada

Status Type: Citizen Other Permanent Resident Study Permit

Country of Citizenship:

Date of Entry into Canada:

Secondary (High School) Education

From:	To:	Name of School:	Number of Years:	Diploma Granted:
<input type="text" value="2017"/>	<input type="text" value="2017"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>
<input type="text" value="2017"/>	<input type="text" value="2017"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>

Post-Secondary Education

Name of Institution:

From:	To:	Academic Program:	Degree/Diploma Granted:
<input type="text" value="2017"/>	<input type="text" value="2017"/>	<input type="text"/>	<input type="text" value="No"/>

Name of Institution:

From:	To:	Academic Program:	Degree/Diploma Granted:
<input type="text" value="2017"/>	<input type="text" value="2017"/>	<input type="text"/>	<input type="text" value="No"/>

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Review

Terms & Conditions

Step 5: Terms and Conditions

APPLICANT'S DECLARATION:

I HEREBY CERTIFY THAT ALL STATEMENTS ON THIS FORM ARE CORRECT, AND ALL POST-SECONDARY INSTITUTIONS ATTENDED HAVE BEEN INDICATED. ANY MISREPRESENTATION OF THIS INFORMATION WILL RESULT IN THE CANCELLATION OF MY APPLICATION FOR ADMISSION, OR, IF I WERE ADMITTED, MY REGISTRATION AT QUEEN'S UNIVERSITY.

Please review Queen's Statement of Application Fraud online at <http://www.queensu.ca/admission/apply-high-school/admission-policies/statement-application-fraud..>

NOTICE OF USE OF DATA

Queen's University's collection of personal information is authorized by its Royal Charter of 1841. Personal information is collected for the purpose of admissions, registration, academic progress, and administering University programs, services and activities and will be used for those or consistent purposes. Personal information may be disclosed to and used by employees of the University who need the information in the performance of their duties. In order that applicants and students can form expectations regarding the use and disclosure of their personal information, the following are some examples of the uses and disclosures of personal information which relate to the execution of various functions of the University. Registration records, educational history and supporting documents, including records of misconduct, may be used for the adjudication of admission, progression, and graduation with respect to various programs. Such information may be transmitted to other educational institutions and partners involved in the delivery of programs offered at, with, or through Queen's, including, but not limited to, entities involved in the provision of joint degrees, programs, plans, practicums, exchanges, placements, co-op positions, and service-learning opportunities. Personal information collected in the application process may be shared with the Ontario Universities' Application Centre (OUAC) and/or with other universities and colleges across Canada in the event that any information provided to Queen's as part of the application process is determined by Queen's to be false, misleading, or otherwise deceptive, or written by a third party. Applicants may be contacted about admission opportunities other than those specifically identified by the applicant. They may also be contacted to guide the improvement of the university's services and offerings. Personal information is used to create class-lists, grade submission lists and other materials needed by employees of the University. While photographs of students are collected and intended primarily for inclusion on the University's identification cards,

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".

Enter First Name and Last Name

You must type your full name to sign off on this application.

Cancelling and exiting the application will delete all information entered into application form.
CANCEL & EXIT APPLICATION

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Payment

Payment

Step 6: Payment

Application Fee: \$100

Please click the link below to be taken to our secure online payment system.

Available payment options:

- Credit Card (Visa, MasterCard only)
- Debit Card

Application Number: 2631
Date: 2017-06-20

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

Queen's | LAW

CERTIFICATE IN LAW

NEXT STEPS



After payment...

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

Thank you for choosing Queen's! We have received 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.](#)

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.

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.

Welcome to SOLUS Matthew's Student Center

Academics

Search
Plan
Enroll
My Academics

other academic... (20)

Deadlines URL

This Week's Schedule

Class	Schedule
LAW 202-700 CNL (3642)	Room TBA

Weekly Schedule ▶
Enrollment Shopping Cart ▶

Search for Classes

Holds
No Holds

To Do List
No To Do's

Enrollment Dates
Open Enrollment Dates

Links for Queen's
SOLUS Help
Library System
Academic Calendars

Finances

My Account
Account Inquiry
Fee Payment Methods
Fee Statement
Opt-Out Options
Service Charge Rates (past and current)
Financial Aid
View Financial Aid
View Award Application Status
Links to Online Award Applications
Queen's Major Admission Award Application
Queen's Admission Bursary

Account Summary

Assessed fees, not yet paid \$0.00
Charges by due date
Note: Undergraduate winter term fees are not assessed until the end of September.
Tuition Fee Schedules
Unapplied Credit (\$0.00)

Examples:
• Tuition does not apply to future charges not yet assessed
• Graduate awards in excess of banking information is not on file for refund
• Awards to be applied to charges not yet assessed for the current term

Your "To Do" list is in SOLUS (log in using your Queen's NetID), on the right of the page.

University Transcript

Univ Of Toronto

Career

Distance Studies

Contact

Academic Institution: Queen's University

Administrative Function: Admissions Application

Due Date: 2017/12/15

University Transcript

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.

Admissions

Apply for Admission
Personal Statement of
Experience and
Supplementary Essay (if
applicable) click here

My Applications

Certificate in Law: Law	2018 Win	Part-Time	Distance Studies	MAIN	View Status
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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.

Application Status

Program	Dual Program	Admit Term	Full/Part-Time	Career	Campus
Certificate in Law: Law		2018 Winter	Part-Time	Distance Studies	MAIN

University Decision: Pending.

Your response must be received by December 15, 2017.

[Click here to Accept or Decline this offer of admission.](#)

You have to click to accept your admission offer to finalize your entrance into the Certificate.

WARNING

This is very important and easy to miss! Be sure to watch for this step and click the link to accept your offer.

Accept Admission

Institution	Queen's University	Career	Distance Studies
Admit Term	2018 Winter	Program	Certificate in Law: Law
Campus	MAIN	Dual Program	

I Accept Admission

I Decline Admission

Previous

Institution	Queen's University	Career	Distance Studies
Admit Term	2018 Winter	Program	Certificate in Law: Law
Campus	MAIN	Dual Program	

Confirm Acceptance

Previous

First, you have to accept to enter the program, and then, just to be thorough, we ask you to confirm that acceptance. And then... you're in! It may take up to 24 hours for the system to process the information and let you register for courses.

Accept Admission

We are pleased you have accepted admission for this program, and look forward to welcoming you! Please contact the Office of Admissions should you need any further assistance.

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!

The screenshot shows the onQ interface for the 'Certificate in Law - Orientation' course. The top navigation bar includes the onQ logo, the course title, and icons for a QR code, email, chat, notifications, and a user profile for 'Amanda Blair' (a student). Below the navigation bar is a menu with 'Course Home', 'Content', 'Communications', and 'Assessments'. The main content area features a header image of a student looking at a laptop, with the text 'Certificate in Law - Orientation' overlaid. Below the image is a welcome message: 'Welcome, Amanda, to Queen's Certificate in Law! We've prepared a short, optional orientation to help students new to Queen's University and/or online learning. You can get started by clicking on Content at the top of this page. Have fun, and best of luck in your studies!'.