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: * _____

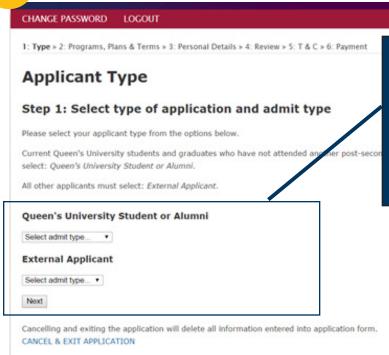Your password should be at least eight characters long and consist of letters and numbers.

Password: * _____

Re-enter Password: * _____

Submit

- Already have an account? Login.
- Forgot your password? Reset password.

2 **Select Applicant Type**

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-secon select: *Queen's University Student or Alumni*.

All other applicants must select: *External Applicant*.

Queen's University Student or Alumni

Select admit type... ▾

External Applicant

Select admit type... ▾

Next

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

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... ▾
Select admit type...
Certificate in Business
Certificate in Law
Dual Degree

Next

---

3 **Select Program**

1: **Type** » 2: **Programs, Plans & Terms** » 3: Personal Details » 4: Review

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 d

1st Program / Plan

Select program... ▾
Select program...
Certificate in Law - Continuing Studies
Certificate in Law - Letter of Permission
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're enrolled in a program at another college or university, you should have a letter of permission from your school to include the Certificate as part of your academic studies. Select "Certificate in Law – Letter of Permission".

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 - Continuing Studies ▾

Certificate in Law - Continuing Studies ▾

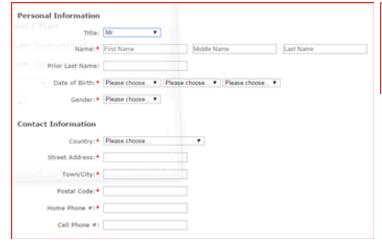Part Time ▾

Fall 2017 ▾

4 **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: Mr

Name: * Dirk | Middle Name | Rodenburg

Prior Last Name:

Date of Birth: * December ▾ 1 ▾ 1959 ▾
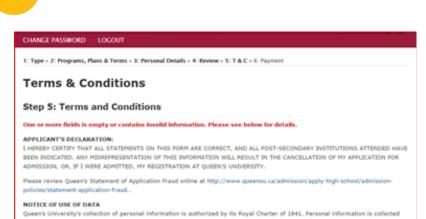
Gender: * Male ▾

Queen's Student Number:

Back | Next

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

Personal Information

Title: Mr ▾

Name: * First Name | Middle Name | Last Name

Prior Last Name:

Date of Birth: * Please choose... ▾ Please choose... ▾ Please choose... ▾

Gender: * Please choose... ▾

Contact Information

Country: * Please choose... ▾

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: * Please choose... ▾

Date of Entry into Canada: * Please choose... ▾ Please choose... ▾ Please choose... ▾

Secondary (High School) Education

From: *	To: *	Name of School: *	Number of Years: *	Diploma Granted:
2017 ▾	2017 ▾			No ▾
From:	To:	Name of School:	Number of Years:	Diploma Granted:
2017 ▾	2017 ▾			No ▾

Post-Secondary Education

Name of Institution:
Country... ▾

From:	To:	Academic Program:	Degree/Diploma Granted:
2017 ▾	2017 ▾		No ▾

Name of Institution:
Country... ▾

From:	To:	Academic Program:	Degree/Diploma Granted:
2017 ▾	2017 ▾		No ▾

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".

6 Payment

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 acknowledgment 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.

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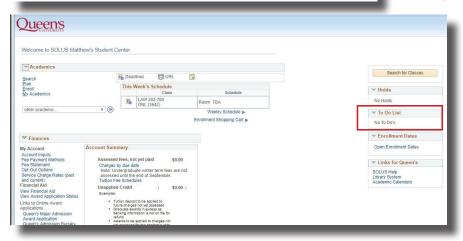
Let's get started! To create your NetID, you'll need your Student ID number. It's on this email, at the top. **Create your Queen's NetID now. Already have a NetID?** Login **here**.

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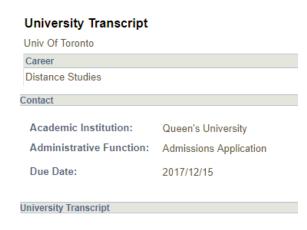
If you have questions along the way, make sure you **contact us**.

About five days after that, you'll get a "Next Steps" email from Queen's Admissions inviting you to set up your NetID and review "Next Steps", including reviewing your "To Do" list in SOLUS, Queen's course management system.

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.

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

If you are required to submit a Letter of Permission, consult with your home instution 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

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.

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

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!

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

Confirm Acceptance

Previous

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 lear more about the program, courses, faculty and curriculum: facebook.com/queenslawcertificate/

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