

## Memorandum- Application for Admission as a Student at Law

This memo provides you with the information regarding the steps necessary to become admitted as a student-at-law/articling student in the Law Society of the Northwest Territories.

Extracts from both the *Legal Profession Act* and the Rules of the Law Society dealing with students-at-law and the qualifications for membership are included with this package.

### Forms to be Completed

An application for admission as a student-at-law consists of:

- a) a completed application form, in [Form 2.5](#);
- b) two letters of good character from reputable persons which include the following information: ☐ the capacity in which the referee knows the Applicant; ☐ how long the referee has known the Applicant; ☐ why the referee is of the view that the Applicant is of good character; and ☐ a telephone number and e-mail address where the referee can be contacted, if necessary.
- c) proof from the proper authority of graduation from a law school approved by the Executive, or if you did not graduate from an Canadian common law program, a Certificate of Qualification from the National Committee on Accreditation;
- d) signed Articles of Clerkship in [Form 2.6](#);
- e) signed original of the Articling Plan; [Student at Law Education Plan](#)
- f) payment of the application and admission fees set out in Schedule A.
- g) notarized copy of photo identification, such as a driver's license or passport;

### Fees

The application fee is \$25.00 and the admission fee for a student is \$105.00 for a total fee of \$130.00. All of these fees are subject to 5% GST. The amount is payable with your application.

### Bar Admission Course

The Law Society of the Northwest Territories, does not provide its own bar admission course. Articling students in the Northwest Territories are required to complete the bar admission or equivalent course in another Canadian common law jurisdiction which satisfies this Law Society's requirements. Most often, students enrol in the PREP Program offered by the Canadian Centre for Professional Legal Education.

Registration information and application materials are available at: <https://cpled.ca/>

### Approval of Application

Applications for admission as a student-at-law are referred to the Law Society Admissions Committee. When that Committee has recommended an applicant, the recommendation goes to the Law Society Executive for approval. Once approved, the articling student's term under the Articles of Clerkship begins on the day he or she complies with all the requirements of the Act and the Rules for admission or on any other date set by the Executive.

If all documents and the required fees are not received by the Law Society within one month following the date that the Articles of Clerkship (Form 2.6) are signed, your articles may be approved, and your

period of articling will commence as of the date that the documents and fees were actually received. Please be aware that approval of your application will usually take two to four weeks from the date the application is received.

#### Option for Admission in Alberta

Students articling in the Northwest Territories have the opportunity to also apply to be registered as a student with the Law Society of Alberta. The Law Society of Alberta will accept for registration as students-at-law in Alberta, students articling in the Northwest Territories, and 100% credit for Northwest Territories articles will be applied to admission to the Bar in Alberta.

Students interested in this option must register directly with the Law Society of Alberta. More details are available at:

<https://www.lawsociety.ab.ca/lawyers-and-students/services-for-students/becoming-a-student-at-law/>

If you wish to be called to the Bar in Alberta following completion of your articles in the NWT, then you must register as a student with the Law Society of Alberta when you commence your NWT articles.

If we may be of further assistance, please do not hesitate to contact us.