



The Law Society of
Upper Canada | Barreau
du Haut-Canada

Transfer Application Process and Procedure for Entry to the Licensing Process and Sitting the Licensing Examinations

*TRANSFER CANDIDATES SEEKING TO BE LICENSED IN THE
BAR OF ONTARIO FROM ANOTHER CANADIAN LAW
JURISDICTION UNDER BY-LAW 4 OF THE LAW SOCIETY OF
UPPER CANADA*

A prospective transfer candidate, seeking admission to the Ontario Bar under By-law 4 made under *The Law Society Act*, must complete a two-part process.

Part One

Transfer Candidate Licensing Application

Transfer candidates must submit the following to the Administrative Compliance (AC) Department:

1. **Transfer Candidate Licensing Application** along with the required documents and payment of \$160.00 (plus applicable taxes).

The Transfer Candidate Licensing Application package is available at:

<http://mrc.lsuc.on.ca/pdf/membershipServices/frmTransferApp.pdf>
<http://mrc.lsuc.on.ca/pdf/membershipServices/frmTransferAppRemit.pdf>
<http://mrc.lsuc.on.ca/pdf/membershipServices/frmTransferAppChecklist.pdf>

2. **Certificate(s) of standing** - Candidates are required to submit with their application, Certificate(s) of Standing issued within **30 days** of the date of application from each law society where they are or have been a member.

Candidates must continue to be a member in good standing in each of the law societies that issued the Certificate(s) of standing up to the time the candidate is called to the Bar of Ontario. Candidates also have a continuing obligation to notify The Law Society of Upper Canada of any change to the information contained in the Certificate(s) of standing that they filed with The Law Society of Upper Canada up to the time they are called to the Bar of Ontario.

Candidates submitting a Certificate of standing that raises the issue of good character may be advised they cannot sit the licensing examinations until such time as the matter(s) has/have been investigated and resolved to the satisfaction of The Law Society of Upper Canada. The investigation of matters concerning good character may delay the candidate's licensing and in some instances result in the candidate being denied admission.

3. **Final Official Law School Transcript or NCA Certificate of Qualification**- sent directly from the issuing institution to the Law Society's Office of the Registrar. It is the candidate's responsibility to request that this document is sent by the issuing institution directly to AC Department.

Transcripts submitted by the candidate will not be accepted as “official” documentation.

4. Required Notarized Documents Indicating Proof of Age and Legal Name.

5. Two colour passport photos (issued within 3 months of the date of application) which include a date stamp from the photo finishing store.

6. Written detailed responses, where required, to any of the questions in the application form.

7. Mail your completed application to:

The Law Society of Upper Canada
Accounts Office
Osgoode Hall
130 Queen Street West
Toronto, Ontario M5H 2N6

For questions regarding **Part One** of the Transfer process contact:

Administrative Compliance (AC) Department
Tel: 416-947-3315 or 1-800-668-7380 ext. 3315 (within Ontario)
Email: lsforms@lsuc.on.ca

Once AC has reviewed your application, a letter will be mailed to inform you of your eligibility to write the Transfer Licensing Examinations. You must contact the Office of the Registrar at 416-947-3315 to proceed with Part Two of the Licensing Examination registration process.

Part Two

1. Licensing Examination Policy and Registration for the Licensing Examinations by Transfer Candidates

Transfer candidates who have met the requirements of By-law 4 are required to write two Licensing Examinations: the Barrister Licensing Examination and the Solicitor Licensing Examination, in order to be eligible for Call to the Bar of Ontario.

Licensing Examination registration information will be emailed to candidates once their file has been approved by the AC Department.

The Licensing Examination Registration Form is considered complete once it has been filed and the Licensing Examination fee has been paid in full. Study materials for the Licensing Examinations will only be released to candidates who have submitted the required documents and paid all prescribed fees.

Candidates may have materials couriered to them at their own cost. Please refer to the Transfer Candidate General Information Bulletin for further information on this option.

Note: Transfer candidates are **NOT** required to complete the Articling Program.

2. Fee Schedule for the Licensing Process

- a) The Licensing Examination Fee*: \$750.00 (plus applicable taxes) per Licensing Examination, which includes a paper copy of the study materials for each examination.
- b) A rewrite of a Licensing Examination: \$600.00 (plus applicable taxes). A fee of \$750.00 (plus applicable taxes) is payable for a rewrite which occurs in any new Licensing Cycle*.
- c) Call to Bar Fee: \$250.00 (plus applicable taxes)

* The **Licensing Cycle** is denoted as May 1 to April 30 of the following year.

3. Scheduling of the Licensing Examinations

Transfer candidates must register to write the Licensing Examinations at one of the three sittings scheduled for the Barrister Licensing Examinations and the Solicitor Licensing Examinations. The study materials will remain the same for the sittings in a Licensing Cycle as indicated above. November and March sittings are not scheduled for London and Windsor locations. Candidates who are unsuccessful in passing a Licensing Examination and must re-write will be sent the study materials in an electronic format (CD-Rom), as soon as they register for the rewrite of the Licensing Examination at the next sitting. If the candidate must rewrite the Licensing Examination(s) in a new Licensing Cycle, a fee for the new study materials will be applied.

Each candidate is required to indicate on the registration form when and where the candidate plans to sit the Barrister Licensing Examination and for the Solicitor Licensing Examination.

- The Barrister Licensing Examinations and the Solicitor Licensing Examinations are scheduled in June, November and March of each Licensing Cycle.
- Dates and locations of the Licensing Examinations will be provided to the Transfer candidate upon completion of the application process by Administrative Compliance.

- Once approved as eligible to enter the Licensing Process, transfer candidates must submit their Licensing Examination Registration Form by fax or mail and received **no later than 30 business days prior to the sitting of each Licensing Examination** for which the candidate is registering.
- Payment of the Licensing Examination fees must be made at the time the Licensing Examination Registration Form is faxed or mailed. Fee payments are done through the candidate's Law Society web message account, which is established for every candidate who has been approved to enter the Licensing Process and write the Licensing Examinations.

The fax number for the completed Registration Form is 416-947-9070, and the mailing address is:

The Office of the Registrar
Licensing Examinations for Transfer Candidates
The Law Society of Upper Canada
130 Queen St. West
Toronto, ON
M5H 2N6

4. Barrister and Solicitor Licensing Examinations

Preparation for the two Licensing Examinations requires the candidate to self-study. The competencies tested reflect those that are required for entry-level practice, have the most direct impact on the protection of the public and influence an effective and ethical practice.

The Barrister Licensing Examination will assess competencies in the following categories: ethical and professional responsibility, knowledge of the law (public law, criminal procedure, family law and civil litigation) and establishing and maintaining the barrister-client relationship.

The Solicitor Licensing Examination will assess competencies in the following categories: ethical and professional responsibility, knowledge of the law (real estate, business law, wills, trusts and estate administration and planning) and establishing and maintaining the solicitor-client relationship.

Each Licensing Examination will be seven (7) hours in length and open book. The Law Society will provide you with the necessary study materials to prepare for each examination. You will be permitted to mark the materials and bring them to the examinations.

Note: All materials brought into the testing area of the examination site must remain in the testing area upon completion of the examination. This includes all and other textbooks, dictionaries or other guides you may have brought with you. All materials are shredded after each sitting.

Specific information regarding the Licensing Examinations will be sent to candidates approximately three weeks before their examination date.

5. E-Learning Website and Law Society Web site

These websites offer registered transfer candidates access to the study materials and the Guide for the Licensing Examinations and Licensing Examination Rules and Protocol are available online on the Law Society web site under “Licensing Process – Lawyer Licensing”.

Transfer candidates should access the e-Learning website when preparing for the Licensing Examinations. Login information will be made available to transfer candidates once their application and Licensing Examination fees have been received.

6. Other Pertinent Examination Information

Available at: <http://rc.lsuc.on.ca/jsp/licensingprocesslawyer/onlineResources.jsp>.

There will not be a mailing of this material to transfer candidates. Transfer candidates are encouraged to access this website regularly when preparing for Licensing Examinations to receive any important updates or new information.

7. Candidate Web Message Account Access

A Law Society web message account will be assigned to all transfer candidates registered for the Licensing Examinations.

All communications from the Office of the Registrar, including the Licensing Examination results, will be placed in the candidate’s web message account. Candidates are advised to check their account regularly.

Information and instructions on how to login to the personalized Law Society web message account assigned to a candidate will be sent once the candidate has completed the registration process for the Licensing Examinations.

Questions Concerning the Transfer Licensing Examinations should be directed to:

The Office of the Registrar
Licensing Examinations for Transfer Candidates
The Law Society of Upper Canada

130 Queen Street West
Toronto, ON
M5H 2N6
Tel: (416) 947-3315

***Please note all fees are subject to change.**