STEP BY STEP APPLICATION INSTRUCTIONS

OVERVIEW

The slides and instructions that follow are intended to provide you with an overview of the SJD application process. If you have any issues with your application, please email graduate.law@utoronto.ca.

The application process and admission standards for the Doctor of Juridical Science (SJD) program are described on the Faculty of Law's SJD Program webpage.

The application process is completed entirely online. All application documents must be submitted via the SGS Application Management system.

APPLY NOW

If you are a first-time applicant, click the link above to Create an Account and start your application. You will receive a verification code via email as part of the account creation process. After entering your verification code, you will be instructed to set-up a password.

STEP 1/12 – PROGRAM SELECTION

For more information about the admission requirements for the Doctor of Juridical Science (SJD) program and the application process, please visit: https://www.law.utoronto.ca/academic-programs/graduate-programs/sjd-program-doctor-juridical-science

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Personal and Contact

Please provide your name, citizenship, and contact information. The email address you provide will be used by the graduate unit to contact you concerning your application.

You must use your **complete official name** as shown on official government documents. Pay attention to spelling and capitalization, as changing this information once your application has been submitted requires official documentation.

Name

Legal Given Name	
Middle	
Surname/Family Name	
Suffix	[▼]
Preferred First Name	
Previous Surname/Family Name	

Addresses

Permanent Address   Delete

Country	Canada ▼
Street Address	
City	
Province	Select Province ▼
Postal Code	

Mailing Address   Delete

Country	Canada ▼
Street Address	
City	
Province	Select Province ▼
Postal Code	

If you have any questions about applying to the SJD program, please email us at: graduate.law@utoronto.ca

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Academic History

Please provide details of all post-secondary study you have undertaken, including current studies, even if a degree has not been awarded. Begin with the most recent (or current) institution attended, and continue in reverse chronological order. Official transcripts are required for each university, college, CEGEP, junior college, graduate school or other postsecondary institution that you are currently attending and that you previously attended.

Institution	Degree	Dates Attended
Add Institution		

Please provide details of any courses currently in progress at your most recent institution. If you are <u>not</u> currently enrolled, please leave this section empty.

Course	Semester Start	Institution
You must add your institutions before you may add courses.		

Continue

Please list all degree programs you have undertaken and any University exchanges completed. Do not include any certificates.

STEP 4/12 – EMPLOYEMENT STATUS

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Current Employment Status

Please tell us of your current employment, if any.

Organization Name	Dates of Employment
Add Employer	

Continue

Please provide information about your current employment, including the name of your current employer and the dates of your employment, if applicable.

Any additional information about your work experience should be reflected in your resume/CV.

STEP 5/12 – ENGLISH LANGUAGE PROFICIENCY

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ELP Requirement Check

English Language Requirement Check

Normally, if applicants meet any one of the following conditions, they are not required to submit proof of proficiency in English (please consult the graduate unit to determine whether proof of ELP will still be required):

- Native language is English (language first learned and still used on a daily basis).
- Canadian citizen who studied at a Canadian university where the language of instruction is French.
- Obtained their admitting degree from an institution recognized by the University of Toronto and where the language of instruction and examination is uniformly English.
- Completed their admitting degree in one of the following countries/regions: Australia, the Bahamas, Barbados, Botswana, Ghana, Guyana, Hong Kong, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Namibia, New Zealand, Nigeria, Papua New Guinea, Sierra Leone, Singapore, South Africa, Swaziland, Tanzania, Trinidad and Tobago, Uganda, United Kingdom, United States of America, Zambia, and Zimbabwe

Note: Some applicants from the above mentioned countries/regions may be required to provide proof of English proficiency as English is not the sole language of instruction at all universities.

The language of instruction and examination must be verified by the graduate unit and/or the School of Graduate Studies. Applicants should provide an official academic transcript with a note confirming the use of English as the language of instruction and examination. If the official academic transcript does not have this note, applicants should make arrangements for an official statement to be sent from their institution directly to the graduate unit confirming the use of English as the primary language of instruction and examination. Please consult the graduate unit to determine whether proof of English-language proficiency will still be required.

If you do not meet one of the above-mentioned conditions you will need to submit an English proficiency test as part of your application. **Do any of the exemptions above apply to you?**
○ Yes
◉ No

Continue

If you do not meet any of the English language exemptions, you will need to upload a scanned copy of your official English Language Proficiency test scores on the application system.

In addition, you must arrange for the testing agency to submit your official test scores directly to the University of Toronto (Enrolment Services office). For more information, please visit the School of Graduate Studies' English Language Proficiency Testing webpage.

Please note that the SJD required scores are higher than the School of Graduate Studies minimum required scores.

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ELP Requirement Check

English Language Requirement Check

Normally, if applicants meet any one of the following conditions, they are not required to submit proof of proficiency in English (please consult the graduate unit to determine whether proof of ELP will still be required):

- Native language is English (language first learned and still used on a daily basis).
- Canadian citizen who studied at a Canadian university where the language of instruction is French.
- Obtained their admitting degree from an institution recognized by the University of Toronto and where the language of instruction and examination is uniformly English.
- Completed their admitting degree in one of the following countries/regions: Australia, the Bahamas, Barbados, Botswana, Ghana, Guyana, Hong Kong, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Namibia, New Zealand, Nigeria, Papua New Guinea, Sierra Leone, Singapore, South Africa, Swaziland, Tanzania, Trinidad and Tobago, Uganda, United Kingdom, United States of America, Zambia, and Zimbabwe

Note: Some applicants from the above mentioned countries/regions may be required to provide proof of English proficiency as English is not the sole language of instruction at all universities.

The language of instruction and examination must be verified by the graduate unit and/or the School of Graduate Studies. Applicants should provide an official academic transcript with a note confirming the use of English as the language of instruction and examination. If the official academic transcript does not have this note, applicants should make arrangements for an official statement to be sent from their institution directly to the graduate unit confirming the use of English as the primary language of instruction and examination. Please consult the graduate unit to determine whether proof of English-language proficiency will still be required.

If you do not meet one of the above-mentioned conditions you will need to submit an English proficiency test as part of your application. **Do any of the exemptions above apply to you?**
- ⦿ Yes
- ○ No

Please indicate which of the following exemption or exemptions apply to you:
- ☑ Native language is English.
- ☐ Canadian citizen at a Canadian university where the language of instruction is French.
- ☐ Admitting degree is from an institution recognized by the University of Toronto where the language of instruction is English.
- ☐ Admitting degree is from one of the countries/regions listed in the question above.

Continue

If you are exempt from the requirement to provide English language proficiency test scores, please indicate which exemption(s) applies to you.

If you obtained your **admitting degree** from a recognized institution at which the **language of instruction and examination** is uniformly English, you need to provide an official academic transcript that confirms that English is the **language of instruction and examination**.

If your transcript does not provide this information, you must make arrangements for an official statement confirming the use of English as the language of instruction and examination to be sent from your institution directly to graduate.law@utoronto.ca before the document deadline.

STEP 6/12 – ADDITIONAL INFORMATION

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Additional Information

U of T Student Number
Leave blank if you do not have one or you are unsure.

Citizenship

Current Legal Status in Canada

Anticipated Legal Status in Canada at the Start Date of your Program

Please Add Any Awards/Scholarships/Fellowships Applied For and Related to this Application.

Please identify the award/scholarship/fellowship and the award amount (in CAD):

#1 Award/scholarship/fellowship:

#2 Award/scholarship/fellowship:

#3 Award/scholarship/fellowship:

Continue

For more information on the awards and scholarships available at the Faculty of Law for SJD students, please review our Graduate Awards and Fellowships page. Applicants are encouraged to investigate and apply for all types of external funding for which they would be eligible from various source.

STEP 8/12 – RECOMMENDATIONS

Recommendations

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The University of Toronto will invite your referees to submit an electronic reference via email using the information provided below. Please note that different programs have different reference requirements: some will only accept academic references, while others may require a professional reference as well. It is your responsibility to select your referees with these requirements in mind.

We strongly recommended that you contact your referees before you supply their information, confirm that they are available to submit a reference, and confirm the institution/organization email address that they wish you to use. Email addresses from Gmail, Hotmail, Yahoo!, or other anonymous email service providers are not allowed. References submitted through dossier services such as Interfolio are not accepted.

If you cannot provide an institution/organization email address for a referee, contact the graduate unit to which you are applying and let them know that your referee does not have an institutional email address. The graduate unit has the option to either approve a non-institutional email address for the referee, or to require that the reference be submitted in hard copy.

If the graduate unit requires a hard copy of the reference, it is your responsibility to contact your referee to make this request. The referee may provide you with the reference or send it directly to the graduate unit. Either way, the reference must arrive at the graduate unit in a sealed envelope, with the referee's signature across the seal, by the posted deadline. Some units provide specific templates for references; please contact the graduate unit or check their website for additional instructions.

Name	Status
Add Recommender	

Continue

Two academic letters of reference are required. If you cannot obtain academic references and will be submitting professional references instead, please explain why in your personal statement.

Do not add more than 2 referees. Please note that if more than 2 referees are added only the first two reference letters submitted will be considered, any additional letters will be removed from the system and will not be reviewed.

STEP 8/12 – RECOMMENDATIONS – *continued*

Add Recommender ×

Type	◉ Academic Recommendation
	○ Employer Recommendation
	○ Professional Recommendation
Prefix	[▾]
First Name	[ ]
Last Name	[ ]
Organization	[ ]
Position/Title	[ ]
Relationship	[ ]
Telephone	[ ]
Email	[ ]

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Your name will be displayed to recommender as:
Test Test   Change

Send To Recommender   Cancel

You will need to provide the name of the two people from whom you wish to solicit reference letters and the institutional email address at which each person can be contacted (i.e. @university.com or company.com). **Please note that personal email addresses, i.e. gmail.com, yahoo.com, mail.com, etc. are not accepted.**

If a referee does not have an institutional email address, please to provide us a link to an official institutional webpage that confirms that the proposed writer is employed by the institution and that the personal email address provided is, in fact, official. If that is not an option either, your referee will have to send a hard copy reference letter on official letterhead to the Graduate Program directly, the letters must be received by the document deadline.

Reference letters submitted via a non-institutional email addresses which have not been verified by the Graduate Program are not admissible and the application will be considered incomplete.

If you have any questions about applying to the SJD program, please email us at: graduate.law@utoronto.ca

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Demographics Survey

The University of Toronto recognizes that our scholarship, research, teaching and educational activities occur within a highly diverse societal context. Within our commitment to academic and practice excellence, we seek to recruit a graduate student body that is inclusive and reflective of the diversity found within Canadian communities, including but not limited to racialized persons/persons of colour, Indigenous/Aboriginal People of North America, LGBTQ persons, persons with differing abilities, mature students, and students from varying faith/spiritual communities.

In order to assess our progress toward our diversity, equity, and inclusion objectives, and better support our graduate students, we are collecting demographic data on a voluntary basis. Your responses will help us

- check that our applications processes are fair to all groups of students;
- develop services that are relevant to our future students, including students from underrepresented groups; and
- plan our outreach to potential applicants.

Please note that the data collected are confidential and will not be part of your student record. Similarly, your choice to complete the survey or not will not be part of your admissions file. The School of Graduate Studies will report the data in aggregate form (ensuring individuals are not identified) to academic departments (e.g. graduate units and faculties) and administration at the University of Toronto. Personal information that you provide to the University is at all times protected in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). If you have questions, refer to https://www.utoronto.ca/privacy or contact the University's FIPPA Office at 416-946-5835, Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1.

Gender Identity

Please indicate which of the following terms best describes your gender identity. Please check all that apply.
☐ An Identity Not Listed
☐ Man
☐ Nonbinary
☐ Prefer Not to Answer
☐ Trans
☐ Two-Spirit
☐ Woman

Sexual Orientation

Please indicate which of the following terms best describes your sexual orientation. Check as many as apply.
☐ An Identity Not Listed
☐ Asexual
☐ Bisexual
☐ Gay
☐ Heterosexual/Straight

STEP 10/12 – SIGNATURE

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I agree that all statements I make in this application and all information in any material that will be filed in support hereof are true, correct and complete and all material information will be disclosed. I furthermore confirm that all materials, except references, will be submitted by me, and that all statements will be written by me, without the assistance of any third parties, including consultants educational agencies, relatives, or friends. I understand that if the university finds to the contrary, my association with, admission to or registration in the university may be rescinded and cancelled after notice in writing to me at my home or sessional address. In addition, other Canadian universities may be contacted. I understand that the University of Toronto may contact my previous educational institutions or referees to confirm the accuracy and authenticity of supporting documents. The name used in this application is the complete name by which I am legally and correctly known. I understand that if I have not previously applied to or registered at the university this name will be officially recognized in academic records of the university, and it will not be changed there without a formal verification. I understand that if I have previously applied to or registered at the university and the name in this application is other than that by which I am known in academic records of the university, I must complete a change of name form. If the information I provide in an application is revealed to be invalid, the university reserves the right to terminate my account.

In place of your signature, please type your full legal name:

```
[                                                                    ]
```

Confirm

STEP 11/12 – REVIEW

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Please take a few minutes to review your application before finalizing and proceeding to the payment option. You will not be able to edit any of your information after you click the 'Continue" button below. You will be asked to pay the SGS Application Fee, and if applicable, a Supplemental Application Fee. You will then be able to upload all required documents for your application. It is your responsibility to ensure that all payments and document submissions are made before the deadline specified on your applied unit's webpage, and that all information submitted is accurate and complete.

If you are satisfied with your application and are ready to submit it, click Continue.

Continue   Save for Later

Please note that once you click "Continue" you will no longer have the ability to edit the information provided up to this point.

STEP 12/12 – PAY APPLICATION FEE & UPLOAD DOCUMENTS

Application Status for Test Test
Fall 2022 - Faculty of Law

If you need to contact us regarding your application, provide your name and this reference number:

Thank you for submitting your application to the School of Graduate Studies at the University of Toronto! You can upload additional materials to your application below to fulfill your outstanding checklist items. It is your responsibility to ensure that all payments and document submissions are made before the deadline specified on your applied unit's webpage.

This status page will also be where you will receive your official decision from the faculty you have applied to within the School of Graduate Studies.

Payment Due: 125.00 CAD

❌. Awaiting   SGS Application Fee - Submit Payment for 125.00 CAD

Verify Address

We have your addresses listed as follows:

Mailing Address
Test
Test, ON TEST
Canada

Permanent Address
Test
Test, ON TEST
Canada

Edit Addresses

Upload Materials

Please see your checklist to determine which documents are still outstanding for your application to be considered complete and ready for review. To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. After uploading your document, please allow for at least an hour for your checklist to be updated as received.

Do not upload extra documentation that is not requested in your checklist. If there is a need for additional documentation, the graduate unit will reach out to you via email.

We have received the following documents from you:

- 10/14/2021 04:20 PM - CV

[_____ ▾] [Choose File] No file chosen   [Upload]

Application Checklist   Application Submitted:

Status	Details	Date
✔. Received	CV	
❌. Awaiting	Personal Statement	
❌. Awaiting	Recommendation from In progress as of	
❌. Awaiting	Recommendation from Sent to recommender on	
❌. Awaiting	Transcript for TEST Dates Attended: Degree: Conferred:	

To re-send notification emails to your recommenders, re-visit the recommendations page, click "Edit", and then click "Send Reminder".

Once you have submitted the application form, you will be taken to the *Application Status* page where you can:
1) pay your application fee and
2) upload your supporting documents.

The documents which must be submitted in support of an application to the SJD program are listed on our website.
The document list is exhaustive. Please do not upload any documents other than those that are required. The Admissions Committee will not consider any unsolicited documents (i.e. third reference letters, plan of study, etc...), and all such documents will be deleted from the admission system in order to ensure equity between applicants.

If multiple versions of one document are uploaded to the admission system, the most recent version will be considered, and earlier versions deleted.

Please note that once you upload a document it may take 15 mins (or more) for the application checklist to be updated and reflect that your document has been added to the system.

MANAGE YOUR REFEREES

You can review the status of your letters of recommendation, send your referees reminders, and manage your referees from the *Application Status* page.

To change one or both of your referees (before they upload their recommendation letter):
1. Click the link to re-visit the *Recommendations* page at the bottom of the page below the checklist. You will be brought back to the *Recommendations* page
2. Click "Edit" on a previously submitted referee, and then choose to "Exclude" this referee. The excluded referee will be removed from your checklist in the status portal.
3. From within the *Recommendations* page, click "Add Recommender" to submit your new referee's information.

Please note that personal email addresses, i.e *gmail.com*, *yahoo.com*, *mail.com*, etc. are not accepted. If your referees do not have an institutional email address, you will need to provide us with a link to an official institutional webpage that confirms that the proposed writers are employed by the institution and confirms that the personal email addresses provided are, in fact, official. If that is not an option either, your referees will have to send a hard copy reference letter on official letterhead to the Graduate Program directly, the letters must be received by the document deadline (January 17, 2022).

Application Checklist

Application Submitted:

Status	Details			Date
✔. Received	CV			
✘. Awaiting	Personal Statement			
✘. Awaiting	Recommendation from In progress as of			
✘. Awaiting	Recommendation from Sent to recommender on			
✘. Awaiting	Transcript for TEST Dates Attended:	Degree:	Conferred:	

To re-send notification emails to your recommenders, re-visit the recommendations page, click "Edit", and then click "Send Reminder".

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