The following is how Faculty of Law Administrative Assistants view an application that has been submitted from the Online Web Application (.NET). Also included are how to generate an email to an existing or new referee; review External Education and Transcripts and Checklist Management.

Note: Referees are requested to submit their supporting letter by the deadline. If necessary, Administrative Assistants can send another email to the referee and upload documents from within the system.

⚠️ **IMPORTANT: The name of the file(s) CANNOT be longer than 30 characters, including spaces or symbols.**
Note: For FOIP reasons some information has been removed or scrambled.

Viewing an Application:
The next steps will explain how to view a student's application including the application and program questions, and whether or not the referees have submitted their reference letters.

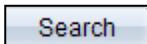1. Click the **Student Admissions** link.

   ▷ Student Admissions

2. Click the **Application Evaluation** link.

   Application Evaluation

3. Click the **Dept Admission Evaluation** link.
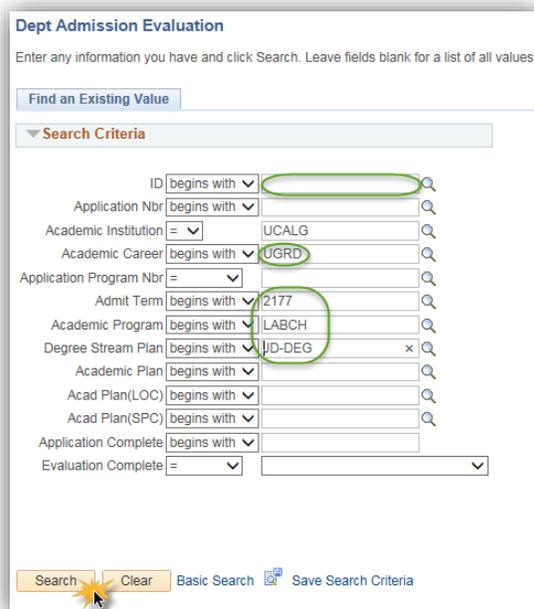
   Dept Admission Evaluation

4. The Dept Admission Evaluation page will be displayed. To view a grid of applications enter the Academic Career (e.g. UGRAD), Admit Term and Academic Plan. For a more refined search you can also enter the ID (Student ID#). Click the **Search** button.

   Search

   Dept Admission Evaluation
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   Find an Existing Value

   ▼ Search Criteria

ID begins with	
Application Nbr begins with	
Academic Institution =	UCALG
Academic Career begins with	UGRD
Application Program Nbr =	
Admit Term begins with	2177
Academic Program begins with	LABCH
Degree Stream Plan begins with	JD-DEG ×
Academic Plan begins with	
Acad Plan(LOC) begins with	
Acad Plan(SPC) begins with	
Application Complete begins with	
Evaluation Complete =	

   Search   Clear   Basic Search   Save Search Criteria

5. Based on the search criteria the results will be displayed in the grid below. The Application Complete field (Y/N) indicates the status of an application. A status of Y (Yes) indicates all supporting documents and checklist items are complete and the application can be sent for evaluation. A status of N (No) indicates not all supporting documents (unofficial transcripts, supporting documents, references and application fee) have been received.

Program Status indicates what stage in the admission process the application is at:
Applicant - student has applied but has not yet been admitted
Cancelled - student applied but their application has been cancelled (administrative withdrawal or deny)
Admitted - student has been admitted but has not yet accepted through student centre
Active - student has been admitted and has accepted the offer of admission through the student centre. To view an application listed in the grid, click anywhere on the application listed.

Note: The most recent application will appear at the top but the search results columns are sortable by clicking on the column title.

Search Results

Only the first 300 results can be displayed.

View All

First 1-100 of 300 Last

ID	Application Nbr	Academic Institution	Academic Career	Application Program Nbr	Admit Term	Academic Program	Degree Stream Plan	Academic Plan	Acad Plan(LOC)	Acad Plan(SPC)	Application Complete	Evaluation Complete	Last Name	First Name	Program Status
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	N	Not Assign			Cancelled
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	Y	Not Assign			Active
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	Y	Not Assign			Active
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	Y	Not Assign			Active
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	Y	Not Assign			Active
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423		UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled

6.   The Application Evaluation window will appear. The top portion of the Application Evaluation window displays the applicant name, ID number, LSAT number, application fee (paid/unpaid), contact information (email and phone number), Institutions Attended, GPA, etc.

Application Evaluation

Applicant Name: [redacted]   **ID:** [redacted]

LSAT: [redacted]

Program Applied To For Fall 2017

Application Fee. Paid

Fac of Law:

    Law Bachelor
    Juris Doctor (Degree Stream)

Citizenship Information:

    Country of Citizenship: Canada
    Visa Type:
    Date Landed:
    Aboriginal Person: N

Applicant Contact Information:

    Email: [redacted]@ucalgary.ca   ← Applicant email displays

Phone Type	Phone Number	Extension	Preferred
Current Home	403/[redacted]		✔

Previously apply to the UC Faculty of Law in the last 3 years: No

University of Calgary Attendance: Currently attending University of Calgary   U of C Record of Course Work

Post Secondary

Institution Attended	From Date	To Date	Transcript Received	Click to view Unofficial Transcript	Year	Converted GPA
University of Calgary	2002/09/01	2006/06/30	2016/11/14	(Not Available)	2006	3.320
Mount Royal University	2010/05/01	2010/06/30	2016/11/14	(Not Available)	2010	
University of Alberta	2011/01/01	2011/04/30	2017/01/06	(Not Available)	2011	

High School

High School Attended	From Date	To Date	Transcript Received Date	Click to view Unofficial Transcript	Year	Converted GPA
Private Study		2002/06/30	2002/07/23	(Not Available)		
St Francis	1999/08/01	2002/06/30	2002/07/23	(Not Available)		

7.   Scroll down the page to view the lower portion of the page which displays the Referee Name(s), Organization Name, Reference Letter and the date it was uploaded.

8.   Also included is a record of Work Experience. *Note: For FOIP reasons some information has been removed or scrambled.*

9.   Also displayed are the Application and Program Questions submitted by the student from the Web Application.

Application Questions

1   Are you applying to a Combined Program? If yes, specify which program.

2   Are you applying as a part time student?

3   Have you ever been Required to Withdraw from a college or university? If yes, provide details.

4   Do you have an illness or disability that we should be aware of? If yes, provide details.

Program Questions

1   **LSAT:**

When did/will you be writing the LSAT?

If you change your mind about whether you will be writing the December LSAT *after* you submit your application, you may update us by sending an email to law@ucalgary.ca.

2   **Non-Academic Referees:**

Academic referees are preferred; however, if an applicant cannot secure academic referees, they may instead choose non-academic referees. Non-academic referees must be someone who has had interactions with the applicant in a professional capacity, such as an employer or an individual with an organization for which the applicant has volunteered.

If one or both of your referees are non-academic, please provide a brief explanation for your choice. (Maximum 150 words)

Enter N/A if both referees are academic.

3   **Special Facts:**

Provide any other special facts or extenuating circumstances that may have affected your previous academic history, that you wish to have considered by the Faculty of Law Admissions Committee. This section is not intended to be an extension of the Statement of Interest and should not be treated as such. (Maximum 250 words)

Brief supporting documentation may be emailed to law@ucalgary.ca or mailed to the Faculty of Law, Student Services and Admissions Office.

Part-time applicants MUST give detailed reasons for applying, with supporting documentation where appropriate.

10. The final step will be to print the application to forward to the assigned committee member. Scroll to the bottom of the application and click the **Print** button.


Sending Email:

Next is how to generate an email if for some reason the referee did not receive the email with the student's last name, the link to the url to download their reference letter in support of the applicant and their unique identifier and instructions.

1. Click the **Student Admissions** link.
   ▷ Student Admissions

2. Click the **Application Evaluation** link.
   Application Evaluation

3. Click the **UofC Web Electronic Documents** link.
   UofC Web Electronic Documents

4. Click the **Web Electronic Documents** link.
   Web Electronic Documents

5.   Enter any search criteria you have:
        - Application Nbr
        - ID
        - Academic Career
        - Last Name
        - First Name

        Click the **Search** button.

        Search
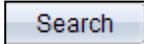
6.   The **Program Referees** tab contains information submitted from the Web Application. The top portion of the page displays the first referee submitted. When an applicant indicates a program referee, the referee is sent an email within 24 hours that includes a link to where they can upload their supporting documents, the student's last name, the referee's unique identifier and instructions on how to complete the process. Once the Referee has uploaded the supporting documents, both the student and the referee will receive an acknowledgement email.

| Program Referees | Supporting Documents | Unofficial Transcripts |

Program Referees

Academic Institution: UCALG University of Calgary **Admit Term:** 2177 Fall 2017
Academic Career: UGRD Undergraduate Programs **Student Career Number:** 0
Application Number: **Program Number:** 0 **Program Status:** Primary Active
Academic Program: LABCH **Academic Plan:** JD-DEG

Program Referees Find First 1-2 of 2 Last

*Referee Number: 1 ***Seq #:** 1 **Date Created:** 2016/10/25 ☑ **Data from Web App?**

PSAPPS

Title: Assistant Professor
*First Name: RCQ
*Last Name: LFC
Phone Number: **Extension:**
Mobile Phone#:
*Email Address: Referee Email Address
Org Name: Haskayne School of Business
Checklist Code: JD Juris Doctor Application **Checklist Item:** REFER1 REFER1
Checklist Seq#: 400 **Checklist Status:** Completed
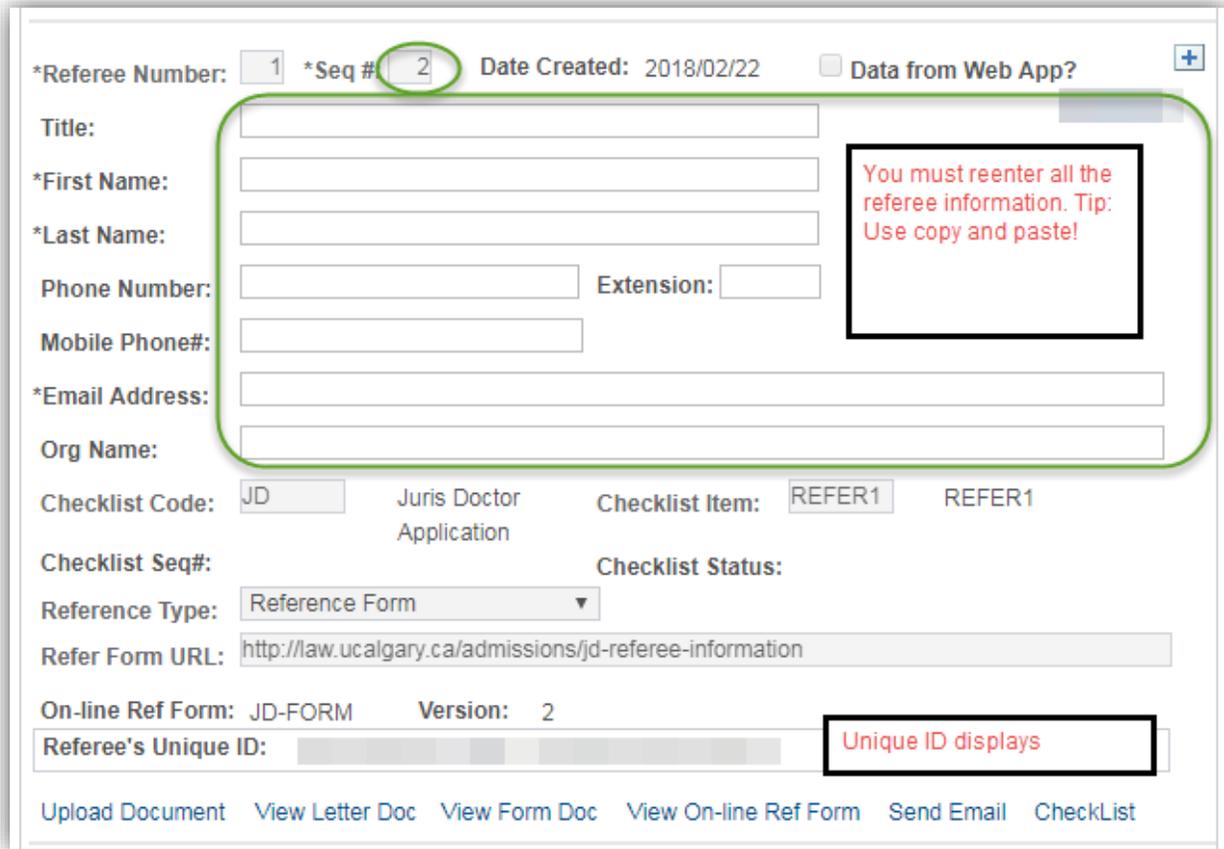**Reference Type:** Reference Form
Refer Form URL: http://law.ucalgary.ca/admissions/jd-referee-information
On-line Ref Form: JD-FORM **Version:** 2
Referee's Unique ID:

Upload Document View Letter Doc View Form Doc View On-line Ref Form Send Email CheckList

*Referee Number: 2 ***Seq #:** 1 **Date Created:** 2016/10/25 ☑ **Data from Web App?**

PSAPPS

Title: VP Mozambique Operations
*First Name: PJR
*Last Name: GNE
Phone Number: **Extension:**
Mobile Phone#:
*Email Address: Referee Email Address
Org Name: Sasol Exploration & Production International
Checklist Code: JD Juris Doctor Application **Checklist Item:** REFER2 REFER2
Checklist Seq#: 500 **Checklist Status:** Completed
Reference Type: Reference Form
Refer Form URL: http://law.ucalgary.ca/admissions/jd-referee-information
On-line Ref Form: JD-FORM **Version:** 2
Referee's Unique ID:

Upload Document View Letter Doc View Form Doc View On-line Ref Form Send Email CheckList

Save Return to Search Notify Update/Display Include History

Program Referees | Supporting Documents | Unofficial Transcripts

The bottom portion indicates the checklist information: Juris Doctor and Checklist Item (Reference). The links allow users to upload and view letter document and resend referee email.

Upload Document – Administrative Assistants can upload a document. **Note:** Uploading a document, when there is already a document uploaded, will cause the previous upload to be overwritten.
View Letter Documents allows Administrative Assistants to view uploaded documents.
View Form Document allows Administrative Assistants to view a specific form that may have been requested.
View On-line Ref Form Document allows Administrative Assistants to view the On-line Reference form.
Send Email allows an Administrative Assistant to resend an email to a referee with their unique ID, student's last name, a link to the URL to the referee form(s) and the link to upload documents. Reminder emails are not automatically sent to referees.

7. If another Program Referee is listed they will be visible below the first referee. Note the Program Referee number(s). Depending on the program selected there may be more or fewer Program Referees indicated.

8. In the event the incorrect referee email address has been entered, it is necessary to add another line (+) to input the new email address and send the referee links. On the **Program Referee** tab, click the "**plus**" sign and include the updated email address.

Program Referees		Find	First ◀ 1-2 of 2 ▶ Last
*Referee Number: 1 *Seq #: 1	Date Created: 2016/10/25	☑ Data from Web App?	⊞
Title: Assistant Professor			PSAPPS
*First Name: RCQ			
*Last Name: LFC			
Phone Number:	Extension:		
Mobile Phone#:			
*Email Address:			
Org Name: Haskayne School of Business			
Checklist Code: JD	Juris Doctor Application	Checklist Item: REFER1 REFER1	
Checklist Seq#: 400		Checklist Status: Completed	
Reference Type: Reference Form			
Refer Form URL: http://law.ucalgary.ca/admissions/jd-referee-information			
On-line Ref Form: JD-FORM Version: 2			
Referee's Unique ID:			
Upload Document View Letter Doc View Form Doc View On-line Ref Form Send Email CheckList			

9.   When updating an email address you will have to reenter all the referee information. (Tip: Use copy and paste). Ensure you are on the correct referee (e.g. Referee Number 1) and if you added another row the sequence changes (e.g. Seq # 2):

Click the **Save** button. Once save is pressed the email will be sent.

Save
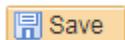
10.   Choose the item you wish to upload and click the **Upload Document** link.
Upload Document

11.   The Uploading Supporting Documents page will appear. If required, you can upload the Reference Letter.

External Education and Transcripts:

Once you have received a transcript you can update the External Education component/page.

1.   Click the **Student Admissions** link.

▷ Student Admissions

2.   Click the **Application/Transcript Loads** link.

Application/Transcript Loads

3.   Click the **Education** link.

Education

4.   The ID (Student ID#) may have carried over, otherwise, enter any search criteria.

Click the **Search** button.

Search

5.   External Education will display the Students career data and the External Organization(s).
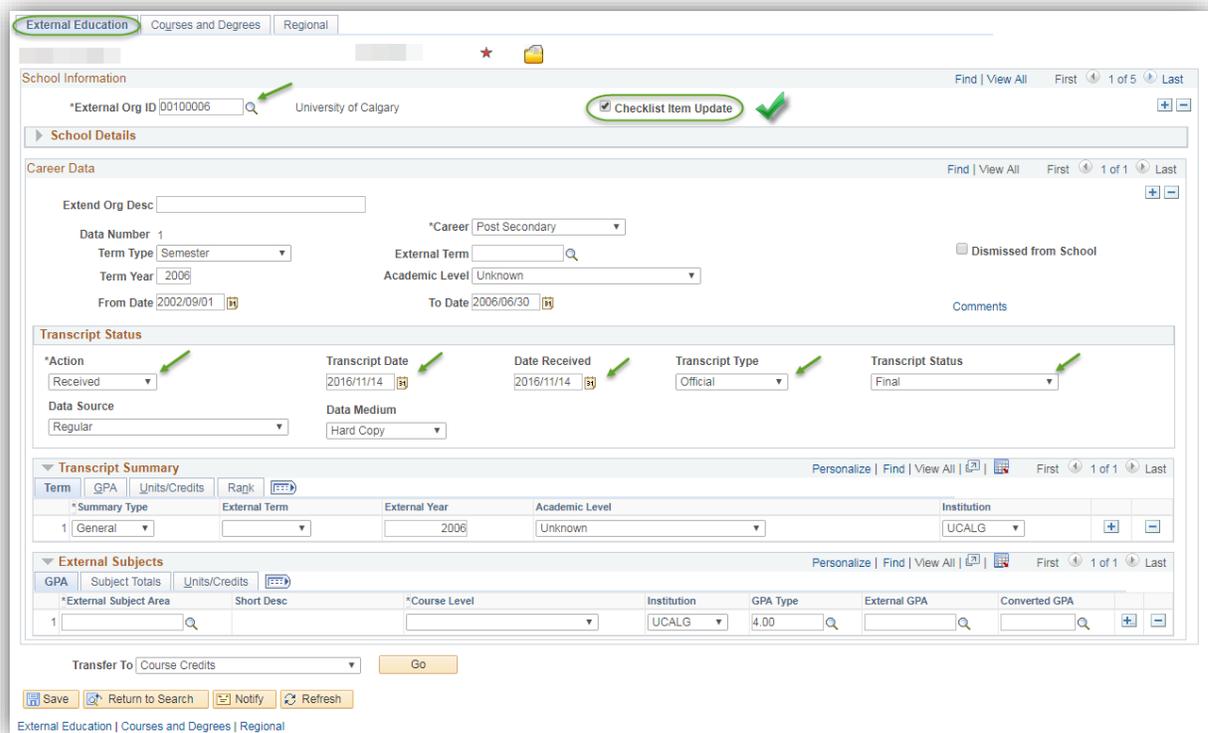
6.   Under **Transcript Status**, click the drop down arrow by ***Action**. Two options appear Desired and Received. Desired (default) refers to the UofC's desire to obtain the document and received indicates the document has been received.
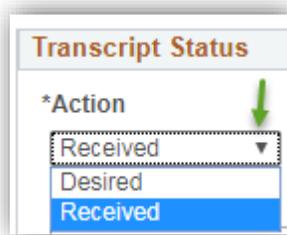
7.   **Transcript Date**: Use the calendar to select the date on the transcript or enter it directly.

8.   **Date Received:** Indicate the date you received the transcript by using the calendar or enter it directly.

9.   Click the **Transcript Type** list and make the applicable selection:
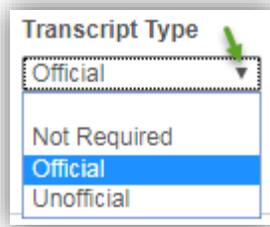
Not Required indicates the applicant doesn't need to submit this document. To remove this item in the applicant's Student Centre it can be set manually to "waived" in the Checklist Management component or deleted completely otherwise it will be marked as "Completed" and remain in the Student Centre. (Tip: Use the breadcrumbs to navigate to the Checklist Management component.)

Official indicates the official "sealed" transcript from the institution has been received. It has not passed through the hands of the student.

Unofficial indicates the transcript or document has not been received from the issuing source. Usually this means the student has supplied a copy of the transcript.

10.   Click the **Transcript Status** list and make the applicable selection:
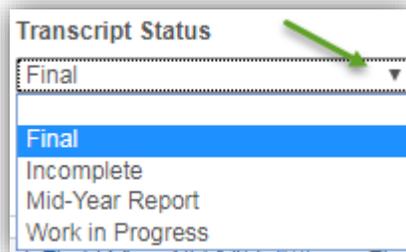
Final: The student's time at the institution is complete whether or not they were awarded a credential.

Incomplete: The student attending this institution has not completed a program of study.

Mid-Year Report: Not applicable to Law applicants

Work In Progress: The student is attending the institution and has not yet completed their program of study because they are in the course.

11. Once you have indicated the details of the transcript you can save the information. **Note** that Checklist Item Update will automatically be selected once **Save** is pressed. This indicates it will update the Checklist item on the other components. This will update the students' checklist **overnight** and indicate the transcript is received.

☑ Checklist Item Update

Click the **Save** button.
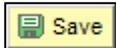
🖫 Save

12. **If the transcript is NOT official and final, after selecting save, the Checklist Item Update checkbox must be unchecked and the save button clicked again. This ensures the automated process that updates the final transcripts checklist does not update the checklist to show as complete.**

Checklist Management – Person
The following steps will explain how to update a checklist by person (if authorized), upon receipt of final transcripts. Please note that access and provisioning determines which components you may update, change or view. Contact Information Technologies to submit an IAM Request for authorization if additional access is required.

1. Click the **Campus Community** link.
▷ Campus Community

2. Click the **Checklists** link.
Checklists

3. Click the **Person Checklists** link.
Person Checklists

4. Click the **Checklist Management - Person** link.
Checklist Management - Person

5. Enter the emplid, Last Name, First Name or any search criteria you have.
Click the **Search** button.
Search

6.   Any checklists will appear in the list below. Select the desired checklist (e.g. JD, APFEE).

7.   The details of the Checklist display, Do not change the status on this page as it updates all items within the checklist.
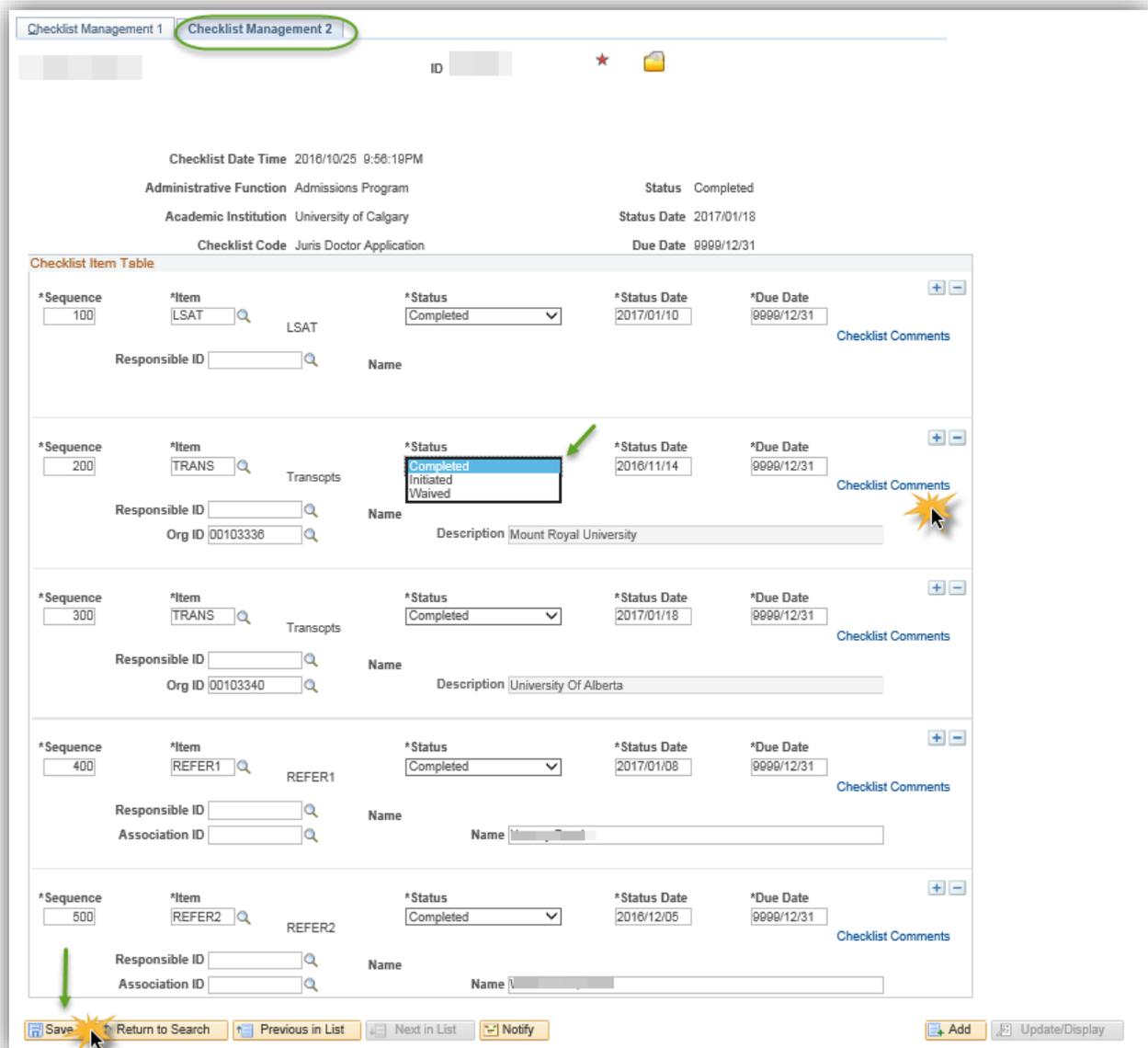
8. Click the **Checklist Management 2** tab.

    Checklist Management 2

    Find the checklist that corresponds to the document received. Change the status to Completed, Initiated or Waived. Note the Status Date defaults to the System Date (today's date). This can be changed if required. Click the **Save** button.

    Save

9. Click the **Checklist Comments** link to view any comments.

Checklist Comments
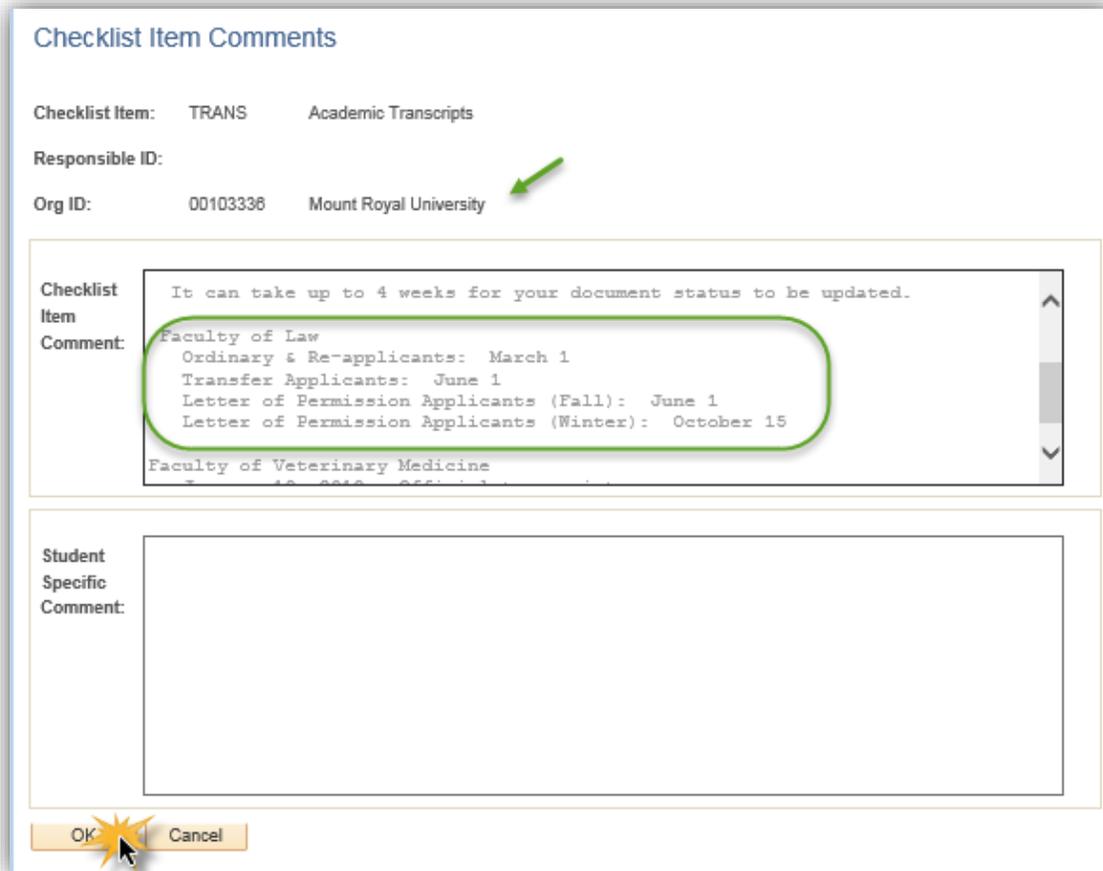
Checklist Item Comments

Checklist Item: TRANS   Academic Transcripts

Responsible ID:

Org ID: 00103336   Mount Royal University

Checklist Item Comment:
```
   It can take up to 4 weeks for your document status to be updated.
Faculty of Law
   Ordinary & Re-applicants:  March 1
   Transfer Applicants:  June 1
   Letter of Permission Applicants (Fall):  June 1
   Letter of Permission Applicants (Winter):  October 15
Faculty of Veterinary Medicine
```

Student Specific Comment:

OK   Cancel

10. To return to the previous page, click the **OK** button.

OK

For the corresponding online learning, consult: www.ucalgary.ca/ittraining

End of Procedure