



# UNIVERSITY OF MANITOBA

## Faculty of Law

### Applicant Information Bulletin 2019 – 2020

**Application Deadline:**  
**First Year: December 1, 2018**  
**Upper Year Categories: June 30, 2019**

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## Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to Robson Hall, Faculty of Law at the University of Manitoba. This document outlines categories of admission, requirements and deadlines.

This bulletin is available with, and constitutes part of, the application. It is assumed that all applicants have read and understood it prior to submitting their completed application.

Programs Offered: *Juris Doctor (J.D.)*

## Section 2: Eligibility Requirements

### A. Academic Requirements

**All applicants must meet the following requirements:**

#### **1. Completed Coursework**

(i) Minimum of 20 one term or 10 two term, or combination thereof, university degree level courses (60 credit hours). Course completion deadlines vary depending on applicant category.

**OR**

(ii) If applicant is 26 years of age by September 1 in year admission is sought, a minimum of 10 one term or 5 two term, or combination thereof, university degree level courses (30 credit hours). If more than 30 credit hours are complete, the AGPA will be calculated using all completed courses. Deadlines vary depending on applicant category.

**NOTES:** Deadline for Course Completion by Category

- Index Score Category: December 31, 2018
- Individual Consideration: September 1, 2018
- Canadian Indigenous Category: December 31, 2018

#### **2. Law School Admissions Test (LSAT)**

LSAT completed no earlier than June 2014 and no later than: January 26, 2019 for Index Score OR November

17, 2018 for Individual Consideration and Canadian Indigenous Categories (January 26, 2019 for Upper Year: Transfers and Advanced Standing Categories). An LSAT score is valid for 5 years. Please see Section 4: Selection Process B. Operative LSAT Score Determination for details on minimum scores.

### B. English Language Proficiency Requirements

All applicants whose primary language is not English and do not meet the University of Manitoba's English language proficiency regulations <http://umanitoba.ca/student/admissions/international/english/index.html> will be required to demonstrate their command of the English Language through one of the following options:

1. Overall minimum score of 100 with no section lower than 24 on the Internet-based Test of English as a Foreign Language - TOEFL (iBT).
2. Minimum score of 7.0 on the Academic model with no less than 7.0 on each section in the International English Language Testing System (IELTS).
3. Minimum score of 5.0 in all four-skill areas in the Canadian Test of English for Scholars and Trainees (CanTEST).
4. Minimum score of 80 with no subtest below 80 on the Canadian Academic English Language Assessment (CAEL).

**NOTE:** AEPUCE (Academic English Program for University and College Entrance) is not an accepted test for admission to the Faculty of Law.

***Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Please confirm the validity of your test results. Test Scores must be valid at the start of classes.***

### C. Categories of Admission to First Year Law:

#### **1. Index Score Category (aka Regular category)**

The Index Score category is the 'regular or main' category of admission; 80% of students are admitted to first year through this category. Admissions

decisions are made solely on the basis of Adjusted Grade Point Average (AGPA) and LSAT score.

Category Requirements:

- Minimum of 60 credit hours (or 30 if 26+ years) of university degree level study
- LSAT score

## **2. Individual Consideration Category**

This category is primarily for Mature Students (*the Faculty of Law defines a Mature Student as someone over the age of 26 by September 1 the year admission is sought*). It is also for applicants who have faced barriers to education.

Coursework must be completed by September 1 in the year of application.

The objectives of the category are:

1. To enrich the law school environment for all students by fostering diversity of perspective and experience within the student body that otherwise may not be obtained through exclusive adherence to relative AGPA/LSAT performance.
2. To benefit the profession and the community by producing graduates who can make a significant and/or special contribution.
3. To provide access for those applicants who have encountered barriers to education, including disabilities.

Regard may be had to any/all factors considered relevant to the achievement of the foregoing objectives including such matters as: motivation, personal fortitude in dealing with life's obstacles, communication, interpersonal and leadership skills, occupational, cultural or educational background, community (union, religious, political, charitable) service, maturity and integrity, etc.

**NOTES: Regarding Individual Consideration Category**

- Applicants must display adequate academic and intellectual merit to complete legal studies.

- All applicants applying under this category will automatically be assessed under the Regular (Index Score) Category. Should an applicant meet the Early Offer cut-off score, a subsequent offer will be made. Please review Section 4: Selection Process, J. Offer Timeline and Waitlist for information on the Index Score offer timeline and waitlist schedule.

Category Requirements (see Section 3: Application Process & Deadlines, C. Required Application Documentation) for documentation details and definitions.

- Minimum of 60 credit hours (or 30 if 26+ years) of university degree level study
- LSAT score
- Personal Statement
- Résumé
- Three Recommendation letters
- Supporting Medical Documentation (if applicable)

Applicants questioning their suitability under the Individual Consideration category should contact Marie Jivan (204-480-1485) or at lawadmissions@umanitoba.ca.

## **3. Canadian Indigenous Category**

Robson Hall Faculty of Law believes Canadian Indigenous people represent unique groups in Canada, including Métis, Indian and Inuit heritage, and are worthy of individual acknowledgement in the admissions process. Our process is designed to facilitate access to legal education and the profession for Canadian Indigenous people.

Category Requirements (see Section 3: Application Process & Deadlines, C. Required Application Documentation) for documentation details and definitions:

- Minimum of 60 credit hours (or 30 if 26+ years) of university degree level study
- LSAT score

- Personal Statement
- Résumé
- Three (3) Recommendation Letters

**NOTES: Regarding Canadian Indigenous Category**

All applicants applying under this category will automatically be assessed under the Regular (Index Score) Category. Should an applicant meet the Early Offer cut-off score, a subsequent offer will be made. Please review Section 4: Selection Process, J. Offer Timeline and Waitlist for information on the Index Score offer timeline and waitlist schedule.

**D. Native Law Centre Summer Program (University of Saskatchewan)**

The Native Law Centre Summer Program (NLC) ([www.usask.ca/plsnp](http://www.usask.ca/plsnp)) is an eight-week summer course offered through the University of Saskatchewan's Native Law Centre. It provides Canadian Indigenous students from across Canada an opportunity to study first-year Property Law prior to beginning law school in the fall. University of Manitoba Canadian Indigenous applicants *may be* required to complete this course as a provision of their acceptance to law school.

With successful completion of the course, students will be given academic credit for LAW 1500 – Property Law.

**E. Half-Time Studies**

The Faculty of Law will accept applications from those who wish to pursue a J.D. degree but cannot commit to full-time studies due to health concerns, family commitments, financial necessity or special occupational involvement. Half-time applicants may choose to apply in any of the first year categories. Please note the admission requirements are the same as full-time applicants.

Half-time J.D. studies allows for completion of the J.D. program in a maximum time of six (6) years versus three (3) years of full-time studies. Studying half-time is not a separate evening, weekend, correspondence, or external program. Rather, refers to half of the course load of a full-time student. Half-time students

must be able and prepared to attend classes at various times throughout each day of the week. No separate classes will be scheduled for half-time students.

Please email [lawadmissions@umanitoba.ca](mailto:lawadmissions@umanitoba.ca) with further inquiries.

**F. Categories of Admission to Upper Years (not First Year)**

Concerning Upper Year categories, the Admissions Committee must be satisfied that the presence of the applicant in and their prospective contribution to the Faculty are likely to have the most beneficial or enriching effect upon the Faculty's program.

**1. Advanced Standing Category**

Persons applying in this category have already earned a J.D. degree or its equivalent from another law school, or are entitled to practice law in a foreign jurisdiction. A maximum of up to two (2) years of credit may be granted.

**Category Requirements:**

- LSAT score by January in the calendar year admission is sought
- Transcripts from legal studies
- Transcript(s) from pre-law students
- Proof of English proficiency (if applicable)
- A written statement (*maximum length, two 8½ x 11 pages*) describing why you would like to continue your legal studies at Robson Hall

**2. Letter of Permission Category (visiting student)**

Persons applying in this category are currently registered at another law school and are seeking to earn credits at Robson Hall for a period of no more than two (2) terms.

**Category Requirements:**

- Official letter from the home law school confirming permission to register for up to one year of credit

- Transcript from legal studies
- A written statement (*maximum length, two 8½ x 11 pages*) describing why you would like to continue your legal studies at Robson Hall

### **3. National Committee on Accreditation (NCA) Category**

Persons applying for admission in this category are not seeking a J.D. degree from the University of Manitoba. Rather, are looking to complete accreditation requirements of the NCA with the intent of practicing law in Canada. A law degree from a civil law school in Canada or from a foreign law school is required.

#### Category Requirements:

- NCA recommendation indicating subjects required
- Official transcripts from legal studies
- A written statement indicating connection to the province of Manitoba and why studies should be completed at Robson Hall Faculty of Law
- A copy of MB Health card to validate Manitoba residency (if applicable)
- Proof of English proficiency (if applicable)

### **4. Transfer Category**

Persons who have successfully completed First Year law at another common law school, within or outside of Canada, may apply to continue their studies at Robson Hall, Faculty of Law.

#### Category Requirements:

- LSAT score by January in the calendar year admission is sought
- A written statement (*maximum length, two 8½ x 11 pages*) describing why you would like to continue your legal studies at Robson Hall (this may include compassionate circumstances, if applicable)
- Transcript from legal studies
- Transcript(s) from pre-law studies

- Two (2) letters of recommendation; preferably letters from a professor/lecturer from first year law

## **Section 3: Application Process & Deadlines**

### **A. Application Fee and Correspondence**

Canadian / Permanent Residents: \$100.00  
International applicants: \$120.00

**Applications are not considered received until the application is submitted and the application fee has been paid by the posted deadline.**

**All correspondence, including decision release information will be sent via email and posted to your application portal.**

**Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.**

**It is important to check your email and application portal regularly and specifically around the deadlines and important dates listed below.**

### **B. Deadlines and Important Dates**

#### **1. Index Score Applicants**

<b>Date</b>	<b>Deadlines and Important Dates</b>
<b>September 8, 2018</b>	Last eligible LSAT sitting for Early Offer consideration & Scholarships.
<b>December 1, 2018</b>	Final deadline to submit completed application and application fee.
	Deadline to upload or mail current transcript(s) from <i>all</i> institutions attended, except for the University of Manitoba. Transcripts should also include in-progress coursework (if applicable).
	Deadline to submit proof of English proficiency (if applicable).
<b>December 31, 2018</b>	Deadline for course completion.
<b>January 26, 2019</b>	<b>Final LSAT date.</b>
<b>February 1, 2019</b>	Final document deadline to submit transcripts (unofficial) with Fall 2018 Term grades*.

<b>June 30, 2019</b>	Deadline to provide final official transcript(s) if accepting an offer to first year.
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## 2. Individual Consideration Applicants

Date	Deadlines and Important Dates
<b>September 1, 2018</b>	Deadline for course completion.
<b>November 17, 2018</b>	<b>FINAL LSAT date.</b>
<b>December 1, 2018</b>	Final deadline to submit completed application and application fee.
	Deadline to upload or mail current transcript(s) from <i>all</i> institutions attended, except for the University of Manitoba. Transcripts should also include in-progress coursework (if applicable).
	Identify three (3) people with a valid email address, for written recommendation letters.
	Deadline to upload a Personal Statement and Résumé.
	Deadline to submit proof of English proficiency (if applicable).
<b>December 15, 2018</b>	Deadline for receipt of Recommendation Letters and, supporting Medical Documentation (if applicable).
<b>February 1, 2019</b>	Final document deadline to submit transcripts (unofficial) with Fall 2018 Term grades*.
<b>June 30, 2019</b>	Deadline to provide final official transcript(s) <i>if</i> accepting an offer to first year.

## 3. Canadian Indigenous Category Applicants

Date	Deadlines and Important Dates
<b>November 17, 2018</b>	<b>FINAL LSAT date.</b>
<b>December 1, 2018</b>	Final deadline to submit completed application and application fee.
	Deadline to upload or mail current transcript(s) from <i>all</i> institutions attended, except for the University of Manitoba. Transcripts should also include in-progress coursework (if applicable).

	Identify three (3) people with a valid email address, for written recommendation letters.
	Deadline to upload a Personal Statement and Résumé.
	Deadline to submit proof of English proficiency (if applicable).
<b>December 15, 2018</b>	Deadline for receipt of Recommendation Letters and, supporting Medical Documentation (if applicable).
<b>December 31, 2018</b>	Deadline for course completion.
<b>February 1, 2019</b>	Final document deadline to submit transcripts (unofficial) with Fall 2018 Term grades*.
<b>June 30, 2019</b>	Deadline to provide final official transcript(s) <i>if</i> accepting an offer to first year.

## 4. Upper Years Applicants

Date	Deadlines and Important Dates
<b>January 26, 2019</b>	<b>Final LSAT</b> for Upper Years: Transfer and Advance Standing applicants.
<b>June 30, 2019</b>	Final deadline to submit completed application and application fee.
	Deadline to submit final official transcript(s).
	Deadline to submit proof of English proficiency (if applicable).
	Deadline to provide all outstanding documentation for all Upper Years categories.

## C. Required Application Documentation

The following documents will be required to complete your application:

- **Initial transcripts** showing current registration, as well as completed transcripts from all other post-secondary institutions are to be submitted when applying. These can be uploaded at the time of application.
- **Unofficial transcripts** with Fall term grades must be received by February 1. Updated transcript must include final grades for all Fall Term classes. Email copies of updated unofficial transcripts to

[applications.law@umanitoba.ca](mailto:applications.law@umanitoba.ca) or upload to your student application portal

- **Final official transcripts** from any university or college attended *other than* University of Manitoba are required (including exchange, transfer and letter of permission). Student copies or photocopies are not acceptable as final official. Transcripts become the property of University of Manitoba and will not be returned.

**\*NOTE:** It is the applicant's responsibility to inform the Admissions office in writing of any **deferred exams or grade changes**. All final grades, including grade changes must be submitted to the Admissions Office by the February 1 document deadline in order to be included in the final selection process.

- **Proof** of Canadian Citizenship, Permanent Residence or Refugee Status is required if born outside Canada
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of proficiency in the use of the English language.** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements)
- **Recommendation Letters:** Three letters of reference are required for all applicants in the Individual Consideration and Canadian Indigenous Categories.

The Transfer Category requires two (2) recommendation letters.

**NOTES:** Regarding Recommendation Letters

- Our application system will provide a link for Recommenders to upload their letters. This will be sent to the email address provided by the applicant.
- Recommendation letters should support your personal statement, and overall application.
- Recommendations are required for Individual Consideration and Canadian Indigenous

categories. While encouraged, academic recommendations are not required.

- It is strongly encouraged for recommendation letters in the **Transfer Category** to be from a professor/lecturer who can comment on your academic work during first year law.
- Choose recommenders who know you well and can comment on your strengths, ability to communicate, interpersonal skills, judgment, initiative, organization, leadership skills, etc.
- Choosing high profile recommenders who do not know you well, and have a casual passing relationship with you will have little or no benefit.
- Recommendation letters from immediate family members include in-laws, spouses, siblings, nieces, nephews, etc. will not be considered according to the Nepotism Policy at the University of Manitoba

([http://umanitoba.ca/admin/governance/governin\\_g\\_documents/community/911.htm](http://umanitoba.ca/admin/governance/governin_g_documents/community/911.htm) ).

- Recommendation letters are held in the strictest confidence and are not released to the applicant.
- **LSAT** scores will automatically be collected by the University of Manitoba from LSAC.
- **Personal Statements** are required for all applicants in the Individual Consideration and Canadian Indigenous categories.

A personal statement should be no more than 1500 words, *double-spaced*. While there are no specific guidelines on what to include in a personal statement, the objectives of the category should be kept in mind.

- **Résumés** are required for all applicants in the Individual Consideration and Canadian Indigenous categories

The résumé should be no more than two (2) 8 ½ x 11 pages. Work, volunteer, and educational experiences should be highlighted.

- **Supporting Medical Documentation** (if applicable) may be submitted by Individual Consideration Category applicants. Please note the following if submitting medical documentation:

- Deadline for receipt is December 15.
- Do not send full medical reports. Rather, letters from healthcare provider(s) outlining the nature of your situation, how long you have been under their care, and their overall comments, etc.
- Please **mail** supporting medical documents to the address below. Do *not* upload or email sensitive documentation.

**Student Services Coordinator  
306B Robson Hall, Faculty of Law  
University of Manitoba  
Winnipeg, MB R3T 2N2.**

- **Written Statements** are required for Upper Year applicants to the Letter of Permission, National Committee on Accreditation and Transfer categories.
- **NCA recommendation** is required for applicants to the Upper Years National Committee on Accreditation category.

**Applications are not complete until all necessary documents are submitted (with the application fee) by the posted deadline dates.**

## Section 4: Selection Process

### A. Calculation of the Adjusted Grade Point Average (AGPA)

A Grade Point Average (GPA) is generally understood to be all courses completed multiplied by the weight per course. For the purpose of admission to the Faculty of Law, an applicant's GPA will be adjusted when one or more of the thresholds presented in the table below are met. The GPA calculation for law school admission will be referred to as the AGPA.

The AGPA is calculated using graded credit hours, whether completed on a full or part time basis, in undergraduate or graduate programs, or in Regular,

Evening or Summer Sessions. Courses completed outside of a degree will also be included, providing they are from an accredited institution, and at university degree level.

Applicants whom have completed 60-89 credit hours will have their AGPA calculated on all graded credit hours completed. Applicants with more than 90 credit hours completed will have their AGPA adjusted according to the following thresholds:

Credit Hours Completed	Credit Hours Dropped
90 to 101	18
102 to 113	24
114+	30

The University of Manitoba assigns grades on a grade point scale as described in the table below. If an applicant attends an institution that assigns percentage grades on their official transcript, the percentage grade will be converted to a letter grade consistent with the grade point scale below. \* *Please note, this grading scale will not be applied to international transcripts or studies completed through CEGEP.*

Transcripts showing minus grades will be converted as follows: A- = 4.0, B- = 3.0, C- = 2.0.

Percentage	Letter	Grade Point
90 - 100	A+	4.5
80 - 89	A	4.0
75 - 79	B+	3.5
70 - 74	B	3.0
65 - 69	C+	2.5
60 - 64	C	2.0
50 - 59	D	1.0

### **NOTES:** Relating to AGPA Calculations

- Credit hours for non-graded courses completed will not be included in the credit hour calculation *unless* a non-graded course has a 'Fail' as a final result. The "F" grade will be included in the AGPA calculation.
- University degree level courses completed outside of a degree will be used in the AGPA calculation.



- Courses completed at a non-university non-degree level will only be considered for eligibility and in calculating the AGPA if they can be applied towards a University of Manitoba degree.
- Applicants are required to have successfully completed the minimum number of credit hours; courses with grades of 'F' will be included in the AGPA calculation. They will be among the first dropped according to the table presented.
- No changes to the calculation of the AGPA will be made after the final transcript deadline of February 1 unless there are exceptional circumstances to consider, such as a grade appeal.
- Grades presented on official transcripts will be taken at face-value; and only conversion tables printed on the reverse of an official transcript will be considered.
- All attempts (both in credit hours and resulting grades) of courses that are repeated will be included in the AGPA calculation.
- It is the applicant's responsibility to inform the Admissions Office in writing of any **deferred exams or grade changes**. All final grades, including grade changes, must be submitted to the Admissions Office by the final document deadline to be included in the final selection process.

### ***Request for Elimination***

Under special circumstances, applicants may seek the elimination of a portion of their academic record from the calculation of the AGPA for law admission.

*Applicants are asked to submit their request in writing – clearly outlining how one of the two scenarios listed below are applicable. The request must be received prior to the December 1 application deadline. Requests and inquiries should be directed to: [applications.law@umanitoba.ca](mailto:applications.law@umanitoba.ca). Decisions will be communicated via email.*

To request elimination, one of the following scenarios must apply:

1. If grades obtained at least five (5) years before the commencement of a fresh program of studies by

the applicant, where the new course of studies consists of at least an additional 48 credit hours, completed over no more than two (2) consecutive academic years (30 credit hours for applicants who are at least 26 years old), and where the Faculty is satisfied that the earlier results are not a material indicator of the applicant's academic potential.

### ***OR***

2. If an applicant presents a university academic record showing a new program of study consisting of at least 60 additional graded credit hours completed over no more than three (3) consecutive academic years in a different faculty, and where the Faculty is satisfied that the results in the first faculty are not a material indicator of the applicant's academic potential.

### **B. Operative LSAT Score Determination**

The LSAT is administered by the Law School Admission Council (LSAC). All information regarding LSAT, including registration, should be obtained from: <http://www.lsac.org>. The score scale for LSAT is 120 – 180.

**NOTES:** Regarding the LSAT

- If multiple scores exist, the highest will be used for admission purposes.
- A LSAT score expires after 5 years.

### **C. Index Score Category Assessment**

- The selection of applicants in the Index Score category is made solely upon the 50/50 weighting of AGPA/LSAT score. The formula for calculation:

$$\left[ \left[ \frac{(\text{Operative LSAT Score} - 120)}{60} \right] \times 50 \right] + \left[ \frac{(\text{AGPA} \times 50)}{4.5} \right] = \text{Index Score}$$

A chart showing the distribution of offers to applicants based on their respective AGPA and LSAT score can be found at:

<http://law.robsonhall.com/future-students/juris-doctor-j-d/agpa-calculation/lsatagpa-statistics/>

#### **D. Individual Consideration Category Assessment**

A holistic review is used for applications in the Individual Consideration category, using the applicant's personal statement, résumé, recommendation letters, AGPA and LSAT, with no particular weight attached to any one requirement. AGPA and LSAT score will be considered, however not to the exclusive extent as in the Index Score category. Decisions are necessarily subjective; reasons are neither recorded nor given.

- Applications will be reviewed by Screening Committees in mid-January, recommending twenty-four (24) applicants for interviews. An interview is necessary for the potential of an offer to exist. Applicants in this category should appreciate that not everyone can be interviewed and that, given the few places available, the competition is especially keen.

As a result of the interviews, up to 15 full time offers may be made. No more than seven (7) of the offers will be made to applicants not ordinarily residents of Manitoba at the time of application. The allocation of the available offers is entirely at the discretion of the Faculty of Law

#### **NOTES: Regarding the Interview**

- The interviews will be held Saturday March 2 & Sunday March 3, 2019 at the Faculty of Law, University of Manitoba in Winnipeg, MB.
- If selected for an interview, and unable to attend in person (at the cost of the applicant), arrangements can be made to interview via Skype.

#### **E. Canadian Indigenous Category Assessment**

A holistic review is used for applications in the Canadian Indigenous category, considering the applicant's personal statement, résumé, recommendation letters, AGPA and LSAT, with no particular weight attached to any one requirement. AGPA and LSAT score are considered, however not to the exclusive extent of the Index Score category. Decisions are necessarily subjective; reasons are neither recorded, nor given.

Applicants are required to demonstrate their connection and/or involvement in their Community.

Some students may receive a provisional offer based on attendance and successful completion of the NLC Summer Program at the University of Saskatchewan. For details on this program please visit:

<http://www.usask.ca/plsnp>

#### **F. Advanced Standing Category Assessment**

A holistic review is used for applications in the Advanced Standing Category, with no particular weight attached to any one requirement. The Admissions Committee must agree that the applicant would have been admitted to first year law in the Index Score category had the applicant applied for admission to first year in the year admitted elsewhere. Reasons for decisions are neither recorded nor given.

#### **G. Letter of Permission Category Assessment**

The Admissions Committee must be satisfied of the quality of the academic performance at the home law school. Reasons for decisions are neither recorded nor given.

#### **H. NCA Category Assessment**

A holistic review is used for applications in the NCA category, with no particular weight attached to any one requirement. It should be noted no specific number of seats are reserved for NCA applicants in any one year; competition is especially keen. Reasons for decisions are not recorded nor given.

#### **I. Transfer Category Assessment**

A holistic review is used for applications in the Transfer category, with no particular weight attached to any one requirement. It should be noted no specific number of seats are reserved for transfer applicants in any one year. In addition to the holistic review of required documents, capacity is a factor. Reasons for decisions are neither recorded nor given.

## **J. Offer Timeline and Waitlist**

### ***Index Score***

- Early Offer score is set in mid-January. To qualify, an applicant must have completed a minimum of 60 credit hours and LSAT score by September 2018. All applicants who meet these criteria, regardless of applicant category, are *automatically* considered.
- Offers are made to applicants who meet the established Early Offer score after Fall 2018 Term grades and/or November 2018 and January 2019 LSAT scores are available.
- In July, a waitlist is created for those holding Manitoba residence.

### ***Individual Consideration***

- Interview weekend is Saturday March 2 and Sunday March 3. Applicants will be contacted and invited to interviews in mid-February.
- Offers will be made shortly after the interview weekend.
- Applicants that meet the Early Offer Index Score will be offered according to the Index Score timelines.

### ***Canadian Indigenous Category***

Initial offers are made in late February/early March.

### ***All Upper Years Applicants***

Offers made in early to middle of August.

## **K. Tie Breaking Procedure for Offers**

The University of Manitoba has a Senate approved tiebreaking procedure for admissions. In the event of a tie, the following procedure will be used:

1. Increase the number of significant figures used in the calculation.
2. Where a tie still exists, the application that was received first will be used to break the tie. All

completed applications are time stamped upon submission; in the case of a paper application, these applications will be time stamped after they have been entered into the system by a University of Manitoba Admissions Office staff member.

## **L. Notification of Decision**

Decisions will be posted to the applicant's portal. The application system will automatically send an email to the address provided indicating a decision has been made on their file. Applicants must log into their application portal to view the decision and to accept or decline their offer. If the offer is not accepted and the subsequent deposit paid by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that emails and application portals are regularly checked. Be certain to check your *Junk Folder*.

Applicants offered admission will be required to pay a non-refundable deposit of \$300.00 by the deadline date indicated in the offer of admission. This deposit will be credited to first year fees or forfeited if the applicant subsequently withdraws.

### ***NOTES:*** Regarding Admission Decisions

- One year, non-renewable request to defer registration will be accepted from :
  - Early Offer Score recipients
  - Canadian Indigenous offers
  - Individual Consideration offers

The deadline to request a deferral is May 1. Any deferral requests after this deadline will be reviewed on a case-by-case basis.

Applicants seeking a deferral are asked to submit their request in writing, outlining the circumstances leading to the request. Approval of the deferral will be at the sole discretion of the Faculty.

If approved, applicants will be required to accept the offer and pay the \$300 deposit. In addition, an additional \$300 deposit will be required by March 1 in the calendar year of admission. All funds will be applied to first year tuition fees when the student registers.

- Failure to appear on the first day of classes without prior notice to the Faculty will be deemed a non-registrant, and will forfeit the seat. Application in a subsequent year may not be considered.
- Common Law school admission offices are notified if an applicant is holding more than one seat to first year law.

### **M. Application Fraud**

The Faculty of Law may refuse or rescind an offer to an applicant if:

1. A person that has been dishonest in an application (present or past) to any law faculty.
2. A person guilty of misconduct during the LSAT administration.
3. A person who, in any previous year, accepted an offer to the Faculty of Law but failed to attend the first day of classes, and did not defer registration or provide written notification of withdrawal.

### **N. Applicants Whom Have Failed a Year of Law or Required to Withdraw**

Applications from individuals who have failed a year of law elsewhere will not be considered unless:

1. The applicant is permitted to apply for readmission to the Faculty in which they failed, in addition to having received permission to repeat the failed year AND
2. There is a substantial reason why the failed year should be repeated at the University of Manitoba.

Applications from individuals who are on academic probation, suspension, or expulsion imposed by another unit at the University of Manitoba or another post-secondary institution will not be considered.

## **Section 5: Reconsideration & Appeals**

Applicants are advised that appeals of reconsideration decisions focus on questions of correct adherence to published policies and procedures, and NOT on subjective issues or the relative merits of the application.

Individuals who wish to have their applications reconsidered should submit their request in writing to the Faculty. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision shall direct their request to [lawadmissions@umanitoba.ca](mailto:lawadmissions@umanitoba.ca) within ten (10) days of the decision being issued.

Should the student wish to pursue the reconsideration decision of the Selection Committee further, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures.

[http://umanitoba.ca/admin/governance/governing\\_documents/students/admission\\_appeals.html](http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html)

## **Section 6: Counselling of Applicants**

The Faculty of Law and the Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Law. However, it is policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the information needed for applicants to make their own choice with respect to the alternatives available. The following points require special attention:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand, information regarding admission policies may not be accurate.
2. No official at the university can guarantee the admission of any applicant. Admission is determined based on an annual competition.
3. All applicants are advised to put their enquiries in writing so that an official written response can be made. Contact the Faculty admissions advisor at [lawadmissions@umanitoba.ca](mailto:lawadmissions@umanitoba.ca).

## **Section 7: Other Information**

### **A. Effects of a Criminal Record**

Admission to the Faculty of Law and the license to practice law are separate processes. An applicant with a criminal record may apply, and subsequently be admitted into the J.D. program without regard;

however, it may result in licensing issues. The license to practice is granted only by the Law Society of the province/territory concerned. Persons with a criminal record contemplating a law degree and practice should consider contacting the Law Society of the province/territory in which they intend to practice, prior to application.

## **B. Scholarships**

Applicants receiving Early Offers will be considered for merit based scholarships with amounts ranging from \$2,500 - \$6,000.

Applicants will have the opportunity to upload a written statement that demonstrates personal characteristics associated with the highest standards of the profession. Submitting the statement is optional. Please visit:

<http://law.robsonhall.com/future-students/juris-doctor-j-d/scholarship-information/>

The majority of scholarship offers will be sent with Early Offers in January. Receipt of a scholarship is dependent on registration in the Faculty. If an applicant elects to defer their registration, they automatically forfeit the Entrance Scholarship.

## **Section 8: Student Accessibility**

The University of Manitoba is committed to providing all students equal access to learning opportunities. If you are a student with a diagnosed disability (permanent, chronic, or temporary) who may require academic accommodations, please contact Student Accessibility Services at 204-474-7423 or by email at [student\\_accessibility@umanitoba.ca](mailto:student_accessibility@umanitoba.ca) to learn more about the confidential supports that are available. <http://umanitoba.ca/student/saa/accessibility/>

## **Section 9: Contact Information**

<b>Faculty of Law:</b>	306B Robson Hall University of Manitoba Winnipeg, MB R3T 2N2
Admissions and Financial Aid	<b>Marie Jivan</b> <i>Telephone:</i> (204) 480-1485 <i>Email:</i> <a href="mailto:lawadmissions@umanitoba.ca">lawadmissions@umanitoba.ca</a>

<b>Admissions Office:</b>	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a>
Lead Admissions Officer:	<b>Sandra Jezik</b> <i>Telephone:</i> (204) 474-8811 <i>Email:</i> <a href="mailto:applications.law@umanitoba.ca">applications.law@umanitoba.ca</a>

The following other contacts may also be useful.

<b>Student Accessibility Services</b>	520 University Centre <i>Telephone:</i> (204) 474-7423 <i>Email:</i> <a href="mailto:student_accessibility@umanitoba.ca">student_accessibility@umanitoba.ca</a>
<b>Student Advocacy Office</b>	520 University Centre <i>Telephone:</i> (204) 474-7423 <i>Email:</i> <a href="mailto:student_advocacy@umanitoba.ca">student_advocacy@umanitoba.ca</a>