

Frequently Asked Questions

Electronic Student Application and Articling Agreement

Audience: Students (prospective)

How do I apply to become a Student-at-Law?

To apply to become a Student-at-Law, you must complete two applications on the Lawyer Portal:

1. Application for Admission as a Student-at-Law
2. Articling Agreement Application

For a step-by-step guide, please refer to the User Guide.

What documentation do I need to complete my application?

You must submit [four documents](#):

1. Proof of government issued identification (driver's licence, passport, or birth certificate)
2. Police check
3. Original transcript Internationally trained lawyers must also submit their National Committee on Accreditation certificate.
4. Certificate of standing (from each governing body of which you are or have been a member inside or outside of Canada)

Your application will not be approved without all required documents.

I completed my application for admission, but I didn't receive an email with instructions. What do I do?

Please email membership@lawsociety.ab.ca.

How much does the application cost?

The cost of the Application for Admission as a Student-at-Law is \$210.

The cost of the Articling Agreement Application is \$472.50.

Who pays for my application?

Students will be required to pay when they apply to complete the application process. Payment arrangements are between students and their principals.

What payment options are available?

The payment options are: Interac, Visa and Mastercard.

How long does it take to process my application?

Processing times vary. Your application must be received by the Law Society at least 30 days prior to your proposed start date of articling.

When can I start articling?

You may begin your articles once you have received an approval letter from the Law Society.

What are the next steps for my principal (lawyer)?

Principals will be required to sign in to the Lawyer Portal and confirm acceptance of the Articling Agreement. At the end of the agreed term, principals are required to log in to the Lawyer Portal and certify requirements were met.

What are the next steps for my principal (Judge/Justice)?

If you are clerking with a court, your Principal does not need to submit an Articling Agreement. Once your articles have ended, your Principal will be required to complete and submit Form 2-12/2-13 (Certificate of Principal). Please [email](#) the Law Society to obtain this form.

What do I do if I started my application previously and did not complete it?

- If you have paid the application fee \$210, please log in and continue with your application with the password that you were emailed. If you are having trouble logging in to your Lawyer Portal, please [email](#) the Law Society.
- If you have not paid the application fee of \$210, please contact the Law Society within 24 hours for help logging in. If it has been more than 24 hours since your initial application and you did not pay the application fee, please restart your application.

Audience: Students (already enrolled)

I received an email about a new online Student Application form. Do I need to do anything?

If you have already submitted your application in paper form, you do not need to reapply electronically. We have received your application and it is under review.

Frequently Asked Questions

Audience: Principals (lawyers)

What are the requirements to become a Principal?

Please refer to the [Rule 55](#) (Qualifying as a Principal). If you have any questions, please email membership@lawsociety.ab.ca

What form do I need to complete for my student?

You must log in to the Lawyer Portal and complete the Articling Agreement Application. After the articling term has finished, you must certify that your student met the requirements in the Lawyer Portal.

Is there a fee associated with my form?

Your student pays all fees when applying for Student-at-Law status through the Lawyer Portal.

Can my student begin to article after my Articling Agreement has been submitted?

You must receive confirmation from the Law Society that your application and your student's application have been approved before your student can begin to article. Both applications must be submitted 30 days prior to your student's proposed articling start date.

How do I reset my Lawyer Portal password?

Please visit the [Lawyer Portal](#) and click Forgot your password under the Login button. You will be prompted to enter your Law Society Login ID (member ID) and email. You will be emailed a reset password link. If you need assistance, please call Customer Service at 1.800.661.9003.

Audience: Principals (judges)

What form do I need to complete for my clerk, and where do I find it?

You do not need to submit an Articling Agreement. Once your clerk's articles have ended, you will be required to complete and submit Form 2-12/2-13 (Certificate of Principal). Please [email](#) the Law Society for this form.

Is there a fee associated with my Form 2-12/2-13 (Certificate of Principal)?

No.

When can my clerk begin?

You must receive confirmation from the Law Society that your student's application has been approved before your student can begin to article. Applications must be submitted 30 days prior to your student's clerkship.