



**Office of the Associate Dean
Academic and Student Relations**

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PROGRAM COMPLETION LETTER

Students who are completing their J.D. degree this term may ask the Associate Dean's Office to provide a "program completion letter" **if such a letter is required**.

A "program completion letter" is only required in specified circumstances. For example, the Law Society of British Columbia accepts such letters to confirm completion of J.D. degree requirements from recent graduates in situations in which the official transcript noting conferral of the degree will not be available prior to the relevant application deadlines for the Law Society Admission Program. The letter thus "fills the gap" until the student can provide an official transcript to verify degree completion.

If you require a program completion letter, you may send your request to the Assistant to the Associate Dean at lawada@uvic.ca. Please provide the following information regarding the institution to which the letter is to be sent:

- name of the contact person
- full address
- email address
- your articling candidate number (if available)

After grades have been released and your transcript has been updated, the requisite letter will be prepared and mailed directly to the appropriate Law Society/employer. The Assistant to the Associate Dean will inform the student when this is complete (usually within a few days of grades being released).

Please note that it is your responsibility to apply to graduate, pay all fees owing to the University of Victoria (e.g. overdue tuition) and to provide the appropriate office at the Law Society with an official transcript.