

## LLB TO JD CONVERSION PROCESS



1. Complete the [JD Conversion Request Form](#).
2. Locate your original LLB diploma. If the original LLB diploma is framed, please remove it from the frame.
3. If the diploma is lost, complete the [Statutory Declaration of Loss](#).
4. Consider making a [donation](#) to the law school.
5. Send your diploma (or completed Statutory Declaration of Loss), completed JD Conversion Request form, donation form, **along with a cheque for \$55.00 made payable to Queen's University (\$40.00 JD diploma, \$15.00 revised transcript)** to:

Student Services Office, Faculty of Law  
Queen's University  
Macdonald Hall, Room 200  
128 Union St.  
Kingston, Ontario, K7L 3N6, Attention:  
Ms. Christina Ulian

Questions may be directed to Christina Ulian at [ulianc@queensu.ca](mailto:ulianc@queensu.ca), telephone 613.533.6000 ext. 74261.

6. The Office of the University Registrar will issue a replacement JD diploma and an official transcript showing that the JD has been granted as of the date that the LLB was originally conferred. Both documents will be sent to you **by FedEx courier** at the address you provide on the JD Conversion Request form.
7. If you wish to pick up the JD diploma and transcript in person from the Office of the University Registrar, you will be required to produce suitable photo identification. Please indicate this on the JD Conversion Request Form. When the diploma and transcript are ready, you will be notified by email or phone.
8. Please allow approximately 2 to 3 weeks for processing and delivery.
9. **Outstanding Debt to the University:** If you have any overdue debts to the University, the Senate Policy on Overdue Accounts applies. Your request cannot be processed until the debt is cleared. Before completing the JD Conversion Request Form, please check any balance owing on the fee summary screen on [SOLUS](#) or contact the Office of the University Registrar, Records and Services, at (613) 533-6894. Further information and the policy can be found at <http://www.queensu.ca/registrar/aboutus/policies/fee.html>.