



Legal Profession Admission Board

# **Guide for applicants for admission as a lawyer in NSW**

in accordance with the  
Legal Profession Uniform Admission Rules 2015

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## 1. Introduction

### Using this Guide

We recommend that you read this Guide in full, before you start your application for admission as a lawyer. The Guide will help you understand the requirements of an application and avoid errors which can delay processing.

Please ensure you are reading the latest version of this Guide, as updates may be issued at any time. The latest version can be found on the Board's website at [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au) under 'Admission as a lawyer'.

### About admission

The Supreme Court of New South Wales may admit a person to the Australian legal profession as an Australian lawyer if the person:

- is aged 18 years or over; and
- is not already admitted to the Australian legal profession; and
- has attained the specified academic qualifications prerequisite, and
- has satisfactorily completed the specified practical legal training prerequisite, and
- is a fit and proper person to be admitted to the Australian legal profession, and
- takes an oath of office, or makes an affirmation of office, in the form required by the Supreme Court.<sup>1</sup>

A person who proposes to be admitted in New South Wales may apply to the NSW Legal Profession Admission Board (the Board) for a compliance certificate. Throughout this Guide, this is referred to as an 'application for admission'.

The role of the Board is to assess and determine such applications. If satisfied of the eligibility and suitability of an applicant, the Board may issue the Supreme Court with a compliance certificate in respect of the applicant. The successful applicant is then required to attend an admission ceremony at the Supreme Court and take the oath/affirmation of office.

Admission does not of itself entitle a person to engage in legal practice, but is a prerequisite for being able to apply for an Australian practising certificate, which entitles the holder to engage in legal practice. An application for a practising certificate in New South Wales must be made either to the Law Society of NSW (to practise as a solicitor) or the NSW Bar Association (to practise as a barrister).

<sup>1</sup> Sections 16(1) and 17(1) of the *Legal Profession Uniform Law (NSW)*.

## Overview of the application process

Generally speaking, an application for admission as a lawyer requires you to:

- complete the appropriate application form
- provide original evidence of your academic qualification in law (and, in some cases, to have your qualification assessed by the Board prior to making your application for admission)
- provide original evidence of your completion of practical legal training (and, if you have been previously admitted in a foreign jurisdiction, to have your practical legal training assessed by the Board prior to making your application for admission)
- provide your original Australian National Police Certificate (and, in some cases, original police reports from overseas jurisdictions)
- read the [Disclosure Guidelines for Applicants for Admission to the Legal Profession](#)
- make a statement disclosing any matter which may affect the Board's assessment of whether you are a fit and proper person to be admitted to the Australian legal profession, and attach relevant documentation
- provide two character references which were made by statutory declaration
- sign the statutory declaration on the admission application form in the presence of an authorised witness
- pay the prescribed application fee (currently \$900).

There may be other requirements which apply to your particular circumstances, so please read this Guide in full before commencing your application.

## Relevant legislation

Part 2.2 of the [Legal Profession Uniform Law \(NSW\)](#) provides for admission to the Australian legal profession.

The [Legal Profession Uniform Admission Rules 2015](#) provide the procedural requirements for admission and specify the academic qualifications and practical legal training prerequisites. They also provide for the assessment of: i) academic qualifications completed in a foreign jurisdiction and ii) practical legal training completed by a person admitted in a foreign jurisdiction.

The [NSW Admission Board Rules 2015](#) provide for the operation of the Board. They also provide for the assessment of: i) stale Australian academic qualifications or practical legal training and ii) incomplete academic study undertaken in Australia and/or a foreign jurisdiction.

## **Corporate and government lawyers not yet admitted**

Prior to the commencement of the *Legal Profession Uniform Law (NSW)* on 1 July 2015, corporate and government lawyers in NSW were exempt from the requirement to be admitted or to hold a practising certificate in order to engage in legal practice.

There is no equivalent exemption under the Uniform Law. The intention behind this change is to bring all persons engaged in legal practice into the new regulatory scheme and ensure such persons are maintaining mandatory regulatory obligations such as undertaking continuing professional development.

However, the NSW Government has introduced a number of exemptions and transitional arrangements which will help to manage the impact on affected persons.

### ***Corporate lawyers (not yet admitted)***

Corporate lawyers who are not admitted to the legal profession will be required to be admitted and hold a practising certificate. However, there will be a three year transitional exemption from these requirements (ie until 30 June 2018).

In addition to covering any person currently employed as a corporate lawyer, the exemption will also apply to anyone who commences work as a corporate lawyer during the three year transition period.

Any corporate lawyer practising pursuant to this transitional exemption will need to notify the NSW Legal Profession Admission Board, within one year of engaging in practice pursuant to this exemption. An online form for this purpose will be available on the Board's website in August 2015.

A corporate lawyer who qualified in a foreign jurisdiction but who has not been admitted in Australia will need to have his or her academic qualification and practical legal training assessed prior to applying for admission (see Sections 5 and 7 of this Guide).

### ***Government lawyers (not yet admitted)***

Any person employed as a government lawyer in the 12 months prior to commencement of the Uniform Law, and who is not currently admitted to the legal profession, will be permanently exempt from the requirement to be admitted and to hold a practising certificate while they continue to work as a government lawyer.

In addition, for anyone who commences work as a government lawyer after 1 July 2015 and who is not admitted, there will be a three year transitional exemption from the requirement to be admitted and hold a practising certificate (ie until 30 June 2018).

Any government lawyer practising pursuant to this transitional exemption will need to notify the NSW Legal Profession Admission Board, within one year of engaging in practice pursuant to this exemption. An online form for this purpose will be available on the Board's website in August 2015.

## 2. Choosing the correct application form

The application form you need to use will depend on your circumstances:

### **Never previously admitted ([Form 10](#))**

Use Form 10 if you have never previously been admitted as a lawyer anywhere (including anywhere in Australia or overseas).

### **Previously admitted ([Form 11](#))**

Use Form 11 if you have been previously admitted as a lawyer anywhere, except for Australia or New Zealand.

### **Seeking re-admission ([Form 12](#))**

Use Form 12 if you have ever been removed from the Roll of Lawyers in New South Wales and are seeking re-admission.

The above application forms are available on the Board's website, <http://www.lpab.justice.nsw.gov.au>. You can:

- fill in the form electronically, and then print it out, or
- print the form, and fill it in by handwriting.

The original of your completed application form must be delivered to the Board's office, either by post or by hand delivery. Electronic versions of application forms are not accepted.

### **Admitted in New Zealand**

If you are admitted as a lawyer in New Zealand, you will need to lodge an application directly with the Supreme Court of NSW, and not with the NSW Legal Profession Admission Board. The admission of New Zealand lawyers is effected by the operation of the [Trans-Tasman Mutual Recognition Act 1997](#) of the Commonwealth.

The Practice Direction and forms can be found on the [Supreme Court website](#).

### **3. Personal details**

#### **Ensure your name is consistent in your documentation**

You will be admitted as a lawyer in the name on your academic transcript, exactly as it is shown on that transcript.

Please ensure that your name is consistent throughout your documentation and especially on:

- your academic transcript, and
- your practical legal training (PLT) transcript or certificate, and
- your Australian National Police Certificate (and any other police reports).

If your name is not consistent on all the above documentation, processing of your application may be delayed.

If you have changed your name and wish to be admitted in your new name, you should produce the original of one of the following documents:

- your official marriage certificate (issued by a government authority), or
- your change of name certificate issued by the Registry of Births, Deaths and Marriages in any Australian state or territory.

The original will be inspected and copied at the Office of the Legal Profession Admission Board, and returned to you. We recommend that you do not send us original documents by ordinary mail, but arrange delivery by hand where possible, or by registered mail.

If your academic transcript does not show the name in which you wish to be admitted, and you have not obtained a change of name in Australia or have not changed your name by marriage, you should contact your academic institution and arrange for your academic transcript to be re-issued in your new name.

#### **Double check your contact details**

We will notify you by email, if your application is approved. We may also email you or telephone you during business hours if we need more information when assessing your application.

Please double check your email address and telephone numbers, as unclear or incorrect details may delay processing of your application.

## 4. Academic qualifications prerequisite

The academic qualifications prerequisite (for the issue of a compliance certificate for admission as a lawyer) is successful completion of a tertiary academic course in Australia which:

- a) includes the equivalent of at least 3 years' full-time study of law, and
- b) is accredited by the Board, and
- c) provides appropriate understanding and competence in each element of the academic areas of knowledge set out in Schedule 1 of the Legal Profession Uniform Admission Rules 2015.

### Evidence of completion of Australian law course

You must attach to your application an original academic transcript which shows you have completed the requirements of a law course which is accredited in Australia.<sup>2</sup>

Please ensure that your academic transcript contains wording which leaves no doubt that you have completed all the requirements for the award of the qualification, for example:

- a date referred to as the 'date of completion' or 'date of conferral' or similar, or
- wording such as 'has completed the course requirements for award of the degree' or similar.

If your academic transcript does not contain wording to that effect, you should contact the institution and arrange for a fresh original to be issued which does contain the appropriate wording. In the absence of such wording, the Board cannot, for the purposes of admission, rely on other methods of determining whether or not the requirements of the course have been completed (such as by analysing the credit points or subjects listed in an academic transcript).

If you studied law at more than one tertiary institution, you must provide an academic transcript from each institution, and not only from the institution which awarded the qualification. All transcripts are required, to enable the Board to confirm that any exemptions or credits for previous studies were appropriately granted.

If you completed the Board's Diploma in Law Course, you do not need to attach an academic transcript to your application. Instead you only need to write your student number in the relevant section.

<sup>2</sup> Rule 15(1)(a) of the Legal Profession Uniform Admission Rules 2015.

## **AHEG Statement cannot be accepted**

You must provide an original academic transcript, and not an Australian Higher Education Graduation Statement (AHEGS).<sup>3</sup> These are different documents although they do contain some of the same information. The transcript is the official record of your study and contains security information to prevent copying.

## **Accredited law courses**

A list of law courses in NSW which have been accredited by the Board for the purpose of providing the academic qualification prerequisite can be found on the Board's website at <http://www.lpab.justice.nsw.gov.au> under 'Admission as a lawyer/Accredited law courses.'

Any other law course that is recognised by another Australian jurisdiction (as satisfying the academic requirements for admission and requiring a student successfully to complete the academic qualifications prerequisite) is also deemed to be accredited. Details of law courses accredited in other Australian states and territories of Australia are available by contacting the relevant state or territory admitting authorities.

## **Law courses completed in a foreign jurisdiction**

If you completed the academic requirements for admission in a foreign jurisdiction (outside Australia),<sup>4</sup> you will need to have your qualification assessed by the Board's Academic Exemptions Sub-Committee.

You need to obtain this assessment, and satisfy any further academic requirements, *before* you make your application for admission as a lawyer.

For more information, refer to Section 5 'Assessment of academic studies' in this Guide.

## **Studies completed more than 5 years ago**

If you attained the academic qualifications prerequisite more than 5 years before applying for admission, you will need to have your qualification assessed by the Board's Academic Exemptions Sub-Committee.<sup>5</sup>

'More than 5 years before applying for admission' means:

if the final year of your enrolment in your law course was more than 5 years before the date you apply for admission.

For more information, refer to Section 5 'Assessment of academic studies' in this Guide.

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<sup>3</sup> Board decision on 7 February 2012.

<sup>4</sup> If you have been admitted in New Zealand, please see Section 2 of this Guide.

<sup>5</sup> Rule 5(2) of the Legal Profession Uniform Admission Rules 2015.

## 5. Assessment of academic studies

Your academic studies will need to be assessed if you:

- completed the academic requirements for admission in a foreign jurisdiction (outside Australia), or
- attained the academic qualifications prerequisite more than 5 years before applying for admission, or
- have undertaken some tertiary academic studies in law, either in Australia or in a foreign jurisdiction, but have not completed the requirements for the award of a qualification.

### Applying for an assessment

To apply for an assessment of your academic studies, you need to:

- complete [Form 16](#)
- provide evidence of your studies and details of any experience in practising the law, and
- pay the prescribed fee (currently \$250).

### What happens next

Having considered your qualification and any experience in practising the law, the Board's Academic Exemptions Sub-Committee will determine which additional subjects you need to complete, if any, in order to meet the academic requirements for admission in New South Wales.

Further information about this process is in the fact sheet '[What to expect from an assessment of your academic qualifications](#)'. Determinations are also made with reference to the '[Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission to the Australian Legal Profession](#)'.

Once you have had your qualification assessed, you will need to attach a copy of the Board's assessment letter to your application for admission. If, as a result of the assessment, you were required to complete additional academic requirements and:

- you completed those requirements at an institution other than the Board, you will need to have a further, final assessment of your academic study and then attach to your application for admission a copy of the Board's final assessment letter, or
- you studied subjects that are part of the Board's Diploma in Law course, you will need to provide your student-at-law number in your application for admission.

## 6. Practical legal training (PLT) prerequisite

The practical legal training prerequisite (for the issue of a compliance certificate for admission as a lawyer) is:

- the acquisition and demonstration of appropriate understanding and competence in each element of the skills, values and practice areas set out in Schedule 2 of the Legal Profession Uniform Admission Rules 2015.<sup>6</sup>

In New South Wales, this requirement may be satisfied by successfully completing a practical legal training (PLT) course conducted by a provider accredited by the Board.

### Evidence of completion of PLT

You must attach to your application an original certificate, transcript or letter from an accredited PLT provider showing completion of your practical legal training.<sup>7</sup>

It is no longer necessary to provide additional certification (previously referred to as a 'Dean's Certificate') that completion of the PLT course results in the attainment of certain competencies.

### Accredited PLT providers

A list of PLT providers in NSW which have been accredited by the Board for the purpose of providing the practical legal training prerequisite can be found on the Board's website at <http://www.lpab.justice.nsw.gov.au> under 'Admission as a lawyer/Accredited PLT providers.'<sup>8</sup>

Any other PLT provider that is recognised by another Australian jurisdiction (as satisfying the practical legal training requirements for admission and requiring a student successfully to complete the PLT prerequisite) is also deemed to be accredited. Details of PLT providers accredited in other Australian states and territories of Australia are available by contacting the relevant state or territory admitting authorities.

### Supervised workplace training

The Board has determined that, until further notice, supervised legal training may *not* be undertaken in New South Wales for the purpose of satisfying the practical legal training prerequisite in Rule 6 of the Legal Profession Uniform Admission Rules 2015.<sup>9</sup>

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<sup>6</sup> Rule 6(1) of the Legal Profession Uniform Admission Rules 2015.

<sup>7</sup> Rule 15(1)(b) of the Legal Profession Uniform Admission Rules 2015.

<sup>8</sup> Rule 7(5) of the Legal Profession Uniform Admission Rules 2015.

<sup>9</sup> Board decision on 23 June 2015 in accordance with Rule 9(1) of the Legal Profession Uniform Admission Rules 2015.

## **Admitted in a foreign jurisdiction**

If you have completed the practical legal training requirements for admission and been admitted in a foreign jurisdiction (outside Australia),<sup>10</sup> you will need to apply to the Board's Practical Training Exemptions Sub-Committee for an assessment of your training and experience against the practical legal training prerequisite.<sup>11</sup>

You need to obtain this assessment before you apply for admission as a lawyer.

For more information, refer to Section 7 'Assessment of practical legal training' in this Guide.

## **PLT completed more than 5 years ago**

If you completed the PLT more than 5 years before applying for admission, you will need to apply to have your qualification assessed by the Board's Practical Training Exemptions Sub-Committee against the current practical legal training prerequisite.<sup>12</sup>

'More than 5 years before applying for admission' means:

if the final year of your enrolment in practical legal training was more than 5 years before the date you apply for admission.

For more information, refer to Section 7 'Assessment of practical legal training' in this Guide.

## **NSW Government employee service**

You may be granted exemption from some or all PLT if you:

- are at least 30 years of age, and
- have completed either:
  - 7 years service as a New South Wales government, or government related, employee performing legal services, or
  - 15 years service in courts administration in New South Wales.<sup>13</sup>

For information about applying for an assessment of your eligibility, refer to Section 7 'Assessment of practical legal training' in this Guide.

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<sup>10</sup> If you have been admitted in New Zealand, please see Section 2 of this Guide.

<sup>11</sup> Rule 11(2) of the Legal Profession Uniform Admission Rules 2015.

<sup>12</sup> Rule 6(4) of the Legal Profession Uniform Admission Rules 2015.

<sup>13</sup> Rule 98(2)(c) of the NSW Admission Board Rules 2015.

## Early commencement of PLT

If your PLT course is not integrated with your academic qualification in law, you must not commence PLT until after you complete your academic qualification.

However you may commence PLT before you complete your academic qualification if you:

- have no more than two academic subjects to complete, neither of which is one of the academic areas of knowledge set out in Schedule 1 of the Legal Profession Uniform Admission Rules 2015, and
- are currently enrolled in the relevant academic subject(s) while you are undertaking the PLT, and
- applied for and received the prior permission of the Board to commence the PLT course.<sup>14</sup>

To seek prior permission from the Board to commence PLT early, you need to:

- write to the Board's Executive Officer, giving reasons the application should be approved, and detailing your capacity to undertake concurrent academic and PLT studies
- provide an original letter from the Dean of the Law School which verifies:
  - your completion of the academic areas of knowledge set out in Schedule 1 of the Legal Profession Uniform Admission Rules 2015, and
  - your current enrolment in the last two subjects of the qualification, neither of which is one of the academic areas of knowledge set out in Schedule 1 of the Legal Profession Uniform Admission Rules 2015, and
- pay the miscellaneous application fee (currently \$70).

<sup>14</sup> Rule 6(3) & Clause 4, Schedule 2 of the Legal Profession Uniform Admission Rules 2015.

## 7. Assessment of practical legal training

Your practical legal training may be assessed against the PLT prerequisite for the purposes of admission if you:

- completed practical legal training requirements for admission in a jurisdiction outside Australia or New Zealand *and* are admitted in a jurisdiction outside Australia or New Zealand, or
- completed a course of practical legal training within Australia that already is, or will be, more than five years old as at the date you apply for admission, or
- attained the age of 30 years and have completed either seven years service as a New South Wales government or government related employee performing legal services, or 15 years service in courts administration in New South Wales.

### Applying for an assessment

To apply for an assessment of your practical legal training, you need to:

- complete [Form 17](#)
- provide evidence of your practical legal training and any experience in practising the law or other relevant experience
- indicate the exemptions you seek from the skills and practice areas listed in Schedule 2 of the Legal Profession Uniform Admission Rules 2015, and
- pay the prescribed fee (currently \$250).

### What happens next

Having considered your practical legal training and any experience, the Board's Practical Training Exemptions Sub-Committee will determine what additional practical legal training understanding and competence, if any, you must acquire in order to meet the PLT requirements for admission.

Determinations are made with reference to the '[Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission to the Australian Legal Profession](#)'.

Once you have had your practical legal training assessed, you will need to attach to your application for admission a copy of the Board's PLT assessment letter.

If, as a result of the assessment, you were required to complete any additional practical legal training, you will also need to attach an original transcript or letter from an accredited PLT provider showing completion of those PLT requirements.

## 8. English language proficiency requirements

Applicants for admission to the legal profession must demonstrate a high level of English proficiency in reading, writing, listening and speaking.<sup>15</sup>

### Minimum IELTS score

Proficiency may be demonstrated by undertaking the International English Language Testing System (IELTS) Academic test and achieving the following minimum scores:

Test area	Minimum score
Listening	7.0
Reading	7.0
Writing	8.0
Speaking	7.5
Aggregate	8.0

Applicants for admission must take the 'Academic' test and not the 'General Training' test. Test results must be no more than two years old at the time of applying for admission.

IELTS has more than 1,000 test centres and locations in more than 140 countries. There are 49 locations in Australia. For more information including dates of tests, costs and the location of test centres, visit [www.ielts.org](http://www.ielts.org).

### Standard exemptions

You will be exempted from undertaking an IELTS test if the academic qualification in law on which you rely for admission:

- was awarded by an Australian institution, or
- was completed, with the medium of instruction being English, entirely in one or more of the countries listed below, and you lived in that country or countries for the entire duration of those studies:

Canada  
New Zealand  
Republic of Ireland

South Africa  
United Kingdom and Northern Ireland  
United States of America.

<sup>15</sup> Rule 10(1)(l) of the Legal Profession Uniform Admission Rules 2015.

## Other special exemptions

You *may* be exempted from undertaking an IELTS test in other circumstances, if you can satisfy the Board that your proficiency in English is at least comparable to the proficiency demonstrated by completing the IELTS Academic test with the minimum scores set out above.

Examples of how you may be able to satisfy the Board of such proficiency include:

- professional employment in an English-speaking country in a role which requires a high level of English proficiency, supported by written references from employers and associates which attest to your English proficiency
- other academic studies at a tertiary level where the medium of instruction was English, supported by academic transcripts
- publication, in a reputable context, of substantial written material in English at an academic standard and in your own name.

To apply for a special exemption, you need to:

- write to the Executive Officer of the Board, prior to submitting your application for admission
- include a detailed written statement setting out the grounds on which you rely (you are encouraged to specify as many grounds as you are able)
- attach evidence of your claims, and
- pay the prescribed fee (currently \$70).

Please do not attach to your IELTS exemption application any documentation which you have already provided to the Board (such as academic transcripts, if you have already lodged a Form 16 application for assessment of your qualifications).

If you are granted a special exemption from the requirement to undertake the IELTS Academic test, you must attach to your application for admission a copy of the Board's letter granting you exemption.

## 9. Fitness and propriety to be admitted

Before issuing a compliance certificate in relation to your admission, the Board must be satisfied that you are a fit and proper person to be admitted to the Australian legal profession.

The assessment of your suitability for admission will generally rely on:

- police reports from Australia and from foreign jurisdictions (where applicable), and
- character references, and
- reports on your conduct as a law student, and
- your answers to questions on suitability matters, and
- your disclosure of any relevant matters which may affect your suitability, and your candour in making such disclosure, and
- information about you obtained from other admitting authorities or through further enquiries with third parties to which you have consented.

Please read this section carefully to ensure you gather all the required documentation prior to lodging your admission application.

### **National Police Certificate (issued in Australia)**

Every applicant for admission must provide an original National Police Certificate which has been issued in Australia.<sup>16</sup> This applies without exception, and even if you state that you:

- have never lived in Australia, or
- have not lived in Australia recently or for any significant length of time.

The National Police Certificate shows whether or not you have any criminal history in Australia. Your Certificate must be an original and must:

- be dated no earlier than 6 months prior to the date your admission application is received, and
- include all previous names by which you have been known, and
- be a type of certificate which includes spent convictions.

<sup>16</sup> Rule 18 of the Legal Profession Uniform Admission Rules 2015 (as varied under Rule 27 by Board decision on 23 June 2015).

A 'spent conviction' involves a minor offence which, after a specified crime-free period, may no longer need to be disclosed in certain circumstances. However, even spent convictions must be disclosed when applying for admission as a lawyer, due to clause 6 of the Criminal Records Regulation 2014 (NSW).

### ***If you reside in NSW and are currently in Australia***

If you reside in NSW and you are currently in Australia, you can apply online for a National Police Check through the NSW Police Force website [www.police.nsw.gov.au](http://www.police.nsw.gov.au) by using the [online form](#).

The cost is \$53.30. You can pay online by credit card, or in person at a police station. In the online application form:

- you should request a 'Name and Date of Birth Check', and
- when the online form prompts you to enter the purpose of the check, you should select 'Other', and then type in the text 'Admission as lawyer'.

You will need to attend a police station to confirm your identity. Please ensure you take sufficient identification documents with you.

We are advised by the NSW Police Force that there is a turnaround time of 10 days for these applications. Please ensure you allow sufficient time to receive your National Police Certificate prior to applying for admission.

Further information is available from the [Criminal Records Section](#) of the NSW Police Force.

### ***If you reside in an Australian state or territory other than NSW***

If you reside in Australia but not in NSW, you should apply for a National Police Check through the local police force of the state or territory in which you currently reside.

When applying, you should request a 'Name and Date of Birth Check' (or the local equivalent) and ensure that the type of check you request is one which will disclose any spent convictions on your record.

### ***If you are not in Australia***

If you are not physically located in Australia, you *cannot* apply online for a National Police Check through any state or territory police force.

Instead you must apply through the website of the Australian Federal Police (AFP) at [www.afp.gov.au](http://www.afp.gov.au) by using the [online form](#). You can either:

- apply online, attach scanned copies of your identification documents, and make an online credit card payment, or

- download and print the application form, and mail it (with copies of your identification documents and your credit card payment details) to the AFP in Canberra.

When the online form prompts you to enter the purpose of the check, you should select 'Commonwealth Employment/Purpose', and then '33-Immigration/Citizenship'.

The cost is \$42. Further information is available from [AFP Criminal Records](#).

We are advised by the AFP that there is a turnaround time of 15 days for these applications. Please ensure you allow sufficient time to receive your National Police Certificate prior to applying for admission.

### **Police reports from foreign jurisdictions (outside Australia)**

You must also provide original police reports from each of the foreign jurisdictions in which you:

- obtained an academic qualification in law outside Australia,<sup>17</sup> and/or
- have been admitted outside Australia, and/or
- have resided<sup>18</sup> for more than 2 years<sup>19</sup> after the age of 18.<sup>20</sup>

The police reports must be dated no earlier than 6 months prior to the date your admission application is received. If a police report is in a language other than English, you should attach a written translation by an appropriately-accredited translator.

If, despite your best endeavours, you are unable to provide every police report which applies in your individual circumstances as specified above, please refer to the information in Section 10 of this Guide about 'Requests for dispensation in relation to foreign police reports'.

### **Good behaviour bonds**

Where an applicant is currently subject to a good behaviour bond, the Board will generally defer further consideration of the application until:

- after the expiry of the period of the bond, and
- the receipt of confirmation that the applicant has not been subject to any further charges or proceedings.

<sup>17</sup> A police report (from each foreign jurisdiction in which you obtained an academic qualification) is required even if you have gone on to obtain an Australian law qualification that satisfies admission requirements in Australia.

<sup>18</sup> 'Resided' means that you held a residential or postal address at one or more locations in the foreign jurisdiction.

<sup>19</sup> 'More than 2 years' refers to the total period of time you resided in the particular jurisdiction, whether or not the period was a single continuous period or several non-continuous periods, and regardless of any time you may have spent travelling away from the jurisdiction while you held a residential or postal address there.

<sup>20</sup> Rule 18 of the Legal Profession Uniform Admission Rules 2015 (as varied under Rule 27 by Board decision on 23 June 2015).

Upon expiry of the bond, the applicant will generally need to provide fresh versions of his/her Form 10 or Form 11, disclosure statement and character references. The Office of the Board will retain the applicant's academic transcript and PLT certificate, so those documents will not need to be re-submitted.

Although a deferred applicant will generally not be required to pay the admission fee again, if the fee has increased by the time of the fresh application, the applicant will be required to pay the difference.

In exceptional circumstances, the Board may make an exception to its usual presumption against issuing a compliance certificate where an applicant remains subject to a bond. If you are planning to apply for admission while subject to a bond and consider there are exceptional circumstances in your case, you are encouraged to discuss the matter with the Board's Legal Officer prior to lodging your application.

## Driving record

We recommend that you obtain your official driving record (from the relevant jurisdictions) if:

- you have committed a significant number of driving infringements or offences (for example, more than 5 in any 3-year period), and/or
- you are making a disclosure in relation to any driving infringements or offences, and you cannot recall the details accurately.

Although you are *not required* to attach your official driving record to your admission application, we recommend you do so if you have committed more than 5 driving infringements or offences in any 3-year period.

Even if you do not attach your official driving record to your application:

- you should still disclose any driving infringements or offences in accordance with the [Disclosure Guidelines for Applicants for Admission to the Legal Profession](#), and
- we may still request that you supply your official driving record to us, after you have lodged your admission application.<sup>21</sup> We may do this following an assessment of your application or for the purposes of a random audit.

## Student conduct

You must provide the originals of relevant official reports *if you have ever been the subject of disciplinary action* in relation to your student conduct by:

- any tertiary academic institution at which you obtained the academic qualification upon which you rely for the purposes of admission, and/or

<sup>21</sup> Section 19(2) of the *Legal Profession Uniform Law (NSW)*.

- any practical legal training provider you attended.<sup>22</sup>

The report(s) must:

- be a type of report that reveals whether or not you were the subject of any disciplinary action, howsoever described, taken by the relevant institution or provider, and
- reveal the outcome of any such disciplinary action, and
- be prepared within 6 months before your admission application is received.

‘Disciplinary action’ includes, but is not limited to, any adverse finding against you which results in:

- a warning or reprimand
- a reduction in marks, or the award of zero marks
- failing the subject in question, or exclusion from the course, or
- any other penalty.

‘Student conduct’ includes both academic conduct as well as general conduct (ie your personal behaviour).

You do not have to provide student conduct reports if you have never been the subject of disciplinary action in relation to your student conduct.

If you have been the subject of disciplinary action but you are unable to obtain the relevant student conduct reports, you should write to the Executive Officer of the Board at the earliest opportunity, with evidence of your efforts to obtain them. Given that delays can occur if you are not able to provide the required reports, you should not make plans to attend an admission ceremony on any particular date.

The Board conducts random audits in relation to the student conduct of admission applicants, and will obtain reports directly from institutions or providers in relation to a random selection of applicants. Your application may be selected for a random check, regardless of whether or not you have disclosed that you were subject to disciplinary action in relation to your student conduct.

The admission application form asks you to provide your signed consent to enable the Board to directly obtain your student conduct reports from any relevant institution or provider, as a condition of the processing of your application. If the Board obtains your reports directly, the Board will meet the cost itself.

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<sup>22</sup> Rule 19 of the Legal Profession Uniform Admission Rules 2015 (as varied under Rule 27 by Board decision on 23 June 2015).

## Disclosures

You must disclose to the Board the details of any matters which:

- might be relevant to the Board's consideration of whether or not you are a fit and proper person to be admitted to the Australian legal profession, and/or
- a reasonable applicant would consider that the Board might regard as not being favourable to you when considering whether or not you are a fit and proper person to be admitted to the Australian legal profession.

To assist you in determining what matters should be disclosed, you must read the [Disclosure Guidelines for Applicants for Admission to the Legal Profession](#).

If you have anything to disclose, you must include a statement about your disclosure in the space provided on the admission application form. However, if the space on the form is not sufficient, you must instead provide your disclosure statement in a separate, original statutory declaration. A template for a NSW statutory declaration may be downloaded from [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au).

In either case, your disclosure statement should set out the full details of the circumstances you are disclosing. It should also contain sufficient detail to enable the Board to understand the full extent and significance of the matters being disclosed.

Disclosure statements which are vague or lack essential details will invariably result in a request to you for further information and/or evidence, and this may delay the processing of your application. For example, if you are disclosing a past criminal offence, you should include in your disclosure statement (as a minimum):

- the date on which the offence was committed
- the full legal name of the offence with which you were charged (rather than a generic description)
  - for example: 'middle range prescribed concentration of alcohol', and not simply 'drink driving'
- the date on which the matter was heard by a court
- the name (jurisdiction) of the court and its sitting location
- the outcome (such as whether or not you were convicted, or received a dismissal or discharge without conviction)
- the sentence imposed
- whether or not you have completed/served any sentence imposed and paid any fines, penalties or court costs imposed

- your explanation of the circumstances of the offence, and
- what steps you have taken since the offence to address the underlying cause of your offending and to re-establish your good fame and character in the community.

You must attach original or certified copies of any available documentary evidence relating to any matter you have disclosed.

If you do not attach such evidence because it is not available, we may request that you make further efforts to obtain it (or a suitable substitute), after you have lodged your admission application. This is likely to be the case where the matter(s) you have disclosed may have a significant bearing on the assessment of your suitability for admission to the Australian legal profession.

Your disclosure statement (whether provided in the space on the application form or as a separate statutory declaration) must be dated no earlier than 1 month prior to the date your application is received.

### **Your duty of disclosure**

You have a duty to make a full and complete disclosure in relation to any matter which a reasonable applicant would consider that the Board might regard as not being favourable to you, when considering whether you are:

- currently of good fame and character, and
- a fit and proper person to be admitted to the Australian legal profession.<sup>23</sup>

This includes any matter which may reflect negatively on your honesty, respect for the law, or your ability to meet professional standards.

You also have an ongoing obligation of disclosure to the Board whilst your application is in progress. If any relevant matter occurs subsequent to you signing your application, you must notify the Board in writing in a statutory declaration.

If, after being admitted, you become aware that you did not make a full and complete disclosure in relation to any relevant matter, you should write to the Executive Officer of the Board at the earliest opportunity to make a 'post-admission disclosure', by way of a statutory declaration. Your further disclosure will then be placed before the Board to determine what, if any, action should be taken in relation to the disclosure.

<sup>23</sup> Rule 17(1) and (2) of the Legal Profession Uniform Admission Rules 2015.

## Consequences of failure to disclose

A failure to disclose a matter, or an attempt to mislead the Board in relation to a disclosure, can have catastrophic consequences for you.

If the information you have provided in your disclosure statement is found to be false, misleading, or incomplete in a material particular:

- you may be refused admission to the Australian legal profession
- if the Board has already issued a compliance certificate in respect of your admission, the compliance certificate may be revoked, and
- if you have already been admitted, you may be struck from the Roll of Lawyers (at any time after being admitted).

Even if you state that you have nothing to disclose, you will be making that statement by way of statutory declaration, when you sign your admission application form.

It is a serious criminal offence to make a false statutory declaration. The penalties include imprisonment for up to five years.

## Character references

You must attach to your admission application two original statutory declarations as to your character<sup>24</sup>, made by persons who:

- have known you for at least two years (unless the Board determines some other period), and
- are not related to you by blood, marriage, or as a domestic partner, and
- (if you are or have ever been a legal practitioner in a foreign jurisdiction) have been associated in legal practice with you in that jurisdiction.<sup>25</sup>

There are four different forms for a character reference made by statutory declaration ([Form 3A, 3B, 3C or 3D](#)). Each contains the precise wording that is necessary to comply with the Uniform Admission Rules, depending on your circumstances ie:

- whether or not you have been admitted previously, and
- whether or not you are making a disclosure in your application.

Please read the [Guidance for character referees](#) and ensure that a copy is given to both your referees, along with the correct form.

<sup>24</sup> Rule 16 of the Legal Profession Uniform Admission Rules 2015.

<sup>25</sup> This means that, if you are or have ever been a legal practitioner in a foreign jurisdiction, both your referees must also be persons who are or were legal practitioners in that jurisdiction.

If you are making a disclosure in your admission application, your character referees must:

- have read your disclosure statement,<sup>26</sup> and
- attest in their statutory declarations to having read your disclosure statement.

We may contact your referees to verify the information they have provided, and/or to confirm that they are aware of the details in any disclosure statement you have made.

There is no requirement for a character referee to be a certain age. However we recommend that a referee is at least 21 years of age and understands the significance of his/her role as a referee.

### **Certificate of good standing**

If you have been admitted in a foreign jurisdiction (outside Australia), you must attach (to your Form 11 admission application) a statement from the relevant professional body in that jurisdiction that you:

- are a member of the legal profession in good standing, and
- are not subject to any current or pending disciplinary matters.

Your certificate of good standing should show the date on which you were admitted in that jurisdiction and must be made no earlier than 2 months before the date your admission application is received.

### **Early assessment of suitability**

Before you apply for admission, you may seek a declaration from the Board that a specific matter or matters you wish to disclose will not adversely affect the Board's assessment of your suitability to be admitted.<sup>27</sup>

An application for such a declaration:

- is usually made a number of years before the person intends to apply for admission
- may be appropriate for a person who is doubtful that he/she would be considered suitable for admission, on the basis of some aspect of his/her past conduct, and

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<sup>26</sup> However, under Rule 17(4) you may make any disclosure relating to your physical or mental capacity in a separate statutory declaration which does not have to have been read by your character referees.

<sup>27</sup> Section 21 of the Legal Profession Uniform Law (NSW).

- may be particularly relevant to a person who is considering legal studies, or the continuation of legal studies. He/she may not wish to pursue such studies while there is a risk that something in his/her past may ultimately prevent him/her being admitted as a lawyer in the future.

If the Board makes a declaration in relation to any or all of the matters disclosed, the declaration will be binding on the Board unless the applicant failed to make a full and fair disclosure of all relevant matters.

Any matters which were not disclosed in the application (including matters which took place after the application or declaration was made) may nevertheless adversely affect the Board's assessment of the person's suitability for admission.

To apply for a declaration, you need to:

- complete [Form 4](#) and make a statutory declaration
- attach a disclosure statement referred to in Rule 17, as if you were applying for a compliance certificate for the purposes of admission, and include a statement setting out the grounds on which you consider the Board should make the declaration
- attach evidence of your qualifications, character references, police reports, student conduct reports, and/or certificate of good standing, as may be relevant to your application
- attach copies of any other documents which may be relevant, and particularly those which support the facts as set out in your disclosure statement, and
- pay the prescribed fee (currently \$360).

Applications can take between 4 to 6 months to finalise. For further information, please contact the Office of the Board.

## 10. Lodging your admission application

### Before you lodge your application

Please check you have:

- completed all parts of the form
- signed the consent in relation to student conduct reports
- signed the statutory declaration in the presence of an authorised witness
- used the checklist on the last page of the application form to ensure you have attached all the required documents.

If you need clarification of any of the requirements of the application form, please contact the Office of the Board.

### Application fee

The fee for lodging an admission application is currently \$900. The fee includes your Certificate of Admission.

The fee is prescribed in clause 63 of the Legal Profession Uniform Law Application Regulation 2015, and is comprised of:

- \$500 which is retained by the Board (a self-funding statutory corporation) to fund the processing of admission applications and related client services, and
- \$400 which is transferred to the Department of Justice, to fund NSW's contribution to the recurrent costs of regulating the Legal Profession Uniform Framework.

### Payment methods

If you are posting your admission application to us, you can pay the application fee by:

- Visa or Mastercard (by completing the [credit card payment form](#) available for download on our website [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)), or
- bank cheque or solicitor firm cheque, or
- money order.

If you are hand delivering your admission application to us, you can use any of the above payment methods, as well as cash or EFTPOS.

## Application deadlines

Admission applications deadlines are listed in the Board's calendar, which is published on its website, [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au).

Generally speaking, the application deadline is 5:00pm AEST on the Friday which falls approximately 4 weeks prior to the date of the next admission ceremony.

## Where to lodge your application

Send the original of your completed admission application form, together with the required documentation and your payment of the admission fee, to the Legal Profession Admission Board by the following means:

Post	DX	Hand delivery
GPO Box 3980 Sydney NSW 2001	DX 602 Sydney	Level 4, 37 Bligh Street Sydney NSW 2000

## Late applications

A late application *may* be accepted, upon payment of an additional late application fee, up until 10:00am AEST on the Tuesday following the Friday application deadline. The late application fee is currently \$150.

There is no guarantee that every late application will be accepted. This is because places at admission ceremonies are limited by the number of seats available for admittees in the Supreme Court.

## Incomplete applications and missing documents

Incomplete applications cannot be processed. If your form has not been completed in full, or if any required document is not attached, your application will be returned to you.

In limited cases, and only by prior arrangement, the Office of the Board may be able to hold your signed and witnessed application form (and your place at an admission ceremony), pending our receipt of one or more documents which you were required to attach.

The miscellaneous service fee of \$70 will be charged for each document that we receive separately to your application form. If any document is received after the normal deadline for admission applications, the late application fee of \$150 will also be charged (to a maximum of \$250 per incomplete application).

In order to make use of this special service, you must:

- contact the Team Leader of the Professional Services Team at the Office of the Board, prior to the normal deadline for admission applications
- obtain our written agreement (by email) to hold your application pending our receipt of a specified document or documents
- complete your application form in full, and lodge it with us by the normal deadline for admission applications
- pay the relevant fees in advance ie:
  - the admission application fee, and
  - the miscellaneous service fee of \$70 per specified document, and
  - the late application fee of \$150, if any document is likely to be received after the normal deadline for applications
- make your own arrangements for the delivery of the specified documents to the Office of the Board (such arrangements may include the document's issuing authority sending it directly to us), and
- keep us informed of any delays or changes.

Despite the above arrangements, the Board will be unable to issue a compliance certificate in respect of your admission, if all the outstanding documents have not been received by the Office of the Board within 4 business days after the usual application deadline. In such cases, your application will be deferred until a future Board meeting which falls after the receipt of the outstanding documents.

The Office of the Board will not be held responsible if any specified document is not received by us within the required timeframe. In addition, no refund of fees will be given in such circumstances.

## **Requests for dispensation in relation to foreign police reports**

If you have been unable to obtain one or more police reports from foreign jurisdictions, your application may be accepted provided that:

- it is otherwise complete and in order, and
- you submit a signed and witnessed statutory declaration about your efforts to obtain those foreign police reports, supported by documentary evidence of those efforts.

Although your application may be accepted without one or more foreign police reports, it will be a matter for the Board to determine, at its scheduled Board meeting, whether or not it is able to dispense with the requirements for the report(s) in your case.

## **Public notice of your admission application**

Before issuing a compliance certificate in respect of your admission, the Board must give notice of your application on its website, and afford the opportunity for any person to object to the issue of the compliance certificate.<sup>28</sup>

Notice of all applicants seeking admission will be published on the Board's website on the Tuesday following each deadline for admission applications. Admission applications deadlines are listed in the Board's calendar.

If an objection is received, the Board will, at its next available meeting, first consider whether or not the objection may affect the applicant's eligibility or suitability for admission. If the Board does consider the objection may affect the applicant's eligibility or suitability, the Board will defer consideration of the application until a later meeting.

The Executive Officer will then write to the applicant to advise him/her of the deferral, provide a copy of the objection(s), and allow a period of a minimum of 3 weeks for the applicant to respond to the objection(s).

The Board will then, at a subsequent meeting, consider the objection(s) and the applicant's response, and may either grant, refuse or further defer the admission application.

## **Notifying you of the outcome of your application**

If your application is approved by the Board, we will notify you by email the day after the relevant Board meeting. Our notification will include the time and place of your admission ceremony.

If your application has been deferred or refused by the Board, we will notify you by letter (with a copy sent to your email address) as soon as possible after the relevant Board meeting.

<sup>28</sup> Section 19(8) of the Legal Profession Uniform Law (NSW) and Rule 12(2) of the Legal Profession Uniform Admission Rules 2015.

## 11. Attending an admission ceremony

In order to be admitted, attendance at an admission ceremony in the Supreme Court of New South Wales is compulsory.

### Date and time of ceremony

Dates of admission ceremonies are scheduled well in advance, and are listed in the Board's calendar, which is published at [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au).

Generally applicants lodge their application with a view to attending the next available admission ceremony. If you have a later date in mind, please ensure you indicate this on your application form.

Depending on the volume of admission applications received and approved, additional ceremony dates may be scheduled, immediately before or after the dates listed in the Board's calendar. This often occurs in December and February. If there is a possibility that you may be required to attend an admission ceremony on one of these newly-scheduled dates, the Office of the Board will notify you by email at the earliest opportunity.

Places at ceremonies are allocated in alphabetical order. If your surname starts with a letter that falls later in the alphabet, you are more likely to be:

- allocated a place in an afternoon ceremony, if ceremonies are limited to only one day, or
- allocated a place on the newly-scheduled date, if an additional ceremony date has been scheduled.

At the present time, it is not possible for the Office of the Board to meet requests to be admitted at a particular ceremony date or time. However, we are working on a system that will enable us to meet such preferences in the future, possibly from 2016 onwards.

### Moving your admission

At the ceremony, it will be necessary for your admission to be 'moved' by a person who is:

- currently on the Roll of Lawyers in New South Wales (whether or not the person currently holds a practising certificate), or
- an Australian legal practitioner, provided he or she holds a current practising certificate in New South Wales or any other Australian state or territory. Certificates must be presented to Board staff at the ceremony before moving an admission.

Current members of the judiciary (ie judges and magistrates) may not move an admission.

It is generally your responsibility to find someone to move your admission. If you completed your practical legal training with either the College of Law or the Australian National University, those organisations may be able to assist you by providing a mover. If you remain unable to find a mover, please contact the Office of the Board for further assistance.

Please advise your mover that simple instructions for movers, including the words he/she will be required to speak, will be waiting for them on the seats allocated to movers at the ceremony.

### **Location of ceremonies**

Most admission ceremonies are conducted in the Banco Court, on Level 13 of the Law Courts Building at Queens Square, located between Macquarie Street and Phillip Street, near King Street in Sydney.

### **Security**

For your security and safety, perimeter security screening is in operation and screening is a requirement for everyone entering the Law Courts Building. Refusal to comply may result in denial of entry to the building. If you have medical concerns about the screening process, please talk to one of the security staff on duty.

Security guards are trained to conduct searches in a manner that protects your privacy and dignity. For further information, please see the [Conditions of Entry](#) for the Law Courts Building.

### **Transport and parking**

The closest railway stations are St James and Martin Place. There are a number of parking stations close to the Supreme Court, such as the Domain Parking station, MLC Centre and Sydney Hospital. The LPAB does not have any arrangements with parking stations.

### **Attendance**

You will need to arrive at the Law Courts Building at least 40 minutes prior to your ceremony. This is to allow you to clear the security area at the ground floor and make your way to the Banco Court on Level 13. Please remember that there are a large number of people attending the same ceremony along with their guests and movers. This can cause delays in getting through security and accessing a lift.

The Banco Court will be open 30 minutes before the ceremony and you will need to be seated well in advance of your ceremony time. The Board's Executive Officer or nominee conducting the ceremony will advise you on the process to be followed and what you will need to do during the ceremony.

You should expect to be at the Law Courts Building for around 90 minutes which includes the pre-ceremony instructions, the ceremony itself and your signing of the Roll of Lawyers.

## **Guests**

Due to space restrictions you are allowed to bring 3 guests, in addition to your mover. Children are welcome at the ceremony, however they will need to remain with your guests at all times.

## **Accessibility**

The Banco Court has steep seating with many stairs. If you or any of your guests have difficulty negotiating stairs, please contact the Professional Services Team at the Office of the Board so that appropriate arrangements can be made. Wheelchair access to the Banco Court is available via a ramp or lift platform, but requires assistance.

## **Photography or filming**

No photography or filming is allowed in the Banco Court or on Level 13 of the Law Courts Building generally. Photography is allowed on the ground floor at the time of signing the Roll of Lawyers and collecting certificates.

## **Ceremony**

The ceremony is in 3 parts:

1. Moving of Admissions

The Executive Officer will call the name of each applicant in turn. As his/her name is called, the applicant will stand, as does his/her mover. The mover will formally ask that the applicant's admission be granted. The Chief Justice will assent and the applicant and mover should then bow and sit down.

2. Oath of Office

The Executive Officer will call applicants to come and stand before the bench and take the Oath of Office in small groups. The Oath of Office will be read, and the applicants before the bench will then be asked to say together either 'So help me God' or 'I do'.

3. Chief Justice's Speech

The Chief Justice will make a speech. A copy of the speech will be available on the Supreme Court website.

## Signing the Roll

Following the ceremony, applicants and their guests should proceed to the foyer on the ground floor where applicants will sign the Roll, the Oath of Office and collect their complimentary Certificates of Admission. Once you have signed the Roll you are a lawyer. Photography is allowed at this time.

## Practising Certificate

Before you can commence practice as a solicitor or barrister, you will need to apply for a practising certificate. You will need to arrange this through either the Law Society of NSW or the NSW Bar Association.

## Immigration and Skills Assessments

In order to obtain a 'Skilled Migration Letter' from the Board, a person will need to have had their qualifications assessed in accordance with the Board's Rules and the 'Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission', and been admitted as a lawyer in NSW. To apply for a Skilled Migration Letter after you have been admitted as a lawyer you should:

- complete the miscellaneous certificate/letter application form available from the Board's website, and
- pay the prescribed fee.

The application form and payment by credit card can be sent by email if you wish, as no original documents are required for this application.

If you are applying for a sub class 485 Visa you can apply for a provisional skills assessment. To lodge this application you should:

- complete the miscellaneous certificate/letter application form
- provide an original academic transcript showing completion of an accredited law degree, and
- pay the prescribed fee.

The application form and payment by credit card must be sent by post or delivered to the Office of the Board as original documents are required for this application.

## Certificate of Current Admission

A Certificate of Current Admission is issued under the Board's seal and confirms that a person has been entered into the NSW Roll of Lawyers and remains on that Roll. It is required when seeking admission in different jurisdictions or for the issue of practising certificates in other Australian states and territories.

If you require a Certificate of Current Admission you will need to:

- complete the application form available on the [Forms and Fees](#) page of the Board's website, and
- pay the prescribed fee.

The application form and payment by credit card can be sent by email if you wish, as no original documents are required for this application.

The Certificate of Current Admission cannot be used as a substitute for a Certificate of Good Standing. To obtain a Certificate of Good Standing, you need to contact the Law Society of NSW or the NSW Bar Association.

### **Replacement Certificate of Admission**

A copy of an original Certificate of Admission can only be issued if the original has been lost or destroyed. If a Certificate has been lost or destroyed, a statutory declaration setting out the reasons surrounding the loss must be lodged together with any application.

If you change your name and wish to have a replacement certificate issued, you will need to return the original Certificate to the Board's office.

If you require a replacement Certificate of Admission you will need to:

- complete the application form available on the [Forms and Fees](#) page of the Board's website, and
- pay the prescribed fee.

The application form and payment by credit card can be sent by email if you wish, as no original documents are required for this application.

## 12. Contact us

NSW Legal Profession Admission Board

Phone: (02) 9338 3500

Fax: (02) 9338 3555

Email: [ag\\_lpab@agd.nsw.gov.au](mailto:ag_lpab@agd.nsw.gov.au)

DX: DX602 Sydney

Web: [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

Street: Level 4, 37 Bligh Street, Sydney NSW 2000, Australia

## 13. Give us your feedback

We value feedback from applicants about the admission process, and about our client services generally.

If you have a complaint, a compliment or a suggestion, please send it to:

[lpabfeedback@agd.nsw.gov.au](mailto:lpabfeedback@agd.nsw.gov.au)

Feedback which is sent to the above email address will be reviewed and responded to by the Office of the Board's Client Relations Manager.

## 14. Document history

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Version	Date	Reason
1.0	26 June 2015	Approved by the Executive Officer of the NSW LPAB
1.1	31 July 2015	Minor typographical corrections. Clarification in relation to: accredited law courses and PLT providers in other Australian jurisdictions; certain PLT evidence no longer required; driving records; police reports; disclosure statements; and character referees. Correction about requirements for documentary evidence in relation to disclosures.

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