



Legal Profession Admission Board

Level 4, 37 Bligh Street (Cnr Hunter St), Sydney
GPO Box 3980, Sydney NSW 2001
DX 602 Sydney

Telephone: +612 9338 3500

Facsimile: +612 9338 3555

Application for

Registration as a Student-at-Law

Form 1

Form last updated: 2 September 2009

Who should use this form?

You should use this form if you wish to apply for registration as a Student-at-Law for the Legal Profession Admission Board's Diploma in Law course. Registration is required prior to enrolment. Upon successful registration you will be notified of the enrolment procedures.

The Board's examinations are not registered as a Course for Overseas Students and registration as a Student-at-Law does not, therefore, confer any visa entitlement.

Fee & lodgement

The student-at-law application fee is prescribed under the Board's Third Schedule of the Legal Profession Admission Rules 2005. Please visit our website for the current fee: www.lawlink.nsw.gov.au/lpab or contact a customer service officer on (02) 9338 3500. The registration fee must be lodged together with your application. Please make cheques and money orders payable to the "Legal Profession Admission Board". Applications can be posted to: **GPO Box 3980 Sydney NSW 2001** or **DX 602 Sydney** or by hand to: **Level 4, 37 Bligh Street (Cnr Hunter St) Sydney NSW 2000**.

When to apply?

To be considered for commencement in the May semester, you must lodge your application by 1 March. To be considered for commencement in the November semester, you must lodge your application by 1 September. We suggest that you do not delay your application until the cut-off dates. The earlier you apply, the earlier your application is likely to be considered.

Additional information

- Instructions for completing this application form can be found on pages 2 - 4.
- Complete the checklist on page 2 of Form 1 to make sure that you have attached all items relevant to your application.
- Processing of your registration application will be delayed if any document is omitted.
- All attachments must be included when this application is lodged.

Section 1: Applicant Details

Complete your personal and contact details here. Note that you need to provide an Australian mailing address for all correspondence relating to the course. Entry to this course is not available to applicants residing overseas. If you have changed your name since the issue of a certificate, an original (or copy certified by a Public Notary or the issuing authority) of the relevant marriage/change-of-name documentation must be lodged with your application.

Section 2: Qualifications for Entry

You may qualify to register as a Student-at-Law if you meet one of the criteria listed below. Using the table below, insert the entry category number applicable to your qualifications on the application form. You will need to supply the original documentation indicated in the table. All documentation must be original. All original certificates etc received by the Board will be returned to you by registered post.

ENTRY CATEGORY NO	ENTRY CATEGORY- Legal Profession Admission Rules 2005	DOCUMENTATION REQUIRED		
29(a)	Special Tertiary Admissions Test (STAT MC or STAT T) with a mark of 152 or above,	Original results advice. (Contact the Universities Admissions Centre on 02 9752 0200 for information).		
29(b)	I hold a Degree from a university.	Original transcript of academic record showing completion of the Degree.		
29 (c)	I have completed the NSW Higher School Certificate achieving the aggregate and English levels indicated below:	Original NSW Higher School Certificate (Record of Achievement) and UAI or TER advice.		
	Year		Minimum Level	Minimum English Mark calculated as an average of HSC examination and assessment marks
	Before 1986		Aggregate of 253	2 Unit General/ 2 Unit A 60 2 Unit 53
	1986-90		TES of 253	2 Unit General 60 2 Unit 53
	1990-99		TER of 50	2 Unit Contemporary 60 2 Unit Related/General 53
	1999-2000		UAI of 66	2 Unit Contemporary 60 2 Unit Related/General 53
	2001-		UAI of 66	ESL 70 Standard/Advanced 60
	2009-		ATAR of 68.90	ESL 70 Standard/Advanced 60
	29(d)		I have completed the equivalent of the NSW Higher School Certificate in Australia or New Zealand achieving a level equivalent to the requirements of <i>Category 2</i> above.	Original certificate. Pre-1998 Australian school leavers must also provide a letter certifying equivalence. (Contact the Universities Admissions Centre on 02 9752 0200 for information.)
29(e)	I hold an associate degree or a diploma, advanced diploma or associate diploma from an Australian university or TAFE college.	Associate degree or original Diploma or complete transcript showing completion of the associate degree or Diploma.		
29(f)	I have passed the International Baccalaureate examination achieving a result of at least 30 points; and a result in English A of at least 4 points if taken at the Higher Level or 5 points if taken at the Standard Level.	Original certificate showing required results.		

*Instructions continued over the page...

ENTRY CATEGORY NO	ENTRY CATEGORY	DOCUMENTATION REQUIRED
29(g)	I have been admitted to candidature for a Degree in an Australian or New Zealand university.	Original letter of offer from the University or transcript of academic record showing enrolment in Degree course.
29(h)	I have qualified in a TAFE college or elsewhere for the award of a Certificate III or Certificate IV level as assessed within the Australian Qualifications Framework.	Original Certificate showing completion of the course.
29(i)	I have gained qualifications outside Australia equivalent to a Diploma, Advanced Diploma, Certificate III or Certificate IV.	Original certificate, statement or assessment from the appropriate Australian educational or skills comparison assessment authority. Contact details may be obtained from: http://www.australia.gov.au/Qualifications_&Skills_Recognition
29(j)	I have been employed as a paralegal or a legal secretary and have undertaken actual legal work for at least three years under supervision.	(i) Original reference(s) from lawyer(s)/ employer(s) supporting claim; and (ii) Curriculum vitae detailing work experience.
29(k)	I am/was either a police officer or a registered nurse and have passed some examinations in either of those professions.	Original certificate showing completion of examinations in my profession.

Section 3: Academic Exemptions

If Applicable, attach a copy of the letter from the Board granting academic exemption(s) on account of subject(s) in a law course which you have undertaken at another tertiary institution. Otherwise delete one or both statements if they are not applicable to you.

Please note under Rule 97(a) a student-at-law is not permitted to apply for any exemptions arising from studies taken after registering as a student-at-law.

Section 4: Declarations

Read the declarations carefully.

4.1 If you have previously registered with the Board's course sometime in the past you would not be required to register a second time. Please contact the Student Services Officer for more information on 02 9338 3500. Otherwise sign in the box provided.

4.2 It is essential to be frank and honest in making this declaration. If you are in doubt or if you know of anything that might adversely affect your good fame, character or fitness to be registered as a Student-at-Law, attach a separate letter marked 'Disclosure' setting out the details. Sign, print your name, and date each page of any disclosure. If you have nothing to disclose, sign in the box provided.

4.3 You must be resident in Australia at the time this application is lodged and for the duration of your studies. Please sign in the box provided to confirm this.



Application checklist - documents to be attached

(*Original Certificates will be returned by registered mail)

- Section 1 I have provided my personal and contact details in full.
- Section 2 I have attached original documentation satisfying one of the prescribed entry criteria (if applicable).
- Section 3 I have attached a copy of the Board's letter (if applicable) and deleted the statement(s) that do not apply to me,
- Section 4 I have placed my signature in the appropriate boxes.
- Section 4 I have attached a signed letter of disclosure (if applicable).

I have attached the application fee as prescribed under the Board's third schedule of the Legal Profession Admission Rules 2005. (Please visit our website for the current fee: www.lawlink.nsw.gov.au/lpab or contact a customer service officer on (02) 9338 3500.

How to return your application

1. To assist with processing your application, please place your cheque or money order (made payable to the Legal Profession Admission Board) on top then the application form and finally any attachments. (Please do not return the instructional pages).
2. Return your application for registration c/- **The Student Services Officer, Legal Profession Admission Board** via any of the following methods:

Post		DX		Hand Delivery
GPO Box 3980		DX 602		<i>By hand only</i>
Sydney NSW 2001	<i>or</i>	Sydney	<i>or</i>	Level 4, 37 Bligh St (cnr Hunter St)
				Sydney NSW 2000

Legal Profession Admission Board	Application for Registration as a Student-at-law		Form 1 Rule 28	The contents of this application may be disclosed to law admitting authorities and law regulatory bodies.	
1. Applicant Details	SURNAME		TITLE		
	GIVEN NAMES				
	GENDER		DATE OF BIRTH (dd/mm/yyyy)		
	<input type="checkbox"/> Male	<input type="checkbox"/> Female			
	RESIDENTIAL ADDRESS				
	POSTAL ADDRESS (if different from Residential)				
	BUSINESS PHONE NUMBER		HOME PHONE NUMBER		
	MOBILE PHONE NUMBER		FACSIMILE		
	EMAIL ADDRESS				
2. Entry Qualifications	I meet the requirements for Entry Category No. <input type="text"/> and I have attached the required supporting documentation.		Entry Category No.	Provide category number in adjacent box	
3. Academic Exemptions	(a) I have received academic exemptions from the Legal Profession Admission Board. I attach a copy of a letter from the Board granting these exemptions.		Delete if not applicable		
	(b) I have submitted an application for academic exemption and I am awaiting an outcome of that application.		Delete if not applicable		
4. Declarations	Consider the following three declarations carefully and sign in the space provided only if the statement applies to you.				
	4.1 I have not previously registered as a student-at-law with the Legal Profession Admission Board. <i>(If you have previously lodged an application to register as a student-at-law you <u>must</u> not lodge this application. Please contact the LPAB for more information).</i>	Sign here if true 			
	4.2 I have not done anything likely to affect adversely my good fame and character, and I am not aware of any matter or circumstance that might reflect badly on my reputation. <i>(If this declaration does not apply to you and you have something to disclose you must strike out the declaration and attach a letter of disclosure setting out full details of matters or circumstances which might affect your good fame, character or fitness to be registered as a student-at-law.</i>	Sign here if true 			

Name of Applicant

	4.3 I reside in Australia and I intend to continue residing in Australia during candidature for the Board's examinations.	Sign here if true
	<i>(To apply, an applicant <u>must</u> be resident in Australia. Candidature for the Board's examinations does not confer any visa entitlement).</i>

5. Certification & Authorisation	The above information and declarations I have given in this form are true and complete. I authorise the Board to obtain from any relevant institution at which I have pursued any course of study or training, such documents as the Board considers necessary for the purpose of its determination of whether I am a suitable for registration as a student-at-law.	Sign and Date
	
	/...../.....