



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 Admission as a Lawyer Form 10

Persons who have never been admitted  
anywhere

### Important:

- **All** attachments must be included as per attached checklist when this application is lodged.
- An applicant's attendance at a ceremony is compulsory for admission as a Lawyer in New South Wales.

Form last updated: 6 August 2009

### Who should use this form?

Application for Admission as a Lawyer Form 10:

You should use this form to apply for admission only if you have never been admitted to practise before anywhere in the world.

If you have been admitted to practise:

- in New Zealand you must apply direct to the Supreme Court of NSW. If you have been admitted in another Australian State or Territory please contact the Law Society of NSW
- elsewhere in the world and not in Australia or New Zealand, you apply on form 11.

### Fee and Lodgement

The current 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](http://www.lawlink.nsw.gov.au/lpab) or contact a customer service officer on (02) 9338 3500. Please make cheques / money orders payable to the Legal Profession Admission Board.

### When to apply?

The table below sets out dates for admission ceremonies and Board decisions, and the associated closing dates for applications.

Last date to apply	Decision by Board	Admission ceremony
7 Nov 08	25 Nov 08	5 Dec 08
16 Jan 09	3 Feb 09	13 Feb 09
16 Jan 09	3 Feb 09	*20 Feb 09
6 Mar 09	24 Mar 09	3 April 09
17 Apr 09	5 May 09	15 May 09
5 Jun 09	23 Jun 09	3 July 09
17 Jul 09	4 Aug 09	14 Aug 09
11 Sep 09	29 Sep 09	9 Oct 09
6 Nov 09	24 Nov 09	4 Dec 09

*\*Newcastle*

### Character references

You must lodge 2 original character references (form 3) with your application. The persons providing them must be at least 30 years old, must be unrelated to you by birth or marriage, and must have known you for at least 3 years. The references must not be more than 3 months old on the closing date for applications for the admission ceremony at which you wish to be admitted. It is important that the character references include an opinion of reputation and suitability for admission as a lawyer making reference to your honesty and integrity.

Hand a form 3 to each person who has agreed to give you a reference. \*Please note that both references will be unacceptable if they contain similar content or handwriting.

# Application Instructions - form 10

## 1. Ceremony

Please refer to the Board's calendar either on the front of this form or the Board's website: <http://www.lawlink.nsw.gov.au/lpab> for details of scheduled ceremonies and respective closing dates.

## 2. Applicant

Please provide your current address and contact details, the Board may urgently require further information concerning your application.

## 3. Academic requirements – one of (a), (b), (c), (d) will apply. (Delete the others)

Section 3(a): Use this section if you have completed the Board's DipLaw course or if you have obtained a academic exemption assessment from the Board and have completed remaining academic requirements through the Board's examinations.

Section 3(b): The accredited degrees are:

- Macquarie LLB\* or Bleg S\*
- Newcastle LLB
- New England LLB\* or JD\*
- New South Wales LLB
- Notre Dame (Sydney) LLB or JD
- Southern Cross LLB\*
- Sydney LLB
- University of Technology LLB\* or MLLP or JD
- Western Sydney - LLB or MLP
- Wollongong LLB

\* *subject to inclusion of a Legal Ethics subject*

You must attach an *original* transcript of your academic record stating that you have completed the degree course. If your degree above has an asterisk, you must attach *original* evidence of having completed any one of the legal ethics courses listed in the second schedule of the Legal Profession Admission Rules.

Section 3(c): You must attach an *original* certificate from the Dean of your law school in the following form:

*I (name) Dean of the Faculty of Law at (name of university) certify that the law degree course completed by (applicant's name) complies with Rule 95(1) of the Legal Profession Admission Rules [add, if appropriate, 'except in relation to Professional Conduct']. You must attach an **original** transcript of your academic record showing that you have completed the degree requirements.*

Section 3(d): Use this section if you have obtained an academic exemption/credit assessment and completed the remaining academic requirements other than by the Board's examinations.

You must attach copies of the Board's final exemption/credit assessment stating that you have completed all academic requirements.

## 4. Practical Training requirements – one of (a), (b), (c) will apply (Delete as necessary)

Section 4(a): The following practical legal training programs are accredited:

- The College of Law
- University of Newcastle
- University of Technology, Sydney
- University of Western Sydney, Macarthur
- University of Wollongong

You must attach an original certificate or original letter of completion.

Section 4(b): The "evidence" referred to would be in two parts:

- (1) A certificate/ letter of completion in the jurisdiction in which you completed practical training, stating that you had satisfied the practical training requirements for admission in that jurisdiction. and;
- (2) A letter which states that the requirements of the course includes evidence of the attainment of competencies in the areas set out in the Sixth Schedule of the *Legal Profession Admission Rules* (2005).

Section 4(c): If you have been exempted from the practical legal training requirements under Rule 98(2)(b), you must attach: a copy of the Board's letter of exemption, and original evidence of having satisfied any conditions imposed by the Board.

*Instructions continued on next page*

## 5. English Language Proficiency

### Requirements – one of (a) or (b) will apply

Any applicant for admission who has been awarded a law degree\* from an Australian University or Institution, or the Board's Diploma in Law, will be exempt from the IELTS requirements for English Language Proficiency. Strike out 5(a) and 5(b).

\* *The degree that an applicant relies on for admission in New South Wales.*

#### Section 5(a):

If you are relying on an overseas qualification in law, you will not be required to take the IELTS test if you have undertaken both the final two years of secondary school and your academic legal qualification in one of the countries in the list below and you lived in that country or countries for the entire duration of your studies, provided the language of instruction in both cases was English.

#### List of Countries

Countries acknowledged as a country where English is the native or first language:

- Canada
- Republic of Ireland
- New Zealand
- United Kingdom and Northern Ireland
- USA
- South Africa

Section 5(b): If you do not comply with section 5(a) you must undertake the IELTS academic test achieving an aggregate score of 8 or more as indicated in the table in section 5(b) and below. Test results must not be more than 2 years old. You must attach an *original* IELTS Test Report Form (TRF) and insert the date of the test in section 5(b) of the form as indicated.

#### IELTS test score requirements:

IELTS (Academic)	
Overall	Section minimum score
8	7 listening
	7 reading
	8 writing
	7.5 speaking

IELTS is offered in over 121 countries there are currently 29 locations in Australia where IELTS can be taken. Please refer to the IELTS website: <http://www.ielts.org> for more information on the location of test centres, costs and scheduled test dates.

## 6. Declaration

\*Important - please read the declarations very carefully before signing.

If a declaration is true then **place your signature** in the corresponding box to make that declaration.

If the declaration is not true, strike out the declaration by striking a diagonal line through it (do not sign the box) and ensure you attach a signed and dated disclosure and sign 6.12.

If all the declarations are true and you are not making any disclosure(s) then place your signature against **6.1 to 6.11** and strike out **6.12**

## 7. Disclosure

It is essential to be frank and honest in making any declaration. If you are in doubt or if you know of anything that might adversely affect your good fame, character or fitness to practise, attach a separate sheet marked 'Disclosure', setting out the details. Sign, print your name, and date each page. Subsequent revelations of an undisclosed fact or circumstance could lead to your being struck off the Roll of Lawyers.

## Attachments

- Please complete the checklist on the back of the form and make sure that you attach all items relevant to your application in **original** form. Copies or certified copies are not acceptable for admission.
- Your admission may be delayed if a document is omitted. The Board will retain your original documents for your permanent admission file.

Please visit our website for more information:

### Legal Profession Admission Board



Street Address: Level 4, 37 Bligh Street, Sydney

GPO Box 3980, Sydney NSW 2001

Tel: +612 9338 3500

Fax: +612 9338 3555

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

Web: <http://www.lawlink.nsw.gov.au/lpab>

## ADMISSION AS A LAWYER - APPLICATION CHECKLIST

Please note the Board cannot accept an incomplete application. Applicants must take reasonable steps to ensure applications are complete on or before the respective application deadline. Any deficiencies that are not resolved on or before the application deadline will either result in payment of an additional late fee or postponement to a later ceremony.

Please note all original documents submitted will be retained by the Board, please refer to the Board's policy on original documentation: [http://www.lawlink.nsw.gov.au/lawlink/lpab/ll\\_lpab.nsf/pages/lpab\\_original\\_documentation\\_policy](http://www.lawlink.nsw.gov.au/lawlink/lpab/ll_lpab.nsf/pages/lpab_original_documentation_policy)

### Documents to be attached

- |           |  |                          |
|-----------|--|--------------------------|
| <b>A.</b> | Fee: (make cheque / money order payable to the Legal Profession Admission Board)         | <input type="checkbox"/> |
| <b>B.</b> | Character references: <b>original</b> from <input type="text"/>                          | <input type="checkbox"/> |
|           | <b>original</b> from <input type="text"/>  | <input type="checkbox"/> |
| <b>C.</b> | item 3(b): <b>original</b> transcript of University academic record                      | <input type="checkbox"/> |
|           | item 3(c): <b>original</b> transcript of university record and                           | <input type="checkbox"/> |
|           | <b>original</b> Dean's certificate   | <input type="checkbox"/> |
|           | item 3(d): copy of Board's final exemption letter  | <input type="checkbox"/> |
| <b>D.</b> | item 4(a): <b>original</b> certificate/letter of completion of practical training course | <input type="checkbox"/> |
|           | 4(b): <b>original</b> certificate showing completion of plt course leading to            |                          |
|           | admission in that state  | <input type="checkbox"/> |
|           | 4(c) copy of Board's letter of exemption   | <input type="checkbox"/> |
|           | <b>original</b> certificate(s) showing satisfaction of condition(s)                      | <input type="checkbox"/> |
| <b>E.</b> | Item 5(b) <b>original</b> of IELTS Test report form (TRF)                                | <input type="checkbox"/> |
|           | item 6.12: <b>original</b> of any "Disclosure" <b>signed</b> by applicant                | <input type="checkbox"/> |

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## How to return your application

- 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, character references and then any other attachments. (Please do not return the instructional pages).
- Return your application for admission c/- **The Team Leader Professional Services, Legal Profession Admission Board** via any of the following methods:

### Post

GPO Box 3980  
Sydney NSW 2001

or

### DX

DX 602  
Sydney

or

### Hand Delivery

By hand only  
Level 4, 37 Bligh St (cnr Hunter St)  
Sydney NSW 2000

**Legal  
Profession  
Admission  
Board**

**Application for  
Admission as a Lawyer**  
by a person who has not previously been admitted in  
Australia, New Zealand or elsewhere

**Form 10**  
Rule 99(1)

The contents of this application may be disclosed to law admitting authorities and law regulatory bodies.

**1. Ceremony**

Scheduled admission ceremony preferred

Insert date.

**2. Applicant**

SURNAME		TITLE
<input type="text"/>		<input type="text"/>
GIVEN NAMES		DATE OF BIRTH
<input type="text"/>		<input type="text"/>
ADDRESS		
<input type="text"/>		
<input type="text"/>		
HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER	
<input type="text"/>	<input type="text"/>	
MOBILE NUMBER	FACSIMILE NUMBER	
<input type="text"/>	<input type="text"/>	
EMAIL ADDRESS		
<input type="text"/>		

**3. Academic Requirements**

(a) I have completed the Board's examinations. My student-at-law number is

(b) I have a law degree from a university in New South Wales listed in the Second Schedule as follows.

UNIVERSITY	DEGREE	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

I attach an original academic transcript showing completion of the requirements for the degree.

(c) I have a law degree from a university in another Australian state or territory as follows.

UNIVERSITY	DEGREE	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

I attach an original academic transcript showing completion of the requirements for the degree, and a Dean's certificate in the prescribed form.

(d) I have been exempted by the Board from further studies on the basis of studies completed elsewhere. I attach a copy of a letter from the Board confirming the exemption.

Complete or strike out each of (a), (b), (c) and (d) as necessary.

Name of Applicant

**4. Practical Training Requirements**

a) I have completed a course of practical training listed in the Fourth Schedule as follows.

INSTITUTION	COURSE	YEAR

I attach an original official certificate/letter/transcript showing completion of the requirements of the course.

b) I have completed a course of practical training or articles which is recognized in another Australian state as providing sufficient practical training for admission by the Supreme Court of that state as a lawyer. I attach an original certificate showing completion of the course, and evidence that the requirements of the course include evidence of the attainment of competencies in the areas set out in the Sixth Schedule.

c) I have attained the age of 30 years and have completed seven years service as a New South Wales government employee performing legal services or 15 years service in courts administration in New South Wales and have been exempted by the Board from practical training in some or all of the competencies set out in rule 98(3). I attach a copy of a letter from the Board granting exemptions, and evidence of having completed approved coursework and examinations in Ethics and Professional Responsibility, Trust and Office Accounting, and those competencies from which I have not been exempted.

Complete or strike out each of (a), (b) and (c) as necessary.

**5. English Language Proficiency Requirements**

a) I declare that I have undertaken the final two years of my secondary education and the study for the academic qualification in law on which I rely for admission in a country where English is the native or first language and that I have lived in that country or countries for the duration of those studies. I provide details of the institution, country and dates attended where I undertook my secondary and tertiary education:

**i. Secondary Education**

Where did you complete your secondary education

Institution.....

Country.....

Dates: from ...../...../..... to ...../...../.....

**ii. Tertiary Education**

Where did you complete your tertiary education

Institution.....

Country.....

Dates: from ...../...../..... to ...../...../.....

**Signature** .....

Complete or strike out each of (a) and (b) as necessary.

Name of Applicant

	<p>b) I have completed the IELTS (academic) test achieving an aggregate score of 8 or more as indicated in the table below which is no more than 2 years old. I attach the original IELTS Test Report Form (TRF) dated ...../...../.....</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">IELTS (Academic)</th> </tr> <tr> <th style="text-align: center;">Overall</th> <th style="text-align: center;">Section minimum score</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">8</td> <td style="vertical-align: top;">           7 listening             7 reading             8 writing             7.5 speaking         </td> </tr> </tbody> </table>	IELTS (Academic)		Overall	Section minimum score	8	7 listening  7 reading  8 writing  7.5 speaking	
IELTS (Academic)								
Overall	Section minimum score							
8	7 listening  7 reading  8 writing  7.5 speaking							

<p><b>6. Declarations – Suitability matters</b></p>	<p>Consider each of the following declarations carefully and</p> <p style="text-align: center;"><b>EITHER</b></p> <ul style="list-style-type: none"> <li>• Place your signature in the box if the declaration is true,</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Strike out the declaration to show that the declaration is not applicable (do not sign).</li> </ul>
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Declarations	Individually sign each box OR strike out the declaration
6.1. I have not previously been admitted or refused admission as a lawyer in any jurisdiction in Australia or in a foreign country.	
6.2. I am and always have been of good fame and character and I have not done or suffered anything likely to reflect adversely on my good fame and character, and I am not aware of any matter or circumstance that might affect my suitability to be admitted as a lawyer.	
6.3. I am not and never have been an insolvent under administration.	
6.4. I have never been convicted of an offence in Australia or in a foreign country.	
6.5. I have never practised law in Australia or a foreign country when not permitted by or under a law of that country to do so or in contravention of any condition of permission to practise.	
6.6. I am not and never have been the subject of an unresolved investigation, a charge, an order or a complaint under the Legal Profession Act, a corresponding previous Act, a corresponding Australian law or a corresponding foreign law.	
6.7. I am not the subject of current disciplinary action, however expressed, in another profession or occupation in Australia or a foreign country and I have not been the subject of disciplinary action, however expressed, relating to another profession or occupation that involved an adverse finding.	
6.8. I am not and have never been the subject of disciplinary action in a tertiary education institution in Australia or in a foreign country that involved an adverse finding.	
Continued next page	

Name of Applicant

Declarations (continued)	Individually sign each box OR strike out the declaration
6.9 I have never contravened a law about trust money or trust accounts in Australia or in a foreign country.	
6.10 I am not and never have been subject to an order under the Legal Profession Act, a law of the Commonwealth or a corresponding law disqualifying me from being employed by an Australian legal practitioner or from managing an incorporated legal practice.	
6.11 I do not suffer from any infirmity, injury, mental or physical illness, impairment or disability which makes me unable to carry out the inherent requirements of practice as an Australian legal practitioner.	

**Disclosure**

If you have <b>not signed</b> one of the above declarations, you must sign 6.12 and attach the relevant disclosure(s) or if 6.12 does not apply strike a line through it.	Sign or strike out the declaration
6.12 I attach signed and dated disclosure(s) setting out full details of circumstances associated with any of the above declarations which I have not signed.	

**Authorisation**

All applicants are required to sign 6.13	Sign only
6.13 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 fit and proper person to be admitted as a Lawyer.	

**Signature**

	Sign and date
The above information and declarations I have given in this form are true and complete	.....  ...../...../.....