



## 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 11

Persons who have been admitted  
somewhere but not in Australia  
or New Zealand

### 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: 8 October 2009

## Who should use this form?

- You must use this form to apply for admission only if you have already been admitted to practise outside Australia and New Zealand and have not been admitted in either Australia or New Zealand.
- If you have been admitted to practise in New Zealand you must apply direct to the Supreme Court of NSW, under Mutual Recognition legislation, to practise in NSW.
- If you have never been admitted to practise anywhere, you must apply on form 10.

## 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 the dates for admission ceremonies and Board decisions and sets out 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 3A) with your application. The persons providing them must be lawyers familiar with your professional work, must have known you for at least three years and must be unrelated to you by birth or marriage. The references must not be more than 35 days old on the closing date for applications for the admission ceremony at which you wish to be admitted. It is also important that the character references include an opinion of reputation and suitability for admission as a lawyer making reference to your honesty and integrity.

Provide a form 3A to each lawyer 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 11

## 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. Jurisdiction(s) of Admission

List all jurisdictions outside Australia and New Zealand in which you have been admitted. The original good standing certificate from admitting authorities must not be more than 35 days old on the closing date for admission.

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

Section 4(a): Use this section if you have completed the Board's DipLaw course or if you have obtained an academic exemption assessment from the Board and have completed remaining academic requirements through the Board's examinations.

Section 4(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 4(c): You must attach a copy of a Board letter stating that you have completed academic requirements, or 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 4(d): Use this section if you have obtained Board exemption/credit assessment and completed academic requirements other than by the Board's exams.

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

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

Section 5(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 5(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 5(c): If you have been exempted from the practical legal training requirements under Rule 98(2)(a), you must attach: a copy of the Board's letter of exemption, and original evidence of having satisfied any conditions imposed by the Board.

## 6. 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 6(a) and 6(b).

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

**Section 6(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 6(b):** If you do not comply with section 6(a) you must undertake the IELTS academic test achieving an aggregate score of 8 or more as indicated in the table in section 6(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 6(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.

## 7. 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 7.15.

If all the declarations are true and you are not making any disclosure(s) then place your signature against **7.1 to 7.14** and strike out **7.15**

## 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:

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

### 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)

## 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.

**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/lpab.nsf/pages/lpab\\_original\\_documentation\\_policy](http://www.lawlink.nsw.gov.au/lawlink/lpab/lpab.nsf/pages/lpab_original_documentation_policy)

- A. Fee: (make cheque / money order payable to the **Legal Profession Admission Board**)
- B. Character reference: **original** from    
**original** from
- C. item 3: **original** certificates of admitting authorities
- D. item 4(b): **original** transcript of NSW University record   
item 4(c): **original** transcript of university record **and**   
**original** Dean's certificate
- item 4(d): copy of Board's final exemption letter
- E. item 5(a): **original** certificate/letter of completion of practical training course
- item 5(b): **original** certificate of completion of practical training course   
**original** certificate from the Dean of Law or Course Director stating that the requirements of the practical training course include evidence of attainment of the competencies in the areas set out in the Sixth Schedule of the Legal Profession Admission Rules 2005 **OR original** certificate of the admitting authority in the jurisdiction in which articles were completed stating that the articles satisfy the requirements of that admitting authority for articles in that jurisdiction.
- item 5(c): copy of Board's letter of exemption **and**   
**original** certificates showing satisfaction of conditions
- F. item 6(b) **original** of IELTS Test report from (TRF)
- item 7: **original** of any "Disclosure" **signed** by applicant

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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, then character references and any 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

### DX

DX 602  
Sydney

### 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 or New Zealand but who has been admitted  
elsewhere

**Form 11  
Rule 99(3)**

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

<b>1. Ceremony</b>	Scheduled admission ceremony preferred <input type="text"/>	Insert date.																																							
<b>2. Applicant</b>	<table border="1"> <tr> <td colspan="2" data-bbox="411 483 1126 524">SURNAME</td> <td data-bbox="1126 483 1283 524">TITLE</td> </tr> <tr> <td colspan="2" data-bbox="411 524 1126 591"></td> <td data-bbox="1126 524 1283 591"></td> </tr> <tr> <td data-bbox="411 591 1051 658">GIVEN NAMES</td> <td colspan="2" data-bbox="1051 591 1283 658">DATE OF BIRTH</td> </tr> <tr> <td data-bbox="411 658 1051 725"></td> <td colspan="2" data-bbox="1051 658 1283 725"></td> </tr> <tr> <td colspan="3" data-bbox="411 725 1283 766">ADDRESS</td> </tr> <tr> <td colspan="3" data-bbox="411 766 1283 833"></td> </tr> <tr> <td colspan="3" data-bbox="411 833 1283 900"></td> </tr> <tr> <td data-bbox="411 900 842 967">HOME TELEPHONE NUMBER</td> <td colspan="2" data-bbox="842 900 1283 967">WORK TELEPHONE NUMBER</td> </tr> <tr> <td data-bbox="411 967 842 1034"></td> <td colspan="2" data-bbox="842 967 1283 1034"></td> </tr> <tr> <td data-bbox="411 1034 842 1102">MOBILE NUMBER</td> <td colspan="2" data-bbox="842 1034 1283 1102">FACSIMILE NUMBER</td> </tr> <tr> <td data-bbox="411 1102 842 1169"></td> <td colspan="2" data-bbox="842 1102 1283 1169"></td> </tr> <tr> <td colspan="3" data-bbox="411 1169 1283 1209">EMAIL ADDRESS</td> </tr> <tr> <td colspan="3" data-bbox="411 1209 1283 1317"></td> </tr> </table>	SURNAME		TITLE				GIVEN NAMES	DATE OF BIRTH					ADDRESS									HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER					MOBILE NUMBER	FACSIMILE NUMBER					EMAIL ADDRESS						
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<b>3. Jurisdiction(s) of Admission</b>	<p>I have previously been admitted as a lawyer in the following jurisdiction(s).</p> <input type="text"/> <input type="text"/> <input type="text"/> <p>I attach an original certificate not more than 35 days old from the admitting authority in each jurisdiction in which I have been admitted, showing the date of my admission and that I am in good professional standing in that jurisdiction.</p>																																								
<b>4. Academic Requirements</b>	<p>(a) I have completed the Board's examinations. My student-at-law number is <input type="text"/></p> <p>(b) I have a law degree from a university in New South Wales listed in the Second Schedule as follows.</p> <table border="1"> <tr> <td data-bbox="497 1935 877 1975">UNIVERSITY</td> <td data-bbox="893 1935 1114 1975">DEGREE</td> <td data-bbox="1129 1935 1273 1975">YEAR</td> </tr> <tr> <td data-bbox="497 1975 877 2029"></td> <td data-bbox="893 1975 1114 2029"></td> <td data-bbox="1129 1975 1273 2029"></td> </tr> </table> <p>I attach an original academic transcript showing completion of the requirements for the degree.</p>	UNIVERSITY	DEGREE	YEAR				Complete or strike out each of (a), (b), (c) and (d) as necessary.																																	
UNIVERSITY	DEGREE	YEAR																																							

Name of Applicant

	<p>(c) I have a law degree from a university in another Australian state or territory as follows.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">UNIVERSITY</td> <td style="width: 33%; text-align: center;">DEGREE</td> <td style="width: 33%; text-align: center;">YEAR</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table> <p>I attach an original academic transcript showing completion of the requirements for the degree, and a Dean's certificate in the prescribed form.</p>	UNIVERSITY	DEGREE	YEAR				
	UNIVERSITY	DEGREE	YEAR					
<p>(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.</p>								
<p><b>5. Practical Training Requirements</b></p>	<p>(a) I have completed a course of practical training listed in the Fourth Schedule as follows.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">INSTITUTION</td> <td style="width: 33%; text-align: center;">COURSE</td> <td style="width: 33%; text-align: center;">YEAR</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table> <p>I attach an original certificate showing completion of all the requirements of the course.</p>	INSTITUTION	COURSE	YEAR				<p>Complete or strike out each of (a), (b) and (c) as necessary.</p>
	INSTITUTION	COURSE	YEAR					
<p>(b) I have completed a course of practical training or articles which is recognized in another Australian state or territory as providing sufficient practical training for admission by the Supreme Court of that state or territory 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.</p>								
<p>(c) I have been admitted as a lawyer in a foreign jurisdiction 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.</p>								

Name of Applicant

**6. English Language Proficiency Requirements**

*Applicable from 1 July 2008*

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 .

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 ...../...../.....

IELTS (Academic)	
Overall	Section minimum score
<b>8</b>	<b>7 listening</b>
	<b>7 reading</b>
	<b>8 writing</b>
	<b>7.5 speaking</b>

Name of Applicant

<b>7. Declarations – Suitability matters</b>	Consider each of the following declarations carefully and:	
	<b>EITHER</b>	
	<ul style="list-style-type: none"> <li>• Place your signature in the box if the declaration is true,</li> </ul>	
	<b>OR</b>	
	<ul style="list-style-type: none"> <li>• Strike out the declaration to show that the declaration is not applicable (do not sign the box).</li> </ul>	
	<b>Declarations</b>	Individually sign each box OR strike out the declaration
7.1.	I have not previously been refused admission as a lawyer in any jurisdiction in Australia or in a foreign country.	
7.2	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.	
7.3	I am not and never have been an insolvent under administration.	
7.4	I have never been found guilty of an offence in Australia or in a foreign country.	
7.5	I have never engaged in legal practice in Australia when not admitted or in contravention of any condition of admission, or when not holding a practising certificate as required by law or in contravention of any condition of a certificate or whilst a certificate has been suspended.	
7.6	I have never practised law in 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.	
7.7	I am not and never have been subject to an unresolved complaint, investigation, charge or order under the Legal Profession Act, a corresponding previous Act, a corresponding Australian law or a corresponding foreign law.	
7.8	I am not the subject of disciplinary action in another profession or occupation in Australia or in a foreign country, and have never been the subject of disciplinary action that involved an adverse finding.	
7.9	My name has never been removed from a local roll, an interstate roll or a foreign roll.	
7.10	I have never had a right to engage in legal practice suspended or cancelled in Australia or in a foreign country.	
7.11	I have never contravened a law about trust money or trust accounts in Australia or in a foreign country.	
7.12	No supervisor, manager or receiver has ever been appointed in relation to any legal practice in which I have been engaged.	
7.13	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 or a partner of an Australian legal practitioner or from managing an incorporated legal practice.	
7.14	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.	

Name of Applicant

**Disclosure**

If you have <b>not signed</b> one of the above declarations, you must sign 7.15 and attach the relevant disclosure(s) or if 7.15 does not apply strike a line through it.	Sign or strike out the declaration
7.15 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 7.16	Sign only
7.16 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	<p>.....</p> <p>...../...../.....</p>