



# Application for assessment of academic qualifications – overseas qualifications

(Form A1)

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

The NSW Legal Profession Admission Board (the Board) is able, under Rule 11 of the Legal Profession Uniform Admission Rules 2015 (the Uniform Admission Rules) and the New South Wales Admission Board Rules 2015 (exemptions), to assess the qualifications of persons from foreign jurisdictions (apart from persons admitted in New Zealand) and determine what additional academic qualifications must be acquired for an applicant to be eligible for admission to practise in New South Wales.

Use this application process if you are:

- a lawyer who is admitted and eligible to practise as a legal practitioner in a jurisdiction outside Australia and New Zealand; **OR**
- a graduate who has completed the academic requirements for admission in a foreign jurisdiction (for example LLB or equivalent) but has not been admitted in any jurisdiction; **OR**
- a person who has undertaken law or law-related studies outside Australia but has not completed the academic requirements for admission in a foreign jurisdiction.

Please read all the instructions and supporting information as to how your qualifications are assessed (**Parts E and F**).

## When to apply

Deadlines are listed on the Board's calendar, which is available on our website: [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)



## PART A: Personal details

### Q.1 Your name

Title:  First name:  Middle name:   
Gender:  Last name:

**Important note:** The Board will use your name as it is shown on your academic transcript. If you have changed your name and wish to apply in your new name, you should either:

- contact the issuer of your academic transcript to have it re-issued in your name **OR**
- attach an original or certified copy or notarised copy of a document evidencing the change of name issued or registered by the relevant authority in whichever jurisdiction the change of name occurred, for example
  - i) a marriage certificate, **OR**
  - ii) a change of name certificate.

### Q.2 Date of birth

(dd/mm/yyyy)

### Q.3 Personal contact details

Postal address:  Suburb:  Postcode:   
Email:   
Home:  Work:  Mobile:

I declare all the information provided above is true and correct.

Signature (a digital signature is acceptable)

Date (dd/mm/yyyy)

## Office Use Only

Reference No.:  Date received:

## PART B: Your circumstances

### Q.4 Tick which of the following applies to you. Tick one box only.

**Overseas qualified lawyer:** I completed my academic legal qualification outside Australia and have been admitted in a jurisdiction outside Australia or New Zealand.

- a. My date of first admission was  (dd/mm/yyyy)
- b. Total number of months<sup>1</sup> of my training contract (if any)
- c. Total number of months<sup>1</sup> I have been in legal practice (if any)
- d. Total number of months<sup>1</sup> of other legal experience (if any).  
*Examples include in-house counsel where no legal practice certificate held, court registrar or paralegal.*

OR

**Overseas qualified person:** I completed my academic legal qualification outside Australia but I am not admitted in any jurisdiction.

OR

**Incomplete or non-qualifying overseas studies:** I have incomplete studies in a course that satisfies overseas academic admission requirements or law studies outside Australia in a course that does not satisfy overseas academic admission requirements.

### Q.5 Please enter the details of your academic law qualification(s), part qualification(s) in law or academic legal studies not leading to an overseas qualification:

	Qualification 1	Qualification 2
Country of qualification <sup>#</sup>		
Name of degree or other qualification		
Institution		
Final year of enrolment		

**# Note:** If you are relying on qualifications obtained in a jurisdiction not listed in Schedule 2 of the Uniform Principles mentioned in Part E, you will usually have to study subjects covering all of the areas of knowledge set out in Schedule 1 of the Uniform Admission Rules in order to satisfy the academic requirements for admission.

<sup>1</sup> Total number of months: In this question, count one month for each month of full-time training/legal practice/legal experience (or if part-time, convert to a full-time equivalent on a pro-rata basis)

## PART C: What to attach

The type of supporting documentation you are required to attach depends on your circumstances.

Please ensure you have completed all parts of the application and attached the required documents, as specified below. Please use the tick boxes on the right-hand side to indicate what you are attaching.

### Please attach:

**Fee:** Copy of the receipt for payment of the prescribed fee – go to [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au), then the menu item 'Forms and Fees', then the heading 'Fees', then the online form (MasterCard or Visa).

**Q1 Original**, certified copy<sup>2</sup> or notarised copy<sup>2</sup> of change of name/marriage certificate (if applicable).

**Q4 Overseas qualified lawyer:** I completed my academic legal qualification outside Australia and have been admitted in a jurisdiction outside Australia or New Zealand.

- **Original** transcript of academic record in law, marked A.
- **Original** transcript of any practical legal training, marked B.
- **Original** evidence of your passing relevant professional exams, marked C<sup>3</sup>.
- Evidence of your admission as a lawyer (an original certificate from the admitting authority), marked D.
- If your transcript of academic record in law does not show coverage of an area set out in Schedule 1 to the Uniform Admission Rules and you have experience relating to that area in a jurisdiction listed in Schedule 2 to the Uniform Principles mentioned in Part E, a brief summary of that experience<sup>4</sup>, marked D (Maximum of 1 page per area).

**Overseas qualified person:** I completed my academic legal qualification outside Australia or New Zealand but I am not admitted in any jurisdiction.

- **Original** transcript of academic record in law, marked A.
- **Original** transcript of any practical training, marked B.
- **Original** evidence of your passing any relevant professional exams, marked C<sup>3</sup>.

**Incomplete or non-qualifying overseas studies:** I have incomplete studies in a course that satisfies overseas academic admission requirements or law studies outside Australia in a course that does not satisfy overseas academic admission requirements.

- **Original** transcript of academic record in law, marked A.

## PART D: Declaration

I have read the relevant Rules\*, the Uniform Principles and 'What to Expect' Guide mentioned in Part E' in conjunction with completing this application.

Signature (a digital signature is acceptable)

Date (dd/mm/yyyy)

<sup>2</sup> If you provide a certified or notarised copy, you will be required to provide the original at the time you apply for admission.

<sup>3</sup> Credit is not normally given for professional exams but there are recognised exceptions, for example some papers in the Certificate of Legal Practice (Malaysia), Common Professional Examinations (England and Wales), Final Examination – Part 1 (Ireland), PCLL Conversion exams (Hong Kong), Singapore bar exams.

<sup>4</sup> See item 5 and Schedule 5 to the Uniform Principles mentioned in Part E.

\* The relevant Rules being Rules 5 and 11, and Schedule 1 of the Uniform Admission Rules, or if the application relates to incomplete overseas studies not leading to an overseas law qualification, Rule 97 of the NSW Admission Board Rules 2015; see Part E.

## PART E: What to expect when seeking assessment

When assessing your qualifications, the Academic Exemptions Sub-Committee will take into account (unless the application relates to overseas studies not leading to an overseas law qualification):

- The Legal Profession Uniform Admission Rules 2015 (Rules 5 and 11, and Schedule 1), available at [legislation.nsw.gov.au/view/html/inforce/current/sl-2015-0240](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2015-0240),

or, if the application relates to overseas studies not leading to an overseas law qualification:

- Rule 97 of the NSW Admission Board Rules 2015, available at [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

and:

- The Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission to the Australian Legal Profession (the Uniform Principles), available at <https://www.legalservicescouncil.org.au/Pages/about-us/law-admissions-consultative-committee.aspx>
- 'What to Expect when Seeking Academic Exemptions' guide (What to Expect Guide), available at [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

You should also take into account:

- Academic Exemptions Guidelines for Ethics and Professional Responsibility, available at [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)
- Guidelines for Interpreting Overseas Marks and Grades, available at [www.legalservicescouncil.org.au/Pages/about-us/law-admissions-consultative-committee.aspx](https://www.legalservicescouncil.org.au/Pages/about-us/law-admissions-consultative-committee.aspx).

You should read these documents when completing this application, to understand how your qualifications are assessed and determined.

The Academic Exemptions Sub-Committee will, in considering your application, assess whether your past studies and/or experience demonstrates that you have the required understanding and competence in each of the academic areas of knowledge set out in Schedule 1 to the Uniform Admission Rules.

Factors that are taken into consideration when assessing your qualifications include:

- the nature of your qualification (please note that credit is not usually granted for studies that do not to some extent meet the academic requirements for admission, for example a post graduate qualification that does not lead to admission or a practical legal training course);
- the length and age of your studies;
- the subjects you studied and the results you received in those subjects;
- the jurisdiction in which you obtained your qualification or studied (if you are relying on studies in a jurisdiction not listed in Schedule 2 of the Uniform Principles, you will usually have to study subjects covering all of the areas of knowledge set out in Schedule 1 to the Uniform Admission Rules in order to satisfy the academic requirements for admission);
- whether or not you are admitted, and if so, when; and
- if admitted, the length, breadth and depth of your experience – if you have been admitted for five or more years and have practised extensively since your admission, including in a specialised area relating to an area set out in Schedule 1 to the Uniform Admission Rules, you may not be required to complete study in that area.

## PART F: Submitting your application

### Filling in the application

Please ensure you complete every question on every page of the application. Your application may be delayed if you have not followed the instructions or not completed every question correctly.

You can fill in the application electronically and print it out to sign. Or you can print it and fill it in by handwriting.

#### **Please:**

- Do not exceed the maximum page limits.
- Do not provide course or subject descriptions or outlines, details of practical legal training courses or subjects, copies of judgments or details of cases unless specifically requested by the Office of the LPAB or the Academic Exemptions Sub-Committee.

The Academic Exemptions Sub-Committee may choose not to consider the information that is provided in excess of the maximum page limits.

## **Attach all the required documentation**

Please ensure you attach all the required documentation (Part C). Your application cannot be processed if any of your documentation is missing. Note:

- Where an **original** document is required, only an original will be accepted. Notarised or certified copies are not an acceptable substitute where an original is required.
- Original transcripts of your academic record and practical legal training course will be retained permanently in the Board's office and you will not need to provide these transcripts at the time you apply for admission.
- If you are unable to provide original transcripts of your academic record and/or practical training course, please contact the Office of the Board before submitting your application. Failure to provide original transcripts is likely to result in a delay in the assessment of your qualifications, due to the need to agree on and obtain verification from other sources.

## **Submit your application with your fee**

After you complete the application, you need to scan the material (including the copy of the receipt for payment of the prescribed fee) into a single PDF digital file and email the PDF file to [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au).

Do not email the PDF file if any evidence or details are missing, and do not email multiple separate PDFs. All your documentary evidence must be included in a single PDF file.

After you email your PDF, you must also forward the original application, including original academic and practical legal training transcripts, and other supporting documents by post to the Office of the LPAB at GPO Box 3980 Sydney NSW 2001, Australia.

Once your email application has been received the Office of the LPAB will check your application and may advise you if anything is not in order or if you need to provide any additional information to support your application.

If you are required to post the originals of your academic and practical legal training transcripts (or any other documentary evidence) to us, your application cannot be determined until after we have received and assessed all the requested originals.

Please contact the Office of the LPAB on [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au) or (02) 9338 3500 if you have difficulty in providing original transcripts or emailing your application.