



Legal Profession Admission Board

Application for assessment of academic qualifications – final or prospective assessment of studies other than studies with the Board

(Form A2)

GPO Box 3980 Sydney NSW 2001
Telephone: 02 9338 3500 | Email: lpab@justice.nsw.gov.au
Website: www.lpab.justice.nsw.gov.au

The NSW Legal Profession Admission Board (the Board) is able to assess the qualifications of persons and determine the requirements for applicants to be eligible for admission to practise in New South Wales.

Use this application form if you:

- require a prospective assessment of proposed studies (if, after the Board's initial Form A1 or A3 assessment of your academic legal studies, you intend to undertake further required study at an institution other than the Board and seek to ensure that your proposed study will provide you with the academic qualifications prerequisite for admission) **OR**
- require a final assessment from the Board (if, after the Board's initial Form A1 or A3 assessment of your academic legal studies, you have completed further study at an institution other than the Board).

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



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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.

Prospective assessment: I am seeking a prospective assessment (after the Board's initial assessment of my academic legal studies, I intend to undertake further required study at an institution other than the Board).

OR

Final assessment: I require the Board's final assessment letter (after the Board's initial assessment of my academic legal studies, I completed further study at an institution other than the Board).

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, then the menu item 'Forms and Fees', then the heading 'Fees', then the online form (MasterCard or Visa).

Q1 Original, certified copy¹ or notarised copy¹ of change of name/marriage certificate (if applicable).

Q4 Prospective assessment: I am seeking a prospective assessment (after the Board's initial assessment of my academic legal studies, I intend to undertake further required study at an institution other than the Board).

- **Official** course descriptions from the institution you intend studying at, of each subject you are required to undertake, marked A.

- **A copy** of the Board's initial assessment letter, marked B.

Final assessment: I require the Board's final assessment (after the Board's initial assessment of my academic legal studies, I completed further study at an institution other than the Board).

- **Original** transcript of academic record in law from the institution where you completed the further study required by the Board, marked A.

- **A copy** of the Board's initial assessment letter, marked B.

PART D: Declaration

I have read the relevant Rules (Legal Profession Uniform Admission Rules 2015, Rules 5, 11 and Schedule 1, or Rule 97 of the NSW Admission Board Rules 2015, as indicated in Part E) in conjunction with completing this application.

Signature (a digital signature is acceptable)

Date (dd/mm/yyyy)

¹ If you provide a certified or notarised copy, you will be required to provide the original at the time you apply for admission.

PART E: What to expect when seeking assessment

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.

When assessing your application, the Academic Exemptions Sub-Committee will take into account:

- The Legal Profession Uniform Admission Rules 2015; see rules 5, 11 and Schedule 1,

or, if the original application related to incomplete overseas studies not leading to an overseas law qualification or to incomplete or unaccredited Australian studies:

- Rule 97 of the NSW Admission Board Rules 2015, available at www.lpab.justice.nsw.gov.au

You should read these Rules when completing this application, to understand how this assessment is determined.

PART F: Submitting your application

Filling in the application

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

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 will be retained permanently in the Board's office and you will not need to provide this transcript at the time you apply for admission.
- If you are unable to provide original transcripts of your academic record, 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.

Do not email the PDF 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 transcripts, and other supporting documents by post to the Office of the LPAB at GPO Box 3980 Sydney NSW 2001.

Once your email application has been received, the Office of the LPAB will check your application and 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 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 or (02) 9338 3500 if you have difficulty in providing original transcripts or emailing your application.