



Application for assessment of academic qualifications – incomplete or unaccredited qualifications, or qualifications completed more than five years ago

(Form A3)

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, under the New South Wales Admission Board Rules 2015 (Part 11: exemptions) and the Legal Profession Uniform Admission Rules 2015 (Uniform Admission Rules) (Rule 5 (2) – qualifications over five years old), 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 process if you have:

- undertaken, but not completed, academic studies in an Australian accredited course[#]; **OR**
- undertaken, within Australia, law-related studies outside an Australian accredited law course[#]; **OR**
- have completed an Australian legal qualification that is, or will be, more than five years old at the time you apply for admission (qualifications over five years old).^{##}

Note:

- [#] Studies – if you have both Australian and overseas law or law-related studies to be assessed, use Form A1 not this form
- ^{##} Qualifications over five years old – If the final year of enrolment in your academic qualification falls outside the five calendar years preceding the date of application for admission, your qualification will be regarded as having been completed more than five years ago (see Rule 5 (2) Uniform Admission Rules). See also information on the Board's website.

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



Application for assessment of academic qualifications – incomplete or unaccredited qualifications, or qualifications completed more than five years ago

(Form A3)

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

Incomplete qualifications: I have undertaken, but not completed, academic legal studies in an Australian accredited law course.

OR

Unaccredited studies: I have undertaken, within Australia, law-related studies outside an Australian accredited law course

OR

Qualifications over five years old: I have completed an Australian legal qualification that is, or will be, more than five years old at the time I apply for admission.

Q.5 Please enter the details of the qualification(s) or part qualification(s) on which you rely:

	Qualification 1
Name of degree or other qualification	
Institution	
Final year of enrolment	
<i>If you have completed the Board's Diploma-in-Law, or at any time registered with the Board as a student-at-law, please enter your student-at-law registration number</i>	

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 Incomplete qualifications: I have undertaken, but not completed, academic legal studies in an Australian accredited law course.

- **Original** transcript of academic record in law.

Unaccredited studies: I have undertaken, within Australia, law-related studies outside an Australian accredited law course.

- **Original** transcript of your law-related studies.

Qualifications over five years old: I have completed an Australian legal qualification that is, or will be, more than five years old at the time I apply for admission.

- **Original** transcript of academic record in law, marked A.
(only if qualification obtained at an institution other than the Board)

- **Original** transcript of any practical legal training marked B.

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

- Evidence of any further law-related study (**original** transcript of academic record) and/or experience, marked C.
- A copy of your up-to-date curriculum vitae, marked D. (Maximum 5 pages)
- Documentary evidence which verifies claims in your curriculum vitae in relation to your law-related employment and/or experience, if you wish that to be taken into account in the assessment, marked E (Maximum 20 pages)

Examples may include references, referees' reports, published case summaries and profiles from law firm websites.

PART D: Declaration

I have read the relevant Rules² in conjunction with completing this application.

Signature *(a digital signature is acceptable)*

Date *(dd/mm/yyyy)*

² The relevant rules being the Uniform Admission Rules, Rule 5 or, if the application relates to incomplete or unaccredited Australian studies, *NSW Admission Board Rules 2015*, Rule 97; see Part E.

PART E: What to expect and factors taken into consideration

When assessing your qualifications, the Academic Exemptions Sub-Committee takes into account:

- If your application relates to incomplete or unaccredited studies:
 - The NSW Admission Board Rules 2015 (Rule 97), available at www.lpab.justice.nsw.gov.au

OR,

- if your application relates to qualifications completed more than five years ago:
 - The Uniform Admission Rules 2015 (Rule 5), available at legislation.nsw.gov.au/view/html/inforce/current/sl-2015-0240.

You should read these Rules when completing this application, to understand how your application will be assessed.

Please read all the instructions and supporting information as to how your qualifications will be assessed.

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

Factors that are taken into consideration when assessing incomplete or unaccredited 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 postgraduate qualification that does not lead to admission or a practical legal training course);
- the length and age of your studies; and
- the subjects you studied and the marks you received in those subjects.

With respect to qualifications completed more than five years ago, the following factors may be considered by the Academic Exemptions Sub-Committee:

- the age or recency of your qualification;
- the marks you received in your studies leading to your qualification;
- the extent to which the Committee considers specific elements of the Schedule 1 areas of knowledge have been refreshed and/or updated by subsequent studies and/or experience since the qualification was obtained, and
- recent practical legal training.

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 outlines, official course descriptions or details of practical legal training courses unless specifically requested by the Office of the LPAB/ Academic Exemptions Sub-Committee.
- The Academic Exemptions Sub-committee may choose not to consider any 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 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, 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 transcript, 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.

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.