



# Application for registration as a Student-at-Law

## Form 1 Instructions

Legal Profession Admission Board

Level 4, 37 Bligh Street Sydney 2000 | PO Box 3980 Sydney 2001  
Telephone: 02 9338 3500 | Email: [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au)  
Website: [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

Use this form if you wish to apply for registration as a Student-at-Law for the Legal Profession Admission Board's Diploma in Law course. This form can be used to make an application under Rule 28 of the NSW Admission Board Rules 2015.

Registration is required prior to enrolment. Upon successful registration you will be notified of the enrolment procedures. The Board's examinations are not registered as a Course for Overseas Students and registration as a Student-at-Law does not confer any visa entitlement. If you have previously registered with the Board's course in the past, you would not be required to register again. Please contact Student Services for more information on 02 9338 3500 or email [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au)

### Instructions for completing form

Your application may be delayed if you have not completed every question. The form may be completed electronically and printed out to sign, OR you can print the form and fill it in by handwriting. In either case you need to scan and email.

### Part A: Personal details and preferred examination centre

You must provide 100 points of identification and complete your personal contact details. Please also attach a digital colour passport style photo in .jpg format. Entry to this course is NOT available to applicants residing overseas.

You must select one of the following exam centres in which to take the Board's exams: Albury, Canberra, Dubbo, Lismore, Newcastle or Sydney.

### Part B: Qualifications for entry and academic exemptions

You may qualify to register as a Student-at-Law if you meet one of the criteria listed on the following page. Using the table, insert the entry category number applicable to your qualification on the application form.

You will need to supply a copy of the documentation indicated in the table. Indicate whether or not you have received or applied for academic exemptions. If the Board is already in possession of documentation that satisfies the entry criteria, you are not required to resubmit the documentation with this application.

### Part C: Declarations

Carefully read and answer the declarations. If you have a disclosure, please include a separate statement and attach any supporting documents. Note: if you answer this untruthfully, you may be excluded from the course at any time.

### When to apply?

To be considered for commencement in the May semester, you must lodge your application by 1 March. To be considered for commencement in the November semester, you must lodge your application by 1 September. We suggest you do not delay your application until the cut-off dates. The earlier you apply, the earlier your application is likely to be considered. Late applications may not be approved.

### Attach all the required documentation

The form will indicate which documents you are required to attach to your application, according to your own particular circumstances.

Please ensure you attach all the required documentation. Your application cannot be processed if any of your documentation is missing.

### Send us your form and your fee payment

The application fee is available on the Board's website. Payment must be made via the LPAB website using credit/debit cards (Mastercard or Visa only).

Scan and email your completed form, together with the required documentation and your receipt for payment of the application fee, to the Legal Profession Admission Board at [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au)

Entry Category No	Entry Category – Legal Profession Admission Rules 2005	Documentation required																																								
29(a)	Special Tertiary Admissions Test (Multiple Choice Test) with a mark of 149 or above.	<b>Copy</b> of results advice.																																								
29(b)	I hold a Degree from a university.	<b>Copy</b> of academic record showing completion of the Degree.																																								
29(c)	I have completed the NSW Higher School Certificate achieving the aggregate and English levels indicated below:	<b>Copy</b> of NSW Higher School Certificate (Record of Achievement) <b>and</b> UAI or, TER advice.																																								
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29(d)	I have completed the equivalent of the NSW Higher School Certificate in Australia or New Zealand achieving a level equivalent to one of the levels set out in the table in paragraph (c).	<b>Copy.</b> Pre-1998 Australian school leavers must also provide a letter certifying equivalence. (Contact the Universities Admissions Centre for information.)																																								
29(e)	I hold a Graduate/Vocational Graduate Certificate, Graduate/Vocational Graduate Diploma, Associate Degree, Diploma, Advanced Diploma or, Associate Diploma from an Australian university or TAFE college.	<b>Copy</b> or complete transcript showing completion of the qualification.																																								
29(f)	I have passed the International Baccalaureate examination achieving a result of at least 30 points; and a result in English A of at least 4 points if taken at the Higher Level or 5 points if taken at the Standard Level.	<b>Copy</b> showing required results.																																								
29(g)	I have been admitted to candidature for a Degree in an Australian or New Zealand university.	Letter of offer/email from the University or transcript of academic record showing enrolment in Degree course.																																								
29(h)	I have qualified in a TAFE college or elsewhere for the award of a Certificate III or Certificate IV level as assessed within the Australian Qualifications Framework.	<b>Copy</b> showing completion of the course.																																								
29(i)	I have gained qualifications outside Australia equivalent to a Diploma, Advanced Diploma, Certificate III or Certificate IV.	<b>Copy</b> , statement or, assessment from the appropriate Australian educational or, skills comparison assessment authority. Contact details may be obtained from: <a href="http://www.immi.gov.au/asri/os-qual-units.htm">www.immi.gov.au/asri/os-qual-units.htm</a>																																								
29(j)	I have been employed as a paralegal or a legal secretary and have undertaken actual legal work for at least three years under supervision.	(i) Reference(s) from lawyer(s)/employer(s) supporting claim; and (ii) Curriculum vitae detailing work experience.																																								
29(k)	I am/was either a police officer or a registered nurse and have passed some examinations in either of those professions.	<b>Copy</b> of certificate showing completion of examinations in my profession.																																								

## Identity verification information

- You must provide at least 100 points of identification. Different types of documents are worth varying points as detailed below.
- Unless otherwise approved by the Board, at least one document must contain a photo of the applicant and at least one document must contain proof of the applicant's current Australian residential address.
- You must attach a separate passport style digital colour photo in .jpg format

70 points	Birth Certificate (not extract)
	Birth Card issued by the NSW Registry of Births Deaths and Marriages
	Australian Citizenship certificate
	Australian or foreign Passport (Current or expired by less than 2 years). Not cancelled
40 points	Current Australian Government issued Licence or permit (e.g. drivers, pilot, boat etc.)
	Current Public Service Employee identification card
	Pension or Government Health card (Not a Medicare card)
	Current ID card issued by a tertiary education institute
	Government issued ID card evidencing the signatory's entitlement to a financial benefit
	Written reference signed by a JP or Local Government Officer who has known the signatory for 12 months or more
35 points	Letter of reference from a current employer or previous employer within the last 2 years (Must be on official company letterhead)
	Current land rates
25 points	Medicare card
	Credit Card, cash card or passbook issued by an Australian financial institution
	Rental receipt or statement from landlord or real estate agent
	Council rates notice
	Electricity, gas, water or telephone bill
	Tax assessment notice
	Foreign driver's licence
	Membership card from a trade/professional body
	Marriage certificate or divorce decree
	Name and date of birth of signatory verified by Primary, Secondary or Tertiary educational institution attended by the signatory within the last ten years



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## Form 1 Application

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### PART A: Personal details

You must provide 100 points of identification documents, show your full name and date of birth, and include a photo. Any change of name must be accompanied by a certified copy of (i) marriage certificate or (ii) change of name certificate (issued in Australia).

#### Q.1 Your name

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

#### Q.2 Date of birth

(dd/mm/yyyy) My digital passport style photo is attached:  Yes  No

#### Q.3 Personal contact details

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

#### Q.4 Preferred examination centre

#### Q.5 Disability support and additional needs Yes No

Type of disability:

Please complete this section if you have a disability and may require adjustments to enable you to participate in the course on the same basis as other students. Adjustments relating to tuition are the responsibility of the LEC (the Law Extension Committee of the University of Sydney, the LPAB's tuition partner) while adjustments relating to examinations are the responsibility of the LPAB. If you disclose a disability on this form and your registration as a student is approved, we will share that disclosure with the LEC. After you enrol in tuition, please contact the LEC about your needs for adjustments relating to tuition. For adjustments relating to examinations, please complete the LPAB's Application for Special Examination Arrangements and lodge it no later than 4 weeks prior to the start of the relevant exam period.

## PART B: Qualifications for entry and academic exemptions

### Q.6 Which entry requirement do you meet? Entry Category No.

Which country are your qualifications from?:

Other:

Type of degree:

Other:

### Q.7 Have you submitted an application for academic exemption and are awaiting an outcome of that application?

No  Yes ▶ Exemption application submitted on  (dd/mm/yyyy)

### Q.8 Have you received any academic exemptions?

a) From the NSW Legal Profession Admission Board.

No  Yes ▶ Is a copy of your assessment letter attached?  No  Yes

b) From an interstate admitting authority.

No  Yes ▶ Is a copy of your assessment letter attached?  No  Yes

## PART C: Declarations

### I. I agree to abide by the NSW Legal Profession Admission Board and Law Extension Committee rules, policies and procedures.

No  Yes

### II. Have you ever been the subject of any disciplinary action by any tertiary institution?

No  Yes ▶ If yes, you must provide a disclosure statement setting out the full details of the circumstances of the matter(s) you are disclosing and any supporting documents

Have you ever been convicted of any offences overseas?

No  Yes ▶ If yes, please provide details

Have you ever been convicted of any offences in Australia?

No  Yes ▶ If yes, please provide details

### III. Are you aware of any matter or circumstance that might affect your good fame and character, or your suitability to be registered as a student-at-law?

No  Yes ▶ If yes, or if in doubt, you must provide a disclosure statement setting out the full details of the circumstances of the matter(s) you are disclosing.

### IV. I consent to the Legal Profession Admission Board making further enquiries about me, obtaining documents/certificates directly from third parties and providing the information on this form and my ongoing studies to third persons including other government agencies, the Law Extension Committee and other admitting authorities in Australia.

No  Yes

I understand that if any information I have provided is found to be untrue or fraudulent, or if I have not provided disclosures, my registration as a student-at law can be revoked or cancelled.

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

Signature (a digital signature is acceptable)

Date (dd/mm/yyyy)