



Use this form if you have undertaken academic legal studies and wish to have them assessed for the purpose of admission to the legal profession in NSW.

This form can be used to make applications under the following rules:

- Rule 11(1) of the Legal Profession Uniform Admission Rules 2015 (foreign qualifications)
- Rule 5(2) of the Legal Profession Uniform Admission Rules 2015 (stale learning)
- Rule 97 of the NSW Admission Board Rules 2015 (other exemptions).

Please read the instructions in this form carefully.

The instructions will help you complete the form correctly.

Please ensure you complete every question on every page of the form.

Your application may be delayed if you have not followed the instructions or not completed every question.

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

What to expect when seeking assessment

When assessing your qualifications the Academic Exemptions Sub-Committee relies on:

- The Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission to the Australian Legal Profession (the Uniform Principles);
- What to Expect when Seeking Academic Exemptions (What to expect)
- The Legal Profession Uniform Admission Rules 2015 (Rules 5 and 11);
- The NSW Admission Board Rules 2015 (Rule 97).

You should read these documents when completing this application, to understand how your qualifications are assessed and determined. The documents are available at www.lpab.justice.nsw.gov.au

If you wish to be exempted from studying a particular academic area of knowledge, you should ensure that your application contains evidence that demonstrates how your past studies and/or experience has provided you with the requisite knowledge in each of the topics within that academic area of knowledge, as described in Schedule 1 of the Legal Profession Uniform Admission Rules 2015.

Factors taken into consideration

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

- the nature of your qualification (please note that exemptions are not usually granted for academic studies on the basis of completion of a post graduate qualification that does not lead to admission or a practical legal training course);
- the length and age of your qualification;
- the subjects you studied and the marks you received in your qualification;
- the jurisdiction in which you obtained your qualification (If you are relying on qualifications obtained in a jurisdiction not listed in Schedule 2 of the Uniform Principles, you will usually have to take 13 academic subjects in order to satisfy the academic requirements for admission);
- whether or not you are admitted, and if so, when;
- the nature and length of your experience (you may be granted exemptions from certain areas of knowledge if you have been admitted for seven or more years and have practised continually since your admission in a specialised area).



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. 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. 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 Form 16 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.

The checklist at Part C of the form will help you check that you have attached all the required documentation.

Send us your form with your fee payment

The application fee is available on the Board's website. Payment may be made by cash/EFTPOS (hand delivery only), credit card (Mastercard or Visa only), bank cheque, solicitor firm cheque¹, or money order.

Send your completed form, together with your required documentation and your payment of the application fee, to the Legal Profession Admission Board at either:

Post GPO Box 3980, Sydney NSW 2001

Hand delivery only Level 4, 37 Bligh Street, Sydney NSW 2000

¹ Personal cheques not accepted



Application for assessment of academic qualifications

(Form 16)

PART A: Personal details

Q.1 Your name

Title (*Mr/Mrs/Ms etc*)

Given names

Surname



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 new name **OR**
- attach a certified copy of either i) your marriage certificate, or ii) your change of name certificate (issued by a Registry of Births, Deaths and Marriages in any Australian state or territory).

Q.2 Date of birth

(*dd/mm/yyyy*)

Q.3 Contacts

Address

Email

Home

Work

Mobile

Signature

Date

(*dd/mm/yyyy*)

OFFICE USE ONLY

Reference No.

Date received:

Title Given names
Surname

PART B: Your circumstances

Q.4 Tick which of the following applies to you. Tick one box only. Then go to Q5.

- i I completed my academic legal qualification outside Australia or New Zealand 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 months² of my training contract (if any)
- c Total number of months² I have been in legal practice (if any)
- d Total number of months² of other legal experience (if any)³
- ii I completed my academic legal qualification outside Australia but I am not admitted in any jurisdiction
- iii I have undertaken, but not completed, academic legal studies outside Australia
- iv I have undertaken, but not completed, academic legal studies within Australia
- v I completed an Australian legal qualification that is, or will be, more than five years old at the time I apply for admission⁴
- vi I require the Board's final assessment letter (after the Board's initial assessment of my academic legal studies, I completed further required study at an institution other than the Board)
- vii 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)

Q.5 Please enter the details of your qualification(s) or part qualification(s) in law:

	Qualification 1	Qualification 2
Country of qualification ⁵		
Name of degree or other qualification		
Institution		
Final year of enrolment		

If you ticked Q.4v above **and** you completed the Board's Diploma-in-Law, please enter your student-at-law number.

Student-at-law No:

PART C: Declaration

I have read the Uniform Principles and What to Expect in conjunction with completing this application form.

(Signature)

² Count one month for each month of full-time training/legal practice/legal experience (or if part-time, convert to full-time equivalent on a pro-rata basis).

³ Other legal experience may include, but is not limited to, work such as in-house counsel, court registrar or paralegal.

⁴ Stale learning: 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 stale. Please refer to Rule 5(2) of the Legal Profession Uniform Admission Rules 2015 and information on the Board's website.

⁵ If you are relying on qualifications obtained in a jurisdiction not listed in Schedule 2 of the Uniform Principles, you will usually have to take 13 academic subjects in order to satisfy the academic requirements for admission.

Title Given names
Surname

PART D: 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 form and attached the required documents, as specified below. Please use the tick boxes on the right hand side to indicate what you are attaching.

- Fee: Payable by cash/EFTPOS (hand delivery only), credit card (Mastercard or Visa only), bank cheque, solicitor firm cheque⁶ or money order
- Q.1: Original or notarised copy⁷ of change of name/marriage certificate (if applicable)
- Q.4i. If you ticked i at Q.4, please attach:
- original⁸ transcript of academic record in law, marked A
 - original⁸ transcript of practical training course, marked B
 - evidence of your admission as a lawyer (an **original** certificate from the admitting authority), marked C
 - a copy of your up-to-date curriculum vitae, including details of your practice as a lawyer marked D
 - documentary evidence which verifies claims in your curriculum vitae in relation to your practice of the law, law-related employment and/or experience, if you wish that to be taken into account in the assessment⁹.
- Q.4ii. If you ticked ii at Q.4, please attach:
- original⁸ transcript of academic record in law, marked A
 - original⁸ or transcript of practical training course (if completed), marked B
 - a copy of your up-to-date curriculum vitae, marked C
- Q.4iii. If you ticked iii at Q.4, please attach:
- original⁸ transcript of academic record in law, marked A
- Q.4iv. If you ticked iv at Q.4, please attach:
- original⁸ transcript of academic record in law, marked A
- Q.4v. If you ticked v at Q.4, please attach:
- original⁸ transcript of academic record in law, marked A (only if qualification obtained at an institution other than the Board)
 - a copy of your up-to-date curriculum vitae, marked B
 - evidence of any further law-related study (**original** transcript of academic record) and/or experience, marked C
 - documentary evidence which verifies claims in your curriculum vitae in relation to your practice of the law, law-related employment and/or experience, if you wish that to be taken into account in the assessment⁹.
- Q.4vi. If you ticked vi at Q.4, please attach:
- original⁸ transcript of academic record in law from the Australian institution where you completed the required further study, marked A
 - a copy of the Board's initial assessment letter, marked B.
- Q.4vii. If you ticked vii at Q.4, please attach:
- official course descriptions from the Australian university 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.

⁶ Personal cheques not accepted.

⁷ If you provide a notarised copy, you will be required to provide the original at the time you apply for admission.

⁸ You will not need to provide this transcript at the time you apply for admission. It will be retained permanently by the Board.

⁹ Such documentary evidence may include letters of reference from employers, published case summaries and profiles from law firm websites.