



# Application for special exemption from obtaining the minimum IELTS test scores

Use this form if you do not meet the standard exemption criteria as set out in the *Guidelines for exemption from obtaining the minimum IELTS test scores* and wish to apply for a special exemption from the IELTS test.

## Guidelines for exemption from the IELTS test

Please read the *Guidelines for exemption from obtaining the minimum IELTS test scores* in conjunction with completing this form. The Guidelines are available on the Board's website [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au) under 'Overseas Qualified Lawyers'.

## Please read the instructions in this form carefully.

The instructions will help you complete the form correctly.

Please ensure you complete each part of the form. Your application may be delayed if you have not followed the instructions or not completed each part.

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.

## 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. Supporting documents, including IELTS test results, must be **original**.

## Send us your form with your fee payment

The application fee is available on the Board's website. Payment may be made using the:

- online payment portal on the Board's website, or
- in person (cash/EFTPOS/credit card (Mastercard or Visa only), or
- by post (bank cheque, solicitor firm cheque, or money order).

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

Post	Hand delivery only
GPO Box 3980, Sydney NSW 2001	Level 4, 37 Bligh Street, Sydney NSW 2000



# Application for special exemption from obtaining the minimum IELTS test scores

## PART A: Personal details

### Q.1 Your name

Title (*Mr/Mrs/Ms etc*)    Given names

Surname

### Q.2 Your date of birth

dd    mm    yyyy

### Q.3 Your contact details

Address

Email address

Home telephone

Work telephone

Mobile telephone

### Q.4 Have you applied to have your academic qualifications assessed in Form 16?

**Yes.** Please provide the LPAB reference number:

**No.**

### Q.5 Have you registered as a Student-at-Law with the LPAB?

**Yes.** Please provide your Student-at-Law number:

**No.**

Title Given names

Surname

### PART B: IELTS test scores

Q.6 You need to have sat the IELTS test at least once in the previous two years (refer to Section 12 of the Guidelines). Please complete the table below by inserting your test results and attaching the original test scores.

Date of test	Listening	Reading	Writing	Speaking

### PART C: Criteria for special exemption

Q.7 Please indicate the criteria you are relying on (Refer to Section 12 of the Guidelines for exemption from the IELTS test). Tick as many boxes as applicable.

<b>i</b>	Employment for a substantial period of time <sup>1</sup> in a law-related role in one or more Category T countries.	
<b>ii</b>	Completion of a tertiary undergraduate degree (other than your qualification in law), which is a pre-requisite for entry to a profession in a Category T country and with the medium of instruction being English.'	
<b>iii</b>	Completion of both secondary school and the academic qualification in law upon which you rely for admission in one or more Category V countries and with the medium of instruction being English.	
<b>iv</b>	Completion of the Higher School Certificate (or equivalent qualification) in Australia, having undertaken your entire secondary school education in Australia and having achieved excellent marks in English.	
<b>v</b>	Having undertaken the IELTS test and achieved all the specified minimum scores across multiple instances of sitting the test within the previous two years, although not in a single instance of sitting the test.	

<sup>1</sup> A substantial period of time usually means a minimum of at least 12 months' continuous service in a full-time role. Applicants who meet or exceed the minimum period of time are not guaranteed a special exemption, because a range of other factors must be considered, such as the nature of the applicant's role and the level of responsibility.

Title

Given names

Surname

**Part D: Statement**

If you have any further information in support of your application please include it in the space below.

Title                          Given names  
                                         Surname

## Part E: 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 feel free to use the tick boxes on the right hand side to indicate what you are attaching.

### Payment:

- a. **Fee:** payable by cash/EFTPOS/credit card (Visa, Mastercard only) (hand delivery only), or bank cheque, solicitor firm cheque or money order,
- or
- b. **Receipt:** a copy of the online payment receipt.

Q.6: **Original** IELTS test results

Q.7i: At least two letters of reference from employers or supervisors which describe the responsibilities of your role and how you have demonstrated knowledge of written and spoken English sufficient to engage in legal practice. Both letters must be **original**, signed and on the organisation's official letterhead.

Q.7ii: **Original** academic transcript(s) for sighting and copying by the Office of the LPAB.

Q.7iii: **Original** academic transcript(s) for sighting and copying by the Office of the LPAB, and separate documentary evidence which confirms that the medium of instruction was English.

Q.7iv: **Original** academic transcript(s) of your HSC or equivalent for sighting and copying by the Office of the LPAB.

Q.7v: **Original** of all IELTS test results within the previous two years.

## Part F: Consent to the LPAB contacting IELTS

You are asked to sign in the space provided below, to give your consent to the LPAB contacting IELTS to verify any IELTS test results you have undertaken.

I, the undersigned, consent to the Legal Profession Admission Board contacting IELTS to verify any IELTS test results I have undertaken.

Signature

Date of consent

DD MM YYYY

Title  
Given names  
Surname

### Part G: Statutory declaration

You must sign this declaration in the presence of an authorised witness. Authorised witnesses include:

- an Australian legal practitioner (anywhere in Australia)
- a Justice of the Peace for New South Wales (anywhere in NSW)
- a Justice of the Peace or an authorised person for another Australian State or Territory (in that state or territory).

You can find a Justice of the Peace in NSW by searching the public register at [www.jp.nsw.gov.au](http://www.jp.nsw.gov.au)

I, (name) do solemnly and sincerely declare that:

- my answers to all questions in my application are true and complete
- I have read and understood the Guidelines for exemption from the IELTS test
- I understand the Legal Profession Admission Board may contact IELTS in connection with my application for exemption from the IELTS test
- and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900* (NSW).

Declared at (place)

Signature (applicant)

On (date)

DD MM YYYY

In the presence of an authorised witness, who states

I (name of authorised witness)

Type of authorised witness and Registration Number

certify the following matters concerning the making of this statutory declaration by the person who made it (*please cross out any text that does not apply*):

1. *\*I saw the face of the person OR \*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person has a special justification for not removing the covering, AND*
2. *\*I have known the person for at least 12 months OR \*I have confirmed the person's identity using an identification document and the document I relied on was:*

I (Describe the ID relied upon)

Signature (witness)

On (date)

DD MM YYYY