

Application for a Certificate of Eligibility to sit the Qualified Lawyers Transfer Test

The Solicitors Regulation Authority (SRA) was established by the Law Society in January 2007 to regulate solicitors admitted in England and Wales (E & W). It is independent and regulates in the public interest. The SRA deals with all regulatory and disciplinary matters. We set, monitor and enforce standards for solicitors admitted in E & W.

If you need any assistance completing this form please contact Information Services on 0870 606 2555 or by email at info.services@sra.org.uk. Our lines are open from 09.00 to 17.00 Monday to Friday. If you are calling from overseas please use +44 (0) 1527 504450. Please note calls may be monitored/recorded for training purposes.

Please read the guidance notes carefully.

Section 1 Please tick your primary jurisdiction.

- (i) A member or former member of the English Bar (Reg 6).
- (ii) Admitted as a solicitor in Scotland (Reg 7).
- (iii) Admitted as an advocate in Scotland (Reg 9).
- (iv) Admitted to the Bar of Northern Ireland (Reg 8).
- (v) Admitted to the Bar of Republic of Ireland (Reg 13).
- (vi) A person who fulfils the requirements of the European Communities Directive No. 89/48/EEC (Reg 12).
- (vii) A senior academic lawyer (Reg 15).
- (viii) A distinguished specialist practitioner (Reg 14).
- (ix) Overseas lawyer who has been admitted to one of the courts of the following jurisdictions (Reg 11).

Anguilla	Grenada	Pakistan
Antiga & Barbuda	Guyana	Papua New Guinea
Australia	Hong Kong (Barrister)	St Kitts & Nevis
Bahamas	India	St Lucia
Bangladesh	Israel	St Vincent & the Grenadines
Barbados	Jamaica	South Africa
Belize	Kashmir (Indian ADM)	Sri Lanka
Bermuda	Kashmir (Pakistan ADM)	Switzerland
Botswana	Malawi	Trinidad & Tobago
British Virgin Islands	Malaysia	Turks & Caicos
Canada	Montserrat	United States of America
Cayman Islands	Namibia	Zambia
Dominica	New Zealand	Zimbabwe
Ghana	Nigeria	

Section 2 Your details

Surname	<input type="text"/>	SRA no. (if known)	<input type="text"/>
Forename(s)	<input type="text"/>		
Title	<input type="text"/>		

CI:

Section 2 continued

Date of birth

Nationality

Please complete (where appropriate) all addresses.

Home address

Correspondence address

Work address

Please tick your preferred contact address.

Home Correspondence Work

Daytime telephone no.

Fax no.

Mobile no.

E-mail address.

Section 3 Previous applications

1. Have you made a previous application to the SRA or the Law Society to transfer under the Qualified Lawyers Transfer Regulation 1990? Yes No
2. Have you ever made an application for enrolment as a student member of the SRA or the Law Society? Yes No
3. Have you ever applied to the SRA or the Law Society for registered foreign lawyer (RFL) or registered European lawyer (REL) status? Yes No

If you have answered "Yes" to any of the above questions please provide the following information;

Date of application Reference no.

Outcome (i.e. granted/deferred/refused)

Section 4 Qualifications, jurisdictions and entitlement to practise (refer to guidance notes).

4.1 Professional titles and jurisdictions where you are admitted as a lawyer (primary jurisdiction first).

Title	Jurisdiction	Professional body	Date of admission/call		
			DD	MM	YYYY
e.g. Barrister	e.g. England and Wales	e.g. Bar Council			

4.2 Professional examinations passed and courses attended.

Institution	Title of qualification	Course dates			
		Start MM/YYYY		Finish MM/YYYY	

4.3 Degrees and diplomas.

Institution	Title of qualification	Course dates			
		Start MM/YYYY		Finish MM/YYYY	

Please note we reserve the right to request original or certified copies of certificates.

4.4 Primary jurisdiction.

Are you currently entitled to practise in your primary (first) jurisdiction?

Yes No

If you are not entitled to practise in your primary (first) jurisdiction please provide an explanation in a covering letter explaining;

- (i) the reason why you are not entitled to practise and
- (ii) whether you know of any reason why, if you were to apply to become entitled to practise in your home jurisdiction, such an application would be refused.

Section 5 Professional training, practise and summary of experience.

Evidence of your experience must be provided in the prescribed format shown in the guidance notes. Failure to provide evidence in the prescribed format will result in your application being returned.

Section 6 Character and suitability (refer to guidance notes)

Please complete this section in full.

APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS (Please tick where appropriate). Please note convictions which are "spent" under the Rehabilitation of Offenders Act 1974 must be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

1 Have you been convicted of an offence in any court or received a caution, in the UK or elsewhere?
(other than a motoring offence which did not result in disqualification)

No – please go to question 2

Yes – include the following:

A recent original Police National Computer check (no older than 3 months).

A statement of events/mitigation which you would like to be considered.

In Section 7 please supply names and addresses of 2 additional referees who are aware of the conviction(s).

2 Have you ever committed an act of plagiarism or cheating in any form of assessment?

No – please go to question 3

Yes – include the following:

A letter from the institute that dealt with the incident (please see guidance notes).

A statement of events which you would like to be considered.

In Section 7 please supply names and addresses of 2 additional referees who are aware of this matter; one must be an academic who is aware of your offence.

3 Have you ever had a County Court Judgement (CCJ) placed against you?

No – please go to question 4

Yes – include the following:

If "satisfied" – the original certificate of satisfaction from the court that issued the CCJ.

If "not satisfied" – the original CCJ certificate.

and

A full statement of events which you would like to be considered.

In Section 7 please supply names and addresses of 2 additional referees who are aware of the CCJ and are able to comment on it.

Section 6 continued

4 Have you ever been made bankrupt?

No – please go to question 5

Yes – include the following:

If “discharged” – the original certificate of discharge.

If “not discharged” – the court order and statement of affairs.
and

A full statement of events which you would like to be considered.

In Section 7 please supply names and addresses of 2 additional referees who are aware of
and can comment on the circumstances of your bankruptcy.

5 Are you a member of a professional/regulatory body in the UK or in any other country?

No – please go to question 6

Yes – please give details in the space provided below.

6 Have you ever been under investigation for any matters or criticised, censured, suspended or made the subject of any other disciplinary activity by a professional/regulatory body?

No – please go to question 7

Yes – include the following:

Any notes, decisions or other material relating to the matter from the professional/regulatory body.

A full statement of events which you would like to be considered.

In Section 7 please supply names and addresses of 2 additional referees who are aware of
and can comment on these matters.

7 Are there any other factors which may call into question your character and suitability to become a solicitor?

No – please go to Section 7

Yes – include the following:

A full statement of events which you would like to be considered.

In Section 7 please supply names and addresses of 2 additional referees who are aware of
and can comment on these matters.

Section 7 Referees (refer to guidance notes)

Please provide the name and address of one referee (please refer to notes for guidance on suitable referees).

1 Title (Mr, Mrs, Ms, Miss, Other) Initial(s) Surname

Address

Does this referee have knowledge of any of the proceedings or convictions as stated in Section 6?

Yes No

Email

Fax no.

If you have answered "yes" to any of the questions in Section 6 please provide the names and addresses of 2 further referees.

2 Title (Mr, Mrs, Ms, Miss, Other) Initial(s) Surname

Address

Does this referee have knowledge of any of the proceedings or convictions as stated in Section 6?

Yes No

Email

Fax no.

3 Title (Mr, Mrs, Ms, Miss, Other) Initial(s) Surname

Address

Does this referee have knowledge of any of the proceedings or convictions as stated in Section 6?

Yes No

Email

Fax no.

Section 8 Declaration

I understand that the SRA must be advised if prior to my admission to the roll of solicitors of England and Wales I am convicted of an offence in any Court of the UK or else where (other than a motoring offence not resulting in disqualification). I therefore undertake that I will notify the SRA of any such conviction after the time of this application.

I also undertake to advise the SRA if I become bankrupt or if I am found guilty of professional misconduct or if any proceedings are taken against me.

I hereby apply for a certificate of eligibility under the Qualified Lawyers Transfer Regulations 1990 and I solemnly and sincerely declare that the facts set out by me in support of the above application are true. I make this solemn declaration believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

If granted, I hereby apply to be admitted as a solicitor of the Supreme Court of England and Wales.

Declared by

Print name in full

Date

Signature of applicant

Before me

Print name in full

Date

Signature

Signature of solicitor entitled to Administer Oaths/Justice of the Peace/Notary Public (in the jurisdiction in which you are currently working or residing). Please delete whichever is inapplicable.

Section 9 Data Protection Act 1998

Do you wish to receive occasional targeted mailings on the basis of ethnic origin?

Do you wish to receive occasional targeted mailings on the basis of disability?

If you have a disability and you **DO** wish to receive such mailings, please confirm how you would categorise your disability:

Physical

Sensory

Mental health

Learning

Other, please specify.

Section 10 Checklist of documents required

Please ensure you have included the following (please tick):

- a) An original certificate or certificates from your professional body or home court in all jurisdictions where you have been admitted confirming;
- Your date of admission to the professional body and/or home court.
 - That you are of good character and repute.
 - That neither has there been nor are there any proceedings pending against you for professional or other misconduct.
 - Whether or not you are currently entitled to practice, and if not, the reason for this.
- Please note, that the above document(s) must be the original and must be received within 3 months of the date of issue.**
- b) Official translations to be attached to ALL documents submitted which are not in English.
- c) A certified copy of your marriage certificate, or statutory declaration if your name is now different from that shown on your Certificate of Good Standing.
- d) The transfer fee of £400, if not in pounds sterling please allow an additional £20 to cover bank charges. The fee is not refundable and you should ensure that you are prima facie eligible for transfer before you submit your application. Cheques should be made payable to the **Law Society**.
- e) Original letters evidencing work experience (where applicable). Please refer to item E on page 11 and the guidance on pages 6 - 9 of the guidance notes.

Please note, if any of the required documents listed in the checklist on page 10 - 11 of the guidance notes are missing from your application, or the declaration is incomplete, this will delay the processing of your application and may result in your application being returned.

The completed form and fee should be returned to;

The Finance Department
The Solicitors Regulation Authority
Ipsley Court
Berrington Close
Redditch
B98 0TD

Or

DX19114 Redditch

Section 11 Ethnic origin

This form will be separated from your application form.

The SRA is seeking information about the ethnic origin of solicitors for the purpose of monitoring across the profession and its compliance with the Race Relations Act.

The information will be kept in strict confidence and will be used for statistical purposes only. The information is subject to the provisions of the Data Protection Act 1988.

A White

British

Irish

Any other White background, please write in below.

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in below.

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in below.

D Black or Black British

Caribbean

African

Any other Black background, please write in below.

E Chinese and other ethnic group

Chinese

Any other, please write in below.