

# Legal Practitioners Admissions Board

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## OVERSEAS LEGAL QUALIFICATIONS ADMISSION TO THE LEGAL PROFESSION IN QUEENSLAND

### Introduction

It is recommended that you read this information kit, and the Uniform Principles for Assessing Qualifications of Overseas Applicants (Uniform Principles), **in full and before you begin your application**. This information will assist you with the application requirements to have your overseas legal qualifications assessed by the Legal Practitioners Admissions Board.

**Please be aware advice about immigration topics is NOT available from the Legal Practitioners Admissions Board (the Board). The function of the Board relates to matters associated with the requirements and procedures for admission to the legal profession in Queensland. Questions relating to immigration are to be addressed to the Department of Home Affairs.**

Legislative provisions pursuant to the *Legal Profession Act 2004* came into effect in Queensland as from 1 July 2004 resulting in a 'fused' legal profession as part of a move away from the traditional English model of a profession divided between 'barristers' and 'solicitors'. The provisions of the 2004 Act were subsequently superseded by the *Legal Profession Act 2007* which came into effect from 1 July 2007. As a result of the legislative provisions, a practitioner can only be admitted to the legal profession under the *Legal Profession Act 2007* (the Act) and, once admitted, is entered onto the Roll of Lawyers. All overseas practitioners are strongly encouraged to review the legislative requirements contained in the Act as well as those contained in the *Supreme Court (Admission) Rules 2004* (the Rules), both of which are available on the Internet at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).

In Queensland, applicants are admitted as a lawyer on an Order made by the Supreme Court which, under the Act and Rules, is the admitting authority. The role of the Board includes making a recommendation to the Supreme Court in respect of each application in the form of a Certificate of Compliance with the Rules. The Board does NOT approve admission to the legal profession nor can it be described as the 'admitting authority'. It is inappropriate for the Board to pre-empt any decision of the Court in relation to admission to the legal profession.

Eligibility for admission entails compliance with both academic and practical legal training requirements. Applicants also need to satisfy the Board and the Court of their "fitness to practise", and that they are "suitable" and "of good fame and character". Matters regarding suitability for admission in Queensland may involve questions relating to character and require the provision of additional documentation, such as certificates of good standing and police history checks, from overseas jurisdictions. There are also a number of procedural and administrative tasks which must be completed in the period immediately prior to admission, for example, advertising, filing and lodging notices, submission of affidavits, etc.

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### Assessing academic qualifications as approved academic qualifications (Form 12 Application)

Applicants are required to successfully complete 'approved academic qualifications' which are mandatory in Queensland and are identified as lacking in their legal academic qualifications obtained overseas.

In order to assess overseas academic qualifications, under Rule 8, the Board must have regard to admission guidelines issued by the Chief Justice of Queensland under Rule 9AA(1)(c), i.e. the Uniform Principles; a copy of which is available on the Queensland Law Society website at [http://www.qls.com.au/For the profession/Your legal career/Become a solicitor](http://www.qls.com.au/For_the_profession/Your_legal_career/Become_a_solicitor) (Guidelines for assessing overseas

applications issued under Rule 9AA(1)(c)) as well as the Law Council of Australia website at <https://www.lawcouncil.asn.au/resources/law-admissions-consultative-committee>. The Uniform Principles have been adopted by all Australian Admitting Authorities and the Board places significant weight on them.

In order to be eligible to apply for an academic assessment, an applicant needs to submit a completed application form (Form 12) as well as a certified copy of their academic transcript. In addition, they need to provide certified copies of relevant documents depending on the Category of their application (refer page 2 of the application form). You should note that if you have not completed a law degree that normally leads to admission in the jurisdiction in which your law degree was completed, and that is substantially the equivalent to a 3-year full-time course leading to admission in Australia, you are **not eligible** to have your academic qualifications assessed – see clause 2.2 of the Uniform Principles). In order to show that your qualifications lead to admission in the jurisdiction in which they are completed, you are required to provide either evidence of this from the relevant admitting authority in the relevant jurisdiction OR a statutory declaration declaring that your qualifications normally lead to admission in the relevant jurisdiction.

Applicants are also required to provide a certified copy of their passport ID page and, where relevant, documents provided must be translated into English, and include an appropriate certification from a registered translator. All certifications need to be completed either by a Justice of the Peace, Legal Practitioner, Commissioner of Declarations or a Public Notary.

**The Board only accepts applications via email. Applications (including attachments) must be emailed to [admissions@qls.com.au](mailto:admissions@qls.com.au)**

Please ensure each document is scanned and labelled according to the Form 12 Category type of application. For example 'A', 'B', 'C', etc. Please attach each document separately.

**Failure to provide the required documents will result in your application being delayed.**

From 1 July 2023, the fee for an assessment of academic qualifications is \$AUD136.00. Payment of fees can only be accepted by cheque, money order or credit/debit card (by BPoint payment link). All cheques and money orders must be in \$AUD, and made payable to the 'Legal Practitioners Admissions Board' and posted to:

Legal Practitioners Admissions Board  
GPO Box 1785  
BRISBANE QLD 4001

Applicants will be considered to have satisfied 'approved academic qualifications' upon completion of any supplementary academic qualifications corresponding to the areas of knowledge specified in the assessment. Applicants have five (5) years from the date of the Board's decision to complete supplementary academic qualifications. In order to complete any supplementary academic qualifications, applicants should contact the universities in Queensland, whose details are as follows:

- |   |  |
|---|--|
| 1. Bond University<br>GOLD COAST 4229 AUSTRALIA<br><a href="http://www.bond.edu.au/law">www.bond.edu.au/law</a>                                   | 2. School of Law<br>Griffith University (Nathan Campus)<br>NATHAN 4111 AUSTRALIA<br><a href="http://www.griffith.edu.au/criminology-law/griffith-law-school">www.griffith.edu.au/criminology-law/griffith-law-school</a> |
| 3. Faculty of Law<br>Queensland University of Technology<br>BRISBANE 4001 AUSTRALIA<br><a href="http://www.law.qut.edu.au">www.law.qut.edu.au</a> | 4. James Cook University<br>TOWNSVILLE 4811 AUSTRALIA<br><a href="http://www.jcu.edu.au">www.jcu.edu.au</a>  |
| 5. School of Law<br>University of Southern Queensland<br>TOOWOOMBA 4350 AUSTRALIA<br><a href="http://www.usq.edu.au">www.usq.edu.au</a>           | 6. Student Admissions<br>Central Queensland University<br>BRISBANE 4000 AUSTRALIA<br><a href="http://www.cqu.edu.au/about-us/university-contacts">www.cqu.edu.au/about-us/university-contacts</a>                        |

- |   |  |
|---|--|
| <p>7. Faculty of Arts and Business – School of Law<br/>University of the Sunshine Coast<br/>SIPPY DOWNS 4556 AUSTRALIA<br/><a href="http://www.usc.edu.au/help/contact-usc">www.usc.edu.au/help/contact-usc</a></p> | <p>8. Thomas Moore Law School – Brisbane campus<br/>Australian Catholic University<br/>NUDGENE 4014 AUSTRALIA<br/><a href="http://www.acu.edu.au">www.acu.edu.au</a></p> |
|---|--|

Applicants are able to complete the required areas of knowledge specified in the assessment in any Australian jurisdiction, however please ensure that the courses you are enrolling in have been approved by the admitting authority in the jurisdiction in which the university is based. **You MUST complete subjects that have been approved by an admitting authority for the purposes of admission.** Any supplementary academic qualifications completed outside of Queensland is considered to be satisfied 'corresponding academic qualifications'.

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Assessing practical legal training and experience in practice as approved practical legal training (Form 13 Application)

Applicants are required to successfully complete 'approved practical legal training qualifications' which are mandatory in this jurisdiction and are identified as lacking in their practical legal training (PLT) qualifications obtained overseas. If PLT has not been completed overseas, an applicant will be required to complete all of the PLT requirements in Australia before being eligible for admission.

In order to assess overseas PLT qualifications, under Rule 9, the Board must have regard to admission guidelines issued by the Chief Justice of Queensland under Rule 9AA(1)(c), i.e. the Uniform Principles. As previously noted, a copy of the Uniform Principles is available on the Queensland Law Society website at <https://www.qls.com.au/Pages/Your-legal-career/How-to-become-a-solicitor> (Guidelines for assessing overseas applications issued under Rule 9AA(1)(c)), as well as on the Law Council of Australia website at <https://www.lawcouncil.asn.au/resources/law-admissions-consultative-committee>. Again, the Uniform Principles have been adopted by all Australian Admitting Authorities and the Board places significant weight on the principles.

In order for an applicant to have their practical legal training assessed, they must be admitted in an overseas jurisdiction. The Board considers the extent to which an applicant's legal training and the length of their legal practice in a foreign country satisfies the minimum criteria for admission in Queensland. In this way, the Board is able to determine whether to approve overseas legal training and practice as 'approved practical legal training' or to require an applicant to supplement their legal training and practice with additional legal training undertaken within Queensland.

If the Board determines that an applicant is required to complete supplementary practical legal training, it may be completed, firstly, by working as a supervised trainee for a minimum of one year with a firm.

Alternatively, applicants may satisfy the practical legal training requirements by attending a practical legal training course (usually six (6) months full-time) at one of the accredited educational providers in this jurisdiction. Course details are available directly from the educational institutions concerned (as detailed below).

Applicant's attention is also drawn to the provisions contained within the Uniform Principles which relate to 'Experienced Practitioners' (clause 5 and schedule 5). If an applicant intends relying on these provisions as part of an application, they need to ensure they provide sufficient evidentiary material to support this component of their application. It should be noted that Form 13 does not, at present, accommodate applicants wishing to rely on the 'Experienced Practitioner' provisions and therefore, applicants seeking exemption based on relevant, significant and current experience should do so as an addendum to their Form 13 application.

For an applicant to have their practical legal training assessed, they need to submit a completed application form (Form 13) along with a certified copy of their certificate of admission in another jurisdiction and a certified copy of their transcript of results. In addition, an applicant needs to provide certified copies of various documents depending on the Category of their application (refer page 2 of the application form).

Applicants must also provide a certified copy of their passport ID page. Where relevant, documents must be translated into English, and include an appropriate certification from a registered translator. All certifications need to be completed either by a Justice of the Peace, a Legal Practitioner, a Commissioner of Declarations or a Public Notary.

**The Board only accepts electronic applications via email. Applications (including attachments) must be emailed to [admissions@qls.com.au](mailto:admissions@qls.com.au)**

Please ensure each document is scanned and labelled according to the Form 13 Category type of application. For example 'A', 'B', 'C', etc. Please attach each document separately.

**Failure to provide the required documents will result in your application being delayed.**

Pursuant to the Admission Guidelines, no applicant will be granted an exemption in relation to:

*Trust and Office Accounting*  
*Ethics and Professional Responsibility*

From 1 July 2023, the fee for an assessment of practical legal training is \$AUD281.00. Payment of fees can only be accepted by cheque, money order or credit/debit card (by BPoint payment link). All cheques and money orders must be in \$AUD, and should be made payable to the 'Legal Practitioners Admissions Board' and posted to:

Legal Practitioners Admissions Board  
GPO Box 1785  
BRISBANE QLD 4001

Applicants will be considered to have satisfied 'approved practical legal training' upon completion of any supplementary practical legal training specified in the assessment. Applicants have five (5) years from the date of the Board's decision to complete supplementary practical legal training. In order to complete any supplementary practical legal training, an applicant can complete a supervised traineeship with a law firm or alternatively contact the practical legal training providers in Queensland, whose details are as follows:

- |   |   |
|---|---|
| <p>1. Legal Skills Centre<br/>Bond University<br/>GOLD COAST 4229 AUSTRALIA<br/><a href="http://www.bond.edu.au/law">www.bond.edu.au/law</a></p>                          | <p>2. Legal Practice Unit<br/>Queensland University of Technology<br/>GPO Box 2434<br/>BRISBANE 4001 AUSTRALIA<br/><a href="http://www.law.qut.edu.au">www.law.qut.edu.au</a></p> |
| <p>3. College of Law Queensland<br/>Level 5, Wesley House<br/>140 Ann Street<br/>BRISBANE 4000 AUSTRALIA<br/><a href="http://www.collaw.edu.au">www.collaw.edu.au</a></p> | <p>4. Leo Cussens Centre for Law<br/>Level 16, 15 William St<br/>Melbourne VIC 3000<br/><a href="http://leocussen.edu.au">leocussen.edu.au</a></p>                                |

Applicants are able to complete the required practical legal training specified in the assessment in any Australian jurisdiction, however please ensure that the courses you are enrolling in have been approved by the admitting authority in the jurisdiction the PLT provider is based. **You MUST complete practical legal training that has been approved by an admitting authority for the purposes of admission.** Any supplementary practical legal training completed outside of Queensland is considered to be 'corresponding practical legal training'.

**To have academic qualifications or practical legal training assessed, an applicant MUST submit an application form along with the required documentation. The Admission Board's staff are not able to perform an assessment, and are unable to provide advice in relation to the Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission to the Australian Legal Profession.**

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Reassessment of a previous assessment of academic qualifications and/or PLT practical legal training and experience in practice

As outlined in part 9 of the Uniform Principles, **applicants will not be entitled to a gratis reassessment of any assessment previously performed by the Board where ‘an application is incorrect or incomplete; or if appropriate and sufficient information is not provided in an initial application’.** It is also to be noted that in part of the 9 of the Uniform Principles, **‘an Admitting Authority is not obliged to seek further information from an applicant if an application is incorrect or incomplete’.**

When an applicant submits a Form 12 or Form 13 application, the applicant verifies, ticks and acknowledges upon signing, they have submitted all the required accompanying documentary evidence. For example, applicants verify that upon submission, they have included certified copies of the relevant documents listed in the table below (these are noted in the schedule of the Forms):

| FORM 12   |   |
|---|---|
| WHO TO PROVIDE:   | DOCUMENTS:  |
| All Applicants  | Original transcript of academic record in Law study (academic transcripts)  |
| All Applicants  | Descriptions of academic law and PLT subjects (course outlines)   |
| All Applicants  | University assessment criteria to demonstrate marking policy, and the relative knowledge and competence signified by the result (assessment criteria)                                   |
| <u>Not admitted</u> but legal qualifications obtained outside Australia | Documentary evidence (or a statutory declaration) that the completed academic qualifications would qualify for admission in the jurisdiction which the qualification was completed.     |
| Applicants <u>admitted</u> outside Australia                            | Evidence of admission as a lawyer (an original certificate from a certifying authority)   |
| Experienced legal practitioners engaged in practice outside Australia   | Evidence of relevant information and material required in support of an application under the Experienced Practitioner provisions in clause 5 and schedule 5 of the Uniform Principles. |

| FORM 13   |   |
|---|---|
| WHO TO PROVIDE:   | DOCUMENTS:  |
| All Applicants  | Certificate of admission in another jurisdiction (certificate from admitting authority)   |
| All Applicants  | Transcript of results in an overseas practical legal training course (academic transcript)  |
| All Applicants  | Official descriptions of practical legal training course subjects in an overseas jurisdiction (course outlines)   |
| Applicants <u>admitted</u> but not practicing overseas seeking an exemption | A statement setting out, competency by competency, the details of your professional training including evidence of how you have acquired and demonstrated appropriate understanding and competence in the relevant Skill, Practice area or Value which will justify the exemption sought ( <i>Please note, this statement requires some detail as the Board requires evidence of your work experience &amp; understanding of different areas for which you are seeking an exemption. Outlining relevant areas of practice will be of assistance</i> ).                |
| Applicants <u>admitted and practicing</u> in foreign jurisdiction           | A statement setting out, competency by competency, the details of your professional training and experience including evidence of how you have acquired and demonstrated appropriate understanding and competence in the relevant Skill, Practice area or Value which will justify the exemption sought ( <i>Please note, this statement requires some detail as the Board requires evidence of your work experience &amp; understanding of different areas for which you are seeking an exemption. Outlining relevant areas of practice will be of assistance</i> ). |
| Applicants <u>admitted and practicing</u> in foreign jurisdiction           | A curriculum vitae showing professional employment and the type of legal work undertaken with each employer and which will show how your practice has satisfied each relevant performance criterion set out for the relevant Skill, Practice area or Value for which exemption is sought  |
| Applicants <u>admitted and practicing</u> in foreign jurisdiction           | References from professional supervisors or persons with whom the applicant has been associated in practice attesting to each of the matters referred to in documents   |

Please note that, in assessing overseas qualifications, the Board applies, and relies very heavily on, the principles outlined in the Uniform Principles. Schedule 2 of the Uniform Principles outlines the additional study required by graduates and lawyers who have completed their academic qualifications in certain jurisdictions. The Board will make a determination against the Guidelines and the information applicants provide in their assessment applications.

If an applicant requires the Board's assessors to reconsider its assessment of any academic qualifications and/or PLT practical legal training and experience in practice based on additional information not provided in the original application, the applicant will need to submit and pay for a new application (a new Form 12 or Form 13), and provide compelling and relevant information to support any exemptions being given. As a general guide, the assessment process, including new reassessments, takes between 8 to 12 weeks.

If an applicant has provided all the relevant information as required by the Uniform Principles and believes there has been a genuine error in the interpretation of the evidence provided with their application or of the Guidelines, the applicant can email [admissions@qls.com.au](mailto:admissions@qls.com.au) outlining the arguments for the review. The Board will not accept additional documentation for such reviews as this will constitute a reassessment and will attract the fee as outlined herein. Documents that should have been provided in the original application cannot be provided to the Board for a review after an assessment has been made. Consideration of new documentation requires a new assessment to be submitted, any such new assessment (reassessment) taking between 8-12 weeks.

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### Suitability for admission to the legal profession in Queensland

In addition to completing the academic and practical legal training requirements for admission, applicants are required to demonstrate to the Board and the Court they are suitable for admission having regard to issues of 'good fame' and the statutory matters detailed in section 9 of the Act.

All lawyers who are admitted overseas are required to provide, **at the time of applying for admission** in Queensland, original certificates of good standing from each jurisdiction in which they have been admitted and/or practiced and/or been employed in a law firm as well as original police history checks from every jurisdiction in which they have resided. Certificates of good standing from each jurisdiction need to be dated not more than 2 months old at the date of admission in this jurisdiction, and police history checks need to be dated not more than 6 months old at the date of admission in Queensland. These certificates are to be provided in conjunction with a detailed affidavit including a chronology of the applicant's residential, occupational, and practicing history in all jurisdictions. Applicants should be aware the affidavit is required to incorporate details of where and for what duration they have resided overseas, and the occupations in which they engaged in whilst in each jurisdiction.

### Admission to the legal profession in Queensland

Once the Board has considered an application for admission, it will make a recommendation to the Supreme Court in relation to the application.

### After admission

Once applicants are admitted to the legal profession, they need to obtain a practising certificate from either the Queensland Law Society ('QLS') (to practice as a 'Solicitor') or Queensland Bar Association ('QBA') (to practice as a 'Barrister') before commencing actual practice. Relevant details may be obtained from the QLS or QBA.

## **Legal Practitioners Admissions Board**

**FORM 12**  
**Legal Profession Act 2007 (Qld) Section 30(1)(b)**  
**[Supreme Court (Admission) Rules 2004 Rule 8]**

**APPLICATION FOR ASSESSMENT OF OVERSEAS ACADEMIC QUALIFICATIONS**

*(Please note: If you have not completed a law degree that normally leads to admission in the jurisdiction in which your law degree was completed and that is substantially the equivalent to a 3-year full-time course leading to admission in Australia, you are not eligible to have your academic qualifications assessed – see clause 2.2 of the Uniform Principles)*

**To the Legal Practitioners Admissions Board:**

1. I, \_\_\_\_\_ *Insert your full name*  
of \_\_\_\_\_ *Insert your residential address*  
*(A certified copy of my passport ID page is attached)*

am applying for an assessment of my overseas academic legal qualifications pursuant to rule 8 of the *Supreme Court (Admission) Rules 2004* and the Uniform Principles for assessing Qualifications of Overseas Applicants for admission to the Australian legal profession.

2. I have  completed academic legal qualifications outside Australia (Category 1 application) *(complete section 3 ONLY);*  
 been admitted in an overseas jurisdiction (Category 2 application) *(complete sections 3 and 4A);*  
 been admitted in an overseas jurisdiction and practiced as a legal practitioner (Category 3 application) *(complete sections 3, 4A and 4B)*  
*(Tick one box only)*

3. I have completed the following academic legal qualifications:

*(Provide details of ALL academic legal qualifications completed both within and outside Australia)#*

|          |   |
|----------|---|
|          | <i>(Specify the qualification)</i>          |
| at _____ | <i>(Specify name of foreign university)</i> |
| on _____ | <i>(Specify the date completed)</i>         |
|          | <i>(Specify the qualification)</i>          |
| at _____ | <i>(Specify name of foreign university)</i> |
| on _____ | <i>(Specify the date completed)</i>         |

and I request the Board assess my academic legal qualifications under rule 8 and the Uniform Principles.

4A. I am admitted in the following foreign jurisdiction/s#:

*(List your ORIGINAL jurisdiction of admission FIRST and include the date of each admission)*

\_\_\_\_\_  
\_\_\_\_\_

*(List ALL foreign jurisdictions in which you are currently admitted to practice including the date you were admitted to practice)*

4B. I have practiced as an overseas legal practitioner for the following period/s:

\_\_\_\_\_ years *(Insert number of years)* in \_\_\_\_\_ *(Jurisdiction)*

**NOTE: If you intend to rely on the 'Experienced Practitioner' provisions of the Uniform Principles (clause 5 and schedule 5), you should attach a separate addendum providing the required information and material as set out in clause 5 and schedule 5.**

**Documentary evidence to be provided with application** (Tick ALL relevant boxes for your Category)

A certified copy of passport ID page

Category 1 application:

- a certified copy of original transcript of academic record in Law as well as the relevant University Assessment Criteria (see example Assessment Criteria **attached**) **marked "A"**;
- a certified copy of official descriptions of academic law subjects (course outlines) **marked "B"**;
- certified documentary evidence (or a statutory declaration) that the completed academic qualifications would qualify for admission in the jurisdiction in which the qualification was completed **marked "C"**.

Category 2 application:

- a certified copy of original transcript of academic record in Law as well as the relevant University Assessment Criteria (see example Assessment Criteria **attached**) **marked "A"**;
- a certified copy of official descriptions of academic law subjects (course outlines) **marked "B"**;
- certified evidence of admission as a lawyer (an original certificate from admitting authority) **marked "C"**.

Category 3 application:

- a certified copy of original transcript of academic record in Law as well as the relevant University Assessment Criteria (see example Assessment Criteria **attached**) **marked "A"**;
  - a certified copy of official descriptions of academic law subjects (course outlines) **marked "B"**;
  - certified evidence of admission as a lawyer (an original certificate from admitting authority) **marked "C"**;
  - separate addendum providing relevant information and material required in support of an application under the Experienced Practitioner provisions in clause 5 and schedule 5 of the Uniform Principles **marked "D"**.
- Cheque, money order or credit/debit card (by secure payment link). All cheques should be made payable to the 'Legal Practitioners Admissions Board' for \$AUD136.00**
- Saved all documents as separate files and include as ATTACHMENTS when lodging your application by email (to: [admissions@qls.com.au](mailto:admissions@qls.com.au)). Attach each document separately and label all files appropriately (E.g. "A – Document name – SURNAME"; "B – Document name – SURNAME").

(Tick ALL relevant boxes)

- I consent to the Legal Practitioners Admissions Board (Qld) ('the Board') providing any documents relating to my application for assessment of my qualifications and experience for admission to the legal profession, including, but not limited to, any documents provided to the Board by me and records of deliberations and decisions of the Board, to any Australian admitting authority.

I certify that, to the best of my knowledge, the information in this application is correct.

Dated this ..... day of ....., 20....

.....  
Applicant

.....  
Email Address

.....  
Phone number (AU)

*\* delete if inapplicable*

*# add rows or attach a schedule where required*

**Collection Notice**

The Legal Practitioners Admission Board ('the Board') collects personal information to assess whether overseas qualifications meet the criteria for admission to the legal profession in Queensland, update and maintain admission records including supervised traineeship records, where relevant; and conduct research and collate statistical data for release to third parties such as interstate admitting authorities, the Law Admissions Consultative Committee. Information collected within this form may be accessed under Right to Information processes.

The Board may provide personal information to other organisations such as interstate and/or foreign admitting authorities and legal regulation bodies, the Legal Services Commission (Qld), the Queensland Law Society, and the Queensland Bar Association in accordance with the Board's obligations and duties under the *Legal Profession Act 2007* and other legislation.

If personal or sensitive information is not provided, or if the information is incomplete or inaccurate, the Board may be unable to properly consider an application for admission. If a decision not to provide information for one or more of the above purposes is made, the Secretary to the Board should be advised in writing, c/- the Queensland Law Society, GPO Box 1785, Brisbane, Qld, 4001.

Further details about the Board's Privacy Statement, Privacy Plan, and Code of Practice and the collection of personal information may be found on the Queensland Law Society's website, [www.qls.com.au](http://www.qls.com.au) under the tabs 'About QLS', 'Our Structure', and 'Related Organisations'.

**FORM 13**  
**Legal Profession Act 2007 (Qld) Section 30(1)(b)**  
**[Supreme Court (Admission) Rules 2004 Rule 9]**

**APPLICATION FOR ASSESSMENT OF OVERSEAS PRACTICAL LEGAL TRAINING**

*(Please note: If you have not been admitted in a foreign jurisdiction, you are not eligible to have your practical legal training assessed – see clause 4.4 of the Uniform Principles)*

**To the Legal Practitioners Admissions Board:**

1. I, \_\_\_\_\_ *Insert your full name*  
of \_\_\_\_\_ *Insert your residential address*  
*(A certified copy of my passport ID page is attached)*

am applying for an assessment of my overseas practical legal training pursuant to rule 9 of the *Supreme Court (Admission) Rules 2004* and the Uniform Principles for assessing Qualifications of Overseas Applicants for admission to the Australian legal profession.

2. I have  been admitted in an overseas jurisdiction (Category 1 application) *(complete sections 3A, 4A and/or 4B)*  
*(Tick one box only)*  been admitted and practiced as a legal practitioner in an overseas jurisdiction (Category 2 application) *(complete sections 3A, 3B, 4A and/or 4B)*

3A. I am admitted in the following foreign jurisdiction/s#:  
*(List your ORIGINAL jurisdiction of admission FIRST and include the date of each admission)*

.....  
*(List ALL foreign jurisdictions in which you are currently admitted to practice including the date you were admitted to practice)*

3B. I have practiced as an overseas legal practitioner for the following period/s:  
\_\_\_\_\_ years *(Insert number of years)* in \_\_\_\_\_ *(Jurisdiction)*  
\_\_\_\_\_ years *(Insert number of years)* in \_\_\_\_\_ *(Jurisdiction)*  
\_\_\_\_\_ years *(Insert number of years)* in \_\_\_\_\_ *(Jurisdiction)*

**NOTE:** (i) if you have been admitted overseas for less than 5 years, you need to have been in active practice since being admitted;  
(ii) if you have been admitted overseas for 5 years or more, you need to have been in active practice for some or all of the proceeding 2 years **AND** you must not have been absent from active practice for more than 5 years in the 10 years before applying for admission in Australia – see clause 4.5(a) and (b) of the *Uniform Principles*.

4A. I have completed the following practical legal training *(provide details of ALL practical legal training completed)*  
\_\_\_\_\_ *(Specify the qualification)*  
at \_\_\_\_\_ *(Specify name of foreign university/institution/provider)*  
on \_\_\_\_\_ *(Specify the period in which the qualification was obtained)*

**AND/OR**

4B. I was an article clerk/trainee with:  
.....  
*(Specify the name and address of foreign law practice/office#)*  
from: \_\_\_\_\_ *(Insert date)#* to: \_\_\_\_\_ *(Insert date)#*

and I request the Board assess my practical legal training under rule 9 and the Uniform Principles

**NOTE:** *If you intend to rely on the 'Experienced Practitioner' provisions of the Uniform Principles (clause 5 and schedule 5), you should attach a separate addendum providing the required information and material as set out in clause 5 and schedule 5.*

**Documentary evidence to be provided with application:** (Tick ALL relevant boxes for your Category)

- A certified copy of my passport ID page

Category 1 application:

**Official** documentation in support of application:

- a certified copy of original certificate of admission in another jurisdiction (certificate from admitting authority) **marked "A"**;
  - a certified copy of original transcript of results in an overseas practical legal training course **marked "B"**;
  - a certified copy of official descriptions of practical legal training course subjects in an overseas jurisdiction **marked "C"**;
  - a certified copy of official descriptions Practical Legal Training assessment criteria to demonstrate marking policy and the relative knowledge and competence signified by the results in the transcript (assessment criteria) **marked "D"**;
- A statement setting out, competency by competency, the details of your professional training including evidence of how you have acquired and demonstrated appropriate understanding and competence in the relevant Skill, Practice area or Value which will justify the exemption sought (*Please note, this statement requires some detail as the Board requires evidence of your work experience & understanding of different areas for which you are seeking an exemption. Outlining relevant areas of practice will be of assistance*) marked **"E"**.

Category 2 application:

**Official** documentation in support of application:

- a certified copy of original certificate of admission in another jurisdiction (certificate from admitting authority) **marked "A"**;
  - a certified copy of original transcript of results in an overseas practical legal training course **marked "B"**;
  - a certified copy of official descriptions of practical legal training course subjects in an overseas jurisdiction **marked "C"**;
  - a certified copy of official descriptions Practical Legal Training assessment criteria to demonstrate marking policy and the relative knowledge and competence signified by the results in the transcript (assessment criteria) **marked "D"**;
- A statement setting out, competency by competency, the details of your professional training and experience including evidence of how you have acquired and demonstrated appropriate understanding and competence in the relevant Skill, Practice area or Value which will justify the exemption sought (*Please note, this statement requires some detail as the Board requires evidence of your work experience & understanding of different areas for which you are seeking an exemption. Outlining relevant areas of practice will be of assistance*) **marked "E"**;
- A curriculum vitae showing professional employment and the type of legal work undertaken with each employer and which will show how your practice has satisfied each relevant performance criterion set out for the relevant Skill, Practice area or Value for which exemption is sought **marked "F"**;
- References from professional supervisors or persons with whom the applicant has been associated in practice attesting to each of the matters referred to in documents marks **"E"** and **"F"** above **marked "G"**.
- Cheque, money order or credit/debit card (by telephone). All cheques should be made payable to the 'Legal Practitioners Admissions Board' for \$AUD281.00**
- Saved all documents as separate files and included as ATTACHMENTS when lodging your application by email (to: [admissions@qls.com.au](mailto:admissions@qls.com.au)). Please attach each document separately and label all files appropriately (E.g., "A – Document name – SURNAME"; "B – Document name – SURNAME").

(Tick ALL relevant boxes)

- I consent to the Legal Practitioners Admissions Board (Qld) ('the Board') providing any documents relating to my application for assessment of my qualifications and experience for admission to the legal profession, including, but not limited to, any documents provided to the Board by me and records of deliberations and decisions of the Board, to any Australian admitting authority.

I certify that, to the best of my knowledge, the information in this application is correct.

Dated this ..... day of ....., 20....

.....  
Applicant

.....  
Email Address

.....  
Phone number (AU)

*\* delete if inapplicable*  
*# add rows or attach a schedule where required*

**Collection Notice**

The Legal Practitioners Admission Board (the Board) collects personal information to assess whether overseas practical legal training meets the criteria for admission to the legal profession in Queensland, update and maintain admission records including supervised traineeship records, where relevant; and conduct research and collate statistical data for release to third parties such as interstate admitting authorities, the Law Admissions Consultative Committee. Information collected within this form may be accessed under Right to Information processes.

The Board may provide personal information to other organisations such as interstate and/or foreign admitting authorities and legal regulation bodies, the Legal Services Commission (Qld), the Queensland Law Society, and the Queensland Bar Association in accordance with the Board's obligations and duties under the *Legal Profession Act 2007* and other legislation.

If personal or sensitive information is not provided, or if the information is incomplete or inaccurate, the Board may be unable to properly consider an application for admission. If a decision not to provide information for one or more of the above purposes is made, the Secretary to the Board should be advised in writing, c/- the Queensland Law Society, GPO Box 1785, Brisbane, Qld, 4001. Further details about the Board's Privacy Statement, Privacy Plan, and Code of Practice and the collection of personal information may be found on the Queensland Law Society's website, [www.qls.com.au](http://www.qls.com.au) under the tabs 'About QLS', 'Our Structure', and 'Related Organisations'.