

Completion Certificate Application Form (Overseas Law Graduates and Practitioners)

[Effective 1 June 2011]

Personal Details [Please Print]

Full Legal Name

Surname *First Name* *Middle Name(s)*

Name Used

Surname *First Name* *Middle Name(s)*

Address and Contact Details

(Address)

Address Where Certificate to be Sent

(if different from above)

Email:

Phone:
Day

Phone:
Evening

Date of Birth (Day/Month/Year)

Gender Male Female

* If your name is different from that which you used for application for assessment of overseas qualifications, please enclose an original or certified copy of your marriage certificate, or a statutory declaration explaining the difference. Please note that the New Zealand Council of Legal Education (the Council) may also request to see the originals of any of these documents, and any other supporting documentation to establish identity.

* If the address where your certificate is to be sent is a business address, please provide a PO Box or Private Bag number instead of a physical address.

PAYMENT (\$NZ46.00 (INCLUDING GST))

Cheque Crossed Not Transferable and Payable to the New Zealand Council of Legal Education

CHECKLIST

Please tick to show that you have enclosed the following documents, as applicable:

- | | | |
|-------|---|--------------------------|
| (i) | Copy of Council's letter of Assessment | <input type="checkbox"/> |
| (ii) | Original transcript evidencing completion of any required tertiary study, including Legal Ethics | <input type="checkbox"/> |
| (iii) | Your NZLP Examination result notification for any required Part(s) of the Examination | <input type="checkbox"/> |
| (iv) | An original certificate of completion of the Professional Legal Studies Course issued by the Institute of Professional Legal Studies, or the College of Law (New Zealand) verifying completion of the Professional Legal Studies Course | <input type="checkbox"/> |
| (v) | Certified copy of the first two pages of Passport | <input type="checkbox"/> |
| (vi) | Evidence of English language proficiency, if required | <input type="checkbox"/> |

ADDRESS TO WHICH APPLICATION IS TO BE SENT

Send your completed application form, certificate and cheque to
New Zealand Council of Legal Education
PO Box 5671
WELLINGTON

PLEASE SIGN BELOW

I have read and understood the terms of this application, including the information appearing in Schedule 1. I understand that the Council, or its agent, may seek verification of my qualifications, and of my passport details, from issuing institutions, organisations or persons, and I authorise any such verification checks to be made. I also authorise those issuing institutions, organisations or persons to release to the Council, or its agent, such information as is required to undertake those verification checks for the purpose of verifying that the information I have provided in respect of this application is true and correct in all respects.

(Signature of Applicant)

OFFICE USE ONLY

Date Received

Date Sent

**New Zealand Council of Legal Education
1 June 2011**

SCHEDULE 1

INFORMATION REGARDING ADMISSION TO THE LEGAL PROFESSION IN NEW ZEALAND

OVERSEAS LAW GRADUATES (INCLUDING OVERSEAS PRACTITIONERS)

Eligibility

1. As an overseas applicant (ie overseas law graduate or overseas law practitioner) you must apply to the Council of Legal Education (“the Council”) to have your overseas qualifications assessed. You must complete all requirements imposed on you by the Council before applying for a Certificate of Completion (“Certificate”).
2. Under the Lawyers and Conveyancers (Lawyers: Admission) Rules 2008, in order to show that the requirements have been completed, for admission purposes, you need to obtain a Certificate from the Council.

Evidential Requirements

3. Before the Certificate can be issued you must provide the Council with the following documents –
 - (a) A copy of your letter of assessment from the Council.
 - (b) Evidence of completion of the requirements, as applicable, namely –
 - (i) A transcript evidencing completion of any required tertiary study, including Legal Ethics.
 - (ii) Your NZLP Examination result notification for any required Part(s) of the Examination.
 - (iii) A certificate of completion of the Professional Legal Studies Course issued by the Institute of Professional Legal Studies, or the College of Law (New Zealand) verifying completion of the Professional Legal Studies Course.
 - (iv) Evidence of English language proficiency, if required.
4. The transcripts referred to in paragraph 3 (b)(i) above should be obtained directly from the University at which you completed your degree study, upon payment of any fee prescribed by the University. Your NZLPE result notifications are sent to you by the Council after each Examination period. Evidence of completion of the Professional Legal Studies Course can be obtained from either of the bodies listed in paragraph 3(b)(iii) above.
5. The documents must be originals.

Evidence of Identity

6. A certified copy of the first two pages of your passport must be enclosed. If you have changed your name since your application for assessment of overseas qualifications, a certified copy of the change of name document (eg the marriage certificate or the change of name registration or declaration) must also be provided.

Stale Qualifications

7. The Council has imposed restrictions on the currency of qualifications and Certificates. In any case where a “qualification for admission” is more than 10 years old at the time when a candidate for admission applies to the Council for a Certificate, the Council may, in its discretion, assess the qualification, and may impose further study or training on the candidate.
8. In the case of overseas graduates and lawyers a “qualification for admission” means any determination issued to a person in relation to an application for assessment, or any degree subject, Part or Parts of the New Zealand Law and Practice Examination, legal ethics course, practical legal training course, or English requirement prescribed by the Council pursuant to that determination.
9. The effect of this requirement is that when you apply for a Certificate, the Council will check the age of your qualifications. If your qualification, or part of it, falls within the stale qualification period, you will be required to make a stale qualification application. In such cases, the Council has a discretion to impose further study such as degree courses, or to require passing of an Examination in the Law and Practice of New Zealand, or a legal ethics course, or the Professional Legal Studies Course to refresh the stale qualification.

Process on Receipt of Application

10. On receipt of the material noted in paragraph 3 above, and a completed application form, the Council will send you an e-mail of acknowledgment.
11. You should receive your Certificate within 20 working days from the date of the e-mail of acknowledgement. This incorporates a 14 working day period which the Council may require to process your application, and time for postage.
12. Please contact the Council if 20 working days have elapsed, and you have not received your Certificate.
13. Please note that the Council cannot guarantee that you will receive your Certificate in less than the specified 20 day period. You should take this into account when planning your admission.
14. An application which is incomplete, or is not in the proper form may be returned to the applicant for proper completion. Accordingly, the Council may not be able to process incomplete applications within the 20 day period.

Fee

15. Please note that a fee of \$46.00 (including GST) must also accompany your application.

Validity Period of Completion Certificate

16. Please note that the Certificate will be valid for a period of three years. If the three year period expires and you have not been admitted to the profession, you will need to re-apply to the Council for another Certificate. Your qualification will be examined for staleness on all occasions that you are required to re-apply.

Address for Certificate

17. You are asked to provide an address to which we may post your Certificate. The Certificate and all correspondence will be sent to that address. If you change your address, or wish to alter the address details for receipt of your Certificate, please send the Council written notification of the new address details. This will avoid unwanted delays.

Return of Documentation

18. Please note that the Council does not return documentation unless specifically requested and appropriate arrangements are made for the return (for example inclusion of a return pre-paid, self-addressed courier bag).

SCHEDULE 2

TABLE OF PRESCRIBED FEES

Application	Fee (plus GST)
Completion Certificate	\$40.00 (gst \$6.00) \$46.00
Stale Qualification Assessment	\$150.00 (gst \$22.50) \$172.50
Expired Completion Certificate	NIL