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**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**

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**PLEASE SIGN BELOW**

I have read and understood the terms of this application, including the information appearing in Schedule 1. In particular, I acknowledge that the Council may check the authenticity of any of the above documents by contacting the issuing institution.

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(Signature of Applicant)

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**OFFICE USE ONLY**

Date Received	<input type="text"/>
Date Sent	<input type="text"/>

**New Zealand Council of Legal Education  
1 September 2010**

# **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.

### *Stale Qualifications*

6. 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.
7. 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.
8. 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*

9. On receipt of the material noted in paragraph 3 above, and a completed application form, the Council will send you a letter of acknowledgment.
10. You should receive your Certificate within 20 working days from the date of the letter of acknowledgement. This incorporates a 14 working day period which the Council may require to process your application, and for postage.
11. Please contact the Council if 20 working days have elapsed, and you have not received your Certificate.
12. 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.
13. 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*

14. Please note that a fee of \$45.00 (including GST) must also accompany your application. From 1 October 2010 the GST is 15%, and thereafter the fee payable is \$46.00 (including GST).

### *Validity Period of Completion Certificate*

15. 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*

16. 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.

## SCHEDULE 2

### TABLE OF PRESCRIBED FEES

<b>Application</b>	<b>Fee (plus GST)</b>	<b>Fee from 1 Oct 2010 (with new GST rate)</b>
Completion Certificate	\$40.00 (gst \$5.00) \$45.00	\$40.00 (gst \$6.00) \$46.00
Stale Qualification Assessment	\$150.00 (gst \$18.75) \$168.75	\$150.00 (gst \$22.50) \$172.50
Expired Completion Certificate	NIL	NIL