

**Completion Certificate  
Application Form  
(Overseas Law Graduates and Practitioners)  
[Effective 1 August 2008]**

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**PERSONAL DETAILS**

[Please Print]

**Full Legal Name\***

*Surname or Family Name*

*First/Given Name(s)*

**Address and Contact Details**

*Address*

**Address Where Certificate to be Sent**  
(if different from above)

*Phone: Day*

( )

*Evening*

( )

**Date of Birth** (*Day/Month/Year*)

**Gender** *Male*  *Female*

**\* If your name is different to that which appears on your qualifications or references please enclose an original or certified copy of your marriage certificate, or a statutory declaration explaining the difference.**

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**PAYMENT (\$NZ45.00 (INCLUDING GST))**

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

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**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)  | An original certificate or 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)   | Evidence of English language proficiency, if required.   | <input type="checkbox"/> |

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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"/>

# SCHEDULE 1

## INFORMATION REGARDING ADMISSION TO THE LEGAL PROFESSION IN NEW ZEALAND

### Overseas Law Graduates (including Overseas Practitioners)

1. As an overseas applicant (ie overseas law graduate or overseas law practitioner) you must apply to the Council to have your overseas qualifications assessed. You must complete all requirements imposed on you by the Council of Legal Education before applying for a 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 Completion Certificate from the Council.
3. Before this 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 certificate or 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 certificates or 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 certificates or transcripts must be originals.
6. The Council has imposed restrictions on the currency of qualifications and completion certificates. In any case where a “qualification for admission” is more than 10 years old at the time that a candidate for admission applies to the Council for a completion 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 completion 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.
9. On receipt of the material noted in paragraph 3 above, and a completed application form, and provided all requirements have been satisfied, the Council will issue you with a Completion Certificate. 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 Completion Certificate. Each time that you apply, your qualification will be looked at for staleness.
10. Please note that a fee of \$45.00 (including GST) must also accompany your application.
11. Subject to paragraph 12 below, the Council will endeavour to issue a certificate to an applicant within 14 days from receipt of an application.
12. 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 14 day period noted in paragraph 11.
13. Please contact the Council on (04) 471-1161, or email [nzcle@xtra.co.nz](mailto:nzcle@xtra.co.nz) if you have questions or require assistance.

## SCHEDULE 2

### TABLE OF PRESCRIBED FEES

Application	Fee
Completion Certificate	\$40.00 (gst \$5.00) \$45.00
Stale Qualification Assessment	\$600.00 (gst \$75.00) \$675.00
Expired Completion Certificate	NIL