Completion Certificate Application Form (Overseas Law Graduates and Practitioners)

[Effective 1 January 2026]

Mr/Mrs/Miss/Ms

Last Name _____

First Name(s) _____

Address _____

_____

_____

Contact number _____

E-mail _____

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

Gender: Male ☐ Female ☐ Other ☐

If your name is different from that which you used for application for assessment of overseas qualifications, or if you have used other names, please enclose an original or certified copy of your marriage certificate, or a statutory declaration explaining the difference. Please note that applicants who have legally changed their name must provide certified copies of the change of name document, as discussed at paragraph 6 of Schedule 1. Please also 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.

Payment: **$184.00 ($160.00 excl GST) - Effective 1 January 2026**

Date of payment: ☐

Reference to use: Your name and "Comp Cert"

Bank account details:	**International payment details:**
New Zealand Council of Legal Education Bank of New Zealand Account No: 02 0506 0056941 00	New Zealand Council of Legal Education Bank of New Zealand New Zealand Account No: 02 0506 0056941 00 SWIFT BIC code: BKNZNZ22 IBAN: NZ020506

Information in re-issue of Completion Certificate

Have you been issued a Completion Certificate by the Council before?

Yes ☐ No ☐

If yes, when was the Completion Certificate been issued? ☐

Have you been admitted to the High Court of New Zealand?

Yes ☐ No ☐

If you answered yes to either question above, why are you applying for a new Completion Certificate?

_____

<u>If you have been issued a completion certificate and it has expired, please return the original expired completion certificate with your application.</u>

Obtaining your Certificate

Please enclose a self addressed, pre-paid (A4 size) envelope for the return of the completion certificate and the original documents provided with the application. Alternatively, you may provide a self addressed, pre-paid courier bag (A4 size) to ensure the safe delivery of your documents.

If the address where your certificate is to be sent is a business address, please ensure the return envelope provided has the correct PO Box or Private Bag number instead of a physical address. The physical address of the business may be used for courier delivery ONLY. It is very important to ensure your return envelope/courier bag has the correct address details to ensure there is no delay in the delivery of your completion certificate and original documents.

Checklist

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

(i)	Copy of Council's letter of Assessment	☐
(ii)	Copy of certificate or academic transcript evidencing completion of your overseas law qualification	☐
(iii)	**Original** transcript evidencing completion of any tertiary study required by the Council, including Legal Ethics (if applicable) **[or My eQuals printout]**	☐
(iv)	Copy of your NZLP Examination result notification for any required Part(s) of the Examination (if applicable)	☐
(v)	**Original** certificate of completion of the Professional Legal Studies Course (if applicable) **(or printout of electronic copy if provided in this format)**	☐
(vi)	Certified copy of the first two pages of passport	☐
(vii)	Certified copy of a recent passport-sized photo (within 6 months)	☐
(viii)	Certified copy of birth certificate	☐
(ix)	**Original** evidence of English language proficiency (if applicable)	☐
(x)	Proof of payment	☐
(xi)	Pre-paid self-addressed envelope or courier bag	☐

Please ensure that the copies of your passport and birth certificate are witnessed and signed as a true copy of the original by an independent person authorised to witness such documents in accordance with the requirements of the Oaths and Declarations Act 1957 e.g., a Barrister and Solicitor of the High Court of New Zealand, a Justice of the Peace or a Notary Public. Please ensure that the certification shows the signature, name, title, and other details of the certifying person clearly. The certification should state that the original document was sighted or words to that effect and include the date of certification.

Send your completed application form, certificate, and proof of payment to:

The Chief Executive
New Zealand Council of Legal Education
Completion Certificate Division
PO Box 5671
WELLINGTON 6140

Please sign below:

I confirm that the information I have provided is true and correct.

I have read and understood the terms of this application, including the information appearing in Schedule 1. I understand that the Council, or its agents (including Edwards Sluiters Employment Lawyers), will seek verification of my qualifications, and of my identification documents, from issuing institutions, the High Court, 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. I understand that where any of the verification checks disclose that I have provided a forged or fraudulent document, or made any assertion about my qualifications, identity, or related matters, my application may be declined and my assessment fee forfeited, and the Council may take any further steps it considers appropriate.

Signed _____

Date _____

Please do not return this document with your application

SCHEDULE 1

INFORMATION REGARDING ADMISSION TO THE LEGAL PROFESSION IN NEW ZEALAND

OVERSEAS LAW GRADUATES AND 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. (Original – or if the University has now moved to digital transcripts you may provide a printout from the My e-Quals portal – the link to the portal will be provided to you by the University on request.)

      (ii) Your NZLP Examination result notification for any required Part(s) of the Examination. (Photocopy only)

      (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. (Original – or a printout of the electronic copy if provided in this format)

      (iv) Evidence of English language proficiency. (Original)

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 your PLSC provider (either of the bodies listed in paragraph 3(b)(iii) above).

5. Where stated above original documentation is required unless the original has already been provided to the Council, in this instance, a copy will be sufficient.

Evidence of Identity

- A certified copy of your birth certificate must be enclosed.
- A certified copy of the first two pages of your passport must be enclosed.
- The certifier must also certify that the "*photo in the passport represents a true likeness of [insert name]*".
- The passport must be valid.

6. Where you have changed your name in the past, a certified copy of the change of name document (e.g. the marriage certificate or the change of name registration or declaration) must also be provided.

7. Please note that your signature on the application form will be checked against the signature on your passport. If the signature page of your passport is not in the first two pages, please provide the signature page as well.

8. Please also provide a passport-sized photo that is not older than six months at the time of application.

Stale Qualifications

9. 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.

10. 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 of overseas qualifications or any requirements prescribed by the Council pursuant to that determination, including: any degree subject, Part or Parts of the New Zealand Law and Practice Examination, legal ethics course, practical legal training course, or English requirement.

11. If your qualification, or part of it, falls within the stale qualification period, you will be required to make a stale qualification application before applying for your Certificate. In such cases, the Council has the 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. Applications for Certificates which include stale components will not be accepted until the stale qualification assessment has been completed. Please see Assessment of Stale Qualifications Application Form.

Process on Receipt of Application

12. You should receive your Certificate within 40 working days from the date when we receive the application.

13. Please contact the Council if 40 working days have elapsed, and you have not received your Certificate.

14. Please note that the Council cannot guarantee that you will receive your Certificate in less than the specified 40-day period. You should take this into account when planning your admission.

15. 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 40-day period. Where there is difficulty in the verification of the overseas qualifications, the process time may also exceed 40 days (see paragraph 16).

Verification

16. You should note that evidence is required of completion of all requirements prescribed by the Council in your letter of assessment, and the Council will verify these requirements with the issuing institutions. You will also be required to provide evidence of your overseas law qualification, and this will be verified with the issuing institution if the Council does not already have the verification on record.

17. Please note that the Council endeavours to issue Completion Certificates within 40 working days of receipt of an application. However, where applicable, overseas applicants should note that there may be further delay depending on the response of the institution which issued the original overseas law qualification.

18. You must only provide genuine documents (in the form as specified in the check list of the application form) in support of your application. If the Council is not satisfied that a document that you have provided is genuine, the Council may ask you for further information to assist in verifying the document.

19. If the Council remains unable to be satisfied that the document is genuine, the Council may:

    - Decline your application (and retain your application fee);
    - Retain the document for as long as it considers necessary;
    - Return the document to the purported issuing institution; and/or
    - Report the matter to the relevant authorities, including the New Zealand Police and/or the New Zealand Law Society, at any time.

20. You will be notified of the Council's concerns and/or proposed courses of action in writing and will be given an opportunity to comment before any final decision is made as to the veracity of the document.

Fee

21. Please refer to the application form for the fee. Payment is to be paid electronically directly into the Council's bank account.

Validity Period of Completion Certificate

22. 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 return the expired certificate to the Council and 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. Please use the attached Completion Certificate application form and note that the application fee as prescribed must also accompany your application.

Address for Certificate and Documents

23. The Certificate and original documents will be posted in the pre-paid, self addressed envelope provided, or, sent by courier in the courier bag provided. For those applicants residing overseas the certificate and documents will be sent by airmail. If a business address is used, please check the address details carefully.

Please do not return this document with your application

CERTIFICATION GUIDE

A certified copy is a photocopy that has been stamped or endorsed by a person who confirms that the copy is a true copy of the original document.

Person that can certify your document

- Justice of the Peace
- Solicitor of the High Court
- Chartered Accountant
- Notary Public
- Court Registrar or Deputy Registrar
- Consulate

The authorised person must note on the copied document

- "Certified true copy"
- Their authority
- Their name
- Their signature
- Certification must be done in English for it to be accepted
- The date (for NZCLE to accept this application it must be dated within 3 months of today)

On-line documents

If you need a certified copy of a document you have printed from a website or email attachment, the person certifying will need to see the original on-line.

- You could take your smartphone, tablet or laptop to the appointment and use that.
- The certifier may allow you to use their computer (check beforehand).

In either case, to protect your private information, the certifier will ask you to enter any passwords required, and to log out once the document has been seen.

Recent Passport-size Photo certification

On the page where your recent passport-size photo has been attached, the certifier must write the following next to the photo: "*Certification of Photo Identification: I certify that I have seen the original document and that the photograph is a true likeness and this copy is a complete and accurate copy of the original.*" Name, Signed, Dated.