



Law Society  
of Northern Ireland

## Admission FAQs 2025

### When does the application for admission open?

Your two-year Indentures (training contract) will have commenced on 4<sup>th</sup> September 2023 and therefore your last in-office will be 4<sup>th</sup> September 2025.

You will be eligible to apply for admission to the Roll of Solicitors in Northern Ireland (“the Roll”) from **Friday 5<sup>th</sup> September 2025** and the online application form will open at 9am (UK time) on this date.

### What information will I need to provide as part of my application for admission?

As part of your online application for admission you will be asked to supply the following information and therefore should be prepared to provide:

- Personal Details i.e. title, legal name and date of birth. If your name has changed since the point of registration you will be asked to upload evidence of same;
- Contact Details i.e. postal address, contact tel. number and preferred email address;
- Name of your most recent Master and organisation;
- Details of any transfers of apprenticeship, including the names of all Masters to whom you served under Indentures, the organisations in which you trained and the precise dates that you were with each Master;
- Details on your intentions post-admission, including your employer;
- Clear scans of your signed and dated affidavits of Solicitor and Apprentice

Please note that hard copy papers should NOT be lodged or posted to the Society unless expressly requested.

### What if I am intending to take a career break?

It is at your discretion as to whether you apply for admission, but it is recommended that even if you are intending to take a career break or other period of absence from practice that you apply when invited to do so.

Should you choose not to avail of admission when invited and then contact the Society in the future to request admission, your application may need to be considered by the Registrar of Solicitors, Council and/or Education Committee.

## **How long does the process of admission take?**

The process of admission is completed in stages which culminates in your official Certificate of Admission being hand-signed by the Lady Chief Justice for Northern Ireland, The Right Honourable Dame Siobhan Keegan, and Registrar of Solicitors, Mr David A Lavery CB.

We endeavour to process applications for admission as quickly as possible but do advise that the process may take between 2 to 3 weeks for a complete application to be processed.

Should your application be incomplete or further information need to be sought, this may delay your admission beyond this timescale.

## **When will I receive my Practising Certificate (PC) or Professional Indemnity Insurance (PII)?**

Your PC and PII are administered by a separate department of the Society and as such the Admissions Officer cannot advise on any specific questions you may have about the application process.

At the point at which we confirm your admission, you will be advised on the next steps in respect of applying for your PC and PII, including the contact details of the relevant department.

You may only apply for your PC and/or PII once you have been formally admitted to the Roll and have received your Roll number.

## **What if I transferred my apprenticeship during my training?**

If you transferred your apprenticeship during the currency of your training you will be asked to confirm via the online form the specifics of each transfer, including the names of your Masters, the organisation names and the exact dates you served each Master under Indentures. You may also avail of the Affidavit of Apprentice (Multiple Masters) template, further details below.

## **How do I complete the Affidavits?**

You can find the affidavit templates for download as part of the Admission Pack on the Society website [HERE](#) whilst examples of completed affidavits can be found at the end of this FAQs document. Please note for those trainees who transferred Master during their training, there is the option to use the Affidavit of Apprentice (Multiple Masters) template in order to collate their training into one document.

An individual Affidavit of Solicitor must be completed for each Master and cannot be collated onto one document.

Each affidavit must be sworn before a Commissioner for Oaths. See also Art 76(1) Solicitors (Northern Ireland) Order 1976, "...every solicitor who holds a practising certificate which is in force shall have all the powers conferred by any enactment on a commissioner for oaths...").

**It is IMPORTANT to note the following:**

- The affidavits **cannot be sworn on OR before** 4<sup>th</sup> September 2025. If an uploaded affidavit has been sworn on before this date your admission will be delayed and you will be asked to supply a freshly sworn document. The only exception to this is for those trainees who have previously transferred their apprenticeship and who have submitted an affidavit of Solicitor to cover a previous period of Indentures with a Master.
- The Affidavits must **not** be sworn before your Master or another solicitor based in the organisation in which you completed your training.

## **What is the Admission Ceremony and how do I register?**

The Admission Ceremony takes place in the February following the completion of your Indentures. The Ceremony is a celebration of your achievements and a formal recognition of your admission as a solicitor of the Court of Judicature for Northern Ireland. The event opens with a welcome reception for you and your guests and is followed by the presentation of the admission certificate by the Lady Chief Justice for Northern Ireland and the Society's President to each newly qualified solicitor.

Following the formal Ceremony, you and your classmates will be invited to take official group photographs with the Lady Chief Justice and President of the Society. Your guests are invited to partake of refreshments until the photos are complete at which point you may join them and enjoy mixing with your classmates, guests, Masters and members of the stage party.

We will send a Save the Date email later in the year and will formally invite all newly qualified solicitors to the Admission Ceremony in January 2026 to register tickets for you and your guests.