



## **ADMISSION FEE PAYMENT GUIDE FOR TRAINEE SOLICITORS** **2025**

Each application for admission to the Roll of Solicitors in Northern Ireland from a trainee solicitor carries a non-refundable fee of £50.

### **Advance Fee Payment**

In order to help reduce the turnaround time, the Society now accepts payment of the admission fee in advance of the formal opening of the admissions process in September.

Alternatively, if you wish to wait until the process opens, you will receive an email upon submitting your admission application in September with a link to the online payment form.

The fee may be paid by the trainee or an organisation.

Please follow the step-by-step guide below:

### **How to Pay the Admission Fee**

- 1) Each trainee solicitor will have received an email which includes their unique Trainee ID.
- 2) Once received, the payee may open the online payment form [HERE](#), noting the following:
  - (i.) If the trainee solicitor is paying the fee themselves, they should open this form and make payment.
  - (ii.) If the trainee solicitors is making the payment **but** is being reimbursed by an organisation, they should make payment via the online form and await the email enclosing receipt for reimbursement purposes.
  - (iii.) If the organisation is paying this fee directly on behalf of the trainee solicitor, they should share the above link, a copy of this Guide and their Trainee ID to the agreed representative from the organisation.
- 3) Upon opening the payment form, the user will be asked to select who is paying the admission fee:
  - If the fee is being paid for by the trainee solicitor, please select “Applicant”.
  - If the fee is being paid for by the organisation, please select “Representative”.

### Your Details

Are you the applicant or a representative from an organisation? \*

Please Select ▼

Please Select

**Applicant**

Representative

4) Depending on who is making the payment, the form will ask for the input of the Trainee ID(s):

- If the form is being completed by the Applicant, a field will appear for the input of their Trainee ID. Please copy and paste this from the Society's email correspondence.

### Your Details

Are you the applicant or a representative from an organisation? \*

Applicant ▼

Your Trainee ID

This will be used to connect your application with your payment, so please ensure your entry is correct.

- If the form is being completed by the Representative, a box will appear for the input of the Trainee ID(s) and name(s) of all the trainee solicitors whose fees are being paid for by the organisation.

Email Address



Please list the name(s) of each individual to be admitted and their corresponding Trainee ID.

Please confirm the trainee ID with each trainee solicitor.

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- 5) The form will ask for the name and contact information of the user.
- (i.) If the Applicant is making the payment, please include the details as the trainee solicitor.
  - (ii.) If the Representative is making the payment on behalf of the organisation, please include the details of the member of staff who is responsible for overseeing payments e.g. within Finance or HR.
- 6) The final page includes the formal card payment. There is the option to pay for up to 15 admission fees. Representatives should ensure they select the correct quantity of fees to cover all Trainee IDs. Upon payment a receipt will be sent to the email address supplied.



Fee Payment



Admission Fee (Trainee Solicitor) £ 50.00

Quantity 

1

1

2

3

4

5

6

7

8

9

10

Item subtotal: £ 50.00





Total £ 50.00

Card Details

First Name

Last Name

1234 1234 1234 1234



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CVC

United Kingdom

WS11 1DB

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Submit