



EG1

Guidance Notes to Accompany Application Form EF5

These Guidance Notes accompany form EF5 for a solicitor whose first place of admission is England and Wales or Republic of Ireland. If your first place of admissions is neither of these jurisdictions, please refer to our website for the appropriate form and procedure.

Please use the Submission Checklist on the final page of this guidance document to ensure you have submitted all necessary supplementary evidence.

SECTION 1

Registration History



EVIDENCE	
Certificates of Good Standing	<ul style="list-style-type: none"> You must submit a clear scan of your Certificate of Good Standing for each jurisdiction in which you have been admitted. The Certificate of Good Standing must be dated within the preceding three months of the date you sign this form.
Admission Certificate(s)	<ul style="list-style-type: none"> You must submit a clear scan of your original Admission Certificate for each jurisdiction in which you have been admitted. Your Admission Certificate should be certified by a solicitor. We cannot accept a Practising Certificate or Certificate of Satisfaction in lieu of the Admission Certificate.

SECTION 2

Personal Information



EVIDENCE	
Name Change Documents (if applicable)	<ul style="list-style-type: none"> If the name on your Admission Certificate is different to that which you currently use, please submit a clear scan of your name change documents, for example Deed Poll or Marriage Certificate.

SECTION
4

Current Employment Details



EVIDENCE

Work History Overview

- Please submit an up-to-date overview of your work experience to date. This should be in chronological order and be no longer than two A4 pages. It should also cover the areas of law practiced.

SECTION
5

Referee Details



Your referees should meet the following requirements:

- Both referees **must** be solicitors.
- Both referees **must** hold a **minimum** of five years standing.
- Both referees **must** be members of your professional body i.e. the Solicitors Regulation Authority or the Law Society of Ireland.
- At least one referee should be from your current employment.

EVIDENCE

Two References

- Two references must accompany your application.
- If your references are in email format, they should be sent to us directly at admissions@lawsoc-ni.org from your referee's official organisation email address. Personal email addresses cannot be accepted. We cannot accept forwarded email references from you, as the applicant.
- If your references are in letter format they should be signed and on official letterhead paper. We do not require hard copy references; you can submit the references digitally as part of your overall submission.
- Your referees are welcome to email or post their references to us directly if they so wish.

Payment

A fee of **£150** should be paid by BACS. Please note this payment must be made in sterling, not its equivalent in another currency. The bank details are below:

Name: The Law Society of Northern Ireland
Bank: Danske Bank
Sort Code: 95-01-21
Account no: 00388025

Please send a remittance to accounts@lawsoc-ni.org and admissions@lawsoc-ni.org when you have made the transfer. Please ensure you use the following reference format: ADMISSIONS_YOURNAME

Your application cannot be processed until payment has been received.

Submitting Your Application

Please submit your application and all supplementary evidence by email to admissions@lawsoc-ni.org.

Should we require any further details, we will write again requesting same.

If any part of your application is incomplete this WILL delay your application.

Submission Checklist

Complete EF5 form

Certificates of Good Standing for all Jurisdictions dated within 3 months

Certified Admission Certificates for all Jurisdictions

Two Suitable References

Name Change Documents (if applicable)

Additional Information (if applicable)

Payment of £150 by BACS