3 main steps in Admission Process that require personal attendance, and ideally physical presence in Singapore, especially if amendments to documents have to be made or supplementary affidavits filed

STEP 1 File OA

- File OA at least 60 days before the date fixed for hearing of application of admission
- Attach SILE's letter confirming your registration as a QP

STEP 2

Email* required documents to SILE for verification

- After completing practice training period and in the period that is 1
 month after filing OA, and before date of filing affidavit, email SILE
 - i. Certificate of Diligence
 - ii. Practice Training Checklist
 - iii. Certificate of Completion e-Learning: Ethics in Practice**
 - iv. Certificate of Completion e-Learning: Legal Profession (Solicitors' Account) Rules**
- Once verification is completed, SILE will provide instructions on the next step

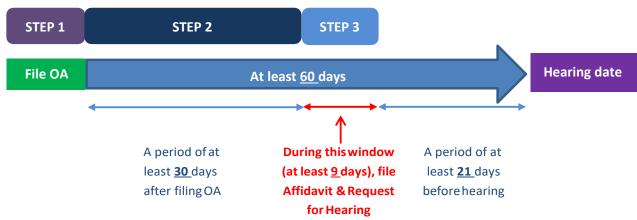
STEP 3

File Affidavit & Request for Hearing date

- File affidavit at least 21 days before the date fixed for hearing of application of admission (When affirming/swearing the affidavit ensure that all exhibits are issued and dated on or before the date of affirming/swearing of the affidavit)
- Request for hearing date

Applicants should remain contactable and available to rectify any omission, irregularity or error discovered in their Certificate of Diligence or Checklist. Applicants who travel or who do not attend to SILE's queries on their Certificate of Diligence or Checklist may have their call delayed if the filing of their affidavits is delayed. To avoid such a circumstance, applicants should leave the country only after they have received their Certificates from SILE and filed their affidavits". SILE will endeavour to issue its certificate within 2 working days after all papers are in order or all omissions, irregularities and errors are rectified. We encourage you to send your documents (STEP 2) to SILE for verification at the earliest opportunity to avoid processing delays, especially if you seek admission during Mass Call.

Timeline



IMPORTANT:

Please note that the table of admission is provided to applicants for their easy reference and that it is incumbent upon every applicant to ensure that his/her application meets the requirements prescribed by law, including the Legal Profession Act 1966, subsidiary legislation enacted under the Legal Profession Act 1966, including the Legal Profession (Admission) Rules 2011, the Supreme Court Practice Directions as well as any other relevant legislation which may be applicable.

^{*} admissions@sile.edu.sg ** co

^{**} conducted by The Law Society of Singapore