



Singapore
Institute of Legal Education

**Guide to Application Process:
2022 Preparatory Course leading to Part B of the
Singapore Bar Examinations for Graduates from
Institutions of Higher Learning outside Singapore**

29 April 2022

Course dates and attendance

1. The Singapore Institute of Legal Education ('the Institute') will conduct the preparatory course leading to Part B of the Singapore Bar Examinations ('the Course') from 13 July 2022 to 15 December 2022 for persons seeking admission as an advocate and solicitor of the Supreme Court.
2. The Course is a full-time course. **THERE ARE NO BREAKS IN THE SCHEDULE OF CLASSES DURING THE COURSE.** An Overview of the Course may be downloaded [here](#).
3. Attendance at practice sessions and workshops during the Course is compulsory and will be monitored. Practice sessions are generally on weekdays during business hours and in the evenings, and are subject to change at the request of facilitators.
4. The Course will be held from 13 July 2022 to 15 December 2022 (both dates inclusive). The duration of the Course is inclusive of its Examinations. 15 December 2022 is officially the last day of the Course. Apart from these dates, you are advised to keep yourself available from 16 - 30 December 2022 (both dates inclusive) as a contingency. If the Examinations are postponed, then the last day of the Course will be the date of the examination for the last subject for the 2022 Examinations.
5. If accepted into the Course, you are expected to comply with the Code of Conduct which may be downloaded [here](#). Please note in particular paragraph 2 on attendance.

Employment and attendance on other courses

6. While the Course is on-going, you are not permitted to engage in any employment, to attend any other course of instruction or to sit for any tests or examinations other than those comprised in the Course unless the prior written consent of the Director has been obtained.
7. The Course is rigorous and each practice session requires much preparation, varying from 1 to 3 days of preparatory work. There are usually 3 practice sessions a week, subject to change at the request of facilitators.
8. You will not be granted leave of absence from practice sessions, Advocacy workshops, Legal Technology workshops or the Tea Session in order to fulfil work commitments or to attend other courses or sit for other exams. Work commitments, attending any other course of instruction or sitting for any other tests or examinations will not be a mitigating factor should your performance in the Part B Exams be affected.

Online application

9. The online application portal **opens at 10.00 a.m. on 29 April 2022 and will close at 5.00 p.m. on 13 May 2022.** To apply online, register for an account using your preferred email address at <https://sile.embark.com/apply/part-b>.
10. **ENSURE THAT YOU FURNISH YOUR NAME EXACTLY AS IT APPEARS IN YOUR NRIC OR IF YOU ARE A FOREIGNER, THEN YOUR PASSPORT.** When the application is submitted successfully, you will receive a confirmation email.
11. The Institute will correspond with you primarily by email. Please provide a valid email address, preferably a personal email address, and inform the Institute immediately of any changes to your contact particulars.
12. Attach a digital copy of your recent photograph to the online application. Ensure that your digital photo image file meets the following specifications. The Institute will reject any photographs that do not meet the requirements.
 - in colour taken against plain white background without shadows;
 - taken within the last 3 months;
 - clear and show the full face without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features);
 - in JPG or PNG format;
 - not exceeding 150 Kbytes in file size; and
 - 400 by 514 pixels in dimensions.

FOR THOSE WHO SAT FOR PART A IN THE YEAR 2014 OR BEFORE

Identification documents

13. Attach a digital copy of either one of the following identification documents:
- 13.1 For Singapore citizens or permanent residents: Both sides of your NRIC, in colour on one single page in PDF, JPEG or PNG format, not exceeding 500 Kbytes in file size;
 - 13.2 For non-Singapore citizens or permanent residents: Your current valid international passport, both the cover and particulars page of your passport in colour on one single page in PDF, JPEG or PNG format, not exceeding 500 Kbytes in file size.

Documents pertaining to qualifications

14. Attach a digital copy of the following documents:
- 14.1 Degree certificate for your law degree.
 - 14.2 Official academic transcript for your law degree for all your years of study.
 - 14.3 Aa letter from the university stating your ranking, in terms of academic performance, of the total number of the graduates in the same batch who have been conferred the degree, if your law degree is from a university in Australia, New Zealand, or the United States of America.
 - 14.4 Certificate as evidence that you have passed Part A.

These digital copies need not be certified correct at this point in time. Arrangements will be made at a later date to verify your identification documents.

FOR THOSE WHO SAT FOR PART A IN THE YEAR 2015 OR AFTER

15. You are not required to furnish any of the documents set out in paragraphs 13 and 14 above.

Documents pertaining to relevant legal training and relevant legal practice or work

16. Please click [here](#) for the certification format for relevant legal training and relevant legal practice or work.
17. The definition of relevant legal training and relevant legal practice or work can be found in Rule 2 of the Legal Profession (Qualified Persons) Rules.

Documents relevant to those who are exempted from relevant legal training, practice or work under Rule 15A(1) of Legal Profession (Qualified Persons) Rules

18. If you have received supervised training in relation to the practice of Singapore law through working:
- 18.1 **as a Judicial Service Officer or a Legal Service Officer (or both)** - attach a soft copy letter of employment from Judicial Service Commission or Legal Service Commission stating your appointment in the legal service and the effective date of your appointment.
 - 18.2 **under the supervision of a Judicial Service Officer or a Legal Service Officer** - attach a soft copy letter of employment from the organisation stating your designation and department in that organisation and the effective date of your employment and the name, designation and department of the Judicial Service Officer or the Legal Service Officer who was your supervisor and certifying that the Judicial Service Officer or the Legal Service Officer is,
 - (i) a Judicial Service Officer or a Legal Service Officer;
 - (ii) an advocate and solicitor of not less than 5 years' standing; and
 - (iii) for a total of not less than 5 out of the 7 years immediately preceding the date of commencement of the supervised training, has been a Judicial Service Officer or a Legal Service Officer or has been in active practice in a Singapore law practice or both.

- 18.3 **under the supervision of a qualifying relevant legal officer** - attach a soft copy letter of employment from such statutory body or law office in the public service as prescribed in the Legal Profession (Prescribed Statutory Bodies And Law Offices In Public Service) Rules stating your designation and department in that statutory body or law office in the public service and the effective date of your employment and the name, designation and department of the qualifying relevant legal officer and certifying that the qualifying relevant legal officer is,
- (i) a legal officer in one of the statutory bodies referred to in the Legal Profession (Prescribed Statutory Bodies and Law Offices in Public Service) Rules;
 - (ii) an advocate and solicitor of not less than 5 years' standing; and
 - (iii) for a total of not less than 5 out of the 7 years immediately preceding the date of commencement of the supervised training, has been a relevant legal officer or has been in active practice in a Singapore law practice or both.
19. The contact details (including telephone number and email address) of the supervisor must be indicated in the letter to facilitate any verification of the above information if needed.

Additional documents (if applicable)

20. If you have been exempted from any of the requirements under the Legal Profession (Qualified Persons) Rules or the Legal Profession (Admission) Rules 2011, please attach a soft copy of the exemption letter from the Ministry of Law.
21. If you are in Singapore and you are neither a Singapore Citizen nor a Singapore Permanent Resident, you must obtain a valid pass from the Ministry of Manpower (MOM)/Immigration & Checkpoint Authority (ICA). Please note that any passes fall under the purview of the MOM/ICA. **You have up to 13 July 2022 to furnish a copy of your pass (front and back) via email to partb.application@sile.edu.sg. If you fail to do so, you will be deemed to have withdrawn your application and will be liable to pay the withdrawal fee.**

Conditional acceptance

22. If you are granted conditional acceptance, you must, without being reminded, furnish to the Institute on or before 13 July 2022 the documents set out in paragraphs 13 to 21 whichever is applicable to you via email to partb.application@sile.edu.sg. The Institute reserves the right to revoke any conditional acceptance granted to you if any condition is not met.

IMPORTANT NOTE: If the Institute revokes its conditional acceptance of your application, your application will be deemed withdrawn and you will be liable to pay a withdrawal fee.

Payment of course fees and registration fee for qualified person

23. The fee for registration as a qualified person is S\$214 (inclusive of GST) and must be added to the applicable Course fees if you have not previously registered as a qualified person. Please refer to the table of fees below:

Classification	Fees Payable (inclusive of GST)	
	Course fees and qualified person's registration fee	Course fees only
Singapore Citizens	S\$6,634	S\$6,420
Singapore Permanent Residents	S\$7,704	S\$7,490
Foreigners	S\$9,309	S\$9,095

24. After you have submitted your online application, you will receive an email with instructions on payment. Payment is to be made electronically within 7 days from the date of the payment email. For avoidance of doubt, neither the sending of instructions on payment to you nor the act of making payment are confirmation of your acceptance into the 2022 Part B Course.

25. Please note that applying for 2022 Part B Course registers you as a qualified person if you have not already applied to be registered earlier.

Post-Secondary Education Account (PSEA)

26. Singapore Citizens who wish to use the fund balance from their PSEA to reimburse their course fees may do so by completing a prescribed PSEA Ad Hoc Withdrawal application form. Application to seek reimbursement from PSEA funds will only open from 25 July 2022 to 7 August 2022. Further details on the use of PSEA funds will be provided to successful applicants at a later date.

Withdrawal policy

27. If you withdraw after SILE has conditionally accepted your application, you will liable to pay a **withdrawal fee of \$535 (inclusive of GST)**. The withdrawal fee may at SILE’s discretion be deducted from the fees paid to SILE. You must complete and sign an official withdrawal form issued by SILE if you wish to withdraw your application.
28. Any withdrawal after 29 July 2022 will be subject to payment of a withdrawal fee that will be determined by the Institute.

Selection of elective subjects

29. You are required to successfully complete 7 compulsory subjects and 2 elective subjects.
30. The 7 compulsory subjects are:

Compulsory Subjects			
Civil Litigation Practice	CIV	Insolvency Law and Practice	INS
Criminal Litigation Practice	CRI	Professional Skills	PSK
Ethics & Professional Responsibility	EPR	Real Estate Practice	REP
Family Law Practice	FAM		

31. The 7 elective subjects offered in 2022 are divided into Category A and Category B. You have to successfully complete 1 elective from Category A and 1 elective from Category B. The elective subjects offered in each category are:

Category A		Category B	
Advanced Corporate Practice	ACP	Admiralty Practice	ADM
Intellectual Property Law Practice	IPP	Cross-Border Transactions	CBT
The Law and Practice of Arbitration	ARB	Mediation Advocacy	MED
		Wills, Probate & Administration Practice	WPA

32. When completing the online application, please state your order of preference for these subjects within each category. You may select a subject only once.
33. While the Institute will endeavour to allocate elective subjects according to the preference indicated, the Institute reserves the right to allocate electives to you as it sees fit. The allocation of electives is made after the closing date of applications and is **NOT** made on a first-come-first-served basis. The decision of the Institute on the allocation of elective subjects is final.

IMPORTANT NOTE: The Institute will NOT entertain any request for a change of an elective after you have submitted your online application.

IT Equipment

34. For the Bar Exams, a laptop with built-in webcam and microphone will be required. A macOS or Windows 10/11 laptop purchased within the last 2 to 3 years should work. The CPU processor must be non-ARM based processor supported by the operating system. A RAM of at least 8GB will be required. A 25-inch or smaller dumb external monitor may be used. Full details will be provided after admission.

Key dates at a glance

35. The key dates for the 2022 Part B Course and Examinations are as follows:

Event	Date
Online application period and submission of scanned supporting documents	29 April 2022 (10am) - 13 May 2022 (5pm)
Receive conditional acceptance email	From 13 May 2022
Administrative Registration Exercise (ARE)	14 - 16 June 2022
Receive acceptance email	6 July 2022
Last day to furnish any other supporting documents	12 July 2022
Application to use PSEA funds to reimburse Course fees	25 July 2022 - 7 August 2022
2022 Part B Course	13 July 2022 - 15 December 2022
Mock Exam Day	17 and 18 November 2022
2022 Part B Examinations	Dates to be finalised: 6 - 9 and 12 - 15 December 2022 Apart from these dates, you are advised to keep yourself available from 16 - 30 December 2022 (both dates inclusive) as a contingency.
2022 Supplementary Examinations	Dates to be finalised

36. You may send queries by email to partb.application@sile.edu.sg.

Bar Admission and Examinations Department
Singapore Institute of Legal Education

Email: partb.application@sile.edu.sg | **Website:** www.sile.edu.sg