



Singapore  
Institute of Legal Education

**2025 Part B Donated Bursaries Fund  
Application Guide**

5 May 2025

## **ABOUT THE PART B DONATED BURSARIES FUND**

**Online Application Period: 5 May 2025 to 26 May 2025 (5pm)**

### **Introduction**

1. The preparatory course leading to Part B of the Singapore Bar Examinations (“**Part B Course**” or “**the Course**”) is conducted by the Singapore Institute of Legal Education (“**SILE**”) for qualified persons seeking admission as a Lawyer (NP).
2. The Institute is pleased to announce the official launch of the Part B Donated Bursaries Fund (the “**Bursaries Fund**”) as of Monday, 5 May 2025. This new initiative is designed to support financially disadvantaged candidates for the Singapore Bar with their Part B Course and Examinations fees, and was established with the generous donations of members of the legal fraternity.
3. The Part B Donated Bursaries Fund comprises the following bursaries:-
  - a. The ***Jeffrey Chan Wah Teck and Family Bursary***;
  - b. The ***Herbert Smith Freehills Prolegis Bursary***; and
  - c. The ***Chester Toh Bursary***.
4. This guide sets out the general application eligibility criteria, process and requirements, as well as the key dates and timelines to take note of. Key dates and timelines will be set out under “Key Dates at a Glance”, on the next page.
5. SILE administers the bursary. The quantum disbursed per year is at SILE’s sole discretion depending on the financial needs of the applicant and whether the requisite eligibility criteria is met. All decisions by SILE are final.
6. For Frequently Asked Questions, please refer to **Section C**.

The information in this guide is correct as of **5 May 2025**.

**Read this guide carefully once through to understand the overall requirements. Thereafter, follow through the application process with reference to the Application Guide.**

**KEY DATES AT A GLANCE**

No.	Event	Date	Section
1.	Online application period and payment of fees	5 to 26 May 2025 (5pm)	<b>A</b>
2.	Part B Course	16 July 2025 to 14 November 2025	
3.	Confirmation of bursary award status	By 18 August 2025	<b>B</b>

Note: The above dates are subject to change.

**Bar Admission and Examinations Department**  
**Singapore Institute of Legal Education**

The information in this guide is correct as of 5 May 2025.

## Section A

### Eligibility criteria

1. Please note that to apply and qualify for the Bursaries Fund, applicants must meet the following criteria:
  - a. Candidates should have successfully passed the Part A Examinations (the “**Part A Exams**”) by their second attempt (if applicable).
  - b. Candidates must be registered for the Part B Course and Examinations, or have applied for the Part B Course and Examinations.
  - c. Candidates must be Singapore citizens or Singapore permanent residents.
  - d. Candidates should have a gross monthly per capita income (“**PCI**”) of less than SGD \$2,700.<sup>1</sup> Alternatively, candidates who can demonstrate a comparable level of financial need will also be considered.
  - e. Candidates must not require any exemption from the requirements to be recognised as a Qualified Person under the Legal Profession (Qualified Persons) Rules (the “**QP Rules**”). For more information on the requirements, please refer to the SILE’s website at [Singapore Institute of Legal Education - Qualified Person](#).
2. Please note that these are **strict criteria** and must be met before any application for the Bursaries Fund will be considered by the Institute.

### About the Donors

3. Information about our donors is set out below.

<b>The Jeffrey Chan Wah Teck and Family Bursary</b>	The Jeffrey Chan Wah Teck and Family bursary was established in 2025 by the family of Mr Jeffrey Chan Wah Teck SC. This bursary is awarded to financially disadvantaged candidates, with the hope that they will nurture and support other aspiring lawyers in the future.
<b>The Herbert Smith Freehills Prolegis Bursary</b>	The Herbert Smith Freehills Prolegis Bursary was established in 2025 by Herbert Smith Freehills Prolegis’ lawyers who teach at the Part B course, and whose contributions are matched by Herbert Smith Freehills Prolegis. The need-based bursary is awarded to candidates who require financial support to undertake the Part B Course and Examinations.
<b>The Chester Toh Bursary</b>	The Chester Toh Bursary was established in 2025 by one of his former trainees, to honour her former Supervising Solicitor for his kindness, guidance and support through the years. The bursary is awarded to financially disadvantaged candidates in the hope that they will contribute meaningfully to the profession in the future.

<sup>1</sup> PCI refers to the gross income of family members in the household, divided by the total number of family members in the household.

**Online application**

4. The online application portal will be open from **5 May 2025 to 26 May 2025 (5pm)**. To apply online, register for an account using your preferred email address at:

<https://sile.embark.com/apply/bursary>

You must submit the completed application form before the deadline. After submitting, you will receive an application acknowledgment email<sup>2</sup>.

5. SILE will correspond with you primarily by email during the application process. You must provide a valid personal email address. **DO NOT use your University-based email if it will expire after your graduation.** Inform SILE immediately of any changes to your contact details.
6. Please submit your application for the Bursaries Fund only **after submitting your application to take the Part B Course, including making payment for the Course and Examinations.**<sup>3</sup> The online application portal for the Part B Course can be found at:

<https://sile.embark.com/apply/part-b>

7. Please refer to the 2025 Session 2 Part B Application Guide before applying for the Part B Course.
8. Submit softcopies of the following in PDF format, not exceeding 150 Kbytes in file size with the online application. **The softcopy documents to be submitted must be clear and named according to the prescribed file names stated below.**

Mandatory Documents	
NRIC	<p>For Singapore citizens or permanent residents</p> <ul style="list-style-type: none"> <li><b>Certified true copy</b> of your NRIC (front and back), in colour, on <b>one single page</b>.</li> </ul> <p>[Save file name as <b>Bursary_Full Name_NRIC</b>]</p>
Degree and Degree Transcript	<p>Applicable for all applicants.</p> <ul style="list-style-type: none"> <li><b>Certified true copy</b> of your degree certificate</li> </ul> <p>[Save file name as <b>Bursary_Full Name_Degree Certificate</b>]</p>

<sup>2</sup> You can also log in to the online application portal to check on the status of your application. If you have properly submitted your application, your online application status will be indicated as 'SUBMITTED.' If you do not receive any application acknowledgment email, log in to check the status of your application. If you see the status as 'IN PROGRESS', your online application has not been submitted yet.

<sup>3</sup> For applicants who are unable to make payment for the Course and Examinations, please refer to Section D – FAQ, for more information.

Mandatory Documents	
	<ul style="list-style-type: none"> <li>• <b>Certified true copy</b> of your degree transcript.</li> </ul> <p>[Save file name as <b>Bursary_Full Name_Degree Transcript</b>]</p> <p><b>NOTE: The name on your degree certificate and/or official academic transcripts should reflect your official name (i.e., as per the NRIC for Singapore citizens and permanent residents). If the documents do not reflect your official name, you must procure an official letter from your university confirming your identity with reference to your NRIC or passport number as applicable.</b></p>
<b>Personal Statement</b>	<p>Applicable for all applicants. Your Personal Statement should include the following:</p> <ul style="list-style-type: none"> <li>• An explanation as to why you chose to pursue a career in law;</li> <li>• An outline of your professional goals and aspirations; and</li> <li>• Any other relevant facts.</li> </ul> <p>[Save file name as <b>Bursary_Full Name_Personal Statement</b>]</p> <p><b>NOTE: The word limit for Personal Statements is 1,000 words, including footnotes and headings/subheadings. No annexures are allowed for the Personal Statement. You do not need to provide a certified true copy of this document.</b></p>
<b>Financial Need Statement</b>	<p>Applicable for all applicants. Your Financial Need Statement should include the following:</p> <ul style="list-style-type: none"> <li>• A statement detailing why financial assistance is required;</li> <li>• Proof of gross monthly household per capita income.</li> </ul> <p>[Save file name as <b>Bursary_Full Name_Financial Need Statement</b>]</p> <p><b>NOTE: The word limit for Financial Need Statements is 1,000 words, including footnotes and headings/subheadings. You may include annexures to your Financial Need Statement, such as bank statements, payslips or such other proof of PCI. Please redact all sensitive data (e.g., bank account number, credit card number, etc) prior to uploading your Financial Need Statement. You do not need to provide a certified true copy of this document.</b></p>

<b>Mandatory Documents</b>	
<b>Part A Results</b>	<p>Only for Applicants who had previously taken the Part A Examinations. Please attach your official Part A Results (i.e., the results email from SILE) as a PDF file.</p> <p><b>[Save file name as Bursary_Full Name_Part A Results]</b></p> <p><b>NOTE: You do not need to provide a certified true copy of this document.</b></p>
<b>Any facts that may affect the candidate’s suitability to practise as a lawyer (non-practitioner) or as an advocate and solicitor in Singapore, or as a legal practitioner (by whatever name called) in any other jurisdiction</b>	<p>Only for Applicants who declare that they have any facts that may affect their suitability to practise as a lawyer (non-practitioner) or as an advocate and solicitor in Singapore, or as a legal practitioner (by whatever name called) in any other jurisdiction.</p> <p>If applicable, please indicate “<b>No</b>” to the question, “There are no facts that may affect your suitability to practise as a lawyer (NP) or advocate and solicitor in Singapore or as a legal practitioner (by whatever name called) elsewhere”, and provide details in the Bursary Application form.</p> <p>For the avoidance of doubt, declaration of any such facts does not necessarily prevent or prohibit a bursary being awarded to the applicant. While no supporting documents regarding such disclosure are required in order to complete the Bursary Application Form, SILE reserves the right to request for further documents or information.</p>

**NOTE:**

- A. You must submit any other documents and provide any information that may be required by SILE.**
- B. Certification should be carried out by an independent person of recognised authority, such as the University / College Dean / Registrar, an official of an Inn of Court, a lawyer of standing or notary public, but not by a relative of the Applicant. The full name of the certifier, and a description of the certifier’s status or authority should be placed under the signature.**

**CLOSING DATE: SILE will only process applications (with all supporting documents) received by 5.00pm on 26 May 2025.**

9. Applicants who apply for the Bursaries Fund must consent to SILE collecting and using all personal data provided in the course of their application or the purposes of reviewing and assessing their application, and if awarded, processing the disbursement of the bursary (the “**Purposes**”). Furthermore, applicants consent for these Purposes, to any disclosure of the Personal Data to the sponsors of the bursaries and to third parties who provide SILE with administrative, operational, logistical, business, accounting, financial, software, information technology, support or other services. If, in the course of their application, Applicants provide any personal data belonging to their family members or other third parties, they confirm that they have their consent for the collection, use, and disclosure of their personal data to SILE and to SILE Partners for the Purposes.

## Section B

### Confirmation of Bursary Award

10. Applications for the Part B Donated Bursaries Fund may take up to 12 weeks to process from the close of the application period.
11. Successful awardees will be notified via email, by **18 August 2025**. Further information will be provided to successful awardees via email.
12. Please note that the Institute administers the bursary, and the quantum disbursed per year is at the Institute’s sole discretion. The Institute’s decisions on the award of bursaries are not subject to appeal.

## Section C

### FAQ – For Applicants

13. **Will I be guaranteed to be granted a bursary?**

Awards of bursaries are not guaranteed. The quantum disbursed per year is at the Institute’s sole discretion.

14. **I understand that apart from demonstrating a gross monthly household per capita income of less than SGD \$2,700, candidates who can demonstrate a comparable level of financial need will also be considered. What does it mean to “demonstrate a comparable level of financial need”?**

Candidates who can demonstrate circumstances equivalent to the gross monthly household per capita income of less than SGD 2,700 may be considered for the bursary. The Institute will review each application based on its facts and circumstances before deciding on whether to award a bursary. Any such decision is non-appealable.

15. **I did not receive the bursary / I did not meet some of the eligibility requirements. Can I appeal this decision?**

No. There is no review or appeal available for the Institute’s decision. Please note that the Institute administers the bursary, and the quantum disbursed per year is at the Institute’s sole discretion.



16. **I did not receive the bursary. Can I ask for reasons why I did not receive the bursary?**

No. There is no review or appeal available for the Institute’s decision. Please note that the Institute administers the bursary, and the quantum disbursed per year is at the Institute’s sole discretion.

17. **I note that I must register or apply for the Part B Course and Examinations prior to applying for the Bursaries Fund. However, I am currently unable to make payment for the Part B Course and Examinations. What should I do?**

For candidates who are unable to make payment for the Part B Course and Examinations, such candidates should first apply for the Bursaries Fund.

Candidates should then attach a screenshot of the Bursaries Fund acknowledgement email in lieu of the “Screenshot of payment” attachment for the Part B Application Form.

18. **I have been awarded the bursary. However, I failed the Part B Examinations. Can I apply for another bursary for the retaker fee?**

No. Applicants for the Bursaries Fund must not have previously attempted the Part B Examinations.

19. **I have applied for permanent residency. However, I am not currently a permanent resident. Can I apply for the Bursaries Fund?**

No. Candidates must be Singapore citizens or Singapore permanent residents.