



Singapore
Institute of Legal Education

**Guide to Application Process:
2025 Session 2 Part A of the Singapore Bar
Examinations and Optional Part A Bar Course**

11 April 2025

2025 SESSION 2 PART A BAR EXAMINATIONS AND OPTIONAL PART A BAR COURSE

Online Application Period: 11 April 2025 to 16 May 2025 (5pm)

Introduction

1. The Part A Bar Examinations is a conversion examination applicable for all graduates from overseas scheduled universities who intend to apply for admission to the Singapore Bar. Passing the Part A Bar Examinations is one of the pre-requisites for such persons to attain the status of a Qualified Person as defined in the Legal Profession Act read with the Legal Profession (Qualified Persons) Rules (“QP Rules”).

Part A Bar Examinations

2. The 2025 Session 2 Part A Bar Examinations will be conducted between 27 to 31 October 2025 (subject to changes).
3. To sit for this session of the Examinations, you must fulfil the following requirements:
 - (a) You are a Singapore citizen or permanent resident;
 - (b) You have graduated with an applicable law degree from an overseas scheduled university, and have attained at least lower second-class honours or have been ranked as being amongst the highest 70% of your batch of graduates; and
 - (c) If you are completing your final year of the applicable law degree from an overseas scheduled university, you will need to graduate meeting the ranking requirements on or before **30 September 2025**. **In the meantime, you are still required to submit your application during the online application period.**
4. You do not need to take the Part A Bar Examinations if you are already a Qualified Person. To check if you are or can become a Qualified Person, visit SILE’s website at:

<https://www.sile.edu.sg/qualified-person>
5. If you do not meet all the requirements, you may wish to try applying for an exemption. Details of the exemption process can be found on the Ministry of Law’s website at:

<https://www.mlaw.gov.sg/admission-to-the-bar/details-on-applying-for-an-exemption/>

If you do not meet the requirements under paragraphs 3(a) or 3(b), you must have either applied for an exemption, or obtained the exemption by the time you submit your application.

Read this guide carefully once through to understand the overall requirements. Thereafter, follow through the application process with reference to the following table of Key Dates at a Glance.

Key Dates at a Glance

S/No.	Event	Date	Section
1.	Online application period for: 1. Course and Examination 2. Examination	11 April 2025 to 16 May 2025 (5pm)	A
2.	Receive conditional candidature email	30 May 2025	
3.	Part A Bar Course	7 July 2025 to 8 October 2025	B
4.	E-acknowledgment of Examinations Notices, Instructions and Rules	22 August 2025 to 17 October 2025	
5.	E-Exams Onboarding	25 August 2025 to 19 September 2025	
6.	Last day for: a) Applicants with conditional candidature to meet requirements and submit documents b) Withdrawal of candidature	31 August 2025	C
7.	Last day for applicants to advise of disability and special needs	5 September 2025	D
8.	Application to use PSEA funds to reimburse Examinations Fees	15 to 26 September 2025	E
9.	Examinations period	27 to 31 October 2025 <i>Apart from these dates, you are advised to keep yourself available in Singapore from 3 to 5 November 2025 as a contingency.</i>	

Note: The 2025 Session 2 Part A Bar Exams are conducted on the basis that candidates sit for the exams in Singapore. Applicants who are residing outside Singapore must ensure that they are in Singapore during the examinations period.

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

The information in this guide is correct as of 11 April 2025.

Section A

Online application

6. The online application portal will be open from **11 April 2025 to 16 May 2025 (5pm)**. To apply online, register for an account using your preferred email address at:

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

You must submit the completed application form before the deadline. After submitting, you will receive an application acknowledgment email¹.

7. **The Part A Bar Course is optional, please choose the correct option in Embark. No change is allowed upon submission.**
8. SILE will correspond with you primarily via email during the application process. You must provide a valid personal email address. This email address will be used for future applications e.g., Registration as Qualified Persons, and the Part B Bar Course. **DO NOT use your university-based email if it will expire after your graduation.** Inform SILE immediately of any changes to your contact details.
9. Follow the instructions on the [application checklist](#). Submit softcopies of the following with the online application. **The softcopy documents to be submitted must be clear and named according to the prescribed file names stated in the [application checklist](#).**

Mandatory Documents		
NRIC / Passport	For Singapore citizens or permanent residents Certified true copy of your NRIC, in colour, on one single page . [Save file name as 2_Full Name_NRIC]	For non-Singapore citizens or permanent residents Certified true copy of both the cover and particulars page of your current valid international passport, in colour, on one single page . [Save file name as 2_Full Name_Passport]
Passport-sized photograph	Your digital photo image file must meet the following specifications: <ul style="list-style-type: none"> in colour taken against plain white background without shadows; taken within the last 3 months; clear and showing the full face without headgear (headgear worn in accordance with religious or racial customs is acceptable but it must not hide your facial features); and 400 by 514 pixels in dimensions. 	
Screenshot of payment	See Section B .	

¹ You can also log in to the online application portal to check on the status of your application. If you have submitted your application properly, your online application status will be indicated as 'SUBMITTED.' If you did 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.

Mandatory Documents	
Basis of admission to law degree	Provide an official transcript for your educational qualification used as the basis of admission to your law degree. E.g., GCE 'A' Level, International Baccalaureate, Singapore Diploma and Foundation Year.
Degree certificate for your law degree	Provide a certified true copy of your degree certificate. If you are graduating after 16 May 2025 but before 31 August 2025 , submit your application excluding your degree certificate. See Section D .
Official academic transcript for your law degree	<p>Provide a certified true copy of your official transcript. If you are graduating after 16 May 2025 but before 31 August 2025, <u>submit your most up-to-date academic transcript reflecting your previous years' results</u>. See Section D.</p> <p>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, or passport for other applicants). 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.</p>
Ranking Certification Document ("RCD")	<p>Graduates from overseas scheduled universities in Australia, New Zealand or the United States of America must submit an RCD. See Annex A. If you are graduating after 16 May 2025 but before 31 August 2025, submit your application first without your RCD. See Section D.</p> <p>NOTE:</p> <ul style="list-style-type: none"> DO NOT put in the application if your university is unable to rank you and issue an RCD before 31 August 2025. Apply for the next session instead; The RCD must be prepared strictly according to the template provided in Annex A. Any other variations will be rejected; and As soon as your RCD is available, please obtain a certified true copy of the document and submit it to parta2025s2@sile.edu.sg for our review. See Section E.
University Admission Document ("UAD")	<p>Graduates from one of the UK universities listed in the Second Schedule to the QP Rules (Second Schedule Universities)² who commenced the course of study in 2015 or later must submit a UAD. See Annex B.</p> <p>As soon as your UAD is available, please obtain a certified true copy of the document and submit it to parta2025s2@sile.edu.sg for our review. See Section F.</p>

² The Second Schedule Universities are: (i) University of Exeter; (ii) University of Leeds; (iii) University of Leicester; (iv) University of Liverpool; (v) School of Oriental and African Studies, University of London; (vi) University of Manchester; (vii) University of Sheffield; and (viii) University of Southampton.

Supplementary Documents, if applicable	
Remote / Online Learning Document ("ROLD")	If you have undertaken remote or online learning/examinations during your course of study, whether due to the Covid-19 situation or otherwise, you must submit a letter from your university. See Annex C . Please see Guidance Note and Guidance Note Update dated 21 May 2021 .
Supplementary Documents, if applicable	
Exemption (if applicable)	<ul style="list-style-type: none"> Letter from the Ministry of Law if you have been exempted from any of the requirements under the relevant legislation, or a copy of your application for exemption submitted to the Ministry of Law if the application is pending. Exemption application if you are applying for exemption from any of the requirements under the relevant legislation.
Medical Report	If you require special arrangements during the Part A Bar Examinations due to an existing medical or other condition, submit an existing medical report relating to your condition. After your candidature has been confirmed, you will need to put in a formal request. See Section C .

NOTE: You must submit any other documents and provide any information that may be required by SILE. **SILE reserves the right to treat your application as withdrawn if you fail to submit the required documents or provide the information required within the specified deadlines.**

NOTE: 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, including the payment screenshot) received **by 5.00pm on 16 May 2025**.

Section B

Course and Examination Information

- The Part A Bar Course is an **optional** course to prepare applicants for the Part A Bar Examinations. The course will tentatively take place from 7 July 2025 to 8 October 2025.
- The Course may be held during the day or outside office hours, depending on the facilitators who will be conducting the seminars. If you will be working or undertaking your relevant legal training/practice/work during the Course, you should make the necessary arrangements with your employer or supervisor so that you can attend the Course. **Part or all the Course may be conducted through an online webinar platform.**
- If you intend to register for the Course, you must indicate your interest in the online application form.

Withdrawal from Course and Examinations

14. If you withdraw your candidature after SILE has conditionally accepted your application, or if your candidature is deemed to be withdrawn, you will be liable to pay a **withdrawal fee of \$545 (inclusive of GST)**.
15. Payment of the Course fees is non-refundable, unless SILE, at its absolute discretion, determines otherwise. **SILE will only consider withdrawal requests submitted on or before 31 August 2025 for refund purposes.** You must complete and sign the official withdrawal form issued by SILE by this date if you wish to withdraw your candidature and seek a refund, the grant of which will be at SILE's absolute discretion. The withdrawal fee may, at SILE's discretion, be deducted from any refund of fees paid to SILE.

Fees Information and Payment Method

16. The fees (inclusive of GST) for the 2025 Session 2 Part A Bar Course and Examinations are as follows:

	Singapore Citizen	Singapore PR	Foreigner
Course and Examination Fees	\$3,815.00	\$4,142.00	\$8,022.40
Examination Fees	\$1,744.00		

Payment Terms

17. Candidates may now select the following mode of payment for the fee:

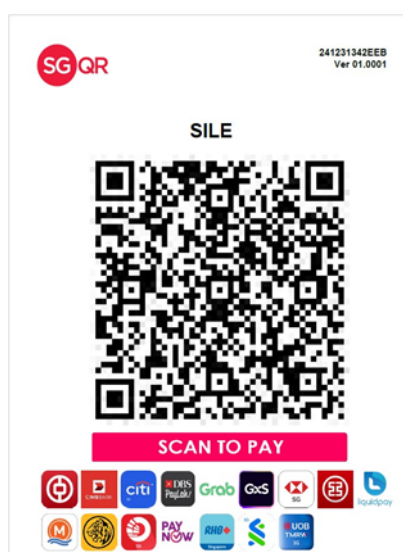
A. FAST (Fast and Secure Transfers) OR Transfer Now to:

Name of Bank: OCBC Bank
 Name: Singapore Institute of Legal Education OR SILE
 Bank Account Number: 629678301001

B. PayNow to:

SILE UEN No.: T11GB0001H

C. Scan To Pay



18. **For all modes of payment, candidates must indicate “A - [applicant’s full name]” in the payment details. Include as much of your full name as the space will allow. This will allow us to verify that payment has been made by you. You will need to make payment and submit a screenshot of your successful payment together with your supporting documents with the online application. The payment screenshot must show your name and that the transfer has been made. If we are not able to confirm your payment, you may be asked to submit additional documentary proof.**
19. You are responsible for any bank charges that may be imposed and must ensure that we receive the full amount clear of any bank charges. Paying us the wrong amount or failing to indicate your full name may cause a delay in processing. We will not process your payment unless full payment is received. If you make excess payment, you may be liable for bank / administrative charges for processing a refund.
20. **Once you are allocated a placement after your Course application has been processed, you will not be allowed to withdraw from the Course. No refund will be given if you are unable to attend the Course.**

SkillsFuture Credit (SFC)

21. All Singapore citizens aged 25 and above will be able to utilise their SFC account to pay for the **course fee** of the Part A Course.
22. If you would like to utilise your SFC for payment of your **course fee**, do take note of the following:
 - (a) only Base-Tier SFC may be used for offsetting the **course fee** (please note that Mid-Career-Tier SFC are not eligible for claims).
 - (b) make payment of the **course fee less the amount** of the SFC you will be claiming. If this figure is incorrect, the SFC authority will reject the request to utilise the SFC.
 - (c) a screenshot of your SFC Base-Tier SFC balance must be attached at the point of application submission.
 - (d) to submit your SFC claims by logging in to <https://www.myskillsfuture.gov.sg/> **by 8 May 2025** after you have received an invoice from SILE. Do note that late submission will not be accepted.
23. Please note the following before deciding to utilise your SFC:
 - (a) If you have already made initial self-payment for this course in full, you will not be able to use SFC for this course.
 - (b) SFC is not intended to pay for training provided by employers, which should continue to be borne by your employer. If you need further clarification, please write to <https://service-portal.skillsfuture.gov.sg>.

Section C

Conditions to be Fulfilled for Confirmation of Candidature

24. If you are completing your final year and will graduate **on or before 31 August 2025**, you must:
- (a) inform SILE in writing as soon as you have received notification from your university on your ranking status, regardless of whether you have met the ranking requirements;
 - (b) furnish SILE with a **certified true copy** of your law degree certificate and transcript, and the RCD if applicable; and
 - (c) comply with any other conditions or directions imposed by SILE in relation to your candidature.
25. If you are waiting for the outcome of your application for exemption from any of the requirements under the relevant legislation, you must:
- (a) inform SILE in writing within 3 working days after you have received notification on the outcome of your application, regardless of whether it has been granted;
 - (b) furnish SILE with a copy of the letter or notification setting out the outcome of your application; and
 - (c) comply with any other conditions or directions imposed by SILE in relation to your candidature.

If your application for exemption is rejected, you may wish to consider applying to sit for the examinations after you have obtained the requisite exemption(s).

26. Your candidature will only be confirmed upon completing all the required exams-related tasks and/or meeting the requirements set out in this section as applicable to you. If the conditions imposed for your conditional candidature are not met by **31 August 2025** or such other time stipulated by SILE, then your candidature will be deemed to be withdrawn, and you will be liable to pay a withdrawal fee (**Section B**). Notwithstanding the foregoing, SILE reserves the right to revoke any conditional acceptance granted to any applicant.

IT Equipment

27. For the Bar Exams, a laptop with functional webcam and microphone will be required. A macOS or Windows 10/11 laptop purchased within the last 2 to 3 years should work. For Windows laptop, the CPU processor must be non-ARM based processor. A RAM of at least 8GB will be required. Full details will be provided after the confirmation of your candidature.

Section D

Candidates with Disabilities

28. If you require special arrangements during the Part A Bar Examinations due to existing medical and/or other conditions, you must make a formal request to SILE by **5 September 2025**.
29. The formal request must:
 - (a) State clearly the medical condition and the accommodations required during the examinations;
 - (b) Be supported by recent and relevant certification by a **Singapore registered medical specialist** who is recognised by the Singapore Medical Council. The certification should be made within 6 months before the commencement of the Examinations; and
 - (c) Include details, as well as supporting documents, of previous accommodation(s) given to you by an institution of higher learning or other examination board.
30. A certification may be rejected if it is deemed irrelevant, inadequate or not recognised. SILE may require you to attend a medical review by a medical specialist appointed by SILE. You will have to bear the costs of such a medical review, and consent to SILE receiving a medical report from the medical specialist on your condition. In granting you accommodations, SILE may impose any conditions as it deems appropriate, and you may be required to bear the costs of any special arrangements extended to you.

Section E

Post-Secondary Education Account (PSEA)

31. Singapore citizens who wish to use the fund balance from their Post-Secondary Education Accounts (PSEA) to reimburse their examinations fee may do so by completing a PSEA Ad Hoc Withdrawal application form. Application to seek reimbursement from PSEA funds will only open from **15 to 26 September 2025**. Further details on the use of PSEA funds will be provided to successful applicants at a later date.

Annex A

Ranking Certification Document (RCD)

1. Graduates from the scheduled universities in Australia, New Zealand or the United States of America must submit a letter from the University in the format below. (The ranking requirement is set out under rules 9(1)(e), 9(2)(e), 9(2A)(e) read with 9(3) and 9A(1)(f) read with 9A(2) of the Legal Profession (Qualified Persons) Rules.) **If you are unable to furnish a satisfactory RCD, you may be required to apply for an exemption from the Ministry of Law.**
2. The letter must be prepared on the University's letterhead and hand-signed in ink by an authorised person from the University. The authorised person must also confirm that he/she is duly authorised to provide the requisite confirmation, and indicate clearly his/her name and designation in the letter.

Format of RCD

To: Singapore Institute of Legal Education

[Full name of student and student's personal identification number] was conferred the degree of [Bachelor of Laws / Bachelor of Laws (Honours) / Doctor of Jurisprudence*] on [date which the degree was conferred].

This confirms that the above-named student: [choose one from (a) to (d)]

- (a) has been ranked as being amongst the highest 70%, in terms of academic performance, of the total number of graduates in the same batch[#] who have been conferred the degrees of Bachelor of Laws and Bachelor of Law (Honours)³; or
- (b) has been ranked as being amongst the highest 70%, in terms of academic performance, of the total number of graduates in the same batch^{##} who have been conferred the degree of Doctor of Jurisprudence; or
- (c) has **NOT BEEN RANKED** as being amongst the highest 70%, in terms of academic performance, of the total number of graduates in the same batch[#] who have been conferred the degrees of Bachelor of Laws and Bachelor of Law (Honours)¹. The graduate was ranked amongst the highest [state percentage] of graduates in the same batch; or
- (d) has **NOT BEEN RANKED** as being amongst the highest 70%, in terms of academic performance, of the total number of graduates in the same batch^{##} who have been conferred the degree of Doctor of Jurisprudence. The graduate was ranked amongst the highest [state percentage] of graduates in the same batch.

[#] All graduates who commenced the final year of their course of study leading to the degree or degrees of Bachelor of Laws in the same calendar year are to be regarded as belonging to the same batch.

^{##} All graduates who commenced the final year of their course of study leading to the degree of Doctor of Jurisprudence in the same calendar year are to be regarded as belonging to the same batch.

I am duly authorised by [name of university] to provide the ranking confirmation set out in this letter.

[Signature]

(Name and designation of authorised person)

* Please state the appropriate details.

³ In the case of the University of New South Wales, the words "degrees of Bachelor of Laws and Bachelor of Law (Honours)" should be replaced by "degree of Bachelor of Laws".

Annex B

University Admission Document (UAD)

- Under rule 8(2)(d) of the Legal Profession (Qualified Persons) Rules, a person who is conferred a Bachelor of Laws degree from a **Second Schedule University**⁴ may be eligible to be a Qualified Person if he/she is admitted as a candidate for that degree before 1 October 2015.

Requirements of the UAD

- Applicants who commenced their course of study at a **Second Schedule University in 2015 or later** must submit a letter from the University stating the following:
 - Full name of student
 - Student's personal identification number (i.e. NRIC Number or Passport number);
 - Name of programme offered to the student;
 - Date of offer by the university;
 - Date of acceptance by the applicant; and
 - Date of commencement of the programme by the applicant.
- The letter must be prepared on the **University's letterhead** and **hand-signed in ink by an authorised person** from the University. The authorised person must also confirm that he/she is duly authorised to provide the requisite confirmation and indicate clearly his/her name and designation in the letter.

Format of UAD

- To ensure that the UAD meets SILE's requirements, applicants should procure a letter from their universities in the following format:

To Singapore Institute of Legal Education

This letter confirms the admission details of (Full name of student and student's personal identification number):

- Name of Programme Offered: LL.B (Honours)
- Date of Offer:
- Date of Acceptance by Student:
- Date of Commencement of Programme:

I am duly authorised by [name of university] to provide the confirmation set out in this letter.

[Signature]

(Name and designation of authorised person)

Note:

- Applicants who commenced their course of study at a Second Schedule University in 2015 or later, and subsequently transferred to a non-Second Schedule University must provide the UAD.
- Applicants who commenced their course of study at a Second Schedule University before 2015 are not required to submit the UAD.

⁴ The Second Schedule Universities are: (i) University of Exeter; (ii) University of Leeds; (iii) University of Leicester; (iv) University of Liverpool; (v) School of Oriental and African Studies, University of London; (vi) University of Manchester; (vii) University of Sheffield; and (viii) University of Southampton.

Annex C **Remote/Online learning Document (ROLD)**

1. For students who participated in remote or online learning arrangements between 1 January 2020 and 31 December 2021, please see [Guidance Note](#) and [Guidance Note Update dated 21 May 2021](#) and submit a copy of the required ROLD certification letter.
2. The letter must be prepared in accordance with the below ROLD format on the **University's letterhead** and **hand-signed in ink by an authorised person** from the University. The authorised person must also confirm that he/she is duly authorised to provide the requisite confirmation, and indicate clearly his/her name and designation in the letter.
3. Any certification letter that does not adhere to the prescribed format below will be rejected. Please refrain from including/omitting any wording beyond what is specified in the below format.

Format of ROLD

To Singapore Institute of Legal Education

This letter is to confirm [Full name of student and student's personal identification number] is undertaking/undertook the degree of [Bachelor of Laws / Bachelor of Laws (Honours) / Doctor of Jurisprudence*] at the [name of the University].

I can confirm that the modules were delivered online/remote* were as follows:

Academic Year [Year*] - [Year*]
[Module Code*] [Module name*]
[Module Code*] [Module name*]
[Module Code*] [Module name*]
[Module Code*] [Module name*]

All remote learning and examinations are/were* wholly taught and administered by the **[name of the University]**.

I am duly authorised by **[name of the University]** to provide the remote/online learning details set out in this letter.

[Signature]
 (Name and designation of authorised person)

* Please state the appropriate details.