



**Singapore
Institute of Legal Education**

**Guide to Application Process:
2023 Session Part B Course and Examinations**

May 2023

2023 SESSION PART B COURSE AND EXAMINATIONS

Online Application Period: 5 May 2023 (10am) to 19 May 2023 (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 under the Legal Profession Act 1966 who seek to be admitted as advocates and solicitors of the Supreme Court of Singapore. Attending the Part B Course and passing the Part B Examinations are pre-requisites to admission pursuant to section 13(1) of the Legal Profession Act 1966.
2. The 2023 Session of the Part B Course and Examinations will be conducted from 19 July 2023 to 22 December 2023, both dates inclusive. The duration of the Course is inclusive of its Examinations.
3. The Part B Course may be held during or outside office hours. Part or all of the Course may be conducted through an online meeting / webinar platform. Please click [here](#) for more information on the 2023 Part B Course syllabus.
4. This guide sets out the general application process and requirements, and the key dates and timelines to take note of. [Do note that additional requirements and timelines may apply, as will be advised at the appropriate stage.]

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

No.	Event	Date	Section
1.	Online application period, submission of scanned copies of supporting documents, screenshot of the payment receipt and screenshot of Skills Future Account balance (if applicable)	5 - 19 May 2023 (5pm)	A
2.	Fees information and payment method	5 - 19 May 2023 (5pm)	B
3.	Conditional Candidature email	By 14 June 2023	C
4.	Document Verification Exercise (for NUS, SMU and SUSS graduates only)	12 - 14 July 2023	D
5.	Part B Course information	By 12 July 2023	E
6.	Part B Course	19 July - 22 December 2023	
7.	Last day to furnish any other supporting documents	31 July 2023	
8.	Confirmation of Candidature	By 16 August 2023	
9.	Application to use Post-Secondary Education Account to reimburse Course fee	17 – 31 August 2023	
10.	Last day for applicants to advise of disability and special needs	2 October 2023	G
11.	E-acknowledgment of Examinations Notices, Instructions and Rules	1 November 2023	
12.	Examination Period	Dates to be finalised: Between 5 - 22 December 2023 (both dates inclusive)	

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 at May 2023.

Section A

Online application

- The online application portal will be open from **5 May 2023 (10am) to 19 May 2023 (5pm)**. To apply online, register for an account using your preferred email address at: <https://sile.embark.com/apply/part-b>. You must submit the completed application form before the deadline of 5pm on 19 May 2023. If you have successfully submitted your online application, you will receive an application acknowledgment email¹.
- SILE will correspond with you primarily by email during the application process. You must provide a valid email address which is personal to you. This email address will be used for future applications in the system. **DO NOT** use your University-based email if you will lose access to the same after your graduation. Inform SILE immediately of any changes to your contact details.
- In the course of your online application, you will need to submit softcopies of the following in PDF, JPEG or PNG format, not exceeding 150 Kbytes in file size. **The softcopy documents to be submitted must be clear and named according to the prescribed file names stated below.** These softcopies need not be certified correct at this point in time. Arrangements will be made at a later date to verify your identification documents.

Documents Required	Local graduates	Overseas graduates
1. NRIC / Passport	<ol style="list-style-type: none"> For Singapore citizens or permanent residents [Save file name as 2_Full Name_NRIC] Show both sides of your NRIC, in colour, on <u>one single page</u>. For non-Singapore citizens or permanent residents [Save file name as 2_Full Name_Passport] Show both the cover and particulars page of your current valid international passport, in colour, on <u>one single page</u>. 	Not applicable as SILE has a copy of this when you apply for Part A.
2. 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 	

¹ 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.

Documents Required	Local graduates	Overseas graduates
	hide your facial features); <ul style="list-style-type: none"> • in JPG or PNG format; • not exceeding 150 Kbytes in file size; and • 400 by 514 pixels in dimensions. 	
3. Copy of document pertaining to relevant legal training (RLT) / relevant legal practice (RLP) / relevant legal work (RLW)	Not applicable	<ul style="list-style-type: none"> • RLT / RLP / RLW [save file name as 3_Full Name_RLT/RLP/RLW] Please click here for the certification format. • Exemption under rule 15A (1) of Legal Profession (Qualified Persons) Rules If you have received supervised training in relation to the practice of Singapore law through working: <ul style="list-style-type: none"> ○ as a Judicial Service Officer or a Legal Service Officer (or both) [Save file name as 3_Full Name_JSC/LSC] 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. This will also serve as your practice training period application. ○ under the supervision of a Qualifying Relevant Legal Officer [Save file name as 3_Full Name_QRLO] Letter to SILE for PTP under QRLO. Please click here for the template of the letter. This will also serve as your practice training period application.
4. Screenshot of Payment	Applicable for all applicants - please see Section B.	

Documents Required	Local graduates	Overseas graduates
5. Screenshot of SkillsFuture Credit (SFC) balance (if applicable)	Applicable to applicants who would like to utilise SFC for the course fees – please see Section B.	
6. Supplementary documents (if applicable)	<p>1. <u>Exemption</u></p> <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. <p>2. <u>Training Employment Pass (TEP)</u></p> <ul style="list-style-type: none"> - 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) to attend the Part B Course & Examinations. - Matters relating to such passes fall under the purview of the MOM/ICA. SILE does not apply for passes on behalf of applicants. You must obtain and upload the pass by 15 July 2023 through SILE Campus, to which you will gain access from 12 July 2023 onwards. - The pass must be valid for the duration of the 2023 Part B Course, i.e., 19 July 2023 to 22 December 2023. If you fail to upload a valid pass by 31 July 2023, you will be deemed to have withdrawn your application and will be liable to pay the withdrawal fee. 	

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.

Section B

Fees Information and Payment Method

1. You will need to make payment of the relevant fees before your candidature is confirmed.
2. If you have **NOT** applied to register as a QP and have not been issued with SILE's QP letter, SILE will automatically process your QP registration as part of the Course registration, and you do not need to separately apply for QP registration. The applicable table of fees is as follows:

	Singapore Citizen	Singapore PR	Foreigner
Course Fee (inclusive of GST)	S\$6,480	S\$7,560	S\$9,180
QP Registration Fee (inclusive of GST)	S\$216	S\$216	S\$216

3. If you **HAVE** already applied to register as a QP and have received SILE's QP letter before 5 May 2023, the applicable table of fees is as follows:

	Singapore Citizen	Singapore PR	Foreigner
Course Fee (inclusive of GST)	S\$6,480	S\$7,560	S\$9,180

SkillsFuture Credit (SFC)

4. All Singapore citizens aged 25 and above will be able to utilise their SFC account to pay for the course fee of the Part B Course.
5. If you would like to utilise your SFC for payment of your Course fees, do take note of the following:
 - (a) make payment of the Part B Course fees 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.

Example 1:	Example 2:
<p>If you have NOT applied to register as a QP and have not been issued with SILE's QP letter, making payment of course fees and QP fees and assuming you have a balance of \$500 in your SFC account:</p> <p>Course fees (incl. GST): S\$6,480 QP Registration fee (incl. GST): S\$216 SkillsFuture Credit claimed: S\$500</p> <p>Please make payment of S\$6,480 - S\$500 + S\$216 = <u>S\$6,196</u></p>	<p>If you HAVE already applied to register as a QP and have received SILE's QP letter before 5 May 2023, make payment for course fees only and assuming you have a balance of \$500 in your SFC account:</p> <p>Course fees (incl. GST): S\$6,480 SkillsFuture Credit claimed: S\$500</p> <p>Please make payment of S\$6,480 - S\$500 = <u>S\$5,980</u></p>

- (b) attach a screenshot of your SFC balance at point of submission of your application
6. 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>.

Payment method

7. Please arrange to effect payment by **Bank Transfer ONLY**. Please select the option **FAST** (Fast and Secure Transfers) **OR Transfer Now** to:

Name of Bank:	Standard Chartered Bank Singapore
Account Name:	Singapore Institute of Legal Education
Bank Account Number:	0107087316

8. Indicate “B-[Full name of applicant]” 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 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.
9. 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.

Section C

Conditional Candidature

10. If you have successfully completed and submitted your online application, including the submission of any further information or documentation requested by SILE in the course of the same, you will be granted conditional candidature for the Part B Course. Your Conditional candidature will be valid until you receive confirmation of your candidature by mid-August 2023.
11. Conditional candidature will provide you with access to all information relating to the Part B course. and to attend the Part B Course as well. 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. Please refer to Section G.

You should receive an email notifying you of your conditional candidature **by 14 June 2023**.

Section D

Document Verification Exercise

12. Document Verification is an exercise through which your identity and the authenticity of your supporting documents are verified. This exercise is scheduled to be conducted from 12 to 14 July 2023. This exercise is only applicable to NUS, SMU and SUSS graduates who have not already undergone this exercise in respect of these documents before. Information on this exercise will be released together with the conditional candidature email **by 14 June 2023**.

Section E

Part B Course information

13. You should receive an email pertaining to the Part B Course information **by 12 July 2023**.

Section F

Withdrawal policy

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 \$540 (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 July 2023 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.

Section G

Request for Special Arrangement

16. If you require special arrangement during the Part B Examinations due to existing medical and / or other conditions, you must make a formal request to SILE by uploading into the learning portal **by 2 October 2023**.
17. The 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;

- (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.
18. 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.