



**Singapore
Institute of Legal Education**

**Guide to Application Process:
2025 Session 2 Part B Course and Examinations**

5 May 2025

2025 SESSION 2 PART B COURSE AND EXAMINATIONS

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. Attending the Part B Course and passing the Part B Examinations are requirements for admission as a Lawyer (NP) pursuant to sections 11B(1)(d) and (e) of the Legal Profession Act 1966, as well as admission as advocate and solicitor pursuant to section 13 of the Legal Profession Act 1966.
3. The 2025 Session 2 Part B Course and Examinations will be conducted from 16 July 2025 to 12 December 2025 both dates inclusive. The duration of the Course is inclusive of its Examinations. Apart from the above dates, you are advised to keep yourself available from 15 to 19 December 2025 (both dates inclusive) as reserved dates, in the event of any contingencies which may require the Examinations to be re-fixed to a different date. Contingencies include events which may prevent the Examinations from being conducted, such as fire or electrical outage.
4. 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 the list of compulsory modules for the Part B Course.
5. 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.]

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 following table of Key Dates at a Glance.
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KEY DATES AT A GLANCE

No.	Event	Date	Section
1.	Online application period and payment of fees	5 to 26 May 2025 (5pm)	A
2.	Conditional candidature	27 June 2025	B
3.	Part B Course information	11 July 2025	C
4.	Part B Course	16 July 2025 to 14 November 2025	
5.	Application to use Post-Secondary Education Account (PSEA)	18 to 29 August 2025	D
6.	E-Exams Onboarding	29 September 2025 to 24 October 2025	
7.	Last day to furnish any other supporting documents	30 September 2025 (5pm)	
8.	Last day for: 1. Applicants to withdraw candidature 2. Request for special arrangement	6 October 2025	E
9.	Confirmation of Candidature	7 October 2025	
10.	E-acknowledgment of Examinations Notices, Instructions and Rules	4 November 2025	
11.	Examination schedule and venue	2 to 4, and 8 to 12 December 2025	F

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

Online application

1. 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/part-b>

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

2. 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.
3. For applicants who are neither Singapore citizens nor permanent residents, you will require a Student Pass to take the Part B Course and Examinations. SILE will correspond with you on the application process separately via email.
4. Submit softcopies of the following in PDF, JPG or PNG 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 / Passport	<p>For Singapore citizens or permanent residents</p> <p>Certified true copy of your NRIC (front and back), in colour, on one single page. [Save file name as 2_Full Name_NRIC]</p>	<p>For non-Singapore citizens or permanent residents</p> <p>Certified true copy of both cover and particulars page of current valid international passport, in colour, on one single page. [Save file name as 2_Full Name_Passport]</p>
Passport-sized photograph	<p>Your digital photo image file must meet the following specifications:</p> <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. 	

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.

Mandatory Documents	
Screenshot of payment	Applicable for all applicants – please see Section A (Points 11, 12, 13) .
Screenshot of SFC balance (if applicable)	Applicable to applicants who are Singapore citizens aged 25 and above and would like to utilise SFC for the course fees – please see Section A (Points 8, 9, 10) .
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.
Relevant Legal Training (RLT) or Relevant Legal Practice (RLP) or Relevant Legal Work (RLW) (if applicable)	Overseas graduates are required to submit a certification of their completion of RLT, RLP or RLW. The templates for the certification letter are found at: https://www.sile.edu.sg/relevant-legal-training-or-relevant-legal-practice-or-work .

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.

Fees information

5. You will need to make payment of the relevant fees before your candidature is confirmed.
6. If you have **NOT** applied to register as a qualified person and have not been issued with SILE's letter for registration as a qualified person, **please include an additional payment of S\$218 (inclusive of GST) for the QP Registration Fee**. Please note that SILE will automatically process your registration as a qualified person as part of the Course and Examinations registration. You do not need to separately apply to register as a qualified person.
7. The fees for the 2025 Session 2 Part B Course and Examinations are as follows:

	Singapore Citizen	Singapore Permanent Resident	Foreigner
Course and Examinations Fee* (inclusive of GST)	S\$5,450	S\$6,322	S\$7,630

* Inclusive of a non-refundable application fee of S\$545 (inclusive of GST) (the "Application Fee"). For more details, please refer to **Section E**.

SkillsFuture Credits (SFC)

8. All Singapore citizens aged 25 and above will be able to utilise their SFC account to pay for the Part B Course fee.

9. If you would like to utilise your SFC, do take note of the following:

- (a) Only **Base-Tier SFC** may be used for offsetting the Part B course fee (Mid-Career Tier SFC are NOT eligible for claims).
- (b) To make payment of the Part B 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.**

Example:
Assuming you have a balance of S\$500 in your SFC account: Course fees (inclusive of GST): S\$5,450 SkillsFuture Credit claimed: S\$500 Please make payment of <u>S\$4,950</u> .

- (c) A screenshot of your **Base-Tier SFC** balance must be attached at the point of application submission.
- (d) To submit SFC claim by logging in to <https://www.myskillsfuture.gov.sg/> after you have received an invoice from SILE. The SFC claim window is open **from 18 May 2025 to 15 July 2025**. Do note that late submission will not be accepted.

10. 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>.

Mode of payments

11. You may select the following mode of payment:

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

Name of Bank: OCBC Bank

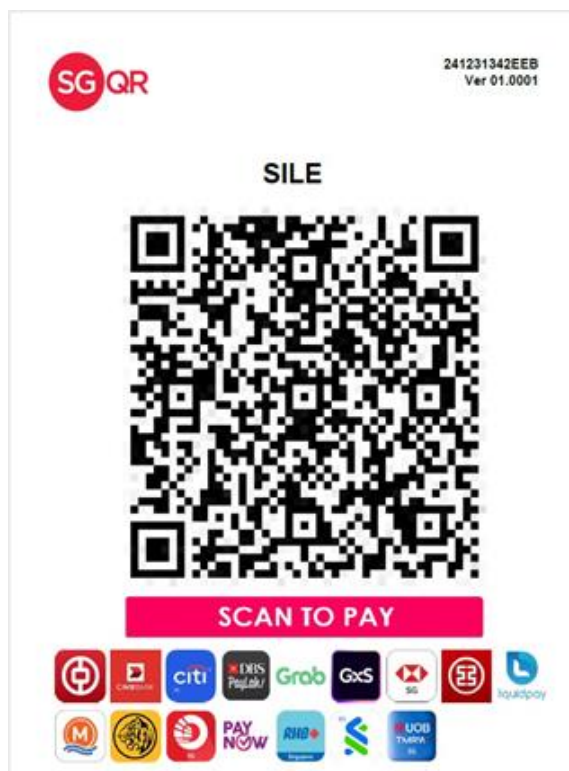
Name: Singapore Institute of Legal Education OR SILE

Bank Account Number: 629678301001

B. PayNow

SILE UEN No.: T11GB0001H

C. Scan to pay



12. 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. The payment screenshot must show applicant’s full 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.
13. 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 B

Conditional candidature

1. You should receive an email notifying you of your conditional candidature **by 27 June 2025**. Thereafter, you must submit mandatory documents **by 5pm on 30 September 2025** before your candidature can be confirmed.
2. 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 E** for more information.

Section C

Part B Course information

1. You should receive an email from SILE pertaining to the Part B Course information **by 11 July 2025**, which will include the login credentials to SILE Campus and Part Course details.
2. In addition, you should receive an email for the LawNet login credentials **by 11 July 2025** from Noreply@lawnet.sg.

Section D

Post-Secondary Education Account (PSEA)

1. Singapore citizens who wish to use the fund from their PSEA to reimburse their Course and Examinations fees may do so from **18 to 29 August 2025**. More details pertaining to the application process will be announced on SILE Campus closer to the application date.

Section E

Withdrawal policy

1. 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.
2. If you wish to withdraw from the Course and Examinations, you must first write in to SILE as follows:

Email Address:	Partb.application@sile.edu.sg
Subject:	[NAME] – Withdrawal from 2025 Session 2 Part B Course and Examinations

3. If you withdraw your candidature after SILE has conditionally accepted your application, or if your candidature is deemed to be withdrawn, you will be eligible for a refund less the Application Fee, i.e., S\$545 (inclusive of GST).
4. Any refund granted shall be in SILE's sole discretion. No refund will be given if you withdraw your candidature **after 6 October 2025**.

Request for special arrangements

5. If you require any special arrangement during the Part B Examinations due to existing medical and/or other conditions, you must make a formal request by writing in to SILE **by 6 October 2025** as follows:

Email Address:	Partb.application@sile.edu.sg
Subject:	[NAME] – Request for Special Arrangement for 2025 Session 2 Part B Examinations

6. The request must:
 - (a) State clearly the medical condition and the accommodations required during the examinations, e.g., how much extra time needed, etc.;
 - (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.
7. 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 F

Examination Schedule and Venue

1. The 2025 Session 2 Part B Examinations will be held on the following dates:

Day / Date	Time	Module	Subject
Tuesday 2 December 2025	2.30pm to 4.30pm	Dispute Resolution Practice (DRP) Paper 1 (Written)	<ul style="list-style-type: none"> • Civil Litigation • Written Advocacy
Wednesday 3 December 2025	2.30pm to 4.30pm	Dispute Resolution Practice (DRP) Paper 2 (MCQ)	<ul style="list-style-type: none"> • Arbitration • Mediation Advocacy
Thursday 4 December 2025	2.30pm to 4.30pm	Ethics & Professional Responsibility (ETH) Paper 1 (Written)	<ul style="list-style-type: none"> • Ethics & Professional Responsibility
Monday 8 December 2025	2.30pm to 4.30pm	Private Client Practice (PCP) Paper 1 (Written)	<ul style="list-style-type: none"> • Criminal Litigation Practice & Procedure • Family Law Practice
Tuesday 9 December 2025	2.30pm to 4.30pm	Private Client Practice (PCP) Paper 2 (MCQ)	<ul style="list-style-type: none"> • Probate & Succession Planning • Real Estate Practice

Day / Date	Time	Module	Subject
			(Conveyancing) <ul style="list-style-type: none"> • Muslim Family & Succession Law • Employment Law • Personal Injury & Property Damage
Wednesday 10 December 2025	2.30pm to 4.30pm	Corporate & Commercial Practice (CCP) Paper 1 (MCQ)	<ul style="list-style-type: none"> • Banking & Fundraising • Corporate Governance • Insolvency & Corporate Restructuring • Admiralty
Thursday 11 December 2025	2.30pm to 4.30pm	Corporate & Commercial Practice (CCP) Paper 2 (MCQ)	<ul style="list-style-type: none"> • Intellectual Property • Mergers & Acquisitions • Competition Law • Taxation
Friday 12 December 2025	2.30pm to 4.30pm	Contemporary Legal Knowledge & Practice (CLK) Paper 1 (MCQ)	<ul style="list-style-type: none"> • Data Protection & Cyber Regulation • Law & Technology • Comparative Laws • Conflict of Laws

2. Apart from the above dates, you are advised to keep yourself available from **15 to 19 December 2025** (both dates inclusive) as reserved dates, in the event of any contingencies which may require the Examinations to be re-fixed to a different date. Contingencies include events which may prevent the Examinations from being conducted, such as fire or electrical outage.
3. In the event of a major train or road disruption, or such other unexpected situation, the commencement time of the Examinations may be delayed. Instructions or updates will generally be issued through SILE Campus.
4. The venue is at the **Singapore Institute of Management, 461 Clementi Road, Block A, Level 4, Grand Hall, Singapore 599491**. For directions to and around the school, please visit their website at <https://www.sim.edu.sg/contact-us>.