



**Singapore  
Institute of Legal Education**

**Guide to Application Process:  
2026 Session 1 Part A of the Singapore Bar  
Examinations and Optional Bar Course**

29 August 2025

## **2026 SESSION 1 PART A BAR EXAMINATIONS AND OPTIONAL BAR COURSE**

**Online Application Period: 1 to 26 September 2025 (5pm)**

### **INTRODUCTION**

1. The Part A of the Singapore Bar Examinations ("**Part A Exams**") 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 Exams is one of the pre-requisites for such persons to attain the status of a Qualified Person as defined in the Legal Profession Act 1966 read with the Legal Profession (Qualified Persons) Rules ("**QP Rules**").

### **PART A BAR EXAMINATIONS**

2. The 2026 Session 1 Part A Exams will be conducted from 20 to 24 April 2026. Apart from these dates, you are advised to keep yourself available from 27 April 2026 to 1 May 2026 (both dates inclusive) as reserved dates, in the event of any contingencies which may require the Examinations to be rescheduled to a different date. Contingencies include events which may prevent the Examinations from being conducted, such as fire or electrical outage.
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 **27 February 2026**. **In the meantime, you are still required to submit your application during the online application period.**
4. 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

| No. | Event                                                                                                                                                                      | Date                                | Section    |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------|
| 1.  | Online application period and payment of fees                                                                                                                              | 1 to 26 September 2025 (5pm)        | <b>A</b>   |
| 2.  | SkillsFuture Credits (SFC) (for Singapore citizens aged 25 and above; and for those who are applying for Optional Course)                                                  | 21 November 2025 to 19 January 2026 | <b>B</b>   |
| 3.  | Conditional candidature                                                                                                                                                    | 12 December 2025                    | <b>C</b>   |
| 4.  | Optional Course information                                                                                                                                                | 5 January 2026                      | <b>D</b>   |
| 5.  | Part A Bar Course                                                                                                                                                          | 19 January 2026 to 18 March 2026    |            |
| 6.  | E-Exams Onboarding                                                                                                                                                         | 23 February 2026 to 17 April 2026   |            |
| 7.  | Application to use Post-Secondary Education Account (PSEA) (for Singapore citizens)                                                                                        | 2 to 13 February 2026               | <b>B</b>   |
| 8.  | I. Furnish any other supporting documents to meet requirements;<br>II. Withdraw candidature; and<br>III. Applicants to request for special arrangement(s) for examinations | 27 February 2026                    | <b>E/F</b> |
| 9.  | E-acknowledgment of Examinations Notices, Instructions and Rules                                                                                                           | 23 March 2026                       |            |
| 10. | Examination schedule and venue                                                                                                                                             | 20 to 24 April 2026                 | <b>G</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 29 August 2025.

## Section A

### Online application

1. The online application portal will be open from **1 to 26 September 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 email<sup>1</sup>.

2. **The Part A Bar Course is optional (the “Part A Course”), and you must indicate your interest in the online application form. No changes are allowed upon submission.**
3. 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.
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           | For Singapore citizens or permanent residents<br><br><b><u>Certified true copy</u></b> of your NRIC (front and back), in colour, on <b><u>one single page</u></b> .<br><b>[Save file name as 3_Full Name_NRIC]</b>                                                                                                                                                                                                                                                    | For non-Singapore citizens or permanent residents <sup>2</sup><br><br><b><u>Certified true copy</u></b> of both cover and particulars page of current valid international passport, in colour, on <b><u>one single page</u></b> .<br><b>[Save file name as 3_Full Name_Passport]</b> |
| Passport-sized photograph | Your digital photo image file must meet the following specifications: <ul style="list-style-type: none"><li>• in colour taken against a plain white background without shadows;</li><li>• taken within the last 3 months;</li><li>• 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</li><li>• 400 by 514 pixels in dimensions.</li></ul> |                                                                                                                                                                                                                                                                                      |

<sup>1</sup> 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.

<sup>2</sup> If you are not a Singapore citizen or permanent resident, you must hold a valid pass / visa in order to stay in Singapore to prepare for the examinations. You must make your own arrangements to obtain the pass / visa. SILE does not apply for passes / visas on behalf of applicants.

| Mandatory Documents                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Basis of admission to law degree</b>                 | Provide <b>certified true copy</b> of an official transcript for your educational qualification used as the basis of admission to your law degree. E.g. include: GCE 'A' Level, International Baccalaureate, Singapore Diploma and Foundation Year. <b>[Save file name as 'Admission_to_LD']</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Degree certificate for your law degree</b>           | Provide a <b>certified true copy</b> of your degree certificate. If you are graduating after <b>26 September 2025</b> but before <b>27 February 2026</b> , submit your application excluding your degree. <b>[Save file name as '4_Deg_Cert']</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Official academic transcript for your law degree</b> | Provide a <b>certified true copy</b> of your official transcript. If you are graduating after <b>26 September 2025</b> but before <b>27 February 2026</b> , submit your most up-to-date academic transcript reflecting your <u>previous years' results</u> . <b>[Save file name as '5_Transcript']</b><br><br><b>NOTE:</b> 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.                                                                                                                                                                             |
| <b>Ranking Certification Document (RCD)</b>             | Graduates from overseas scheduled universities in Australia, New Zealand or the United States of America must submit an RCD - please see <b>Annex A</b> . If you are graduating after <b>26 September 2025</b> but before <b>27 February 2026</b> , submit your application first without your RCD. <b>[Save file name as '6_RCD']</b><br><br><b>NOTE:</b> <ul style="list-style-type: none"> <li><b>DO NOT put in the application if your university is unable to rank you and issue an RCD before <u>27 February 2026</u>. Apply for the next session instead;</b></li> <li><b>The RCD must be prepared strictly according to the template provided in Annex A. Any other variations will be rejected; and</b></li> <li><b>As soon as your RCD is available, please obtain a <u>certified true copy</u> of the document and submit it to <a href="mailto:parta2026s1@sile.edu.sg">parta2026s1@sile.edu.sg</a>.</b></li> </ul> |
| <b>University Admission Document (UAD)</b>              | Graduates from one of the UK universities listed in the Second Schedule <sup>3</sup> of the QP Rules and who commenced the course of study in 2015 or later must submit a UAD - please see <b>Annex B</b> . <b>[Save file name as '7_UAD']</b><br><br><b>NOTE:</b> <ul style="list-style-type: none"> <li><b>The UAD must be prepared strictly according to the template provided in Annex B. Any other variations will be rejected; and</b></li> <li><b>As soon as your UAD is available, please obtain a <u>certified true copy</u> of the document and submit it to <a href="mailto:parta2026s1@sile.edu.sg">parta2026s1@sile.edu.sg</a>.</b></li> </ul>                                                                                                                                                                                                                                                                     |

<sup>3</sup> 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          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Remote / Online Learning Document (ROLD)</b> | <p>If you have undertaken remote or online learning/examinations during your course of study, whether due to the Covid-19 situation or otherwise must submit a letter from your university - please see <b>Annex C</b>. [Save file name as '8_ROLD']</p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• The ROLD must be prepared strictly according to the template provided in Annex C. Any other variations will be rejected; and</li> <li>• As soon as your ROLD is available, please obtain a <b>certified true copy</b> of the document and submit it to <a href="mailto:parta2026s1@sile.edu.sg">parta2026s1@sile.edu.sg</a>.</li> </ul> |
| <b>Exemption (if applicable)</b>                | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Exemption application if you are applying for exemption from any of the requirements under the relevant legislation.</li> </ul>                                                                                                                                                                                                                                        |

**NOTE:**

- A. 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.
- B. Certification should be carried out by an **independent person** of recognised authority, such as a lawyer of standing, notary public (if you are overseas) or university (e.g., by the Dean of the university, 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.

## Section B

### Fees information

1. The fees for the 2026 Session 1 Part A Exams and optional Course are as follows:

|                                                | Singapore Citizen | Singapore Permanent Resident | Foreigner   |
|------------------------------------------------|-------------------|------------------------------|-------------|
| Course and Examination Fees (inclusive of GST) | S\$3,815.00       | S\$4,142.00                  | S\$8,022.40 |
| Examination Fees (inclusive of GST)            | S\$1,744.00       |                              |             |

## Modes of payment

2. You may select the following modes of payment:

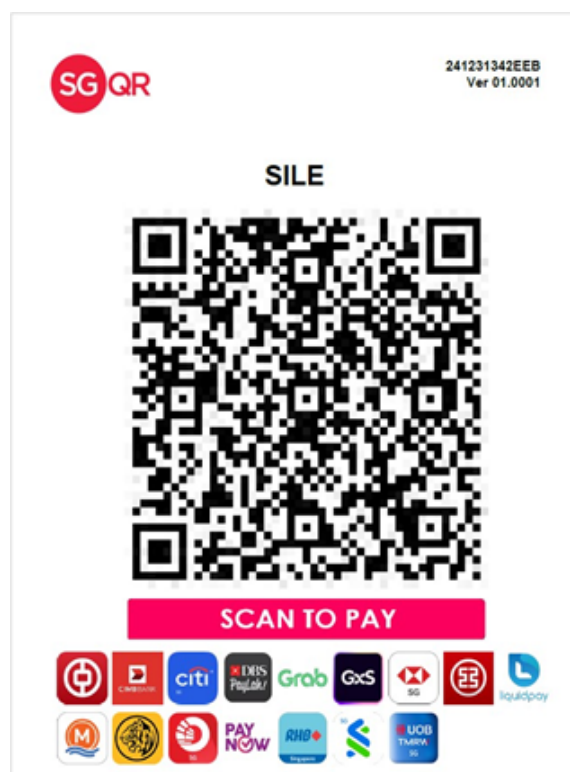
**A. FAST (Fast and Secure Transfers) OR Transfer Now**

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**



3. Indicate **"A-[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 the 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.
4. 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.

### SkillsFuture Credits (SFC)

5. All Singapore citizens aged 25 and above will be able to utilise their SFC account to pay for the optional Course fee.
6. 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 optional Course fee (Mid-Career Tier SFC are **NOT** eligible for claims).
- (b) Please make payment of the optional Course fee **less** the SFC amount 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:<br><br>Optional Course fees: S\$2,071<br>SFC claimed: S\$500<br>Payable: <b><u>S\$1,571</u></b><br><br>Please make payment of <b><u>S\$1,571</u></b> . |

- (c) A screenshot of your **Base-Tier SFC** balance must be attached at the point of application submission.
- (d) Please submit an SFC claim by logging in to <https://www.myskillsfuture.gov.sg/> **only after you have received an invoice from SILE.**
- (e) Please note that the SFC claim window will be open from **21 November 2025 to 19 January 2026**. Do note that late submissions will not be accepted.

7. Please also note the following before deciding to utilise your SFC:

- (a) If you have already made an initial self-payment for the optional 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>.

### Post-Secondary Education Account (PSEA)

8. Singapore citizens who wish to use the fund from their PSEA to reimburse their optional Course and Examinations fees may do so from **2 to 13 February 2026**. More details pertaining to the application process will be announced on SILE Campus closer to the application date.

## Section C

### Conditional candidature

1. You should receive an email notifying you of your conditional candidature and the optional Course schedules **by 12 December 2025**. Thereafter, you must submit mandatory documents **by 27 February 2026** before your candidature can be confirmed. Please see **Section A** for more information.
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.
3. The conditional candidature email shall suffice as official documentation of your enrolment in the relevant session of the Part A Exams and/or as confirmation of your status as a student.

## Section D

### Optional Course information

1. The Part A Course is an **optional** course to prepare applicants for the Part A Exams. The Course will take place from **19 January 2026 to 18 March 2026**.
2. You should receive an email from SILE **by 5 January 2026**, which will include the login credentials to SILE Campus, and the details regarding the grouping for those who opted for the optional Course.
3. **Once you are allocated a group number, you will not be allowed to withdraw from the Course. No refund will be given if you are unable to attend the Course.**
4. In addition, you should receive an email for the LawNet login credentials **by 19 January 2026** from [Noreply@lawnet.sg](mailto:Noreply@lawnet.sg).
5. **The optional 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, relevant legal practice, or relevant legal work during the Course, you should make the necessary arrangements with your employer or supervisor so that you can attend the Course. All of the Course may be conducted through an online webinar platform.**

## 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 Part A Exams, you must first write in to SILE as follows:

|                       |                                                                      |
|-----------------------|----------------------------------------------------------------------|
| <b>Email Address:</b> | <a href="mailto:parta2026s1@sile.edu.sg">parta2026s1@sile.edu.sg</a> |
| <b>Subject:</b>       | [NAME] - Withdraw from 2026 Session 1 Part A Exams                   |

3. If you withdraw your candidature after SILE has conditionally accepted your application on or before 12 December 2025, or if your candidature is deemed to be withdrawn, you will be eligible for a refund less the **withdrawal 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 27 February 2026**.

### Request for special arrangements

5. If you require any special arrangement during the Part A Examinations due to existing medical and/or other conditions, you must make a formal request by writing in to SILE **by 27 February 2026** as follows:

|                       |                                                                          |
|-----------------------|--------------------------------------------------------------------------|
| <b>Email Address:</b> | <a href="mailto:parta2026s1@sile.edu.sg">parta2026s1@sile.edu.sg</a>     |
| <b>Subject:</b>       | [NAME] - Request for Special Arrangement for 2026 Session 1 Part A Exams |

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

### Conditions to be fulfilled for confirmation of candidature

1. If you are completing your final year and will graduate **on or before 27 February 2026**, 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.
2. 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).
3. 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 **27 February 2026** 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 E). Notwithstanding the foregoing, SILE reserves the right to revoke any conditional acceptance granted to any applicant.

## Section G

### Examination Schedule and Venue

1. The 2026 Session 1 Part A 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.
2. The 2026 Session 1 Part A Exams will be held on the following dates:

| Day       | Date          | Subject                | Time             | Exam Format |
|-----------|---------------|------------------------|------------------|-------------|
| Monday    | 20 April 2026 | Company Law            | 2.30pm to 4.30pm | 60 MCQs     |
| Tuesday   | 21 April 2026 | Criminal Law           |                  | 60 MCQs     |
| Wednesday | 22 April 2026 | Evidence Law           |                  | 60 MCQs     |
| Thursday  | 23 April 2026 | Land Law               |                  | 50 MCQs     |
| Friday    | 24 April 2026 | Singapore Legal System |                  | 45 MCQs     |

3. Apart from the above dates, you are advised to keep yourself available from **27 April 2026 to 1 May 2026** (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. 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.
5. The venue is at the **Singapore Institute of Management, 461 Clementi Road, Singapore 599491**. For directions to and around the school, please visit their website at <https://www.sim.edu.sg/contact-us>.

#### **IT Equipment**

6. 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.

\* \* \* \* \*

## 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 they are duly authorised to provide the requisite confirmation and indicate clearly their name and designation in the letter.
3. The RCD 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 RCD

To: Singapore Institute of Legal Education

This letter is to confirm **[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]**: *[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<sup>#</sup> who have been conferred the degrees of Bachelor of Laws and Bachelor of Law (Honours)<sup>4</sup>; 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<sup>##</sup> 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<sup>#</sup> who have been conferred the degrees of Bachelor of Laws and Bachelor of Law (Honours)<sup>4</sup>. 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<sup>##</sup> 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.

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.

<sup>#</sup> 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.

<sup>##</sup> 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.

<sup>4</sup> 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."

### University Admission Document (UAD)

1. 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**<sup>5</sup> may be eligible to be a Qualified Person if they are admitted as a candidate for that degree before 1 October 2015.
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 they are duly authorised to provide the requisite confirmation and indicate clearly their name and designation in the letter.
3. The UAD 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 UAD

To: Singapore Institute of Legal Education

This letter is to confirm the admission details of **[Full name of student and student's personal identification number]**:

- (a) Name of Programme Offered: LLB (Honours)
- (b) Date of Offer: \_\_\_\_\_
- (c) Date of Acceptance by Student: \_\_\_\_\_
- (d) Date of Commencement of Programme: \_\_\_\_\_

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)

### **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.

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<sup>5</sup> 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.

## 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 they are duly authorised to provide the requisite confirmation and indicate clearly their name and designation in the letter.
3. The ROLD 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.*