



Singapore
Institute of Legal Education

**Guide to Application Process:
2027 Part A Session 1 Examinations
and Optional Course**

1 September 2026

2027 PART A SESSION 1 EXAMINATIONS AND OPTIONAL COURSE

Online Application Period: 1 to 30 September 2026 (5pm)

INTRODUCTION

1. 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 EXAMINATIONS

2. The 2027 Part A Session 1 Examinations will be conducted from 19 to 23 April 2027. Apart from these dates, you are advised to keep yourself available from 26 to 30 April 2027 (both dates inclusive) as reserve 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 and meet the ranking requirements on or before **26 February 2027**. **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 and payment of fees	1 to 30 September 2026 (5pm)	A
2.	I. Fees information and Modes of payment II. Application to use SkillsFuture Credits (SFC) <i>(for Singapore citizens aged 25 and above; and who are applying for the Optional Course)</i> III. Application to use Post-Secondary Education Account (PSEA) funds <i>(for Singapore citizens)</i>	- 13 November 2026 to 11 January 2027 11 to 31 January 2027	B
3.	Conditional candidature	9 December 2026	C
4.	Optional Course information	4 January 2027	D
5.	Optional Course	11 January 2027 to 9 March 2027	-
6.	I. Withdrawal of candidature; and II. Submission of request for special arrangement(s) for Examinations	By 26 February 2027	E
7.	Furnishing of any other supporting documents to meet requirements	By 26 February 2027	F
8.	E-Exams Onboarding	15 February 2027 to 9 April 2027	-
9.	E-acknowledgment of Examinations Notices, Instructions and Rules	5 March 2027	-
10.	Examinations schedule and venue	19 to 23 April 2027	G

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 1 September 2026.

Section A

Online application

1. The online application portal will be open from **1 to 30 September 2026 (5pm)**. To apply online, register for an account using your preferred email address at:

<https://sile.edu.sg/apply/part-a>

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

2. **The Part A Course is optional (“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 soft copies of the following documents together with your online application in PDF, JPG, or PNG format. Each file must not exceed 150 KB in size, must be clearly legible, and must be named according to the prescribed file naming conventions stated below.

Mandatory Documents		
NRIC / Passport	For Singapore citizens or permanent residents Certified true copy of your NRIC (front and back), in colour, on one single page - [Save file name as 3_Full Name_NRIC]	For non-Singapore citizens or non-permanent residents ² Certified true copy of both cover and particulars page of current valid international passport, in colour, on one single page - [Save file name as 3_Full Name_Passport]
Passport-sized photograph	Your digital photo image file must meet the following specifications: • in colour taken against a 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	Applicable to all applicants - please see Section B (Points 3 to 5) .	

¹ You may also log in to the online application portal to check the status of your application. A successfully submitted application will be indicated with the status “**SUBMITTED**.” If you do not receive an application acknowledgement email, please log in to verify your application status. If the status is shown as “**IN PROGRESS**,” your application has not yet been submitted.

² If you are not a Singapore citizen or permanent resident, you must hold a valid pass / visa 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	
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 B (Points 6 to 8) .
Basis of admission to law degree	Provide a copy of the official transcript for the educational qualification that was used as the basis of admission to your law degree. Examples include GCE 'A' Level, International Baccalaureate (IB), Singapore Diploma, and Foundation Year qualifications - [Save file name as 'Admission_to_LD']
Degree certificate for your law degree	Provide a certified true copy of your degree certificate. If you are graduating after 30 September 2026 but before 26 February 2027 , submit your application excluding your degree - [Save file name as '4_Deg_Cert']
Official academic transcript for your law degree	Provide a certified true copy of your official transcript. If you are graduating after 30 September 2026 but before 26 February 2027 , <u>submit your most up-to-date academic transcript reflecting your previous years' results</u> - [Save file name as '5_Transcript'] NOTE: The name on your degree certificate and official academic transcript 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.
Ranking Certification Document (RCD)	Graduates from overseas scheduled universities in Australia, New Zealand or the United States of America must submit an RCD - please see Annex A . If you are graduating after 30 September 2026 but before 26 February 2027 , submit your application excluding your RCD - [Save file name as '6_RCD'] NOTE: • DO NOT submit your application if your university is unable to rank you and issue an RCD before <u>26 February 2027</u>. 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 submit it to parta2027s1@sile.edu.sg.
University Admission Document (UAD)	Graduates from UK universities listed in the Second Schedule ³ of the QP Rules and who commenced the course of study in 2015 or later must submit a UAD - please see Annex B - [Save file name as '7_UAD'] NOTE: • The UAD must be prepared strictly according to the template provided in Annex B. Any other variations will be rejected; and • As soon as your UAD is available, please submit it to parta2027s1@sile.edu.sg.

³ 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)	Graduates who have undertaken remote or online learning during your course of study, whether due to the Covid-19 situation or otherwise, must submit a letter from your university - please see Annex C - [Save file name as '8_ROLD'] NOTE: • The ROLD must be prepared strictly according to the template provided in Annex C. Any other variations will be rejected; and • As soon as your ROLD is available, please submit it to parta2027s1@sile.edu.sg.
Exemption (if applicable)	• Letter from the Ministry of Law if you have been exempted from any of the requirements under the relevant legislation; or • A copy of the exemption application submitted to the Ministry of Law if you have applied for exemption from any of the requirements. NOTE: Candidates seeking an exemption from the Ministry of Law must submit the approved exemption request by 26 February 2027.

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 with no personal connection to you, such as a lawyer of standing (if you are currently based in Singapore), notary public (if you are currently based overseas), or university (e.g., by the Dean or Registrar of the university). The full name of the certifier, and a description of the certifier's status or authority should be placed under the signature. Certification should be done with a wet-ink signature on the physical copy of the document (i.e., digitally certified documents are not accepted).

Section B

Fees information

1. You will need to make payment of the relevant fees to complete your application.
2. The fees (inclusive of GST) for the 2027 Part A Session 1 Examinations, with or without the optional Course, are as follows:

	Course + Examinations	Examinations Only
Singapore Citizen	S\$3,815.00	S\$1,744.00
Singapore PR	S\$4,142.00	
Foreigner	S\$8,022.40	

Modes of payment

3. You may select the following modes of payment:

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

Name of Bank: OCBC Bank

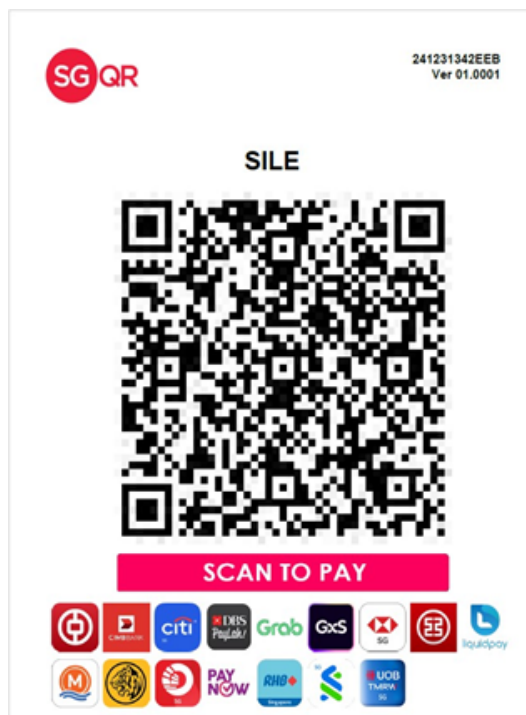
Name: Singapore Institute of Legal Education OR SILE

Bank Account Number: 629678301001

B. PayNow

SILE UEN No.: T11GB0001H

C. Scan to pay



4. **Please indicate “A-[FULL NAME OF APPLICANT]” in the payment details, including as much of your full name as the character limit allows. The payment screenshot submitted must clearly show the applicant's full name and confirm that the transfer has been successfully completed. If we are unable to verify your payment, you may be required to provide additional documentary evidence.**
5. You are responsible for any bank charges incurred and must ensure that we receive the full payment amount. Incorrect payment amounts or failure to indicate your full name in the payment details may result in delays in processing your application. Payments will only be processed upon receipt of the full amount due. If you make an overpayment, you may be liable for any bank / administrative charges for processing the refund.

SkillsFuture Credits (SFC)

6. All Singapore citizens aged 25 and above will be able to utilise their SFC account to pay for the **optional Course fee**.

7. 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: Optional Course fees: S\$2,071 SFC claimed: S\$500 Payable: <u>S\$1,571</u> Please make payment of <u>S\$1,571</u> .

(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/> **after you have received an invoice from SILE.**

(e) Please note that the SFC claim window will be open from **13 November 2026 to 11 January 2027**. **Do note that late submissions will not be accepted.**

(f) **Once you have claimed your SFC, you are required to log in to SILE Campus within 14 days of the Course start date (i.e., by no later than 25 January 2027).**

8. 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 the Course fees.

(b) SFC is not intended to fund employer-provided training, which should be borne by the employer. For enquiries, please write to <https://service-portal.skillsfuture.gov.sg>.

Post-Secondary Education Account (PSEA)

9. Singapore citizens who wish to use the funds from their PSEA to reimburse their Examinations and optional Course fees may do so from **11 to 31 January 2027**. More details will be announced on SILE Campus closer to the PSEA application date.

10. **In order to be eligible for PSEA reimbursement, you, regardless of whether you are taking the optional Course or not, are required to attend the first day of the Course (i.e., attend the Opening Brief). You must use your full name per your NRIC when attending the Opening Brief.**

Section C

Conditional candidature

1. You should receive an email notifying you of your conditional candidature and the optional Course schedule by **9 December 2026**. Thereafter, you must submit mandatory documents by **26 February 2027** 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 Examinations and/or as confirmation of your status as a candidate.

Section D

Optional Course information

1. The Part A Course is an **optional** course to prepare applicants for the Part A Examinations. The Course will take place from **11 January 2027 to 9 March 2027**.
2. You should receive an email from SILE by **4 January 2027**, which will include the login credentials to SILE Campus, and details regarding the grouping for those who opted for the optional Course.
3. **Please note that once you are assigned a Seminar Group number, you are not allowed to change your assigned group and the Course fee paid is non-refundable.**
4. In addition, you should receive an email for the following:-
 - (a) LawNet login credentials from Noreply@lawnet.sg; and
 - (b) QR code from membership@nus.edu.sg to access CJ Koh Law Library at UTown.
5. There are 5 sessions for each of the 5 examinable subjects. In total, there will be 25 sessions for each Seminar Group, all of which will be conducted using the Zoom platform. To participate in the session, you must have a computer compatible with Zoom, with a working web camera, microphone and speakers. Your camera **must be switched on** during the entire duration of the session. **Do not register for the Course if you do not wish to attend the sessions.**
6. **The optional Course will be held outside office hours. 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.**

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, you must first write in to SILE as follows:

Email Address:	parta2027s1@sile.edu.sg
Subject:	[NAME] - Withdrawal from 2027 Part A Session 1 Examinations

3. Any refund granted shall be in SILE's sole discretion. The table below sets out the refund eligible to you if you wish to withdraw your candidature or if your candidature is deemed withdrawn due to reasons including (but not limited to), (a) non-payment of fees; (b) failure to submit the required documents; or (c) failure to obtain the necessary exemption.

No.	Withdrawal Timeline	Period	Refund
1.	On or before 9 December 2026	Before candidature has been conditionally accepted	Examinations and optional Course fees (if applicable), but less withdrawal fee of \$545 (inclusive of GST)
2.	Between 10 December 2026 and 3 January 2027 (both dates inclusive)	After candidature has been conditionally accepted, but before "SILE Campus Login and Other Administrative Information" email has been received	Examinations and optional Course fees (if applicable), but less withdrawal fee of \$545 (inclusive of GST)
3.	Between 4 January 2027 and 25 February 2027 (both dates inclusive)	After Seminar Group has been assigned (if applicable) and "SILE Campus Login and Other Administrative Information" email has been received	Examinations fee only, but less withdrawal fee of \$545 (inclusive of GST)
4.	After 26 February 2027	After the withdrawal period	No refund

Request for special arrangements

4. If you require any special arrangements 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 **26 February 2027** as follows:

Email Address:	parta2027s1@sile.edu.sg
Subject:	[NAME] - Request for Special Arrangement for 2027 Part A Session 1 Examinations

5. 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.
6. 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 26 February 2027**, 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, official academic transcript, as well as 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.

You are permitted to attend the optional Course while awaiting the results of your exemption application, if you have submitted the exemption request at the time of application for Part A. However, if your exemption application is rejected, you will be required to withdraw your

candidature from the current session. You may wish to consider reapplying to sit for the Examinations once you have obtained the necessary exemption(s). For further details on withdrawal, please refer to **Section E**.

3. Your candidature will only be confirmed upon completing all the required examination-related tasks and meeting the requirements set out in this section as applicable to you. If the conditions imposed for your conditional candidature are not met by **26 February 2027** or any 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 2027 Part A Session 1 Examinations are conducted on the basis that candidates sit for the Examinations in Singapore. Applicants who are residing outside Singapore must ensure that they are in Singapore during the Examinations period.
2. The 2027 Part A Session 1 Examinations will be held on the following dates:

Day	Date	Subject	Time	Exam Format
Monday	19 April 2027	Company Law	2.30pm to 4.30pm	60 MCQs
Tuesday	20 April 2027	Criminal Law	2.30pm to 4.30pm	60 MCQs
Wednesday	21 April 2027	Evidence Law	2.30pm to 4.30pm	60 MCQs
Thursday	22 April 2027	Land Law	2.30pm to 4.30pm	60 MCQs
Friday	23 April 2027	Singapore Legal System	2.30pm to 4.30pm	60 MCQs

3. Apart from these dates, you are advised to keep yourself available from **26 to 30 April 2027** (both dates inclusive) as reserve 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.
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 Examinations will be held at the **Singapore Institute of Management, 461 Clementi Road, Singapore 599491**. For directions to the campus and examination venue, please refer to their website at <https://www.sim.edu.sg/contact-us>.

IT Equipment

6. A laptop with a functional webcam and microphone is required for the Examinations. A macOS or Windows 10/11 laptop purchased within the last 2 to 3 years with at least 8GB RAM should be suitable. Windows laptops must have a non-ARM-based processor.

Disciplinary action will be taken against candidates found violating any of the rules in this Guide. Candidates found in breach of any rule may be barred from sitting for the Examinations.

SILE reserves the right to amend the rules or impose additional rules for the conduct of the Course.

* * * * *

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 prescribed under Rules 9(1)(e), 9(2)(e), 9(2A)(e) read with Rule 9(3), and Rule 9A(1)(f) read with Rule 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 in accordance with the below 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. An 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]** and: *[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)⁴; 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.

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.*

[#] 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.

⁴ 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)

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**⁵ 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 in accordance with the below 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. A 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 admission details 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 also provide the UAD.

⁵ 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 the following Guidance Notes:
 - (a) [Guidance Note dated 24 August 2020](#);
 - (b) [Guidance Note dated 21 May 2021](#); and
 - (c) [Guidance Note dated 5 October 2021](#),and submit a copy of the required ROLD.
2. The letter must be prepared in accordance with the below 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. An 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 which were delivered online/remote* were as follows:

Academic Period [Month and Year*] - [Month and 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.