



Singapore
Institute of Legal Education

**Guide to Application Process:
Part A of the Singapore Bar Examinations
2018 Session 2**

13 April 2018

TABLE OF CONTENTS

<u>EXPLANATORY NOTE</u>	3
<u>PART A BAR EXAMINATIONS</u>	3
<u>ONLINE APPLICATION</u>	4
<u>SUPPORTING DOCUMENTS REQUIRED</u>	5
MANDATORY DOCUMENTS	
<u>BASIS OF ADMISSION TO LAW DEGREE</u>	5
<u>DEGREE CERTIFICATE</u>	5
<u>OFFICIAL ACADEMIC TRANSCRIPTS</u>	5
<u>RANKING CERTIFICATION DOCUMENT</u>	5
<u>UNIVERSITY ADMISSION DOCUMENT</u>	5
SUPPLEMENTARY DOCUMENTS	
<u>EXEMPTION</u>	6
<u>MEDICAL REPORT</u>	6
<u>EXAMINATIONS FEES AND SUBMISSION OF SUPPORTING DOCUMENTS</u>	6
<u>EXAMINATIONS FEES</u>	6
<u>MODE OF PAYMENT</u>	6
<u>SUBMISSION OF DOCUMENTS</u>	6
<u>POST-SECONDARY EDUCATION ACCOUNT</u>	7
<u>CONDITIONAL CANDIDATURE</u>	7
<u>CANDIDATES WITH DISABILITIES</u>	8
<u>WITHDRAWAL POLICY</u>	8
<u>KEY DATES AT A GLANCE</u>	9
<u>ANNEX A</u>	10

2018 SESSION 2 PART A BAR EXAMINATIONS

Online Application Period: 13 April 2018 to 14 May 2018 (5pm)
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EXPLANATORY NOTE

1. The Singapore Institute of Legal Education (SILE) will conduct the 2018 Session 2 Part A Bar Examinations in October/November 2018. There is no preparatory course for this session of the examinations.

PART A BAR EXAMINATIONS

2. The Part A Bar Examinations is a conversion examination applicable for all graduates from overseas scheduled universities who intend to apply for admission to the Singapore Bar. Passing the Part A Bar Examinations is one of the pre-requisites for such persons to attain the status of a Qualified Person as defined in the Legal Profession Act read with the Legal Profession (Qualified Persons) Rules (QP Rules).
3. The 2018 Session 2 Part A Bar Examinations will be conducted on dates to be finalised during the period 15 October – 16 November 2018, both dates inclusive.
4. To apply to sit for this session of the Part A Bar 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 **14 September 2018** in order to sit for the 2018 Session 2 Part A Bar Examinations. **In the meantime, you should still submit an application during the online application period.**
5. You do not need to take the Part A Bar Examinations if you are already a Qualified Person. To check if you are or can become a Qualified Person, visit SILE's website at:
<http://www.sile.edu.sg/qualified-person>
6. If you do not meet all the requirements for taking the Part A Bar Examinations, 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/content/minlaw/en/practising-as-a-lawyer/applications-to-the-minister-for-law-for-exemption.html>

If you do not meet the requirements under paragraphs 4(a) and/or 4(b), you must have either applied for an exemption, or obtained the exemption by the time you submit your application.

ONLINE APPLICATION

7. The online application portal will be open from **13 April 2018 to 5pm on 14 May 2018**. To apply online, register for an account using your preferred email address at:

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

Complete the online application by filling up all the mandatory fields. Submit the completed application form before the deadline. When the application is submitted successfully, you will receive an application acknowledgment email. You can also login to the online application portal to check on the status of your application. If you have successfully submitted your application, your online application status will be indicated as 'COMPLETED.' If you do not receive any application acknowledgment email, login to check the status of your application. If you see the status as 'IN PROGRESS', your online application has not been submitted yet.

8. SILE will correspond with you primarily by email during the application process. You must therefore provide a valid personal email address. This email address will be used for future applications in the system e.g. Registration as Qualified Persons, and the Part B Bar Course. **DO NOT** use your University-based email if it will expire after your graduation. Inform SILE immediately of any changes to your contact details.
9. The soft copy of the following must be submitted with the online application:

(a) Identification Document

For Singapore citizen or permanent resident, attach a soft copy of your NRIC, both sides in colour on one single page in PDF, JPEG or PNG format, not exceeding 500 Kbytes in file size;

For non-Singapore citizen or permanent resident, attach a soft copy of your current valid international passport, both the cover and particulars page of your passport in colour on one single page in PDF, JPEG or PNG format, not exceeding 500 Kbytes in file size.

(b) Recent Passport-Sized Photograph

Ensure that your digital photo image file meets the following specifications:

- 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 the facial features);
- in JPG or PNG format;
- not exceeding 150 Kbytes in file size; and
- 400 by 514 pixels in dimensions.

SUPPORTING DOCUMENTS REQUIRED

10. You must submit copies of the following supporting documents as applicable to you, and any other documents that SILE may require.

Mandatory Documents

- (a) **Basis of admission to law degree.** You must provide an official transcript for your educational qualification used as the basis of admission to your law degree. Examples of such qualifications include, but not limited to those from GCE 'A' Level, International Baccalaureate, Singapore Diploma and Foundation Year;
- (b) **Degree certificate for your law degree.** If you are graduating after 14 May 2018, you may proceed to submit your application without your degree certificate. After you have graduated, you must submit your degree certificate to SILE on or before 14 September 2018;
- (c) **Official academic transcript for your law degree.** If you are graduating after 14 May 2018, you must submit your most up-to-date academic transcript reflecting your previous years' results. After you have graduated, you must submit your official full academic transcripts to SILE on or before 14 September 2018;
- (d) **Ranking Certification Document (RCD)**
- (i) ***If your law degree is from an overseas scheduled university in Australia, New Zealand or the United States of America:*** A hard copy and signed letter from the university stating your ranking, in terms of academic performance, of the total number of the graduates in the same batch who have been conferred the degree (Ranking Status); or
- (ii) ***If your law degree is from the United Kingdom:*** The RCD is ordinarily your degree certificate or official academic transcript where the class of honours which you have obtained is indicated.

In each case, if you are graduating after 14 May 2018, you may proceed to submit your application without your RCD. After you have graduated, you must submit your RCD to SILE on or before 14 September 2018.

- (e) **University Admission Document (UAD).** Applicable only to applicants undertaking or who have completed their law degree in one of the UK universities listed in the Second Schedule to the QP Rules (Second Schedule Universities)¹. If you commenced your course of study in one of these universities in 2015 or later, you must submit a university letter detailing your admission information. Please refer to **Annex A** for further details.

¹ 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

- (f) **Exemption:** A copy of your application for exemption submitted to the Ministry of Law if your application is pending, or a letter from the Ministry of Law if you have been exempted from any of the requirements under the relevant legislation e.g. the Legal Profession Act, the Legal Profession (Qualified Persons) Rules or the Legal Profession (Admission) Rules 2011; and
- (g) **Medical Report:** If you require special arrangements during the Part A Bar Examinations due to your existing medical and/or other conditions, you must submit an existing medical report relating to your condition.

EXAMINATIONS FEES AND SUBMISSION OF DOCUMENTS

- 11. All applicants must pay the Examinations fees of \$1,712 (inclusive of GST), upon submission of the online application.

Mode of Payment

- 12. Payment of the fee to SILE should be made by a crossed cheque or cashier's order made payable to '**SILE**'. Write your name in full and NRIC/Passport Number on the reverse side of the cheque or cashier's order.

IMPORTANT NOTE: Post-dated cheques or cash will not be accepted.

Submission of Documents

- 13. To complete the application, send the following documents to SILE upon receiving the application acknowledgement email:
 - (a) [Application Checklist](#);
 - (b) Payment;
 - (c) Printout of the acknowledgment email and the submitted online application; and
 - (d) Supporting documents.

If you are concerned about loss of your application documents, or delay in delivery, you are strongly encouraged to submit the documents and cheque/cashier's order by hand, courier or registered post to:-

Singapore Institute of Legal Education
(Application for Part A Bar Examinations)
8 Eu Tong Sen Street, #24-92 The Central
Singapore 059818

CLOSING DATE: SILE will process the online application only if payment and all supporting documents are received **within 14 days** from the submission of the online application or **by 5.00pm on 18 May 2018, whichever is the earlier**. If payment and supporting documents are not received by then, your application will be treated as withdrawn.

14. You must submit any other documents that may be required by SILE. **SILE reserves the right to treat your application as withdrawn if you fail to submit the required documents within the specified deadlines.**
15. You will be required to attend an Administrative Registration Exercise (ARE) in person between 19 – 21 September 2018. During the ARE, you must present your original documents for verification. Further details of the ARE will be released in due course. Your candidature can only be confirmed after SILE has verified your documents.

POST-SECONDARY EDUCATION ACCOUNT

16. Singapore citizens who wish to use the fund balance from their Post-Secondary Education Account (“PSEA”) accounts to reimburse their examinations fee may do so by completing a PSEA Ad Hoc Withdrawal application form. Application to seek reimbursement from PSEA funds will only open after the ARE. Further details on the use of PSEA account will be furnished at a later date to all successful applicants.

CONDITIONAL CANDIDATURE

17. If you have an applicable law degree and are eligible to sit for the 2018 Session 2 Part A Bar Examinations, you will receive a conditional candidature email by end June 2018. There are a series of tasks that you must complete before your candidature for the Examinations will be confirmed. Further details will be provided to you progressively.
18. If you are completing the final year of the applicable law degree from an overseas scheduled university and will graduate meeting the ranking requirements **on or before 14 September 2018**, you may be offered a conditional candidature to sit for the 2018 Session 2 Part A Bar Examinations. If you accept the conditional candidature, you undertake to:
 - (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 copy of your law degree certificate and transcript, and the RCD set out in paragraphs 10(b) to 10(d); and
 - (c) comply with any other conditions or directions imposed by SILE in relation to your candidature.

If you are unable to graduate and produce the documents set out in paragraph 18(b) **on or before 14 September 2018**, your candidature will be deemed to be withdrawn, and you will be liable to pay a withdrawal fee of **\$535 (inclusive of GST)** which may at SILE’s discretion be deducted from the examinations fees paid.

19. If you are waiting for the outcome of your application for exemption from any of the requirements under the relevant legislation, you may be offered a conditional candidature to sit for the 2018 Session 2 Part A Bar Examinations. If you accept the conditional candidature, you undertake to:
 - (a) inform SILE in writing as soon as 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, your candidature will be deemed to be withdrawn, and you will be liable to pay a withdrawal fee of **\$535 (inclusive of GST)** which may at SILE's discretion be deducted from the examinations fees paid. You may wish to consider applying to sit for the examinations after you have obtained the requisite exemption(s).

- 20. If the conditions imposed for your conditional candidature are not met by **14 September 2018** or such other time stipulated by SILE, then your candidature will be deemed to be withdrawn, and you will be liable to pay a withdrawal fee of \$535 (inclusive of GST) which may at SILE's discretion be deducted from the examinations fees paid. Notwithstanding the foregoing, SILE reserves the right to revoke any conditional acceptance granted to any applicant.

CANDIDATES WITH DISABILITIES

- 21. If you require special arrangements during the Part A Bar Examinations due to existing medical and/or other conditions, you must indicate accordingly in the application form and submit any existing medical report which you may already have obtained.
- 22. To ensure your request for special arrangements during the Examinations is considered and assessed promptly, you are required to submit your full request to SILE by **7 September 2018**.
- 23. The full 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 the candidate by an institution of higher learning or other examination board.
- 24. SILE reserves the right to reject any certification it deems irrelevant or inadequate, or not recognised, and may impose any conditions as it deems appropriate. 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. You may be required to bear the costs of any special arrangements extended to you.

WITHDRAWAL POLICY

25. If you withdraw your candidature after SILE has conditionally accepted your application, you will be liable to pay a **withdrawal fee of \$535 (inclusive of GST)**, which may at SILE’s discretion be deducted from the fees paid to SILE. SILE will consider your withdrawal request if you submit it **on or before 14 September 2018**. Any application to withdraw one’s candidature, unless it is a deemed withdrawal, must be made by completing an official withdrawal form issued by SILE, and signed by the applicant. **No refund will be given if you withdraw your candidature after 14 September 2018.**

KEY DATES AT A GLANCE

26. The key dates for the 2018 Session 2 Part A Bar Examinations are as follows:

Event	Date
Online application period	13 April 2018 – 14 May 2018 (5pm)
Last day for applicants to submit supporting documents and payment for examinations	18 May 2018
Receive conditional candidature email	End June 2018
Part A Bar Examinations Compulsory Briefing	July 2018
Acknowledgment of Exam Notices, Instructions and Rules	1 – 15 August 2018
Last day for applicants to advise of disability and special needs	7 September 2018
Last day for: a) Applicants with conditional candidature to meet requirements and submit documentary proof; b) Applicants to withdraw candidature.	14 September 2018
Administrative Registration Exercise	19 – 21 September 2018
Application to use PSEA funds to reimburse Examinations Fees	Late September / Early October 2018
e-Exams training session	Dates to be finalised: Between 24 September – 13 October 2018 (both dates inclusive)
Examinations period	Dates to be finalised: Between 15 October – 16 November 2018 (both dates inclusive)

Office of the Singapore Bar Examinations (Part A)
Singapore Institute of Legal Education
8 Eu Tong Sen Street, #24-92, The Central
Singapore 059818

The information in this guide is correct as at 13 April 2018.

University Admission Document (UAD)

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

Requirements of the UAD

Applicants who commenced their course of study at a **Second Schedule University in 2015 or later** must submit a letter from the university stating the following:

- (a) Full name of student
- (b) Student's personal identification number (i.e. NRIC Number or Passport number);
- (c) Name of programme offered to the student;
- (d) Date of offer by the university;
- (e) Date of acceptance by the applicant; and
- (f) Date of commencement of the programme by the applicant.

The letter must be prepared on the **university's letterhead** and **signed off by an authorised personnel** from the university. The letter should also indicate the name and designation of the authorised personnel.

Format of UAD

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

To Singapore Institute of Legal Education

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

- (a) Name of Programme Offered: LL.B (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 confirmation set out in this letter.

[Signature]

(Name and designation of authorised personnel)

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.

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