



Singapore
Institute of Legal Education

**Guide to Application Process:
Part A of the Singapore Bar Examinations
2020 Session 1**

15 July 2019

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2020 SESSION 1 PART A BAR EXAMINATIONS AND THE OPTIONAL PART A BAR COURSE

Online Application Period: 15 July 2019 to 16 August 2019 (5pm)

EXPLANATORY NOTE

1. The Singapore Institute of Legal Education (SILE) will conduct the 2020 Session 1 Part A Bar Examinations in April/May 2020. The optional Part A Bar Course will be conducted from January to April 2020.

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 2020 Session 1 Part A Bar Examinations will be conducted on dates to be finalised during the period 20 April – 15 May 2020, 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 **13 March 2020** in order to sit for the 2020 Session 1 Part A Bar Examinations. **In the meantime, you are still required to submit your 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.

PART A BAR COURSE (SEPARATE APPLICATION IN NOVEMBER 2019)

7. The Part A Bar Course is an **optional** course to prepare applicants for the Part A Bar Examinations. The course will usually commence in January and end in April each year. **The 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/practice/work (RLT) during the Course, you should make the necessary arrangements with your employer or supervisor so that you can attend the Course.**
8. If you intend to register for the Course, you must indicate your interest in the online application form. However, indicating your interest does not mean that you have successfully registered for the Course. **A separate Part A Bar Course registration exercise will be conducted in November 2019 for candidates who have been conditionally accepted to sit for the 2020 Session 1 Part A Bar Examinations.** Course registration details will be released at a later stage.
9. The 2020 Part A Bar Course will be conducted from January – April 2020. Further details will be provided during the Course registration period.

ONLINE APPLICATION

10. The online application portal will be open from **15 July 2019 to 5pm on 16 August 2019.** To apply online, register for an account using your preferred email address at:

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

Fill in all the mandatory fields. Submit the completed application form before the deadline. After you have submitted your application, you will receive an application acknowledgment email. You can also log in to the online application portal to check on the status of your application. If you have properly submitted your application, your online application status will be indicated as 'SUBMITTED.' If you do not receive any application acknowledgment email, log in to check the status of your application. If you see the status as 'IN PROGRESS', your online application has not been submitted yet.

11. 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.
12. The soft copy of the following must be submitted with the online application:

(a) Identification Document

For Singapore citizens or permanent residents, 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 citizens¹ or permanent residents, 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

13. 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 16 August 2019, you must submit your application excluding your degree certificate. After you have graduated, you must submit your degree certificate to SILE on or before 13 March 2020;
- (c) **Official academic transcript for your law degree.** If you are graduating after 16 August 2019, 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 13 March 2020;

NOTE: 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.

¹ If you are not a Singapore citizen or permanent resident and your application to sit for the Part A Bar Examinations is approved, 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.

(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 16 August 2019, you may proceed to submit your application without your RCD. After you have graduated, you must submit your RCD to SILE on or before 13 March 2020.

If you are requesting your University to prepare an RCD for the purpose of this application, please arrange with your University to post the ORIGINAL hard copy document, which should be hand-signed in ink, to you as early as possible. Retain the ORIGINAL RCD, as you are required to produce it for verification during the Administrative Registration Exercise (see paragraph 19).

- (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)². 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.

If you are requesting your University to prepare a UAD for the purpose of this application, please arrange with your University to post the ORIGINAL hard copy document, which should be hand-signed in ink, to you as early as possible. Retain the ORIGINAL UAD, as you are required to produce it for verification during the Administrative Registration Exercise (see paragraph 19).

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.

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.

COURSE AND EXAMINATIONS FEES AND SUBMISSION OF SUPPORTING DOCUMENTS

Course and Examinations fees

14. All applicants are only paying the Examinations fees of \$1,712 (inclusive of GST), upon submission of the online application.
15. Registration for the optional Part A Bar Course will take place in November 2019. Course registration details will be released at a later stage. Candidates applying for the optional Course will pay for the Course fees only in November. The Course fee is as follow:

	Singapore Citizen	Singapore PR	Foreigner
Course Fees (Inclusive of GST)	\$2,033.00	\$2,354.00	\$6,163.20

Mode of Payment

16. 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:

- (a) Post-dated cheques or cash will not be accepted.
- (b) Payment using funds from the Post-Secondary Education Account (PSEA) is not accepted at the point of application. Applicants must pay the examinations fees by a crossed cheque or cashier's order first and seek reimbursement using PSEA funds after the Part A Bar Examinations applications have been approved. Application to use PSEA funds will take place in March 2020. Refer to paragraph 20 for further details.

Submission of Documents

17. 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 courier, registered post or by hand to: -

Singapore Institute of Legal Education
(Application for Part A Bar Examinations)
2 Havelock Road, #04-18 Havelock II
Singapore 059763

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 23 August 2019, whichever is the earlier**. If payment and supporting documents are not received by then, your application will be treated as withdrawn.

18. 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.**
19. You will be required to attend an Administrative Registration Exercise (ARE) in person between 18 – 20 March 2020. 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

20. Singapore citizens who wish to use the fund balance from their Post-Secondary Education Accounts (PSEA) 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 from 9 – 27 March 2020. Further details on the use of PSEA funds will be furnished at a later date to all successful applicants.

CONDITIONAL CANDIDATURE

21. If you have an applicable law degree and are eligible to sit for the 2020 Session 1 Part A Bar Examinations, you will receive a conditional candidature email by end October 2019. You are also required to complete a series of exams-related tasks. Your candidature will only be confirmed after you have completed all the required tasks within the stipulated deadlines. Further details will be provided to you progressively. In the meantime, you may refer to the table of key dates set out at the end of this guide.
22. 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 13 March 2020**, you may be offered conditional candidature to sit for the 2020 Session 1 Part A Bar Examinations. In addition to completing the required exams-related tasks, 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 13(b) to 13(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 22(b) **on or before 13 March 2020**, 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.

23. 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 conditional candidature to sit for the 2020 Session 1 Part A Bar Examinations. In addition to completing the required exams-related tasks, 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).

24. Your candidature will only be confirmed upon completing all the required exams-related tasks and/or meeting the requirements set out in paragraphs 22(a) to 22(c) and/or 23(a) to 23(c), as applicable. If the conditions imposed for your conditional candidature are not met by **13 March 2020** 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

25. 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.
26. 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 **6 March 2020**.
27. 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 you by an institution of higher learning or other examination board.
28. 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

Course Withdrawal

29. Once you have registered for the Course in November 2019 and have been successfully allocated a placement, you will not be allowed to withdraw from the Course.

Examinations Withdrawal

30. 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 13 March 2020**. 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 13 March 2020.**

KEY DATES AT A GLANCE

31. The key dates for the 2020 Session 1 Part A Bar Examinations are as follows:

Event	Date
Online application period	15 July 2019 – 16 August 2019 (5pm)
Last day for applicants to submit supporting documents and payment for examinations	23 August 2019
Receive conditional candidature email	End October 2019
Part A Bar Course Registration and Payment	November 2019
Part A Bar Course	January – April 2020
Acknowledgment of Examinations Notices, Instructions and Rules	28 January – 14 February 2020
Last day for applicants to advise of disability and special needs	6 March 2020
Application to use PSEA funds to reimburse Examinations Fees	9 – 27 March 2020

Event	Date
Last day for: a) Applicants with conditional candidature to meet requirements and submit documentary proof; b) Applicants to withdraw candidature.	13 March 2020
Administrative Registration Exercise	18 – 20 March 2020
e-Exams Training session	On a date to be finalised: Between 3 - 13 April 2020 (both dates inclusive)
Examinations period	Dates to be finalised: Between 20 April – 15 May 2020 (both dates inclusive) <i>(Successful applicants will be notified of the finalised dates in due course).</i>

Office of the Singapore Bar Examinations (Part A)
Singapore Institute of Legal Education
2 Havelock Road, #04-18 Havelock II
Singapore 059763

The information in this guide is correct as at 15 July 2019.

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**³ 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 **hand-signed in ink by an authorised personnel** from the university. The authorised personnel must also confirm that he/she is duly authorised to provide the requisite confirmation, and indicate clearly his/her name and designation in the letter.

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.

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.