



Singapore
Institute of Legal Education

**Guide to Application Process:
Part A of the Singapore Bar Examinations
2024 Session 2**

29 April 2024

2024 SESSION 2 PART A BAR EXAMINATIONS

Online Application Period: 29 April 2024 to 17 May 2024 (5pm)

Introduction

1. 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).

PART A BAR EXAMINATIONS

2. The 2024 Session 2 Part A Bar Examinations will be conducted on dates to be finalised during the period 21 October – 8 November 2024, both dates inclusive.
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 **9 September 2024**. **In the meantime, you are still required to submit your application during the online application period.**
4. 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>
5. 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

Event	Date	Section
a) Online application period and Payment of Examination Fees b) Submission of scanned supporting documents	29 April 2024 – 17 May 2024 (5pm)	A
Receive conditional candidature email	End June 2024	
E-Exams Onboarding	20 August 2024 – 8 Oct 2024	
Last day for applicants to advise of disability and special needs	2 September 2024	B
Last day for: a) Applicants with conditional candidature to meet requirements and submit documentary proof; b) Applicants to withdraw candidature.	9 September 2024	C
Application to use PSEA funds to reimburse Examinations Fees	16 – 27 September 2024	D
Administrative Registration Exercise	10 – 12 September 2024	E
E-acknowledgment of Examinations Notices, Instructions and Rules	1 – 11 October 2024	
Examinations period	Dates to be finalised: Between 21 October – 8 November 2024 (both dates inclusive) <i>(Successful applicants will be notified of the finalised dates in due course).</i>	

Note:

- The 2024 Session 2 Part A Bar 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.

**Bar Admission and Examinations Department
Singapore Institute of Legal Education**

The information in this guide is correct as of 29 April 2024.

Section A

Online Application and Payment

1. The online application portal will be open from **29 April 2024 to 17 May 2024 (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 email¹.

2. SILE will correspond with you primarily by email during the application process. You must 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.
3. Follow the instructions on the [application checklist](#). Submit softcopies of the following with the online application. **The softcopy documents to be submitted must be clear and named according to the prescribed file names stated in the application checklist.**

Mandatory Documents		
NRIC / Passport	For Singapore citizens or permanent residents Show both sides of your NRIC, in colour, on <u>one single page</u> .	For non-Singapore citizens or permanent residents² Show both the cover and particulars page of your current valid international passport, in colour, on <u>one single page</u> .
Passport-sized Photograph	Your digital photo image file must meet the following specifications: <ul style="list-style-type: none">• in colour taken against plain white background without shadows;• taken within the last 3 months;• clear and showing the full face without headgear (headgear worn in accordance with religious or racial customs is acceptable but it must not hide your facial features);• in JPG or PNG format;• not exceeding 150 Kbytes in file size; and• 400 by 514 pixels in dimensions.	

¹ You can also log in to the online application portal to check on the status of your application. If you have properly submitted your application, your online application status will be indicated as 'SUBMITTED.' If you do not receive any application acknowledgment email, log in to check the status of your application. If you see the status as 'IN PROGRESS', your online application has not been submitted yet.

² 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	
Basis of admission to law degree	Provide an official transcript for your educational qualification used as the basis of admission to your law degree. Examples include: GCE 'A' Level, International Baccalaureate, Singapore Diploma and Foundation Year.
Degree certificate for your law degree	If you are graduating after 17 May 2024 but before 9 September 2024, submit your application excluding your degree certificate. See Section C .
Official academic transcript for your law degree	<p>If you are graduating after 17 May 2024 but before 9 September 2024, submit your most up-to-date academic transcript reflecting your previous years' results. See Section C.</p> <p>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.</p>
Ranking Certification Document (RCD)	<p>Graduates from overseas scheduled universities in Australia, New Zealand or the United States of America must submit an RCD. See Annex A. If you are graduating after 17 May 2024 but before 9 September 2024, submit your application first without your RCD. See Section C.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • DO NOT put in the application if your University is unable to rank you and issue an RCD before 9 September 2024. 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, email a softcopy of the document to parta2024s2@sile.edu.sg for our review. Once we have reviewed the softcopy RCD, inform your University to mail the ORIGINAL hard copy document, which should be hand-signed in ink, to you as early as possible. Retain the ORIGINAL RCD for verification during the Document verification Exercise (DVE). See Section E.
University Admission Document (UAD)	<p>Graduates from one of the UK universities listed in the Second Schedule to the QP Rules (Second Schedule Universities)³ who commenced the course of study in 2015 or later must submit a UAD. See Annex B.</p> <p>NOTE: Arrange with your University to mail 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 Document verification Exercise (DVE). See Section E.</p>

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)	<p>If you have undertaken remote or online learning/examinations during your course of study, whether due to the Covid-19 situation or otherwise, you must submit a letter from your University. See Annex C.</p> <p>NOTE: The ROLD must be prepared strictly according to the template provided in Annex C. Any other variations will be rejected.</p>
Exemption	<p>a. A copy of your application for exemption submitted to the Ministry of Law if your application is pending; or</p> <p>b. Letter from the Ministry of Law if you have been exempted from any of the requirements under the relevant legislation.</p>
Medical Report	<p>If you require special arrangements during the Part A Bar Examinations due to an existing medical or other condition, submit an existing medical report relating to your condition. After your candidature has been confirmed, you will need to put in a formal request. See Section B.</p>

CLOSING DATE: SILE will only process applications (with all supporting documents, including the payment screenshot) received **by 5.00pm on 17 May 2024**.

Examinations Fee and Payment Method

4. The fees (inclusive of GST) for the 2024 Session 2 Part A Bar Examinations are as follows:

	Singapore Citizen	Singapore PR	Foreigner
Examination Fees	S\$1,744.00		

5. Please arrange to effect payment by Bank Transfer ONLY. Please select the option FAST (Fast and Secure Transfers) OR Transfer Now to:

Name of Bank: Standard Chartered Bank Singapore
Account Name: Singapore Institute of Legal Education
Bank Account Number: 0107087316

6. 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 by you. **You will need to make the payment first and submit a screenshot of your payment receipt together with your supporting documents with the online application.** The payment screenshots must show your 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.

7. 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.

Conditional Candidature

8. You should receive an email notifying you of your conditional candidature in end-June 2024. Thereafter, you must complete a series of exams-related tasks within the stipulated deadlines before your candidature can be confirmed. Information on the exams-related tasks will be released to successful applicants progressively. (See **Sections C and E**)

Section B

Candidates with Disabilities

9. If you require special arrangements during the Part A Bar Examinations due to existing medical and/or other conditions, you must make a formal request to SILE by **2 September 2024**.
10. 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.
11. 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 C

Conditions to be fulfilled for Confirmation of Candidature

12. If you are completing your final year and will graduate **on or before 9 September 2024**, 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 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.

13. 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 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, you may wish to consider applying to sit for the examinations again only after you have obtained the requisite exemption(s).

14. 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. (See also Section E.) If the conditions imposed for your conditional candidature are not met by **9 September 2024** 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. Notwithstanding the foregoing, SILE reserves the right to revoke any conditional acceptance granted to any applicant.

IT Equipment

15. 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.

Withdrawal Policy

16. 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.
17. If your candidature is deemed to be withdrawn, or if you withdraw your candidature after SILE has conditionally accepted your application, you will be liable to pay a **withdrawal fee of \$545 (inclusive of GST)**. The withdrawal fee 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 9 September 2024**. You must complete and sign an official withdrawal form issued by SILE if you wish to withdraw your candidature. **No refund will be given if you withdraw your candidature after 9 September 2024.**

Section D

Post-Secondary Education Account (PSEA)

18. 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 prescribed PSEA Ad Hoc Withdrawal application form. Application to seek reimbursement from PSEA funds will only open from 16 – 27 September 2024. Further details on the use of PSEA funds will be provided to successful applicants at a later date.

Section E

Administrative Registration Exercise (ARE)

19. Your identity and the authenticity of the supporting documents that you submitted during the application must be verified before you may sit for the exams. Information on the modes of verification, one of which is through the Administrative Registration Exercise (ARE), will be released to you after your candidature has been conditionally accepted. The ARE is scheduled to be conducted from 10 – 12 September 2024. Your documents must be verified before your candidature can be confirmed.

Ranking Certification Document (RCD)

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.)

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 he/she is duly authorised to provide the requisite confirmation, and indicate clearly his/her name and designation in the letter.

If you are unable to meet the top 70% requirement, you will be required to apply for an exemption from the Ministry of Law.

Format of RCD

To Singapore Institute of Legal Education

[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]**.

This confirms that the above-named student: [choose one from (a) – (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)¹; 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)**; 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.

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.

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.

¹ 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)

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**⁴ 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 person from the University**. The authorised person 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 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.

⁴ 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)

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.

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 he/she is duly authorised to provide the requisite confirmation, and indicate clearly his/her name and designation in the letter.

Any certification letter 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/remotely* 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 ranking confirmation set out in this letter.

[Signature]
(Name and designation of authorised person)

* Please state the appropriate details.