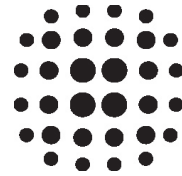


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QLTS-2
International



**Solicitors
Regulation
Authority**

Application for a Certificate of Eligibility to sit the assessments under the Qualified Lawyers Transfer Scheme

To assist you in completing this form please refer to the guidance notes which can be found
at www.sra.org.uk/qlts

Do you have a preferred date to sit the Multiple Choice Test (MCT)?

(for office use only)

1. Personal details

SRA no:

Surname	<input type="text"/>		
First name(s)	<input type="text"/>		
Title (for example Mr/Mrs/Miss etc)	<input type="text"/>	Date of birth	<input type="text" value="/ /"/>
Nationality	<input type="text"/>		
Second (Dual) Nationality (if applicable)	<input type="text"/>		
Passport number/ identity card number	<input type="text"/>		
Professional title in home jurisdiction	<input type="text"/>		

2. Home address details

Address	<input type="text"/>		
	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>		
Postcode	<input type="text"/>		
Country	<input type="text"/>		
Email address	<input type="text"/>		
Telephone	<input type="text"/>		
Use as Solicitors Regulation Authority SRA contact address	<input type="checkbox"/>		

3. Preferred contact details

Address	<input type="text"/>
	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>
Email address	<input type="text"/>
Telephone	<input type="text"/>

4. Previous applications

1.	Have you ever made a previous application to the SRA or to The Law Society to transfer under the Qualified Lawyers Transfer Regulations 1990 or 2009 or the Qualified Lawyers Transfer Scheme Regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Have you ever made an application for enrolment as a student member of the SRA or The Law Society?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Have you ever applied to the SRA or The Law Society for Registered Foreign Lawyer (RFL) or Registered European Lawyer (REL) status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If your answer to any question above is 'Yes' please supply the following information:

Date of application	<input type="text"/>
SRA number	<input type="text"/>
Outcome (Granted/Refused)	<input type="text"/>

5. Details of home jurisdiction(s)

Name and address of the Law Society or Bar within whose jurisdiction you are admitted.
If you are giving details of more than two legal professions of which you are a member, please photocopy this section before completing your details.

Jurisdiction on which basing application

Professional title in this jurisdiction

Name of Law Society or Bar

Address of Law Society or Bar

Date qualified as a lawyer / /

Registration number

Other jurisdictions

Professional title in this jurisdiction

Name of Law Society or Bar

Address of Law Society or Bar

Date qualified as a lawyer / /

Registration number

Please attach an original Certificate of Good Standing for each jurisdiction in which you have been registered.

Are you currently entitled to practise as a member of the legal profession(s) to which you belong?

Yes No

If you answer 'No', please give details below

6. Professional examinations passed and courses attended

Institution	Title of qualification	Course start date	Course end date
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>

7. Degrees and diplomas

Institution	Title of qualification	Course start date	Course end date
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>

Please note we reserve the right to request original or certified copies of certificates.

8. Route to qualification

Please describe the route to admission in the jurisdiction on which you are basing your application, including assessments taken, experience gained and any relevant dates.

9. English language requirement

Please indicate how you have evidenced the English language requirement and confirm that you have provided the necessary supporting documentation (see “Completing the QLTS-2 application” guidance).

Option 1 - Passed an SRA approved English language test at Common European Framework of Reference for Languages (CEFR) Level C2 or above in the last two years

Date of Certificate

Testing organisation

Certificate number

Please provide a certified copy of the completion certificate from the testing organisation and candidate reference number.

Option 2 - Pass a degree assessed by UK NARIC using their English Language Assessment service as being taught in English

Date degree awarded

Institution

Registration number

Please provide a certified copy of the NARIC English Language Assessment statement and applicant reference number.

Option 3 - Hold an H-Level (e.g Bachelors) degree recognised by UK NARIC in a country where UK NARIC has stated all higher education takes place in English. Please refer to SRA website for the list of recognised jurisdictions and associated English language requirements.

Date degree awarded

Institution

Registration number

Please provide a certified copy of your degree certificate and registration number.

Option 4 - Hold an H-Level (e.g Bachelors) degree or above from a Department for Business, Innovation and Skills (DBIS) recognised UK university

Date degree awarded

Institution

Registration number

Please provide a certified copy of your degree certificate and registration number.

The SRA may verify this information directly with the testing organisation or academic institution.

10. The Suitability Test

This section must be completed **in full** if you wish to be admitted as a solicitor in England & Wales:

The SRA has a responsibility under the Solicitors Act 1974 to ensure that there are no issues, which could call into question your character and suitability as a solicitor.

ALL APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS (please tick where appropriate). Please note convictions which are "spent" under the Rehabilitation of Offenders Act 1974 must be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Criminal offences

Refer to Section 1 of the Suitability Test.

All material information relating to your application must be disclosed. Failure to disclose material information will be treated as prima facie evidence of dishonest behaviour. You must disclose any matters that have occurred in the UK and/or overseas.

I have read and understood this statement

1 Have you ever been convicted by a court of a criminal offence:

- (i) for which you received a custodial or suspended sentence;
- (ii) involving dishonesty, fraud, perjury and/or bribery;
- (iii) specifically in relation to which you have been included on the Violent and Sex Offender Register;
- (iv) associated with obstructing the course of justice;
- (v) which demonstrated behaviour showing signs of discrimination towards others;
- (vi) associated with terrorism;
- (vii) which was racially aggravated;
- (viii) which was motivated by any of the 'protected' characteristics defined within the Equality Act 2010; and/or
- (ix) more than one criminal offence?

Yes No

If you answered 'yes', **we will refuse your application** unless there are exceptional circumstances.

2 Have you ever:

- (i) been convicted by a court of a criminal offence not falling within 1 above;
- (ii) been included on the Violent and Sex Offender Register but in relation to your inclusion on the Register, you have not been convicted by a court of a criminal offence; and/or
- (iii) accepted a caution for an offence involving dishonesty?

Yes No

If you answered 'yes', **we are more likely than not to refuse your application.**

3 Have you ever:

- (i) received a local warning from the police;
- (ii) accepted a caution from the police for an offence not involving dishonesty;
- (iii) received a Penalty Notice for Disorder (PND) from the police;
- (iv) received a final warning or reprimand from the police (youths only); and/or
- (v) received a referral order from the courts (youths only)?

Yes No

If you answered 'yes', **we may refuse your application.**

Are you currently facing any criminal charges?

Yes No

If you answered 'yes', you must disclose the details of the charge(s). **We will not determine your application until you can confirm that the charge(s) has/have either been dropped or the outcome of your case is known.**

Evidence and rehabilitation

Refer to Sections 7 and 8 of the Suitability Test.

If you have answered "Yes" to any of the questions 1 to 3 you must provide:

- A a full statement of the event(s), setting out any exceptional circumstances
- B at least one independent report relating to the event(s) such as sentencing remarks
- C details of at least two independent professional people (of which one should preferably be from an employer or tutor) who know you well, are familiar with the events being considered, and have given their consent to be contacted on your behalf for references
- D any evidence of rehabilitation
- E documentary evidence in support of your case and where possible an independent corroboration of your account of the event(s)
- F if you were fined, evidence of payment of fine(s). Reports can be obtained from the Court
- G an original Police National Computer (PNC) check, which must be no more than three months old at the point of disclosure. These are available from the Metropolitan Police's website. A Scottish Enhanced/Standard Disclosure is not sufficient.

The onus is on you to provide any evidence you consider necessary and/or appropriate. However, should we consider that you have provided insufficient evidence, we reserve the right to carry out our own investigation and/or refuse your application if further evidence is not forthcoming.

Assessment offences

Refer to Section 4 of the Suitability Test.

All material information relating to your application must be disclosed. Failure to disclose material information will be treated as prima facie evidence of dishonest behaviour. You must disclose any matters that have occurred in the UK and/or overseas.

I have read and understood this statement

- 4 **Have you ever committed and/or been adjudged by an education establishment to have committed a deliberate assessment offence which amounts to plagiarism or cheating to gain advantage for yourself or others?**

Yes No

If you answered 'yes', **we will refuse your application** unless there are exceptional circumstances.

Evidence and rehabilitation

Refer to Sections 7 and 8 of the Suitability Test.

If you have answered "Yes" to question 4 you must provide:

- A a full statement of the event(s), setting out:
 - any exceptional circumstances,
 - the extent to which you were aware of the rules and procedures governing the reference of material or the use of group work or collaborative material, and
 - the extent to which you could reasonably have been expected to realise that the offence did not constitute legitimate academic practice
- B at least one independent report relating to the event(s) from the University or course provider, such as minutes from meetings or hearings
- C details of at least two independent professional people (of which one should preferably be from an employer or tutor) who know you well, are familiar with the events being considered, and have given their consent to be contacted on your behalf for references
- D documentary evidence in support of your case and where possible an independent corroboration of your account of the event(s)

The onus is on you to provide any evidence you consider necessary and/or appropriate. However, should we consider that you have provided insufficient evidence, we reserve the right to carry out our own investigation and/or refuse your application if further evidence is not forthcoming.

Financial behaviour

Refer to Section 5 of the Suitability Test.

All material information relating to your application must be disclosed. Failure to disclose material information will be treated as prima facie evidence of dishonest behaviour. You must disclose any matters that have occurred in the UK and/or overseas.

I have read and understood this statement

5 Have you ever been declared bankrupt, entered into any individual voluntary arrangements (IVA's) or have had a County Court Judgment (CCJ) issued against you?

Yes

No

If you answered 'yes' to question 5, it will raise a presumption that you cannot manage your finances properly and carefully, and we will refuse your application unless there are exceptional circumstances.

Evidence and rehabilitation

Refer to Sections 7 and 8 of the Suitability Test.

If you have answered 'yes' to question 5 you must provide:

- A a full statement of the event(s), setting out any exceptional circumstances
- B at least one independent report relating to the event(s), to include paperwork from the court relating to your hearing, with dates, court reference numbers and the outcome
- C details of at least two independent professional people (of which one should preferably be from an employer or tutor) who know you well, are familiar with the events being considered, and have given their consent to be contacted on your behalf for references
- D a credit report, no more than one month old at the date you make this application, through Experian or Equifax
- E independent evidence of actions you have taken to clear any debts, satisfy any judgments, and manage your finances.

The onus is on you to provide any evidence you consider necessary and/or appropriate. However, should we consider that you have provided insufficient evidence, we reserve the right to carry out our own investigation and/or refuse your application if further evidence is not forthcoming.

Regulatory history

Refer to Section 6 of the Suitability Test.

All material information relating to your application must be disclosed. Failure to disclose material information will be treated as prima facie evidence of dishonest behaviour. You must disclose any matters that have occurred in the UK and/or overseas.

I have read and understood this statement

6 Have you ever:

- (i) been made the subject of a disciplinary finding, sanction or action by a regulatory body and/or any court or other body hearing appeals in relation to disciplinary or regulatory findings;
- (ii) failed to disclose information to a regulatory body when required to do so, or provided false or misleading information;
- (iii) breached the requirements of a regulatory body;
- (iv) been refused registration by a regulatory body; and/or
- (v) failed to comply with the requests of a regulatory body?

Yes No

If you answered 'yes', **we will refuse your application** unless there are exceptional circumstances.

7 Have you ever been rebuked or reprimanded by, or received a warning about your conduct from, a regulatory body?

Yes No

If you answered 'yes', **we may refuse your application** unless there are exceptional circumstances.

Are you currently facing any disciplinary proceeding(s) or investigation(s)? Yes No

If you answered 'yes', you must disclose details of the matter(s). **We will not determine your application until you can confirm that the matter(s) has/have either been dropped or the outcome is known.**

Evidence and rehabilitation

Refer to Sections 7 and 8 of the Suitability Test.

If you have answered 'yes' to questions 6 and/or 7 you must provide:

- A a full statement of the event(s), setting out any exceptional circumstances
- B at least one independent report relating to the event(s), to include documentation from the regulatory/professional body, minutes from hearings and meetings, confirmation of outcomes(s), appeal details (if relevant) and any sanctions
- C details of any disciplinary proceeding(s) or investigation(s) you may be facing. Please be aware that we will not determine your application until you can confirm that the matter(s) has/have either been dropped or the outcome of your case is known
- D details of at least two independent professional people (of which one should preferably be from an employer or tutor) who know you well, are familiar with the events being considered, and have given their consent to be contacted on your behalf for references
- E independent evidence of actions you have taken to satisfy any findings and/or sanctions.

The onus is on you to provide any evidence you consider necessary and/or appropriate. However, should we consider that you have provided insufficient evidence, we reserve the right to carry out our own investigation and/or refuse your application if further evidence is not forthcoming.

Any other behaviour

Refer to Section 3 of the Suitability Test.

All material information relating to your application must be disclosed. Failure to disclose material information will be treated as prima facie evidence of dishonest behaviour. You must disclose any matters that have occurred in the UK and/or overseas.

I have read and understood this statement

8 Are there any other factors which may call into question your character and suitability?

Yes

No

Unless there are exceptional circumstances **we will refuse your application** if you have:

- (i) been responsible for behaviour:
 - (a) which is dishonest;
 - (b) which is violent;
 - (c) where there is evidence of discrimination towards others;
- (ii) misused your position to obtain pecuniary advantage;
- (iii) misused your position of trust in relation to vulnerable people; and/or
- (iv) been responsible for other forms of behaviour which demonstrate that you cannot be relied upon to discharge your regulatory duties.

Evidence and rehabilitation

Refer to Sections 7 and 8 of the Suitability Test.

If you have answered 'yes' to question 8 you must provide:

- A a full statement of the event(s), setting out any exceptional circumstances
- B at least one independent report relating to the event(s)
- C details of at least two independent professional people (of which one should preferably be from an employer or tutor) who know you well, are familiar with the events being considered, and have given their consent to be contacted on your behalf for references.

The onus is on you to provide any evidence you consider necessary and/or appropriate. However, should we consider that you have provided insufficient evidence, we reserve the right to carry out our own investigation and/or refuse your application if further evidence is not forthcoming.

11 Details of referees

To be completed only if you have answered "yes" to any question (1-8) in section 5, The Suitability Test.

Supply details of 2 referees who have knowledge of the above and have given their consent to be contacted on your behalf. Applicants are requested to advise their referees to attach a written statement referring to the issues disclosed in section 5 to the questionnaire that will be sent to them by the SRA.

A referee should be someone who:

- Holds or has held a position of responsibility or is accustomed to providing references; and
- Has agreed to act as a referee on your behalf.

If you intend to use an educational referee, the SRA would expect the person to have known you for at least 12 months and taught you within the last 3 years. Please exclude temporary or short term employment for a period of less than 6 months. **Note: references from relatives are not permitted.**

First referee

Surname	<input type="text"/>	Title (Mr/Mrs etc.)	<input type="text"/>
Initials	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>		
Country	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone No	<input type="text"/>		
In what capacity do you know the referee?	<input type="text"/>		

Second referee

Surname	<input type="text"/>	Title (Mr/Mrs etc.)	<input type="text"/>
Initials	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>		
Country	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone No	<input type="text"/>		
In what capacity do you know the referee?	<input type="text"/>		

12. Immigration

Please confirm that you will have the appropriate entry documentation in place before you enter the UK for the purpose of sitting the QLTS assessments, or for the purpose of any preparatory courses or work experience.

(Please tick)

The SRA may require you to evidence that the appropriate documentation has been acquired.

13. Declaration

This declaration must be completed in all cases. Please read the notes before completing this section.

Knowingly or recklessly giving the SRA information which is false or misleading, or failure to inform the SRA of materially significant information, may lead to disciplinary action by the SRA.

The SRA will revoke a Certificate of Eligibility if it was granted as a result of error or fraud.

I confirm that:

- I am the individual named on this application.
 - I have read the guidance notes.
1. I understand that the SRA will make such enquiries and seek information as it considers appropriate in the course of verifying the information given in this form. The SRA will validate name, address and other personal information supplied by you during the application process against appropriate third party databases. By accepting these terms and conditions you consent to such checks being made. In performing these checks, personal information provided by you may be disclosed to a registered Credit Reference Agency which may keep a record of that information. This is done only to confirm your identity, a credit check is not performed and your credit rating will be unaffected. All information provided by you will be treated securely and strictly in accordance with the Data Protection Act 1998.
 2. I agree to notify the SRA of any other information relevant to the application and inform the SRA immediately of any changes in the information provided which occurs between now and the expiration of my Certificate of Eligibility.
 3. The information in this application is accurate and complete to the best of my knowledge and belief.
 4. I agree to allow the SRA to communicate my personal data to the assessment body with which I choose to register.
 5. I agree to have the appropriate entry documentation before entering the UK for the purpose of sitting the QLTS assessments, or any preparatory courses or work experiences.

Full name

Signature

Date

Please note if the form is not signed and the fee is not received your application will not be processed.

Countersignatory (please refer to Guidance Notes)

I confirm that

- I know the applicant in a professional capacity
- the information provided by the applicant is accurate
- the photograph is of the individual making the application

Full name

Position

Roll number

Home address

Signature

Date

Solicitor entitled to Administer Oaths/Justice of the Peace/Notary Public (in the jurisdiction in which you are currently working or residing).

14. Application checklist

To help us process your application quickly, please check that:

- The declaration has been signed and dated.
- Any additional sheets are labelled and attached to this form.
- Full payment is included. If not paying by cheque, please enclose a completed method of payment form.
- Evidence to demonstrate how you meet the English language requirement.
- Certificate(s) of Good standing is attached.
- Any relevant documentation is enclosed, including a copy of proof of name, for example deed poll or a marriage certificate and any documents relating to your character and suitability.
- Two passport photographs are stapled to the front of the application form.
- An original Certificate of Good Standing for each jurisdiction in which you have been registered.

If the form is not signed and the fee is not received your application will not be processed.

15. Returning the form

Cheques should be payable to the 'Law Society'. Our target is to issue 95% of Certificates of Eligibility within 30 days of receiving a complete application.

Please return this form with the appropriate fee of £200 to:

Caseworking & Applications Unit or DX 19114
Solicitors Regulation Authority Redditch
Ipsley Court
Berrington Close
Redditch
B98 0TD

Alternatively you may send your form by fax on +44(0)1527 519150, if payment is made via credit card or bank transfer.

To assist you in completing this form please refer to the notes which can be found at www.sra.org.uk/qlts.

Equality and Diversity

The SRA is committed to promoting equality and diversity. It is important to us that our services are accessible to you.

The information you provide will be held and used in accordance with the Data Protection Act 1998. The information will be treated as confidential, stored in a secure system accessible to authorised persons only and will be disposed of in accordance with our data disposal policy, which can be found at www.sra.org.uk/sra/how-we-work/records-management.page

Section 1

We need your support and assistance in relation to providing us with equality and diversity information about you. The information will help us undertake regular analysis and evaluation of our policies, procedures and processes to ensure that they promote equality of opportunity and do not unlawfully discriminate.

This section of the questionnaire will be destroyed as soon as the information has been entered into our secure system, where it will be used solely for monitoring of equality and diversity in relation to this file. No individuals will be identified.

Name	<input type="text"/>
------	----------------------

Part A. Sex

Please tick ONE of the options below:

- Male
- Female
- Prefer not to say

Part B. Age

Please tick ONE of the options below:

- | | |
|----------------------------------|--------------------------------------------|
| <input type="checkbox"/> 16 - 21 | <input type="checkbox"/> 51 - 60 |
| <input type="checkbox"/> 22 - 30 | <input type="checkbox"/> 61 - 65 |
| <input type="checkbox"/> 31 - 40 | <input type="checkbox"/> 65+ |
| <input type="checkbox"/> 41 - 50 | <input type="checkbox"/> Prefer not to say |

Part C. Ethnicity

Please tick ONE of the options below:

1. White

- British
 - English
 - Scottish
 - Welsh
 - Other (please specify)

- Irish
- Roma/Gypsy
- Traveller of Irish Heritage

Any other white background (please specify)

2. Mixed

- White and Black Caribbean
- White and Black African
- White and Asian

Any other mixed background (please specify)

3. Asian or Asian British

- Indian
- Pakistani
- Bangladeshi

Any other Asian background (please specify)

4. Black or Black British

- Caribbean
- African

Any other Black background (please specify)

5. Chinese or other ethnic background

- Chinese

Any other ethnic group (please specify)

6. Prefer not to say

Part D. Religion or Belief

Please tick ONE of the options below:

- | | |
|--------------------------------------|---------------------------------|
| <input type="checkbox"/> No religion | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Hindu | |

Any other religion (Please specify)

- Prefer not to say

Part E. Disability

The Disability Discrimination Act 1995 defines a disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities' (or would have but for any treatment and/or medication). Long term usually means an impairment which has lasted or is likely to last at least 12 months.

Do you consider yourself to be disabled as defined by the Disability Discrimination Act?

- Yes No Prefer not to say

If yes, please state the type of impairment that applies to you. People may experience more than one type of impairment, in which case you may tick more than one. If none of the categories apply, please tick other and specify the type of impairment.

- Physical impairment
 Hearing impairment
 Visual impairment
 Learning disability or difficulty
 Mental health condition
 Long-standing illness or health condition
 Other (please specify)

- Prefer not to say

If you need a reasonable adjustment as a result of a disability please complete section 2.

Part F. Sexual Orientation

Please tick ONE of the options below:

- Lesbian/gay woman
 Heterosexual/straight
 Bisexual
 Gay
 Prefer not to say

Part G. Gender Identity

Please tick ONE of the options below:

Is your gender identity the same as the gender you were assigned at birth?

- Yes
 No
 Prefer not to say

Section 2

This section of the questionnaire will be held on the case file and entered into our secure system. It will be made available to staff to ensure that we can endeavour to meet your requests and we may contact you in relation to this. This information will also be used for monitoring to ensure our services are accessible.

Name	<input type="text"/>
File reference	<input type="text"/>

Reasonable adjustments

Are there any reasonable adjustments in relation to your disability that we can make for you
(for example provide information in large print or Braille?). Please provide details below.

Thank you for completing this form.