

Application for a certificate of exemption from the Common Professional Examination

Section 1 Personal details

Surname

Title

Please note If the name on your academic certificates is different from your present name, you must submit the appropriate official documentation (eg marriage certificate, deed poll).

Forename(s)

Date of birth

ID number (if known)

Address

Day time telephone number

E-mail

Country of origin

Nationality

Please give details of any previous application(s) made for a Certificate of Academic Standing to take the Common Professional Examination/Graduate Diploma in Law.

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Please give details of any application(s) made for student membership of the Solicitors Regulation Authority (SRA) and/or a certificate of completion of the academic stage of training.

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Section 2 UK graduate applicants

If you have a degree conferred by a university in the UK or the Republic of Ireland or by a higher education institution that has degree-awarding powers conferred by the Privy Council, please complete this section, enclosing a certified true copy of your degree and an official degree transcript.

Academic institution Degree and subject Class Date awarded

Academic institution	Degree and subject	Class	Date awarded

Section 3 Overseas law graduates/lawyers

If you have a degree in law conferred by an academic institution outside the UK and the Republic of Ireland, please complete this section enclosing an original degree certificate and degree transcript from the academic institution concerned. If you have been admitted as a lawyer in an overseas jurisdiction, please give details and enclose appropriate certificates. You may be asked to provide a syllabus and course material for assessment.

Academic institution Degree and subject Class Date awarded

Academic institution	Degree and subject	Class	Date awarded

Section 4 Fellows/Members of the Institute of Legal Executives

Please complete this section if you are a Member or Fellow of the Institute of Legal Executives (ILEX).

Date of admission to Fellowship of the Institute of Legal Executives

Date of admission to Membership of the Institute of Legal Executives.

Exemption from the CPE or part of the CPE must be claimed within seven years of gaining membership. Where exemption is being sought, all papers must be successfully passed in a four-year block and within seven years of gaining membership.

Fellowship/Diploma examinations passed.

Please list the Higher Diploma in Law (Level 4) subjects you have passed and the dates of the awards.

You will need to enclose certified true copies of the following documents:

- your birth certificate
- any certificates which confirm a change of name
- your certificate of admission as a Member of ILEX
- your certificate of admission as a Fellow of ILEX
- pass certificates of subjects undertaken for the ILEX Professional Higher Diploma in Law (level 4) leading to your Membership status
- any additional ILEX Professional Higher Diploma pass certificates
- if MILEX, a letter from your employer confirming three years' legal experience.

If you are not yet a Fellow, you will need to send evidence of your legal employment by submitting a letter or reference from your employer.

Section 5 Declaration

I hereby apply for exemption from the following heads of the Common Professional Examination and submit documentary evidence of my passes in the relevant subjects.

Please tick appropriate box

Public law / constitutional and administrative law	
Obligations I / contract	
Obligations II / torts	
Criminal law	
Law of property / land law	
Equity and the law of trusts	
Law of the European Union	
Another area of substantive law	

Partial exemption will only be granted to students eligible for exemption from four or more subjects.

I declare that the information given in my application for a certificate of exemption from the Common Professional Examination is, to the best of my knowledge, correct.

Signed

Date

Please return this form to

The Education and Training Unit
Regulation Directorate
The Law Society
Ipsley Court,
Berrington Close
Redditch
Worcestershire B98 0TD

or Dx 19114
Redditch

If you have any queries, please contact Information Services on 0870 606 2555, lines are open 09.00 hours – 17.00 hours, Monday to Friday.

Alternatively, please e-mail info.services@sra.org.uk