

EN1 - Application for student enrolment and completion of the academic stage of training

Guidance notes and frequently asked questions (FAQ)

Students will need to enrol with the Solicitors Regulation Authority (SRA) before they can start the Legal Practice Course (LPC) and should apply for student enrolment by **no later than 1 August** in the year they intend to start the LPC.

Students with character and suitability issues are required to apply for student enrolment **no later than 1 April** in the year they intend to start the LPC.

Student enrolment with the SRA is required for both the duration of the LPC and registration of a training contract.

Part A

Please amend any details regarding your permanent address. The address must be a fixed address, preferably a parent's address, rather than a term-time address, as this will ensure that you receive any correspondence regarding student enrolment.

Part B

All questions must be answered on this section and the declaration must be signed.

FAQ

Q. I have answered "yes" to question 1 - how do I get a Police National Computer (PNC) check?

A. You must complete a "subject access request form" obtained from the police; a fee payable of £10 is required. A PNC check can take up to 40 days to process, so make sure you request it in advance, so that you can send it with your application form by 1 April. Do not miss that deadline because you have not received the PNC check—if you are unable to send the check with your application form, you must indicate the date on which you requested it in Part H (the "checklist section"). We will then be aware of when we should receive the check from you.

Q. I have had a speeding ticket. Do I answer "yes" to any of the questions in Part B?

A. If you were sent notification of this through the post and received a fine, provided that the fine has been paid, you do not need to disclose this. However, if this fine led to disqualification from driving, you must answer "yes" to question 1 and follow the notes on that page.

Q. I have answered "yes" to question 6 only, in Part B, do I need to submit details of additional referees?

A. No – this is not necessary.

Part C

If the applicant has no character and suitability issues, only one referee is required.

This mandatory referee can be:

- **Educational** – the referee should have known the applicant for a least one year and have taught them within the last three years. The only exception is for students who have completed a CPE course— their referee must have known them for at least six months.
- **Employment** – the referee should be the applicant's most recent employer, excluding any temporary or short-term employment of less

than six months. Normally, they should have known them for at least two years.

If the student is unable to use either an educational or employment referee, the 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 the student's behalf.

References from relatives are not permitted.

Part D

FAQ

Q. Why is there a “Yes” and “No” box for the statement “I wish to apply for the completion of the academic stage of training”. Why would I tick “No”?

A. If your intention is to sit the LPC this year, then you should tick “yes”. Please ensure that you complete this section fully as this will help us validate your academic studies.

If you have already completed the LPC – previous student enrolment has expired – and it is your intention to register into a training contract, then you should tick “no”.

Part G

FAQ

Q. My son/daughter is unable to complete the application form for student enrolment because they are travelling overseas.

A. The EN1 application can be downloaded from our website www.sra.org.uk/students. If you download the application form, please add the eight-digit number which is found on the EN1 form that we originally sent you, if applicable.

If the student is unable to access the internet, you as a parent, may sign the form and return it to us, provided a Power of Attorney has been granted. If you send a letter authorising parents without attaching the original copy of a Power of Attorney, we will not be able to process your application. We will send a chase letter requesting that you complete the form, which will delay the application process.

Once the EN1 form is submitted, the SRA can confirm receipt of the form to a parent following security checks. However, due to our Data Protection policy,

this is all that we can confirm, no details about the progression of the application can be disclosed, unless submitted with a Power of Attorney.

The Fee

FAQ

Q. Why do I need to submit a fee of £80 with the EN1 application, when I have already paid a fee to the college where I will be studying the LPC?

A. These two fees are completely separate. In addition to the student enrolment fee (payable with EN1 form), an LPC Student Registration Fee is payable to the LPC provider on commencement of the course. This fee is collected from the provider by the SRA and is used for the purposes of monitoring, supporting and developing the LPC.

Q. Will I have to pay £80 each year?

A. No. The fee of £80 will cover your student enrolment up until 31 December of the year in which you apply, and then four more complete years. We will send you a letter each year to confirm that student enrolment has been renewed.

Granting completion of the Academic Stage of Training

In most cases, results from universities/colleges are automatically sent to the SRA regarding the academic stage of training, i.e.

- law degrees,
- common professional examination (CPE) and
- graduate diploma in law (GDL).

It is a student's responsibility to ensure that their details will be sent to us directly from the university/college. Please do not submit transcripts unless we specifically request you to do so.

Applications for student enrolment should be processed within 30 days unless the individual has disclosed a character and suitability issue—these applications will take longer.

In July/August, once we have received the student's results, we will send letters confirming completion of the academic stage of training.

If we are able to confirm both student enrolment and completion of the academic stage of training at the same time, we will send you one letter confirming this, as opposed to two separate letters.

FAQ

Q. Can I start the LPC without my certifying letters?

A. If you wish to start the LPC before receiving the certifying letters, you can do so at your own risk. Your course provider should be able to provide you with a date by which you must provide the certifying letters, if not, you could be asked to leave the course.