

Please tick if you have answered "Yes" to part B of this application regarding character and suitability.

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

This form can be used to:

- enrol as a student; and/or
- apply for confirmation that you have completed the academic stage of training.

You need to enrol and have confirmation that you have completed the academic stage of training:

- before you start the Legal Practice Course (LPC); and
- before you enter into a training contract.

Please note there are two deadlines for return of this form:

- 1 April 2010 - for any application where issues are disclosed which call into question your character and suitability. **Please note:** only completed applications (which include the fee) and supporting documents will be considered.
- 2 August 2010 - for all other applications. **Please note:** only applications (which includes the fee) will be processed.

If you need any help completing this form, please telephone our Contact Centre on 0870 606 2555 or by e-mail at contactcentre@sra.org.uk. If you are calling from overseas, please use +44 (0)1527 504450. Lines are open from 09:00 to 17.00, Monday to Friday and calls may be monitored/recorded for training purposes.

Part A Personal details

Please ensure you provide your full name as it appears on your birth certificate, marriage certificate or deed poll.

Surname	<input type="text"/>	Title (Mr/Mrs etc.)	<input type="text"/>	Gender	<input type="text"/>
Forname(s)	<input type="text"/>				
Date of birth	<input type="text"/>	(Please add if date of birth not specified)	SRA number	<input type="text"/>	

Address	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
	<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"/>	Mobile No	<input type="text"/>		
E-mail address (term time)	<input type="text"/>				
E-mail address (non term time)	<input type="text"/>				

Part B Character and Suitability

This section must be completed **in full** if you wish to enrol as a student. Incomplete applications may not be processed and you will be contacted for further clarification and/or information.

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

Before being admitted to the roll of solicitors, you will be asked to confirm that you have disclosed any issues that relate to your character and suitability.

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.

- | | | | | | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------|----|--------------------------|
| 1 | Have you ever been convicted of an offence in any court or received a caution, reprimand, fine or warning in the UK or overseas (If “Yes”, see notes below) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2 | Have you ever committed an act of plagiarism or cheating in any form of assessment? (If “Yes”, see notes below) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3 | Have you ever had a County Court Judgment (CCJ) placed against you? (If “Yes”, see notes below) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4 | Have you ever been adjudged bankrupt or entered into an IVA? (If “Yes”, see notes below) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5 | Have you ever been under investigation for any matters or criticised, censured, suspended and/or the subject of any other disciplinary activity by a professional/regulatory body? (if “Yes”, see notes below) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6 | Are there any other factors which may call into question your character and suitability to become a solicitor? (if “Yes”, see notes below) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Notes: If you have answered “YES” to any of the questions 1 to 6 you must provide details of 3 referees who have knowledge of the disclosure 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 disclosed issues to the questionnaire that will be sent by the SRA.

- | | |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For Q1 | An original Police National Computer (PNC) check (no older than 21 days) and your full statement of events and if you were fined, evidence of payment of fine(s). A PNC can be downloaded from the Metropolitan Police’s website at: www.met.police.uk/information/info_about_you.htm then scroll down the page to the section ‘How to make a subject access request’. Please be aware that a Scottish Enhanced/Standard Disclosure is not sufficient for student enrolment purposes. |
| For Q2 | Full statement of events together with independent corroborative evidence of the outcome or any sanction imposed. |
| For Q3 & Q4 | Full statement of events together with a full up to date credit report (no older than a month), which can be obtained from a credit company, together with details of current level of outstanding debt, if any. |
| For Q5 & Q6 | Full Statement of Events together with independent corroborative evidence of the outcome or any sanction imposed. |

Please note, the documents detailed are not a comprehensive list and dependant on the nature of the character and suitability issue we may request additional documentation such as sentencing remarks in respect of convictions in the Crown Court.

If you fail to disclose a character and suitability matter which is later discovered by the SRA, such non-disclosure may have a negative impact on any future application.

Part C Vetting

Your application for student enrolment may be subject to a series of checks to verify the details given. This process could involve checking your identity and information provided with third party suppliers, who collate open source information from a variety of data sources such as the electoral role and financial institutions. If your application is randomly selected for vetting we may contact you for further information. **Please see vetting appendix.**

Part D Confirmation of completion of the academic stage

1 I wish to apply for completion of the academic stage of training because I am commencing the LPC this year.

Yes No

If "Yes", please **fully** complete the course details below as you will require both confirmation of student enrolment and completion of the academic stage of training before you commence the LPC.

It is a student's responsibility to ensure that their results will be sent to us **directly** from the university/college. Please **do not** submit transcripts unless we specifically request you to do so. Should you be contacted at a later date, please note you will be asked for certified copies of your transcript and your degree certificate. Please be aware that uncertified copies will not be accepted.

COURSE DETAILS

2 I am studying for/I have studied for a:

a) Qualifying Law Degree

Full time

Part time

b) Post Graduate Diploma in Law

Full time

Part time

c) CPE

Full time

Part time

d) ILEX*

*Please note if you are Member or Fellow of the Institute of Legal Executives, to commence the LPC you will first require full exemption from the CPE in order to obtain completion of the academic stage of training. The CPE exemption application form can be downloaded from www.sra.org.uk/students/conversion-courses.page. If you have any questions regarding the application please telephone the Contact Centre on 0870 606 2555, whose lines are open from 09.00 to 17.00, Monday to Friday.

3 The Institution I attended / I am attending for the above is

(If this is the College of Law, please indicate which site.)

4 I completed / I will complete the above course in (year)

LEGAL PRACTICE COURSE DETAILS - If applicable, please indicate which site/branch I will be commencing and/or I have undertaken the:

Mode	University/College	Start date	End Date
Accelerated	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full-time	<input type="text"/>	<input type="text"/>	<input type="text"/>
Part-time	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stage 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stage 2 Elective 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stage 2 Elective 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stage 2 Elective 3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part E Group Membership

The following groups are representative groups recognised by the Law Society. They are run by volunteers who provide a support and advisory service to their members. They are free to join and operate an opt in membership policy. If you would like to become a member of any of the following groups, please tick the appropriate box below.

- 1 I would like to become a member of the Black Solicitors Network.
(www.blacksolicitorsnetwork.co.uk)
- 2 I would like to become a member of the Group for Solicitors with Disabilities.
(www.gsdnet.org.uk)
- 3 I would like to become a member of the Junior Lawyers Division.
(www.juniorlawyers.lawsociety.org.uk)

The SRA is collecting information about membership of the recognised groups on their behalf. The groups you have opted to join will contact you direct in due course.

Please tick the box if you **do not** want the SRA to use this information to keep its own record of your interests

Part F Immigration

- 1 Do you have the legal right to remain in the United Kingdom? Yes No
- 2 Do you have the legal right to work in the United Kingdom? Yes No

If you have answered 'no' to either of the above questions, please provide a full statement explaining your current circumstances. To grant an application where an individual has no legal right to remain or work in the United Kingdom could be contrary to the public interest and Immigration Regulations.

Part G Declaration

I declare that to the best of my knowledge the information given on this form is true and correct.

I understand that once I have been granted student enrolment there is a continuing obligation on me to notify the SRA of any matter which could bring into question my character or suitability to become a solicitor.

I understand that during my period of training and prior to my admission, I have an ongoing obligation to notify the SRA if I am convicted of an offence in any court in the UK or overseas, or if I receive a caution, reprimand or warning.

I hereby undertake to notify the SRA of any such conviction, caution, reprimand or warning imposed or incurred after the time of the application and prior to my admission.

I hereby undertake to notify the SRA of any CCJ, IVA or bankruptcy adjudged or entered into after the time of application and prior to my admission.

I understand that enrolment as a student of the SRA is no guarantee of a place on the LPC, a training contract with a firm, or eventual admission to the roll of solicitors.

I give permission for the SRA to contact and discuss my application with both the academic and vocational stage providers in order to process my application for student enrolment.

Yes

No

SIGNATURE OF APPLICANT

DATE

Power of Attorney

If you are unable to sign the declaration yourself and a parent or guardian has signed on your behalf. You must provide a Power of Attorney in order for the application to proceed.

Part H Application Checklist

To help us process your application quickly, please check the following:

- * If you have answered "Yes" to questions 1-6 in Part B, have you included all the relevant documentation, including referee contact details.
- * If your name has changed or is different to that printed on the form, have you included a photocopy of your marriage certificate or a certified copy of deed poll or statutory declaration?
- * Course details are provided in Part D, if you wish to receive confirmation that you have completed the academic stage of training.
- * The cheque made payable to "The Law Society" is signed, dated and securely attached (if appropriate)
- * The declaration Part G is signed and dated.
- I have completed the vetting appendix.
- I can confirm that I applied for a PNC check on (if applicable)

Applications which require a PNC check but may miss the deadline of 1 April 2010 may be submitted with a statement confirming the date the PNC check was applied for.

The completed application form and fee of £80.00 must be sent to:
The Finance Department,
Solicitors Regulation Authority
Ipsley Court, Berrington Close, Redditch B98 0TD.
Or DX 19114 Redditch
Cheques should be made payable to
"The Law Society".

OFFICE USE ONLY: Fee
Budget Code JF104
CI:

If you require further assistance, please telephone our Contact Centre on 0870 606 2555. If you are calling from overseas, please use +44 (0) 1527 504450. Lines are open from 09.00 to 17.00, Monday to Friday and calls may be monitored/recorded for training purposes. Alternatively, you may wish to contact us by e-mail at contactcentre@sra.org.uk. Please quote your SRA number, which is as this will help us to respond promptly to your enquiry.

Part I Data Protection Act 1998

The information you supply on this form is used by the SRA for the purpose of enrolling you. The SRA handles personal data in accordance with the Data Protection Act 1998.

All information you provide will be held on a database. Sometimes we may use your name and address or provide these details to other organisations for mailing information about goods and services that we believe may be of interest to you.

Do you wish to receive occasional targeted mailings on the basis of ethnic origin?

Do you wish to receive occasional targeted mailings on the basis of disability?

If you do not wish to receive such mailings, please put a tick in this box.

If you have provided an e-mail address in Part A, please tick the following boxes if you do not want to receive by e-mail the product or service described. Also bear in mind that after you have agreed to receive e-mailed information, you can "unsubscribe" at any time by contacting the SRA at contactcentre@sra.org.uk.

Newsletter alerts

Informing you that the latest issue of a newsletter is now available "electronically" and can be read by clicking on a "link". There will be no attachment to these e-mails.

Events and training

Contacting you about events, conferences, training, products etc that are aimed at the entire profession.

Product information

Contacting you about local Law Society products or products endorsed by the Law Society.

Local Law Societies

Sharing your e-mail address with the appropriate local Law Society so that it can tell you about events, continuing professional development (CPD) and products that might be of value to you.

Regulatory information

Informing you of the latest regulatory policies and issues that are aimed at the entire profession.

Vetting appendix

Your application for student enrolment may be subject to a series of checks to verify the details given. This process could involve checking your identity and information provided with third party suppliers, who collate open source information from a variety of data sources such as the electoral roll and financial institutions. If your application is randomly selected for vetting we may contact you for further information.

The information you provide will be treated as confidential, stored securely and will be accessible to authorised persons only. If you are not randomly selected for vetting, this section of the questionnaire 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.

Please provide all of the following information where applicable - if not applicable please enter N/A in the appropriate box.

Forename(s)

Surname

SRA number

National Insurance Number

Passport Number

If you require a visa to study in the United Kingdom, please provide the following information. Further assistance regarding visas can be found at <http://www.ukvisas.gov.uk/en/doineedvisa/>

If you are an overseas applicant, please provide the following information.

Visa Number

Expiry date of visa

Other relevant information

Equality and Diversity

The Solicitors Regulation Authority 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 questionnaire. No individuals will be identified.

Part A. Ethnicity

Please tick ONE of the options below:

1. White

British - English

British - Scottish

British - Welsh

British - 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:

No religion

Jewish

Hindu

Muslim

Buddhist

Sikh

Christian (including Church of England, Catholic, Protestant and all other Christian)

Any other religion (Please specify)

Prefer not to say

Part E. Sexual Orientation

Please tick ONE of the options below:

Lesbian/gay woman

Heterosexual/straight

Bisexual

Gay

Prefer not to say

Part F. 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

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 | <input type="checkbox"/> |
| Hearing impairment | <input type="checkbox"/> |
| Visual impairment | <input type="checkbox"/> |
| Learning disability or difficulty | <input type="checkbox"/> |
| Mental health condition | <input type="checkbox"/> |
| Long-standing illness or health condition | <input type="checkbox"/> |
| Other (please specify) | <input type="text"/> |
| Prefer not to say | <input type="checkbox"/> |

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

Section 2. 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.

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

File reference

For alternative formats, please telephone SRA Contact Centre on 0870 606 2555