

# How to guide and FAQs

Updated July 2020

## *Admission*

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### *How to apply for admission*

To find out what you need for admission, see Admission application page [\[trainees/admission/admission-forms/\]](#).

### *How to apply for a practising certificate after admission*

Log in to mySRA and apply for a practising certificate in Individual Available Applications.

*Log in to mySRA now*  
[\[https://my.sra.org.uk\]](https://my.sra.org.uk)

[\[https://my.sra.org.uk\]](https://my.sra.org.uk)

### *How to book a place at the admissions ceremony*

Find out more in Before and After admission [\[trainees/admission/before-after-admission/\]](#).

### *When will my details appear on the Solicitor's Register?*

Your details should appear on the Solicitor's Register within 24 hours, as we aim to update this daily.

### *When will my details appear in the Law Society's online directory?*

Your details should appear on Find a Solicitor 48 hours after your practising certificate has been issued.

### *I haven't received an invitation to my admission ceremony. When will this happen?*

If you have been admitted to the roll of solicitors of England and Wales, you can expect an invitation directly from the Law Society. Further information can be found on Before and After admission [\[trainees/admission/before-after-admission/\]](#).

### *I have lost (or have never received) my application for admission (AD1). How do I get another copy?*

We no longer accept paper applications – you must apply for admission in mySRA, where you can apply, make payment and upload supporting documents. Find out more by going to Admission application and fees [\[trainees/admission/admission-forms/\]](#).

### *When will I receive confirmation that I will be admitted?*

We will send you a notification confirming your application has been granted. You will need to log in to mySRA and select your admission date. (this must be within 30 days of the date your application has been granted).

### *When is the next admission date?*

You can choose your own admission date by selecting it when you apply in mySRA. Please apply 4 weeks before your preferred date, so you can go through screening and admission first.

### *How long will my admission application take to be processed?*

Please refer to our service levels. You can also check our admission dates and timescales on our admission application page [\[trainees/admission/admission-forms/\]](#).

## *Pre-admission applicant screening and Disclosure and Barring Service (DBS)*

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### *How to obtain a pre-admission applicant screening and Disclosure and Barring Service (DBS) check*

If you are a trainee, you will get a notification in your mySRA four weeks before the end of your training telling you that you need to go through a screening process before admission.

### *What is pre-admission screening?*

It is a check which is completed before admission as a solicitor. If you have lived in the UK for 12 months or more during the last 5 years, you must complete an online screening application with Atlantic Data Ltd.

The screening process (which includes a Disclosure and Barring Service check) looks at:

- Spent and current convictions.
- Police cautions.
- Reprimands or final warnings recorded on the police national computer.
- Financial History.

If you have not lived in the UK for 12 months or more during the last five year period you still need to complete pre-admission screening but instead we will check your name and current address and you will be required to upload ID documents instead of DBS screening.

You will also need to upload an original criminal record check from any country you have lived in for 12 months or more during the last five years. The check(s) must be no more than three months old and include an official translation if not in English.

### *Who should complete pre-admission screening?*

Anyone applying for admission as a solicitor, or anyone who is applying for early assessment of their character and suitability [\[trainees/character-and-suitability/\]](#), and has lived in the UK for 12 months or more during the last five years.

If you have not lived in the UK for 12 months or more during the last five year period you still need to complete pre-admission screening but instead we will check your name and current address and you will be required to upload ID documents instead of DBS screening.

You will also need to upload an original criminal record check from any country you have lived in for 12 months or more during the last five years. The check(s) must be no more than three months old and include an official translation if not in English.

### *How long does the pre-admission screening process take?*

Please allow four weeks for the application to be processed. Once the screening process is

complete, the Disclosure and Barring Service will send you a Standard Certificate. We will contact you by email should we require this certificate. You will only need to upload this if an issue is disclosed.

## *Applying for admission with character and suitability issues*

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### *How to provide your supporting documents for admission if you are disclosing character and suitability issues*

It depends on the matter(s) you disclose.

When you log in to mySRA, go to Individual Available Applications to complete the application for admission. We will tell you what you need to provide but you can also find more information in Part 4 of the Assessment of Character and Suitability Rules [[solicitors/standards-regulations/assessment-character-suitability-rules/](#)].

### *If I am disclosing character and suitability issues as part of my application for admission, who can be my referee? How to provide a referee if you have character and suitability issues referee?*

They will need to be independent professional people who know you in a professional capacity. They must be aware of the matter you have disclosed and can attest to your character and suitability, for example an employer or tutor. We will not accept personal references or references from friends or family members.

### *How to provide a reference for a person with character and suitability issues as part of an admission application*

Your reference needs to include:

- your relationship with the applicant
- that you are aware of the matter(s) disclosed
- that in your opinion the applicant is a suitable person to be admitted.
- your contact details

You can provide the reference to the applicant and they can submit this to us, however, we may contact you to validate for further information.

### *How to provide references in support of my admission application?*

References can be uploaded as part of your application in mySRA.

### *If I am disclosing character and suitability issues, do I need to submit supporting documents with my application?*

Yes, as we cannot decide until we have all of the relevant information. You should upload this information with your application.

### *How long will it take for a decision to be reached on my application if I am disclosing character and suitability issues?*

We aim to reach a decision within 6 months of your application being submitted. However, this does depend on us receiving all the required information.