**IMPORTANT INFORMATION**

**Applications for admission for those starting the Bar Course in September have now closed. This form is for those who are starting the Bar Course in October 2020 or thereafter.**

**Due to the Registry team working from home, all forms must be emailed in for approval first. Please do not post documents until you have been asked to do so by the Admissions Team only.**

**We appreciate that obtaining certified copies of documents may not be possible at this time. We will accept scanned copies of your degree status and official photo identification when sending via email. Certified copies must be obtained for the hardcopies of your admission documents when the Inn requests the paper versions to be sent. The paper versions must match those emailed in.**

**For electronic admission we require:**

**Completed admission forms**

**A copy of your degree status**

**A copy of your official ID (eg passport)**

**These must be emailed as attachments in one email to the Registrar**

**Please note the full Admission Procedure on page 2.**

**The deadline to join an Inn is 12 weeks before the start of your Bar Course.**

If you have any queries about the forms, please email [andrew.smith@lincolnsinn.org.uk](mailto:andrew.smith@lincolnsinn.org.uk).

# **Admission to the Inn: Information and Forms for Students**

# For Transferring Lawyers, Qualified Foreign Lawyers and Legal Academics, please view the separate information pack, available from the [Lincoln’s Inn website](https://www.lincolnsinn.org.uk/becoming-a-barrister/joining-the-inn/).

# The requirements for admission to the Inns of Court are set out in the [Memorandum of Understanding](https://www.lincolnsinn.org.uk/wp-content/uploads/2020/01/MOU-Schedule-1-Guidelines-for-Fit-and-Proper-Person-Checks.pdf) between the Inns and the Bar Standards Board, the [Joint Inns’ Education and Qualification Rules](https://www.lincolnsinn.org.uk/wp-content/uploads/2020/01/Joint-Inns-Education-Qualification-Rules.pdf), the Guidelines for determining if a person is [Fit and Proper](https://www.lincolnsinn.org.uk/wp-content/uploads/2020/01/MOU-Schedule-1-Guidelines-for-Fit-and-Proper-Person-Checks.pdf) to become a practising barrister and the [Bar Qualification Manual](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual/part-3-the-role-of-the-inns-of-court.html). We recommend that you view these, as well as read the guidance below, before completing your forms.

# Please note that you must apply for admission to an Inn at least twelve weeks before the start of your Bar Course.

# If you have any questions regarding admission, please contact the Registrar via [andrew.smith@lincolnsinn.org.uk](mailto:andrew.smith@lincolnsinn.org.uk). Information about the events and activities available to student members, qualifying sessions and Call to the Bar [please visit our website](https://www.lincolnsinn.org.uk/student-members/).

# **Admission Procedure**

All forms for students wishing to apply for admission can be found [here](https://www.lincolnsinn.org.uk/becoming-a-barrister/joining-the-inn/).

**Due to the Education Department bringing in working from home procedures, please ensure that you do both of the following with your forms.**

1. **Scan a copy of your admission pack, degree status and official ID (eg Passport) and email to** [**andrew.smith@lincolnsinn.org.uk**](mailto:andrew.smith@lincolnsinn.org.uk)
2. **Do not post documents to the Inn at this stage. Only do so once you have received an email to do some from the Registrar Andrew Smith. This will be after lockdown has lifted.**

Please complete and return the following documents:

* Admission Form
* Admission Declaration
* Monitoring questionnaire
* Data protection form
* Law Students Only - A copy of your degree certificate or official confirmation that you are pursuing a law degree course issued by your university. For guidance, please see page 3.
* Non-Law Students Only – A copy of your GDL / PgDL certificate or a letter from your university confirming enrolment or registration. For guidance, please see page 3.
* Certified copy of your official photo identification. For guidance, please see page 3.

The application documents must be completed in full. This includes your addresses. Please ensure you add the town, country and postcode/area code on these. Should you require the admission documents in a different format please contact us.

Payment:

Once we have admitted you to the Inn, we will send a confirmation email containing your membership number and a link to create an account on our online booking system. This will allow you to pay the £110 admission fee online.

Providing all your documentation is in order, your admission to the Inn should be processed within three weeks but please note that this may be longer during busy periods (e.g. twelve weeks before courses starting in September). An admission letter and membership card will be sent to you by post to your UK address once the staff return to the Inn.

**Guidance**

Please see below guidance on declarations and providing certified copies, and advice for those considering a career at the Bar.

**Declarations of convictions, academic misconduct and other matters**

The Inn must determine that you are fit and proper to practise as a barrister. To make that fit and proper consideration, information relating to past or ongoing matters from the following categories is requested on the Admission Declaration:

* Criminal Offences;
* Academic History;
* Regulatory history; and
* Other behaviour.

Please note that you are not expected to disclose any criminal convictions or cautions that would be ‘protected’ by law or ‘filtered’ by the Disclosure and Barring Service.

Further guidance on declarations and fit and proper checks can be found on the [BSB Website](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual/part-3-the-role-of-the-inns-of-court/3a-membership-of-an-inn-conduct-checks.html) and in the guidelines for determining if a person is [Fit and Proper](https://www.lincolnsinn.org.uk/wp-content/uploads/2020/01/MOU-Schedule-1-Guidelines-for-Fit-and-Proper-Person-Checks.pdf) to become a practising barrister.

Should you make a declaration of convictions in your application, your application may be referred to the Inns’ Conduct Committee (ICC) for determination as to whether you may be admitted. If referral to the ICC is required you will be asked to submit some additional documentation, such as details of the offence and character references.

**Certified Copies Guidance**

Students applying for admission to the Inn need to provide a certified copy of photo identification (“photo ID”). Acceptable forms of photo ID are:

* Current signed passport
* Current full UK or EEA photocard driving licence
* National identity card bearing a photograph of the applicant

Students applying for admission to the Inn who have completed their law degree / GDL need to provide a certified copy of their degree certificate.

Should you bring your application to the Inn in person you may bring your original photo ID and degree certificate and we will take our own copies. You **must not** send your original photo ID or degree certificate by post as we will not be responsible for its safe return to you.

**Who can certify a document?**

Your document must be certified by a professional person or someone well-respected in your community (‘of good standing’). You could ask the following if they offer this service:

* bank or building society official
* councillor
* minister of religion
* dentist
* chartered accountant
* solicitor or notary
* teacher or lecturer

The person you ask must not be:

* related to you
* living at the same address
* in a relationship with you

The Post Office also offer a document certification service.

**How to certify a document**

Take a photocopy of your photo ID and then take the copy and the original and ask the person to certify the copy by:

* writing ‘Certified to be a true copy of the original seen by me’ on the document
* signing and dating it
* printing their name under the signature
* adding their occupation, address and telephone number

The person certifying the document may charge you a fee.

**Important advice for those wishing to study for the Bar of England and Wales**

If you are seriously thinking of pursuing a career at the Bar then you need to be aware of its competitive nature. The Bar can offer a rewarding career if you

* have a high level of intellectual ability;
* are highly articulate in written and spoken English; and
* can think and communicate under pressure

Before you embark on this, we would advise you to think carefully about:

* Whether you have the potential to make a successful career as a barrister.
* Whether you can meet the high standards of intellectual ability, personal stamina and emotional energy that are expected, as a career at the Bar is very demanding.
* Whether you have the potential to develop your knowledge and skills further.

You should also consider some of the ‘facts and figures’ concerning a career at the Bar before you commit yourself. Information is available about the number of students who take the Bar Course each year and the availability of pupillages. **You must research it.** You are also strongly advised to:

* Read the information available on the Bar Council website on Becoming a Barrister. (<https://www.barcouncil.org.uk/becoming-a-barrister.html>)
* Plan your finances. The course, living expenses and the first years at the Bar can be expensive. The Inns of Court offer scholarships. The majority of scholarship winners obtain pupillage. You must apply early. Some banks provide special loans.
* Check the BSB Website. [www.barstandardsboard.org.uk/news/statistics/](http://www.barstandardsboard.org.uk/news/statistics/).
* Check the Providers of the Bar Course who also publish their own statistics. Details of the costs of the course at each provider are also given on their websites.
* Check with one of the Inns of Court if criminal, medical or past disciplinary problems might affect your ability to practise

Finding a tenancy in Chambers or a suitable position at the Employed Bar can also be very challenging. Each year there are normally fewer tenancies available than pupillages.

Be aware that you also need to meet the formal entry requirements before you start the course: a second class honours degree in law (or in another subject plus a conversion course), Inn membership, adequate language skills and passing the Bar Aptitude Test. Few who have a 2:2 degree obtain pupillage. You should find out as much as you can and give the information serious consideration before committing yourself to the study for the Bar.

Make a realistic assessment of whether you are suited to a career as a barrister; you should:

* Seek guidance from your university law tutors and careers advisers
* Go to the Inns and speak to their Education staff (they organise open days for university students)
* Find out more about the profession and look at the statistical information
* Try to gain relevant experience such as working for a law firm and doing mini pupillages
* Try to talk to people who have studied for the Bar, for example to a recently qualified barrister.

If you have faith in yourself, your capabilities and your potential to succeed after hard work and effort this should not discourage you. The Bar can provide a long and rewarding career.

**Resources**

You will find helpful advice on the following websites:

**Regulatory:**

The Bar Council ([www.barcouncil.org.uk](http://www.barcouncil.org.uk))

The Bar Standards Board ([www.barstandardsboard.org.uk](http://www.barstandardsboard.org.uk))

**The Inns of Court:**

Lincoln’s Inn – ([www.lincolnsinn.org.uk](http://www.lincolnsinn.org.uk))

Inner Temple ([www.innertemple.org.uk](http://www.innertemple.org.uk))

Middle Temple ([www.middletemple.org.uk](http://www.middletemple.org.uk))

Gray’s Inn ([www.graysinn.org.uk](http://www.graysinn.org.uk))

**Bar Course providers:**

BPP University ([www.bpp.com](http://www.bpp.com))

Cardiff University ([www.cf.ac.uk](http://www.cf.ac.uk))

City University ([www.city.ac.uk](http://www.city.ac.uk))

Inns of Court College of Advocacy ([www.icca.ac.uk](http://www.icca.ac.uk))

Manchester Metropolitan University ([www.law.mmu.ac.uk](http://www.law.mmu.ac.uk))

Nottingham Trent University ([www.nls.ac.uk](http://www.nls.ac.uk))

University of Law ([www.law.co.uk](http://www.law.co.uk))

University of Northumbria ([www.law.unn.ac.uk](http://www.law.unn.ac.uk))

University of the West of England ([www.uwe.ac.uk](http://www.uwe.ac.uk))

***This notice is issued jointly by the Bar Council and the four Inns of Court.***