**Admission Form – Student Members**

Please keep a copy of these forms for your own records. Admissions for those starting the Bar Course in September have now closed. This form is for those starting the Bar Course in October 2020 and thereafter.

**Section 1 – Contact details**

|  |
| --- |
| Date of Bar Course commencing (Month/Year): Click or tap here to enter text. |
| Title: Click or tap here to enter text. | Surname: Click or tap here to enter text. |
| Forename: Click or tap here to enter text. |
| Other/Middle names: Click or tap here to enter text. |
| Name format if not standard western format (i.e. forename, other name, surname):Click or tap here to enter text.*Please note that only your forename and surname are shown on the online booking system and tickets, but your full name is show on our records and formal documents issued.* |
| Phonetic pronunciation of name: Click or tap here to enter text. |

|  |
| --- |
| Permanent address (please include town and country): Click or tap here to enter text. |
| Postcode: Click or tap here to enter text. |

|  |
| --- |
| Term/Correspondence address: Click or tap here to enter text. |
| Postcode:  | Click or tap here to enter text. |
| Address valid until: | Click or tap here to enter text. |

|  |
| --- |
| Mobile phone number: Click or tap here to enter text. |
| Email address: Click or tap here to enter text. |
| Have you been awarded a GDL/Bar Course Scholarship by Lincoln’s Inn? Yes / No  |

## Section 2 – Academic and Vocational Component

## Academic Qualifications

You are required to be studying for, or have completed or been exempted from, a law degree. Please state how you will meet the requirement:

Law Degree [ ]

GDL [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Degree & Subject | Class | Date Awarded/ Expected |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Note: If Oxbridge, please also enter college name**

1. **Other Undergraduate Degree**

If you originally studied a non-law or non-UK/Republic of Ireland degree, please complete this section:

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Degree & Subject | Class | Date Awarded |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Note: If Oxbridge, please also enter college name**

1. **Postgraduate Qualifications**

If you hold or are studying for a post-graduate qualification (e.g., MA/LLM), please complete this section:

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | **Qualification & Subject** | **Grade/Class** | **Date Awarded/Expected** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Note: If Oxbridge, please also enter college name**

1. **Vocational Component**

|  |  |
| --- | --- |
| In which academic session (month/ year) do you intend to commence the Bar Course? | Click or tap here to enter text. |
| Where do you intend to study (institution, location, study mode)? | Click or tap here to enter text. |
| Which study mode? (e.g. Full-time, Part-time, Two-part) | Click or tap here to enter text. |

**Section 3 - Intention to Practice**

Do you intend to practise at the Bar of England and Wales?

Yes [ ]

No [ ]

Date: Click or tap here to enter text.

Signature:…………………………………………………...

**If the information above changes, please notify the Education Department at** **education@lincolnsinn.org.uk**



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**Admission Declaration**

The purpose of this declaration is to ensure you have understood the regulations and requirements for becoming a practising barrister in England and Wales. You must be honest in this declaration and disclose the information requested.

Please refer to the [BSB website](https://www.barstandardsboard.org.uk/) which has information for students when completing this declaration.

**What information is asked?**

The questions on this declaration are being asked to ensure that you can uphold the Core Duties which underpin the behaviour expected of barristers. These Core Duties are set by the Bar Standards Board. In deciding whether someone can uphold the Core Duties consideration is given to whether they are fit and proper. **Disclosures will not automatically result in an application being refused.** To make that fit and proper consideration, information relating to past or ongoing matters from the following categories is requested:

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

**How will my information be handled?**

Your data will be processed in accordance with the Inn’s data protection policy for the administration of its membership records and to achieve its obligations as set out in a Memorandum of Understanding agreed with the Bar Standards Board, Council of the Inns of Court and other Inns of Court. If you would like more information on the legal basis for the processing of your information, please contact the Inn.

**What should I do if I want help in completing my Admission Declaration?**

We are committed to ensuring that everybody finds it easy to communicate with us and to complete this Declaration. We will make reasonable adjustments so that people with disabilities find it easy to complete any forms relating to their admission and any ongoing matters related to their membership. If you require this form in a different format, please contact the Inn.

You must answer every question in this declaration and provide any information marked with an asterisk.

**Personal details**

MyBar Reg Number (if available) Click or tap here to enter text.

Last name\* Click or tap here to enter text.

First name\* Click or tap here to enter text.

Middle name(s) Click or tap here to enter text.

Title (Mr, Mrs etc.) Click or tap here to enter text.

Date of Birth\* Click or tap here to enter text.

Question 1 – Have you previously been a member of an Inn, been refused membership of an Inn or been expelled from an Inn?

Yes / No

If you have answered ‘yes’, use the space below to provide the relevant details and attach any supporting documents.

Click or tap here to enter text.

**Fit and proper person checks**

In order to be Called to the Bar, a person must be a fit and proper person to become a practising barrister. There are two points at which the Inn checks that there is nothing that would call into question your fitness to become a practising barrister.

First, before joining the Inn: You are required to make this Admission Declaration. Once you are a student member, you have an ongoing duty to report to the Inn any matter that might call into question whether you are a fit and proper person to become a practising barrister.

Second, before being Called to the Bar: You will have to make a second declaration when you apply to be Called. For those wishing to be Called on or after 1st July 2021 the Bar Standards Board also requires a ‘Standard’ DBS check and the international equivalents for all candidates. The Inn will use the resulting certificates, along with other information set out in this declaration and the Call Declaration, and subject to the Bar Standards Board decision-making [guidelines](https://www.barstandardsboard.org.uk/uploads/assets/f20115e1-15c8-44b9-a171ffeb42ad2092/MOU-Schedule-1-Guidelines-for-Fit-and-Proper-Person-checks-v2.pdf), to help it to determine whether you are a fit and proper person to become a practising barrister.

Question 2 – Do you understand that when you apply to be Called you will need to comply with the Inn’s process for administering the criminal records checks, and if you do not comply, you will not be Called?

Yes / No

Question 3 – Do you have any spent or unspent convictions, cautions, or final warnings in the UK or any other country, save those which are ‘protected’ by law?

Before answering this, please read the information for students on criminal records disclosures on the Bar Standards Board website. Note 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. If you are still unsure if a matter is protected, please contact the relevant officer at the Inn.

Yes / No

If you have answered ‘yes’, use the space below to provide any relevant details.

Click or tap here to enter text.

Question 4 – Are you, or have you ever been, subject to any investigations or proceedings by a higher education institution? This includes any current or pending academic or misconduct complaints, proceedings or actions and/or previous investigations or proceedings where the complaint has been upheld. There is no requirement to declare matters where there has been an investigation and the complaint was not upheld.

Yes / No

If you have answered ‘yes’, use the space below to provide any relevant details.

Click or tap here to enter text.

Question 5 – Are you, or have you ever been, subject to any investigations or proceedings by a professional or regulatory body? This includes any current or pending complaints, proceedings or actions and/or previous investigations or proceedings where the complaint has been upheld. There is no requirement to declare matters where there has been an investigation and the complaint was not upheld.

Yes / No

If you have answered ‘yes’, use the space below to provide any relevant details.

Click or tap here to enter text.

Question 6 – Do you have, or have you ever had, a condition (including an addiction to drugs or alcohol) which means you may pose a risk to any member of the public or which may impair your judgment as a practising barrister?

Yes / No

If you have answered ‘yes’, use the space below to provide the relevant details.

Click or tap here to enter text.

Question 7 – Are you, or have you ever been, the subject of an arrangement with a creditor or entered into an individual voluntary arrangement with creditors? An arrangement includes but is not limited to the following: bankruptcy order[[1]](#footnote-1), debt relief order[[2]](#footnote-2), or directors disqualification order[[3]](#footnote-3).

Yes / No

If you have answered ‘yes’, use the space below to provide the relevant details.

Click or tap here to enter text.

Question 8 – Are there any other matters which might reasonably be thought to call into question your fitness to become a practising barrister? This includes but is not limited to civil injunctions or criminal orders.

Note 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. If you are still unsure if a matter is protected, please contact the relevant officer at the Inn.

Yes / No

If you have answered ‘yes’, use the space below to provide the relevant details and attach any supporting documents.

Click or tap here to enter text.

**By signing this declaration:**

1. I confirm that I have read the supporting information for students on the BSB website before completing this declaration; and
2. I confirm that all the information contained in this declaration and any other information provided in support is true to the best of my knowledge and belief; and
3. I understand that if this declaration or any other information provided in support of my application for membership is found to have been false in any material respect, or if I breach any undertaking given in it in any material respect, then that will constitute a disciplinary matter or professional misconduct; and
4. I confirm that should any information within this declaration change prior to being Called to the Bar, I will notify the Inn; and
5. I confirm that as long as I remain a student member of the Inn, I will comply with the Inn’s rules. I will also comply with the Bar Standards Board Handbook in so far as it applies to me; and
6. If I am a student member, I confirm that I will commence the vocational component of training for the Bar within six years of admission to the Inn and will complete the vocational component within five years of commencing that component. I understand that if I fail to comply with either of these requirements, my membership of the Inn will cease on the expiration of either period, except where there has been a successful application to the Inn for the relevant time limit/s to be extended.
7. If I am a transferring lawyer, I confirm that I will complete all requirements for Call as set out by the Bar Standards Board within 2 years of admission to the Inn. I understand that if I fail to comply with this requirement my membership of the Inn will cease except where there has been a successful application to the Inn for the relevant time limit to be extended.

Date Click or tap here to enter text.

Signature ………………………………………………

**Equality and Diversity Monitoring Questionnaire**

The Honourable Society of Lincoln’s Inn (“the Inn”) aims to have an inclusive environment for all staff, members, students and service users, by identifying and removing barriers in our practices. Completing this monitoring form will help us achieve this and help the Inn meet our obligations under the Equality Act 2010.

While it is voluntary to disclose this information, doing so will enable us to better understand the composition of our student body and examine our practices fully.

Your answers will be held against your membership record and will be treated in the strictest confidence, and all data disclosed will comply with the Data Protection Act 1998 and General Data Protection Regulation. Further information on our data protection policy can be found on our website: [www.lincolnsinn.org.uk/policies](http://www.lincolnsinn.org.uk/policies)

To find out more about the work the Inn is doing to meet the requirements of the Equality Act, please contact the Assistant Under Treasurer.

Please answer each question in turn by choosing one option only, unless otherwise indicated. If you do not wish to answer the question, please choose the option ‘Prefer not to say’ rather than leaving the question blank.

**1. What is your ethnic group?**

Choose one section from the below the most appropriate box to indicate your cultural background.

Asian / Asian British

|  |  |
| --- | --- |
| Bangladeshi | [ ]  |
| Chinese |[ ]
| Indian |[ ]
| Pakistani |[ ]
| Any other Asian background (write in) | Click or tap here to enter text. |

Black / African / Caribbean / Black British

|  |
| --- |
| African |[ ]
| Caribbean |[ ]
| Any other Black / African / Caribbean (write in) | Click or tap here to enter text. |

Mixed / multiple ethnic groups

|  |
| --- |
| White and Asian |[ ]
| White and Black African |[ ]
| White and Black Caribbean |[ ]
| White and Chinese |[ ]
| Any other Mixed / multiple ethnic background (write in) | Click or tap here to enter text. |

White

|  |
| --- |
| British / English / Welsh / Northern Irish / Scottish |[ ]
| Irish |[ ]
| Gypsy or Irish Traveller |[ ]
| Any other White background (write in) | Click or tap here to enter text. |

Other ethnic group

|  |
| --- |
| Arab |[ ]
| Any other ethnic group (write in) | Click or tap here to enter text. |

Prefer not to say [ ]

**2. What best describes your gender?**

|  |
| --- |
| Male |[ ]
| Female |[ ]
| If you prefer to use your own term, please provide it here | Click or tap here to enter text. |
| Prefer not to say |[ ]

**3. Is your gender identity the same as the gender you were assigned at birth?**

|  |
| --- |
| Yes |[ ]
| No |[ ]
| Prefer not to say |[ ]

**4. What is your date of birth?**

|  |  |
| --- | --- |
| Date of Birth | Click or tap here to enter text. |
| Prefer not to say |[ ]

**5. Disability**

The Equality Act 2010 defines a person as having a disability if they have ‘a physical or mental impairment, which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities. Long term means 12 months or more.

a. Do you consider yourself to have a disability according to the definition in the Equality Act

|  |
| --- |
| Yes |[ ]
| No |[ ]
| Prefer not to say |[ ]
| If yes, please specify the nature of the disability. | Click or tap here to enter text. |

b. Are your day-to-day activities limited because of a disability which has lasted, or is expected to last, more than 12 months?

|  |
| --- |
| Yes, limited a lot |[ ]
| Yes, limited a little |[ ]
| No |[ ]
| Prefer not to say |[ ]

**6. What is your sexual orientation?**

|  |
| --- |
| Bisexual |[ ]
| Gay man |[ ]
| Gay woman/lesbian |[ ]
| Heterosexual/straight |[ ]
| If you prefer to use your own term, please provide it here | Click or tap here to enter text. |
| Prefer not to say |[ ]

**7. Please indicate your religion or belief:**

|  |
| --- |
| No religion or belief |[ ]
| Buddhist |[ ]
| Christian (all denominations) |[ ]
| Hindu |[ ]
| Jewish |[ ]
| Muslim |[ ]
| Sikh |[ ]
| Any religion or belief not listed, please state here | Click or tap here to enter text. |
| Prefer not to say |[ ]

**8. Are you married or in a civil partnership?**

|  |
| --- |
| Yes |[ ]
| No |[ ]
| Prefer not to say |[ ]

**9. Caring responsibilities**

a. Are you a primary carer for a child or children under 18?

|  |
| --- |
| Yes |[ ]
| No |[ ]
| Prefer not to say |[ ]

b. Do you look after, or give any help or support to family members, friends, neighbors or others because of either:

- Long-term physical or mental ill-health / disability?

- Problems related to old age?

(Do not count anything you do as part of your paid employment)

|  |
| --- |
| No |[ ]
| Yes, 1 - 19 hours a week |[ ]
| Yes, 20 - 49 hours a week |[ ]
| Yes, 50 or more hours a week |[ ]
| Prefer not to say |[ ]

**10. Which type of school did you attend for the most time between the ages of 11 - 18?**

|  |
| --- |
| A non-selective state-run or state-funded school  |[ ]
| A state-run or state-funded school that is selective on academic, faith or other ground  |[ ]
| Independent or fee-paying school |[ ]
| Independent or fee-paying school supported by a means tested scholarship  |[ ]
| Attended school outside the UK |[ ]
| I don’t know |[ ]
| Prefer not to say |[ ]

**11. What is the highest level of qualification achieved by either of your parent(s) or guardian(s) by the time you were 18?**

|  |
| --- |
| Degree level or Degree equivalent or above (for example first or higher degrees, postgraduate diplomas, NVQ/SVQ Level 4 or 5 etc.) |[ ]
| Qualifications below degree level (for example an A-Level, SCE Higher, GCSE, O-Level, SCE Standard/Ordinary, NVQ/SVQ, BTEC etc.) |[ ]
| No qualifications  |[ ]
| I don’t know |[ ]
| Prefer not to say |[ ]
| Not applicable |[ ]

**12. Please tell us about the occupation of your main household earner when you were aged 18. If this question does not apply to you (because, for example, you were in care at this time), you can indicate this below.**

Please tick one box to show which best describes the sort of work your primary household earner undertook at this time.

|  |
| --- |
| Modern professional occupations such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer.  |[ ]
| Traditional professional occupations such as: accountant, medical practitioner, scientist, civil / mechanical engineer.  |[ ]
| Legal Professional (barrister, solicitor, legal executive, judge) |[ ]
| Clerical and intermediate occupations such as: secretary, personal assistant, clerical worker, call centre agent, nursery nurse.  |[ ]
| Senior managers or administrators (usually responsible for planning, organising and co-ordinating work, and for finance), manager, chief executive.  |[ ]
| Technical and craft occupations such as: motor mechanic, plumber, printer, electrician, gardener, train driver.  |[ ]
| Semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant.  |[ ]
| Routine manual and service occupations such as: HGV driver, cleaner, porter, packer, labourer, waiter / waitress, bar staff.  |[ ]
| Middle or junior managers such as: office manager, retail manager, bank manager, restaurant manager, warehouse manager.  |[ ]
| Long term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year)  |[ ]
| Retired |[ ]
| I don’t know |[ ]
| Prefer not to say |[ ]
| Not applicable |[ ]

**13. What is your nationality?**

|  |  |
| --- | --- |
| Nationality | Click or tap here to enter text. |
| Prefer not to say |[ ]

**14. Detailed Social Mobility Question**

a. At age 18, did the main household earner in your housework as an employee or were they self‐employed?

|  |
| --- |
| A. Employee |[ ]
| B. Self-employed with employees |[ ]
| C. Self-employed/freelance without employees (go to the end of the questionnaire)  |[ ]
| D. Not working  |[ ]
| E. I don’t know |[ ]
| F. Prefer not to answer questions about parental occupation (skip remaining questions) |[ ]
| G. Not applicable |[ ]

b. Where 14 (a) is “A. Employee”: How many people worked for your main household earner’s employer at this time? Where 14 (a) is “B. Self-employed with employees”: How many people did your main household earner employ at this time?

|  |
| --- |
| 1 to 24 |[ ]
| 25+  |[ ]
| I don’t know |[ ]

c. Did they supervise employees?

|  |
| --- |
| Yes |[ ]
| No |[ ]
| I don’t know |[ ]

**Data Protection and Communications**

The Honourable Society of Lincoln’s Inn (the data controller) will only process your personal data for the purposes outlined in the statement. Data will only be shared with affiliated organisations, except where the Inn has a legal obligation to share data with a third party, such as the police.

Purposes for processing include but may not be limited to: assessing your suitability for membership or scholarship, ensuring that you have complied with our application policy (this may include sharing some of your data with other Inns of Court to ensure you have not made applications to multiple Inns), to identify and prevent fraud, for statistical purposes, to respond to any enquiries you may make, or contact you about your membership and qualification for the Bar (such as sending you the students’ newsletter which includes information about qualifying sessions and Call to the Bar). The Inn is also obliged to share data on a reciprocal basis with the General Council of the Bar, Bar Standards Board and Council of the Inns of Court, both periodically and in response to ad hoc requests from those institutions. By signing below you agree to this use of your data.

The Inn may contact you by email, SMS, post or phone and may also contact you with services which may be of interest to you. To read our full data protection policy please visit our website: [www.lincolnsinn.org.uk/policies](http://www.lincolnsinn.org.uk/policies)

Please tick the relevant boxes below if you consent to receiving communications:

|  |
| --- |
| **Communication Preferences** |
|  |  |
| **I consent to receive ALL communications from Lincoln’s Inn** |[ ]
|  |  |
| **I consent to only receive communications about:** |  |
| **Members’ Newsletter[[4]](#footnote-4)** |[ ]
| **Annual Review** |[ ]
| **Elections,** e.g. Bench or Bar Representation Committee |[ ]
|  |
| **Or you can OPT OUT of receiving communications from Lincoln’s Inn** (please tick the box below) |
| I **DO** **NOT** consent to receive communications from Lincoln’s Inn[[5]](#footnote-5) |[ ]

**You can update your preferences at any time by emailing us at**

Data.Protection@lincolnsinn.org.uk

Name Click or tap here to enter text. Signature:………………………….

D.O.B. Click or tap here to enter text. Date: Click or tap here to enter text.

# Lincoln’s Inn Admission Checklist

Your application should contain the following:

|  |
| --- |
| Admission Declaration  |[ ]
| Admission Form |[ ]
| Monitoring Questionnaire |[ ]
| Data Protection Form |[ ]
| Certified copy of your law degree / GDL certificateOROfficial confirmation that you are pursuing a law degree / enrolled on a GDL, issued by your University |[ ]
| Admission fee of £110 (cheques or bank drafts should be made payable to “Lincoln’s Inn”) |[ ]
| 2 passport photos |[ ]
| Certified copy of official photo identification |[ ]

End of Document.

1. 1 A “bankruptcy order” includes a bankruptcy order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world. [↑](#footnote-ref-1)
2. For this purpose, a “debt relief order” includes a debt relief order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world. [↑](#footnote-ref-2)
3. 3 A “directors disqualification order” includes a disqualification order made by a court, or disqualification undertaking accepted by the Secretary of State, pursuant to the Company Directors Disqualification Act 1986 and any similar order or undertaking made or given in any jurisdiction in the world. [↑](#footnote-ref-3)
4. The Members’ newsletter includes information about the Inn’s social, collegiate, and educational events and information from Inn-affiliated organisations, such as the other Inns, SBAs and the Bar Council. [↑](#footnote-ref-4)
5. If you opt out of receiving communications from the Inn, we will not send you general / marketing communications but will still contact you regarding your membership and qualification for the Bar. [↑](#footnote-ref-5)