**Process for Joining the Inn as a Student Member**

**Please read this guidance in full before applying**

Admissions are now run through our new Online Admission Portal. If you have any questions during the application process, please email registry@lincolnsinn.org.uk. Below guides you through registering on the new portal.

**Please do not register more than once with different email addresses.**

1. Head to the portal at <https://portal.lincolnsinn.org.uk/my-profile.html>

2. Click on ‘Join the Inn’



3. Click on ‘Register for an account’



4. Complete the registration form and hit next. A verification code will be sent to you.

5. Enter your verification code to activate your profile

6. From your portal homescreen, click ‘Apply Online’



7. Complete the ten steps of the online application form

8. Once completed, download the Application PDF. If you have trouble doing this, please email registry@lincolnsinn.org.uk

9. Collate the following documents and send them by post to the address below:

• Downloaded admission documents (Please ensure these contain your original ink signature)

• A certified copy of your ID (Eg. Passport). **Please see the last page of this guidance document**

• Certified copy of your law degree / GDL certificate if you have graduated **or** official confirmation from your university that you are pursuing a Law degree or are enrolled on a GDL course. Please do not send original copies of degree certificates of ID. Please see the last page of this guidance document

**REGISTRAR AND ADMISSIONS, THE TREASURY OFFICE**

**THE HONOURABLE SOCIETY OF LINCOLN’S INN**

**LINCOLN’S INN**

**LONDON**

**WC2A 3TL**

10. Once documents arrive, please allow the Inn fifteen working days to process these. Upon approval, a link to complete the admission payment online will be sent to you via email and you will be required to pay within 28 days. If payment is not received by this point, we will remove the application from the database and destroy paperwork securely. A new admission will then need to be submitted should you wish to join the Inn after this time.

**CERTIFIED COPY GUIDANCE**

Applicants to the Inn need to provide a certified copy of photo identification (“photo ID”) and degree certificates if awarded. 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

Those applying for student admission to the Inn (ie Future Bar Course students) who have completed their law degree / GDL need to provide a certified copy of their degree certificate.

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

• post office

The person you ask must not be:

• related to you, living at the same address, or 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 certified copy must include the original ink signature of the person who certified the document. The person certifying the document may charge you a fee.