

Admission Documents Guidance

Once you have submitted your admission form on our membership portal you will need to send the following documents to the Inn:

Document	Type of applicant
Your signed and dated admission declaration	All
A certified copy of your photo identification	All
A certified copy of your proof of study or degree certificate	Students only
A certified copy of your approval letter from the Bar Standards Board	Transferring Lawyers only

Your admission declaration must be the original document so does not need to be certified. The Inn cannot accept originals of your other documents or certify copies of your documents for you. There is information on certifying documents later in this guidance.

Please make sure you do not send additional documents (e.g. certificates for other educational awards or references) or additional copies of the required documents, one of each is all that is required.

Photo Identification

Acceptable forms of photo ID are:

- Current signed passport
- Current full UK or EEA photocard driving licence
- National identity card bearing your photograph

Proof of academic eligibility

If you have completed your law degree/GDL and been issued with your degree certificate, you will need to provide a certified copy of your certificate.

If you are still studying or have not been issued or received your certificate yet, please provide one of the following:

- A student status letter on headed paper from your university including your full name, course details and estimated completion date.
- Proof of enrolment letter from your university on headed paper including your full name, course details and estimated completion date.
- A transcript from your university on headed paper including your full name, course details and estimated completion date.
- A registration letter from your university only in the case of GDL students.

We **cannot** accept registration letters for any law degree other than the GDL, email printouts, or CAS letters.

Approval letter from the Bar Standards Board (BSB)

Transferring lawyers must receive approval from the BSB before they apply for admission. If you are a transferring lawyer, you must provide a copy of the letter from the BSB confirming your approval for admission to the Bar of England & Wales.

Certified Copies Guidance

What do we mean by certified copy?

As defined by the UK Government, you certify a document as a true copy of the original by getting it signed and dated by a professional person, for instance a solicitor, nurse, accountant, teacher, etc.

Who can certify a document?

Your document must be certified by a professional person or someone well-respected in your community ('of good standing'). If you do not know a suitable person, 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
- in a relationship with you

The UK 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:

1. Writing in ink 'Certified to be a true copy of the original seen by me' on the copy. It cannot just state 'Attested'. The full wording **must** be used.
2. Signing and dating it
3. Writing their name under the signature
4. Writing their occupation, address, and telephone number

The certified copy must include the original ink signature of the person who certified the document. The person may use an ink stamp instead of writing their address but not a sticker. The person certifying the document may charge you a fee.

Please note that the UK Post Office have their own way of certifying documents which does not conform to this guidance, but we do accept their certification.

Please see an example of a certified copies on the next page.

If any of the steps set out above are missed, we **cannot** process your application and we will ask you to provide the correctly certified documents.

Example of a certified copy of a degree certificate



The university of
Law's Inn

Sample of Law Degree

Awarded to Julia Smith July 2025

FIRST CLASS HONOURS

*I certify that this is a true copy
of the original seen by me*

J. Bloggs

BARRISTER

1 CHAMBERS ROW

COURT LANE

London

0207 123456

B. Smith

Vice Chancellor
July 2025