



## Process for Joining the Inn as a Transferring Lawyer

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

### To consider before applying

It is now a requirement that all students complete at least one session from each of the Qualifying Session categories, and within these **two interactive qualifying sessions must be completed**.

Booking priority for interactive qualifying sessions is given to those who are currently studying the Bar Course. Students are strongly encouraged to complete their interactive sessions during their Bar Course as it may be difficult to secure places at these events at a later stage. **The Inn will no longer hold online interactive qualifying sessions**. Two weeks must elapse after taking your final qualifying session before students can attend their Call to the bar. Full information on Qualifying Sessions can be found at <https://www.lincolnsinn.org.uk/student-members/qualifying-sessions/>

### Applying

Admissions are done through an online account accessed via the Inn website. Please note that you will be required to upload a passport style photo showing your head and shoulders on step 8 of the application process.

The below guides you through the registration process. If you have any issues, please email [registry@lincolnsinn.org.uk](mailto:registry@lincolnsinn.org.uk).

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

1. Go to the login page via: <https://portal.lincolnsinn.org.uk/your-profile.html>
2. Click on 'Not yet a member?'



## Login

Email address

Password

Remember me

Login

[Set a new password](#)

[Not yet a member?](#)



### 3. Complete the Sign up for an account form:



## Sign up for an account

Title

First name \*

Last name \*

Email address \*

Password \*

Terms and conditions

I have read and agree to the data policy \*

Password policy

- Must be at least 8 character(s) long
- Must contain at least 1 uppercase character(s)
- Must contain at least 1 number(s) (0-9)
- Must contain at least 1 special character(s) e.g. !@£\$%^&

I'm not a robot



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

### 5. Enter your verification code and click Next to activate your profile



## Verify your email address

Please enter the verification code that we have sent to the email address you provided.

Verification code

e.g. 123456

Resend code

Back

Next

6. From the home screen, please click on the 'Join the Inn' tab on the righthand side of the page



# Welcome back

Mrs Claire Coveney

Update details

Continue your application

In this section

Join the Inn

[Your profile](#)

- Update your details

- Reset password

Apply for a Scholarship

Your scholarship applications



7. Select whether you are a student or a Transferring lawyer



## Before you start

If you wish to join Lincoln's Inn as a student member or as a transferring lawyer, you can apply online. If you are a member of another Inn of Court and wish to join Lincoln's Inn ad eundem, please see our page on [ad eundem membership](#).

Once students and transferring lawyers have completed the online admission process, applicants must print and sign a copy of the BSB Declaration and post this to the Inn, along with any other relevant supporting documentation. Full details of these requirements are provided at the end of the online application process.

If you have any issues or questions while completing the online process, please contact [registry@lincolnsinn.org.uk](mailto:registry@lincolnsinn.org.uk).

Our processing time for admissions is 15-20 working days.

Are you applying as a: \*

Student

Transferring Lawyer



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](mailto:registry@lincolnsinn.org.uk)

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

- Downloaded admission documents (Please download this as soon as you submit your online application. Please ensure these contain your original ink signature and the date)
- A certified copy of your ID (e.g. Passport).
- A copy of your approval letter provided to you by the Bar Standards Board

**REGISTRAR AND ADMISSIONS, THE TREASURY OFFICE  
THE HONOURABLE SOCIETY OF LINCOLN'S INN  
LINCOLN'S INN  
LONDON  
WC2A 3TL**

Please use the '[Certified Copies Guidance 2024](#)' download to ensure you have sent your certified documents correctly in the first instance. This will ensure your documents are processed promptly and there are no delays to your application.



*The Honourable Society of*  
**Lincoln's Inn**

10. Once documents arrive, please allow the Inn **eight weeks** 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.