

Completion Certificate Application Form
(New Zealand Degree Holders Only)
[Effective 16 April 2018]

PERSONAL DETAILS [Please Print]

Full Legal Name*
Surname First Name Middle Name(s)

Name Used
Surname First Name Middle Name(s)

Address and Contact Details** *Address*
(with postcode)

Email:

Phone: Day ()

Phone: Evening ()

Date of Birth *(Day/Month/Year)* / /

Gender *Male* *Female*

*** If you have used other names, please enclose an original or certified copy of your marriage certificate, or a statutory declaration explaining the difference. Please note that the applicants who have legally changed their name must provide certified copies of the change of name document, as discussed at paragraph 7 of Schedule 1. Please also note that the New Zealand Council of Legal Education (the Council) may also request to see the originals of any of these documents, and any other supporting documentation to establish identity.**

PAYMENT (\$NZ98.90 (INCLUDING GST))

Cheque Crossed Not Transferable and Payable to the New Zealand Council of Legal Education

Or

Electronic payment: *Date of electronic payment Transaction :*

Reference to use for electronic payment : Your name and "Comp Cert" i.e. *Bill Smith Comp Cert*

Bank account details: NZ Council of Legal Education
Bank of New Zealand
Wellington Branch
Account No 02 0506 0056941 00

LLB/LLB HONOURS DEGREE

YEAR IN WHICH YOU OBTAINED YOUR DEGREE

UNIVERSITY AT WHICH YOU OBTAINED YOUR DEGREE

- Auckland
- AUT University
- Waikato
- Victoria
- Canterbury
- Otago

LEGAL ETHICS

YEAR IN WHICH YOU COMPLETED LEGAL ETHICS

UNIVERSITY AT WHICH YOU COMPLETED LEGAL ETHICS

- Auckland
- AUT University
- Waikato
- Victoria
- Canterbury
- Otago

PROFESSIONAL LEGAL STUDIES COURSE (PLEASE TICK WHICH COURSE YOU HAVE COMPLETED AND STATE WHICH INTAKE YOU WERE ENROLLED IN)

Institute of Professional Legal Studies

Intake Year

College of Law New Zealand

Intake Year

INFORMATION ON RE-ISSUE OF COMPLETION CERTIFICATE

Have you been issued a Completion Certificate by the Council before?

Yes No

If yes, when was the Completion Certificate been issued?

If yes, why are you applying for a new Completion Certificate?

If you have been issued a completion certificate and it has expired, please return the original expired completion certificate with your application.

STALE QUALIFICATIONS

Does your qualification, or part of it, fall within the stale qualification period (10 or more years old at the time you are applying for this certificate)?

Yes No

If you answered yes to the above please see paragraphs 9 to 11 of Schedule 1.

OBTAINING YOUR CERTIFICATE

Please enclose a self addressed, pre-paid courier bag (A4 size) to ensure the safe delivery of your documents, and to comply with the NZ Post requirements on delivery of original ID documents. It is advisable to enclose a plain A4 size envelope to protect the documents in the event the courier bag is damaged during delivery.

**** If the address where your certificate is to be sent is a business address, please ensure the return courier bag provided has the correct physical address. The physical address of the business may be used for courier delivery ONLY. It is very important to ensure your return courier bag has the *correct address* details to ensure there is no delay in the delivery of your completion certificate and original documents.**

CHECKLIST

Please tick to show that you have enclosed the following documents:

- | | | |
|--------|---|--------------------------|
| (i) | Application form | <input type="checkbox"/> |
| (ii) | Cheque or Electronic Transfer (insert Chq or ET) | <input type="checkbox"/> |
| (iii) | Original academic transcript (or My eQuals printout) | <input type="checkbox"/> |
| (iv) | Original evidence of completion of Legal Ethics if not shown on transcript (or My eQuals printout) | <input type="checkbox"/> |
| (v) | Original evidence of LLB Degree if not shown on transcript | <input type="checkbox"/> |
| (vi) | Original evidence of completion of the Professional Legal Studies Course (or printout of electronic copy if provided in this format) | <input type="checkbox"/> |
| (vii) | Original birth certificate (please see paragraphs 6 and 7 of Schedule 1 for more details) | <input type="checkbox"/> |
| (viii) | Pre-paid, self addressed envelope or courier bag (insert E for env or C for courier) | <input type="checkbox"/> |

- **Original** means the original physical (as opposed to electronic) official document.
 - Please note that your application will not be processed unless the application form has been completed and all documents, including your PLS Course certificate, are included.
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NOTES

- Holders of overseas law qualifications who have come through the overseas assessment process should not use this form. You should apply directly to the Chief Executive of the Council for a completion certificate

using the form entitled **Completion Certificate Application Form (Overseas Graduates and Practitioners)**.

ADDRESS TO WHICH APPLICATION IS TO BE SENT BY COURIER

(Please note that the NZ Post does not allow sending original ID Documents by post)

Send your completed application form, required documents and fee by NZ Post courier to:

The Chief Executive
New Zealand Council of Legal Education
Completion Certificate Division
PO Box 5671
WELLINGTON 6140

If using a courier service other than NZ Post, please send your application form, required documents and fee to:

The Chief Executive
New Zealand Council of Legal Education
Completion Certificate Division
Level 1, Law Society Building
26 Waring Taylor Street
WELLINGTON 6145

PLEASE SIGN BELOW

I confirm that the information I have provided is true and correct.

I have read and understood the terms of this application, including the information appearing in Schedule 1. I understand that the Council, or its agent, may seek verification of my qualifications, and of my identification documents, from issuing institutions, organisations or persons, and I authorise any such verification checks to be made. I also authorise those issuing institutions, organisations or persons to release to the Council, or its agent, such information as is required to undertake those verification checks for the purpose of verifying that the information I have provided in respect of this application is true and correct. I understand that where any of the verification checks disclose that I have provided a forged or fraudulent document, or made any false assertion about my qualifications, identity, or related matters, my application may be declined and my assessment fee forfeited, and the Council may take any further steps it considers appropriate.

(Signature of Applicant)

(Name of Applicant in block letters)

(Date)

OFFICE USE ONLY

Date Received

Date Sent

**New Zealand Council of Legal Education
16 April 2018**

Please do not return this document with your application

SCHEDULE 1

**INFORMATION REGARDING
ADMISSION TO
THE LEGAL PROFESSION IN NEW ZEALAND**

HOLDERS OF NEW ZEALAND LAW DEGREES

Eligibility

1. In order to be eligible for admission as a barrister and solicitor of the High Court of New Zealand you must satisfy the following educational requirements prescribed by the Council of Legal Education (“the Council”):
 - You must qualify for award of an approved LLB degree, or LLB degree with Honours, from a Law School University in New Zealand.
 - You must also have passed a course in Legal Ethics taught at one of the Law School Universities in New Zealand.
 - You must complete the Professional Legal Studies Course.
2. Under the Lawyers and Conveyancers (Lawyers: Admission) Rules 2008, in order to show that the requirements noted in paragraph 1 above have been completed, for admission purposes, you need to obtain a Certificate of Completion (“Certificate”) from the Council.

Evidential Requirements

3. Before the Certificate can be issued you must provide the Council with the following documents:

NB: If the university where you obtained your degree has now moved to digital academic transcripts, please attach a printout of the transcript from the My e-Equals portal (the link to the portal will be provided to you by the University on request), in lieu of the original hard copy requested.

- (a) A transcript from the University where you studied for your LLB degree, verifying that you are eligible for, or have obtained, an LLB degree (this phrase covers Honours students who would be eligible for the LLB degree having completed the LLB component). If you have undertaken any of the core subjects at another University, you are also required to provide an academic transcript from that University, (even though the academic transcript from the University where you completed your degree may show these subjects have been credited).
- (b) A transcript from a University verifying that you have passed Legal Ethics, if the information is not included in the transcript referred to in paragraph (a).
- (c) A certificate of completion of the Professional Legal Studies Course issued by the Institute of Professional Legal Studies, or the College of Law New Zealand verifying completion of the Professional Legal Studies Course.

4. The transcripts referred to in paragraph 3 (a) and (b) above should be obtained directly from the University at which you completed your LLB degree and Legal Ethics course, upon payment of any fee prescribed by the University. The transcript must show the subjects which you have undertaken, and the years in which you passed the subjects. Evidence of completion of the Professional Legal Studies Course can be obtained from your PLSC provider (either of the bodies listed in paragraph 3(c) above).

Evidence of Identity

5. As evidence of your identity you must provide your original birth certificate. A New Zealand birth certificate can be obtained from the Department of Internal Affairs.
6. If you have changed your name, a certified copy of the change of name document (eg the marriage certificate or the change of name registration or declaration) must also be provided unless the change is recorded on your birth certificate and you have provided the Council with the original copy of the birth certificate.
7.
 - 1) The certification must be done by an independent person, who belongs to at least one of the following groups: A) a Barrister and Solicitor of the High Court of New Zealand (this includes enrolled solicitors), B) a Justice of the Peace, C) a Court Registrar or Deputy Registrar, D) a Notary Public and E) a Consulate..
 - 2) Please ensure that the certification states “true copy of the original which is sighted by [the certifier]”, and shows the signature, name and title of the certifier, and the date of certification. Please ensure that the certification does show all the above details and if necessary show this guide to the certifier to ensure compliance.
 - 3) If the certification is not correct, eg it is not dated, the certifier does not state their name or title, or the certifier does not state that the original was sighted, your application will be rejected and this will mean that there will be delays and you may not receive your certificate as quickly as you wish.

Stale Qualifications

8. The Council has imposed restrictions on the currency of qualifications and certificates. In any case where a “qualification for admission” is more than 10 years old at the time when a candidate for admission applies to the Council for a Certificate, the Council may, in its discretion, assess the qualification, and may impose further study or training on the candidate.
9. In the case of a New Zealand degree holder, a “qualification for admission” includes an LLB or LLB (Honours) degree, a core subject, Legal Ethics, and the Professional Legal Studies Course.
10. If your qualification, or part of it, falls within the stale qualification period, you will be required to make a stale qualification application before applying for your Certificate. In such cases, the Council has the discretion to impose further study such as degree courses, or to require passing of an Examination in the Law and Practice of New Zealand, or a legal ethics course, or the Professional Legal Studies Course to refresh the stale qualification. Applications for Certificates which include stale components will not be accepted until the stale qualification assessment has been completed. Please see Stale Qualification Application Form.

Process on Receipt of Application

11. You should receive your Certificate within 30 working days from the date when we receive the application. **Please note that applications cannot be fast tracked for any reason, and applicants should take the 30 working day period into account when planning their admission date.**
12. Please contact the Council if 30 working days have elapsed, and you have not received your Certificate. Please note that the Council cannot guarantee that you will receive your Certificate in less than the specified 30 day period.
13. An application which is incomplete, or is not in the proper form (i.e. original documentation requested not provided or incorrect certification of supporting documentation), may be returned to the applicant for proper completion. Accordingly, the Council may not be able to process incomplete applications within the 30 day period.

Verification

14. You must only provide genuine documents (in the form specified in the check list of the application form). If the Council is not satisfied that a document that you have provided is genuine, the Council may ask you for further information to assist in verifying the document.
15. If the Council remains unable to be satisfied that the document is genuine, the Council may:
 - Decline your application (and retain your application fee);
 - Retain the document for as long as it considers necessary;
 - Return the document to the purported issuing institution; and/or
 - Report the matter to the relevant authorities, including the New Zealand Police and/or the New Zealand Law Society, at any time.
16. You will be notified of the Council's concerns and/or proposed courses of action in writing and will be given an opportunity to comment before any final decision is made as to the veracity of the document.

Fee

17. The fee is \$98.90 (including GST). Payment may be provided in the form of a cheque, or may be paid electronically directly into the Council's bank account.

Validity Period of Completion Certificate

18. The Certificate will be valid for a period of three years. If the three year period expires and you have not been admitted to the profession, you will need to return the expired Certificate to the Council and re-apply to the Council for another Certificate. Your qualification will be examined for staleness on all occasions that you are required to re-apply. Please use the attached Completion Certificate application form, and note that the application fee referred to above must also accompany your application.

Return of Certificate and Original Documents

19. To comply with the NZ Post requirements on delivery of original ID documents, your certificate and your original documentation will be sent in the prepaid, self addressed courier bag provided with the application. Please also include a plain A4 envelope to protect the documents in the event the courier bag is damaged during delivery.

Please do not return this document with your application

SCHEDULE 2

TABLE OF PRESCRIBED FEES

Application	Fee
Completion Certificate	\$86 (GST \$12.9) \$98.90
Stale Qualification Assessment	\$150.00 (GST \$22.50) \$172.50