

# Completion Certificate Application Form (Overseas Law Graduates and Practitioners)

[Effective 14 November 2017]

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 your name is different from that which you used for application for assessment of overseas qualifications, or 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 applicants who have legally changed their name must provide certified copies of the change of name document, as discussed at paragraph 6 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.

\*\* If the address where your certificate is to be sent is a business address, please use a PO Box or Private Bag number instead of a physical address. The physical address is for courier delivery.

## PAYMENT (\$NZ74.75 (INCL 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

## 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 become expired, please return the original expired completion certificate with your application.

## OBTAINING YOUR CERTIFICATE

Please enclose a self addressed, pre-paid (A4 size) envelope for the return of the completion certificate and the original documents provided with the application. Alternatively, you may provide a self addressed, pre-paid courier bag (A4 size) to ensure the safe delivery of your documents.

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

For those residing overseas the certificate and original documents will be sent out by airmail by the Council, unless alternative arrangements have been made by the applicant.

### CHECKLIST

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

- |        |  |                          |
|--------|--|--------------------------|
| (i)    | Copy of Council's letter of Assessment   | <input type="checkbox"/> |
| (ii)   | Copy of certificate or academic transcript evidencing completion of your overseas law qualification                                    | <input type="checkbox"/> |
| (iii)  | <b>Original</b> transcript evidencing completion of any tertiary study required by the Council, including Legal Ethics (if applicable) | <input type="checkbox"/> |
| (iv)   | Copy of your NZLP Examination result notification for any required Part(s) of the Examination (if applicable)                          | <input type="checkbox"/> |
| (v)    | <b>Original</b> certificate of completion of the Professional Legal Studies Course (if applicable)                                     | <input type="checkbox"/> |
| (vi)   | Certified copy of the first two pages of passport  | <input type="checkbox"/> |
| (vii)  | Certified copy of birth certificate  | <input type="checkbox"/> |
| (viii) | <b>Original</b> evidence of English language proficiency (if applicable)   | <input type="checkbox"/> |
| (ix)   | Cheque or Electronic Transfer (insert C or E)  | <input type="checkbox"/> |
| (x)    | Pre-paid self addressed envelope or courier bag (insert E for env or C for courier)  | <input type="checkbox"/> |

➤ Please ensure that the copies of your passport and birth certificate are witnessed and signed as a true copy of the original by an independent person authorised to witness such documents in accordance with the requirements of the Oaths and Declarations Act 1957 eg. a Barrister and Solicitor of the High Court of New Zealand, a Justice of the Peace or a Notary Public. Please ensure that the certification shows the signature, name, title and other details of the certifying person clearly. The certification should state that the original document was sighted or words to that effect, and include the date of certification.

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**ADDRESS TO WHICH APPLICATION IS TO BE SENT**

Send your completed application form, certificate and cheque to

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

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**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, will seek verification of my qualifications, and of my passport details, 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 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.

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(Signature of Applicant)

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(Name of Applicant in block letters)

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(Date)

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**OFFICE USE ONLY**

Date Received

Date Sent

**New Zealand Council of Legal Education  
14 November 2017**

**SCHEDULE 1**

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

**OVERSEAS LAW GRADUATES AND PRACTITIONERS)**

*Eligibility*

1. As an overseas applicant (ie overseas law graduate or overseas law practitioner) you must apply to the Council of Legal Education (“the Council”) to have your overseas qualifications assessed. You must complete all requirements imposed on you by the Council before applying for a Certificate of Completion (“Certificate”).
2. Under the Lawyers and Conveyancers (Lawyers: Admission) Rules 2008, in order to show that the requirements have been completed, for admission purposes, you need to obtain a Certificate from the Council.

*Evidential Requirements*

3. Before the Certificate can be issued you must provide the Council with the following documents –
  - (a) A copy of your letter of assessment from the Council.
  - (b) Evidence of completion of the requirements, as applicable, namely –
    - (i) A transcript evidencing completion of any required tertiary study, including Legal Ethics. (Original)
    - (ii) Your NZLP Examination result notification for any required Part(s) of the Examination. (Photocopy only)
    - (iii) 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. (Original)
    - (iv) Evidence of English language proficiency. (Original)
4. The transcripts referred to in paragraph 3(b)(i) above should be obtained directly from the University at which you completed your degree study, upon payment of any fee prescribed by the University. Your NZLPE result notifications are sent to you by the Council after each Examination period. Evidence of completion of the Professional Legal Studies Course can be obtained from your PLSC provider (either of the bodies listed in paragraph 3(b)(iii) above).
5. Where stated above original documentation is required unless the original has already been provided to the Council, in this instance, a copy will be sufficient.

### *Evidence of Identity*

6. A certified copy of the first two pages of your passport (or relevant pages showing ID details and signature) and a certified copy of your birth certificate must be enclosed. If you have changed your name since your application for assessment of overseas qualifications, 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.
7. Please note that your signature on the application form will be checked against the signature on your passport. If the signature page of your passport is not in the first two pages, please provide the signature page as well.

### *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 overseas graduates and lawyers a “qualification for admission” means any determination issued to a person in relation to an application for assessment of overseas qualifications or any requirements prescribed by the Council pursuant to that determination, including: any degree subject, Part or Parts of the New Zealand Law and Practice Examination, legal ethics course, practical legal training course, or English requirement.
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 Assessment of Stale Qualifications Application Form.

### *Process on Receipt of Application*

11. You should receive your Certificate within 40 working days from the date when we receive the application.
12. Please contact the Council if 40 working days have elapsed, and you have not received your Certificate.
13. Please note that the Council cannot guarantee that you will receive your Certificate in less than the specified 40 day period. You should take this into account when planning your admission.
14. An application which is incomplete, or is not in the proper form may be returned to the

applicant for proper completion. Accordingly, the Council may not be able to process incomplete applications within the 40-day period. Where there is difficulty in the verification of the overseas qualifications, the process time may also exceed 40 days (see paragraph 16).

#### *Verification*

15. You should note that original evidence is required of completion of all requirements prescribed by the Council in your letter of assessment, and the Council will verify these requirements with the issuing institutions. You will also be required to provide evidence of your overseas law qualification, and this will be verified with the issuing institution if the Council does not already have the verification on record.
16. Please note that the Council endeavours to issue Completion Certificates within 40 working days of receipt of an application. However, where applicable, overseas applicants should note that there may be further delay depending on the response of the institution which issued the original overseas law qualification.
17. If any of your qualifications, including your overseas law qualification, cannot be verified, or the Council has reason to suspect (following attempted verification) that the qualification or any other document you have provided in support of your application is forged or fraudulent, your application for a Completion Certificate may be rejected. In such circumstances, the Council may retain the document for as long as it considers necessary, and may refer it to the appropriate authorities.

#### *Fee*

18. A fee of \$74.75 including GST (\$65 excluding GST) must accompany your application. Payment may be provided in the form of a cheque or bank draft, or may be paid electronically directly into the Council's bank account. We currently cannot accept overseas electronic payments.

#### *Validity Period of Completion Certificate*

19. Please note that 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 as prescribed must also accompany your application.

#### *Address for Certificate and Documents*

20. The Certificate and original documents will be posted in the pre-paid, self addressed envelope provided, or, sent by courier in the courier bag provided. For those applicants residing overseas the certificate and documents will be sent by airmail. If a business address is used, please check the address details carefully.

## **SCHEDULE 2**

### **TABLE OF PRESCRIBED FEES**

<b>Application</b>	<b>Fee</b>
Completion Certificate	\$65 (GST \$9.75) \$74.75
Stale Qualification Assessment	\$150.00 (GST \$22.50) \$172.50