

# Completion Certificate Application Form (New Zealand Degree Holders Only) [Effective 1 January 2026]

**Please note:**

- Ensure you provide us with the **completed application form**, correctly certified supporting documents and note the requirements for providing us with your transcript. **Please follow the guidance in Schedule 1.**
- No application will be processed unless we receive a complete application, and the payment has cleared. Please provide a New Zealand address as we cannot post certificates overseas.
- Standard completion certificates are sent via NZ Post. If you want your certificate couriered, please select the 'please courier my certificate' option at an additional cost.
- Fast track completion certificates are couriered at no additional cost.
- Your certificate will be sent, for standard applications, within 40 working days, or if you selected fast track, within eight working days. Delivery service is not included in our time frames. Please allow additional time for NZ Post to deliver your certificate.

Surname

First Name(s)

Delivery Address

Contact number

E-mail

Date of Birth (Day/Month/Year)

\* If you have used other names, please enclose a certified copy of your name change document.

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## PAYMENT OF \$NZ 200 (INCLUDING GST)

*Date of payment*

Is this a FAST TRACK application

Yes

☐

No

☐

**If yes, please include an additional payment of \$215.00 (\$415.00 total)**

Reference to use: Your name and "Comp Cert"

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

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## DELIVERY OF CERTIFICATE - STANDARD APPLICATIONS ONLY (PLEASE TICK)

If you prefer your completion certificate to be couriered instead of posted, please add an additional payment \$12.25 (including GST) to your standard application fee (\$212.15 total).

Please courier my certificate

Yes

☐

No

☐

This is **not applicable to fast-track** applications as the fast-track application fee already includes courier fees.

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## LAW DEGREE

Year in which you completed your degree

University at which you completed your degree

## LEGAL ETHICS

Year in which you completed legal ethics:

University at which you completed legal ethics

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

Institute of Professional Legal Studies

☐

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?

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## STALE QUALIFICATIONS

Does your qualification, or any 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 you will need to contact the Council at [completioncertificatesnz@nzcle.org.nz](mailto:completioncertificatesnz@nzcle.org.nz), please see paragraphs 9 to 11 of Schedule 1.

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## CHECKLIST

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

### FOR GUIDE ON HOW TO CERTIFY YOUR DOCUMENTS PLEASE REFER TO SCHEDULE 1

- |       |  |                          |
|-------|--|--------------------------|
| (i)   | Application form   | <input type="checkbox"/> |
| (ii)  | Proof of payment (\$200 - standard, \$212.25 - standard & courier, or \$415 - fast track)  | <input type="checkbox"/> |
| (iii) | A colour copy of your official transcript downloaded from My eEquals clearly showing the University watermark <b>(NO SCANNED COPIES)</b> . | <input type="checkbox"/> |
| (iv)  | A certified copy of evidence of completion of Legal Ethics if not shown on your My eEquals transcript                                      | <input type="checkbox"/> |
| (v)   | A copy of your Professional Legal Studies Course Certificate of Completion   | <input type="checkbox"/> |
| (vi)  | A certified (incl date of certification) copy of your drivers license or signed passport   | <input type="checkbox"/> |

**(Refer to Schedule 1 for additional information on 'Evidential Requirements' and 'Evidence of Identity')**

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 necessary to establish identity.

Please email your completed Application Form, supporting documents and proof of payment (compiled into a single pdf document) to:  
[completioncertificatesnz@nzcle.org.nz](mailto:completioncertificatesnz@nzcle.org.nz)

### 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 guidance in Schedule 1. I understand that the Council, or its agents (including Edwards Sluiters Employment Lawyers), 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.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please do not return this section with your application

## SCHEDULE 1

### INFORMATION REGARDING COMPLETION CERTIFICATE PROCESSING

#### 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 New Zealand Council of Legal Education ("the Council") in the Professional Examinations in Law Regulations 2008 including:
  - You must qualify for award of an approved Law degree, from a University in New Zealand (including the prescribed subjects of examination).
  - You must also have passed a course in Legal Ethics taught at a Law School University in New Zealand.
  - You must complete the Professional Legal Studies Course ("PLSC").
2. Under rule 5 of the Lawyers and Conveyancers (Lawyers: Admission) Rules 2008 you need to obtain a Certificate of Completion ("Certificate") from the Council if you are seeking admission to prove you have all qualifications for admission prescribed by the Council.

##### Evidential Requirements

3. Before the Certificate can be issued you must complete the above application form and provide the Council with the following supporting documents which should be attached to your email in **one PDF document**:
  - (a) A downloaded full colour transcript from My eEquals for your LLB, LLB(Hons) or Juris Doctor degree, verifying that you are eligible for the degree (this phrase covers Honours students who are eligible for the LLB degree having already 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 certified copy of evidence verifying that you have passed Legal Ethics, if the information is not included in the My eEquals transcript referred to in paragraph (a).
  - (c) A copy of your certificate of completion issued by the Institute of Professional Legal Studies, or the College of Law New Zealand verifying completion of the PLSC. This should be obtained from your PLSC provider.
4. The transcripts referred to in paragraph 3 (a) and (b) above should be obtained directly from My eEquals. Alternatively, you can provide us with an certified copy of the transcript provided by the University. The transcript must show the subjects which you have undertaken, and the years in which you passed the subjects including for Legal Ethics.

## Evidence of Identity

5. As evidence of your identity, you must provide a certified copy of your drivers license or a current New Zealand or overseas signed passport. The certifier must also certify that the photo in the drivers license / passport represents a true likeness of yourself.
6. If you cannot provide a certified copy of your passport or drivers license, you may provide an expired New Zealand passport or drivers license (as long as it has expired within the last 2 years and has not been cancelled), a current Kiwi Access card, or a current New Zealand firearms license. If you do not have any of these alternative forms of ID please contact the Council at [completioncertificatesnz@nzcle.org.nz](mailto:completioncertificatesnz@nzcle.org.nz).
7. If you have changed your name, a certified copy of the change of name document (e.g., the marriage certificate or the change of name registration or declaration) must also be provided.
8. See the Certification Guide below for further guidance on the certification process.

## Stale Qualifications

9. The Professional Examinations in Law Regulations 2008, in regulation 10, impose time limitations on certain qualifications. In any case where a “qualification for admission” is 10 or more 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 also impose further study or training on the candidate.
10. In the case of a New Zealand degree holder, a “qualification for admission” is defined in regulation 1 of the Professional Examinations in Law Regulations 2008 and includes an LLB, LLB (Hons) or Juris Doctor degree, a core subject (e.g. the Legal System, Public Law and the Law of Contracts), Legal Ethics, and the PLSC.
11. If you have any ‘stale’ qualifications for admission you will need to contact the Council before submitting your application and you may be required, in the Council’s discretion, to submit a Stale Qualification Application and potentially also to complete further study or training as required by the Council.

## Process on Receipt of Application

12. An application which is incomplete, or is not in the proper form (i.e., supporting documentation not provided or incorrect certification of supporting documentation), may be returned to the applicant for proper completion. The Council is not able to process incomplete applications.
13. The Council can only send certificates to addresses in New Zealand so please provide a New Zealand address on your application form for postage of your certificate.
14. The Council is not responsible for delivery of the certificates so cannot guarantee there will be no delays or other issues in delivery of your certificate.

### Standard applications

15. Your Certificate should be sent (by NZ post or courier) within 40 working days from the date when we receive the application. **Applicants should take the 40 working day processing period into account when planning their admission date.**
16. Please contact the Council if 40 working days have elapsed, and you have not received your Certificate or notification that it has been sent.

### Fast track applications

17. Your Certificate should be dispatched within 8 working days from the date we receive the application.
18. **Note the fast-track processing timeframe of 8 working days for dispatch is not a guarantee as we rely on external organisations and institutions to verify your supporting documentation.**

## Verification

19. 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.
20. If the Council remains unable to be satisfied that the document is genuine, the Council may, subject to its obligations under the Privacy Act 2020:
  - Decline your application (and retain your application fee);
  - Retain the document for as long as 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.
21. 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 document.

## Fees

22. Payment must be made in the form of Electronic Funds Transfer directly into the Council's bank account.
23. The Council does not accept credit cards.
24. **Fees effective from 1 January 2026:**
  - Standard application and postage - \$200.00 (including GST)
  - Standard application and courier - \$212.25 (including GST)
  - Fast track application and courier - \$415.00 (including GST)

## Validity Period of Completion Certificate

25. 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 re-apply for another Certificate. Your qualifications will be examined again for staleness upon re-application. Please use the attached Completion Certificate application form, and note that the application fee referred to above must also accompany your application.

**Please do not return this section with your application**

## CERTIFICATION GUIDE

A certified copy is a photocopy that has been stamped or endorsed by an independent person who confirms that the copy is a true copy of the original document.

### **Person that can certify your document**

- Justice of the Peace
- Barrister and Solicitor of the High Court of New Zealand
- Chartered Accountant
- Notary Public
- Court Registrar or Deputy Registrar
- Consulate

### **The authorised person must note, in English, on the copied document**

- "I certify this to be a true copy of the original, which I have sighted, and the photo represents a true likeness of [the applicant]"
- Their title/authority
- Their name
- Their signature
- The date (it must be dated within 6 months of the date of application)

If the certification is not correct, e.g. any element is missing or it is not dated within 6 months then you will need to obtain a fresh certification and there may be delays in processing your application.

### **On-line documents**

If you need a certified copy of a document you have printed from a website or email attachment, the person certifying will need to see the original on-line.

- You could take your smartphone, tablet or laptop to the appointment and use that.
- The certifier may allow you to use their computer (check beforehand).

In either case, to protect your private information, the certifier will ask you to enter any passwords required, and to log out once the document has been seen.

### **Documents that need to be certified**

- Drivers license or Signed Passport;
- Evidence of completion of Legal Ethics if not shown on your My eQuals transcript; and
- Change of name document, e.g. marriage certificate, change of name registration or declaration if you have changed your name.

If there are any issues with the above, please contact [completioncertificatesnz@nzcle.org.nz](mailto:completioncertificatesnz@nzcle.org.nz)