

Completion Certificate Application Form (New Zealand Degree Holders Only) [Effective 1 February 2023]

Please note:

- Ensure you provide us with the completed application form, correctly certified documents and note the requirements for providing us with your transcript. **Follow the guidance per Schedule 1.**
- No application will be processed unless we receive a complete application, and the payment has cleared.
- 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. Fast track fee includes a courier fee.

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 per 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 OF \$NZ194 (INCLUDING GST)

Date of payment

Is this a FAST TRACK application

Yes

No

If yes, please include an additional payment of \$204.00

Reference to use: Your name and "Comp Cert"

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

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 \$11.75 (including GST) to your standard application fee.

Please courier my certificate Yes No

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

Please advise completioncertificatesnz@nzcle.org.nz if your certificate is to be couriered outside of New Zealand. We will advise when your certificate is ready, and you will need to arrange a courier.

LLB/LLB HONOURS DEGREE

Year in which you obtained your degree

University at which you obtained 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?

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.

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 THE NEXT PAGE	
(i) Application form	<input type="checkbox"/>
(ii) Proof of payment	<input type="checkbox"/>
(iii) A colour copy of your official transcript downloaded from My eEquals clearly showing the University watermark (NO SCANNED COPIES).	<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 certified copy of your LLB Degree if not shown on transcript	<input type="checkbox"/>
(vi) A copy of your Professional Legal Studies Course Certificate of Completion	<input type="checkbox"/>
(vii) A certified (incl date of certification) copy of your birth certificate or signed passport	<input type="checkbox"/>
(Refer to Schedule 1 for additional information on 'Evidential Requirements' and 'Evidence of Identity')	

Please email your completed Application Form, supporting documents and proof of payment to:
completioncertificatesnz@nzcle.org.nz

PLEASE SIGN BELOW

<p>I confirm that the information I have provided is true and correct.</p> <p>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.</p>

Signed _____

Date _____

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 attached to your email in one PDF document:
 - (a) A downloaded full colour transcript from my eEquals 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 downloaded full colour transcript from my eEquals verifying that you have passed Legal Ethics, if the information is not included in the transcript referred to in paragraph (a).
 - (c) A copy of your 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 my eEquals. Alternatively, you can provide us with an original certified copy of the transcript provided by 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.
5. 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

6. As evidence of your identity, you must provide certified copy of your birth certificate or a non-expired signed passport.
7. If you cannot provide a certified copy of your passport (non-expired and signed) or birth certificate, you may provide a certified copy of your driver's licence and a copy of your signed expired passport.
8. 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 unless the change is recorded on your birth certificate, and you have provided the Council with the original copy of the birth certificate.
9.
 - 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, F) a Chartered Accountant.
 - 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 within 3 months of your application date. 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, e.g., it is not dated within 3 months, 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. (see also the certification guide)

Stale Qualifications

10. 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.
11. 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.
12. 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

Standard applications

13. You should receive your Certificate within 40 working days from the date when we receive the application. An applicant should take the 40 working day period into account when planning their admission date.
14. Please contact the Council if 40 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 40 day period.
15. An application which is incomplete, or is not in the proper form (i.e., documentation requested not provided or incorrect certification of supporting documentation), may be returned to the applicant for proper completion. Accordingly, the Council will not be able to process incomplete applications.

Fast track applications

16. Your Certificate should be dispatched within 8 working days from the date when we receive the application.
17. Please contact the Council if more than 8 working days have elapsed, and you have not received your Certificate. Note the fast-track timeframe of 8 working days for dispatch is not a guarantee as we rely on external organisations and institutions to verify your supporting documentation.
18. An application which is incomplete, or is not in the proper form (i.e., documentation requested not provided or incorrect certification of supporting documentation), may be returned to the applicant for proper completion. Accordingly, the Council will not be able to process incomplete applications.

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:
 - 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.
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 veracity of the document.

Fees

22. Payment can 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. Current fees are:

- Standard application and postage - \$194.00 (including GST)
- Standard application and courier - \$205.75 (including GST)
- Fast track application and courier - \$398.00 (including GST)

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.

Please do not return this document with your application

CERTIFICATION GUIDE

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

Person that can certify your document

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

The authorised person must note on the copied document

- "Certified true copy"
- Their authority
- Their name
- Their signature
- Certification must be done in English for it to be accepted
- The date (for NZCLE to accept this application it must be dated within 3 months of today)

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

- Signed Passport or;
- Birth certificate
- If you changed your name we require a certified copy of the change of name document, e.g. marriage certificate, change of name registration or declaration.

Electronic Certification

During Level 3 and 4 lockdown NZCLE will accept electronic certification from persons who can certify your documents as indicated above.

If there are any issues with obtaining the above, please contact completioncertificatesnz@nzcle.org.nz