



Application for a Certificate of Exemption

Before completing this form please read the Guidance Notes supplied and refer to them during the process.
Please complete all sections. Incomplete applications will not be considered by the Qualifications Board.

SECTION 1: YOUR PERSONAL DETAILS

Title and full name [please also attach a copy of your passport or other government-issued identification]

Home address

Telephone number

Email address

SECTION 2: APPLICATION FOR EXEMPTION FROM THE BASIC FOUNDATION SUBJECTS

Please refer to the Guidance notes for an explanation of the Basic Foundation Subjects and the available routes to exemption (Routes 1-4)

Tick the route through which you are applying for exemption from the Basic Foundation subjects. **You may tick only one route**

Route 1 (Recent qualification in law)

Go to section 3 on page 2

Route 2 (solicitor in a general Practice)

Go to section 4 on page 2

Route 3 (Recent Modules of Study)

Go to section 5 on page 4

Route 4 (Relevant practical experience)

Go to section 6 on page 5

SECTION 3: EXEMPTION ON THE BASIS OF RECENT QUALIFICATIONS (ROUTE 1)

Please refer to the Guidance notes for details of the qualifications which allow exemption via this route. **Please note that qualifications awarded more than five calendar years before the current year will not be accepted.**

Year of award	Awarding Institution	Name of Qualification (eg LLB)	Class/grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please ensure that you have enclosed relevant certificates and transcripts to support your application via this route. There is a checklist at the end of the form. **Please now go to section 7 on page 6**

Section 4: EXEMPTION AS A SOLICITOR IN GENERAL PRACTICE (ROUTE 2)

What is the date of your admission as a solicitor?

(You must enclose a copy of your practising certificate with your application)

Firm in which you currently practise

Website address

Postal address

When did you start to work there?

Do you work there full time, or for at least twenty hours per week, or have you so worked for at least two years in the last five?

Yes

No

Does the firm regularly offer services in Conveyancing and Wills & Probate, and is there a solicitor in the firm who specialises in those services (see the Guidance notes)?

Yes

No

Employment Record

Please provide details of your work as a legal practitioner over the last ten years. If you no longer practise please provide details of any practice in the last five years.

Dates of employment (most recent first)	Place of Work (name of employer and town/city)	Job Title	Area of law practised by the firm/company	Areas of law practised by yourself
Expected employment from the current date				

SECTION 5: RECENT MODULES OF STUDY (ROUTE 3)

Please set out below the modules of study undertaken within the last five years on which your application for exemption is based. All certificates and transcripts must be provided.

Public and Constitutional Law

Date	Module provider	Result
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Law of Property

Date	Module provider	Result
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Law of Contract

Date	Module provider	Result
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Law of the European Union

Date	Module provider	Result
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Law of Equity and Trusts

Date	Module provider	Result
<input type="text"/>	<input type="text"/>	<input type="text"/>

Now go to section 7 on Page 6

SECTION 6: RELEVANT PRACTICAL EXPERIENCE (ROUTE 4)

In what capacity do you practise law (eg solicitor, barrister, legal executive)?

How long have you practised/did you practise?

From

to

Tick the areas in which you have had recent relevant experience

- Public and Constitutional Law
- The Law of Property
- The Law of Contract
- The Law of the European Union
- The Law of Equity and Trusts

On the next page please give details of your experience in practising the subjects ticked above

DETAILS OF YOUR RELEVANT PRACTICE

Give below as much detail as possible of your practice in all the areas you ticked in Section 6 on the previous page, including the capacity in which you practised, where you practised, and your caseload. Then go to section 7 on Page 6

Section 7: Application for exemption from the Special Subjects

See the Guidance Notes for details of the Specialist Subjects and the detail required

Tick one option below for each of the Specialist Subjects for which you are seeking exemption

CONVEYANCING

No exemption sought

Exemption sought on the basis of Modules of Study

Exemption sought on the basis of Regular and Substantial Practice

WILLS & PROBATE

No exemption sought

Exemption sought on basis of Modules of Study

Exemption sought on the basis of Regular and Substantial Practice

THE LAW OF COMPANIES AND PARTNERSHIPS

No exemption sought

Exemption sought on basis of Modules of Study

Exemption sought on the basis of Regular and Substantial Practice

Details of any Modules of Study referred to

Date	Module provider and subject	Result
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date	Module provider and subject	Result
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date	Module provider and subject	Result
<input type="text"/>	<input type="text"/>	<input type="text"/>

All relevant certificates and transcripts must be provided (see the checklist at the end of the form)

On the next page give details of any regular and substantial practice indicated above. **Otherwise please go to page 8**

For any of the Special Subjects in which you have indicated on the previous page that you have regular and substantial practice please give full details below, including the capacity in which you practised, an indication of how recent your experience is, the extent to which you were personally involved, and your caseload (in compliance with data protection law and confidentiality). **Then please complete your personal statement on page 8.**

SECTION 8: PERSONAL STATEMENT

This should be limited to 500 words. It is an opportunity to tell the Board a little about yourself, your motivation and your experience; to explain any particular factors that you would like the Board to know about; and to demonstrate your ability to write in clear correct English adopting an appropriate tone and register. Please avoid vague statements, and please do not feel obliged to pad it out to reach 500 words, which is a limit, not a target. **Then please go to section 9 on page 9.**

SECTION 9: PERSONAL INTEGRITY AND STATEMENT OF TRUTH

Have you been convicted of a Criminal Offence? (If answering Yes, please provide details on an accompanying sheet)

Yes

No

Have you been subject to any disciplinary proceedings in respect of your conduct as a member of another profession, or are there any such proceedings pending? (If answering Yes, please provide details on an accompanying sheet)

Yes

No

Have you been, in the course of your studies for qualifications on which you are relying for this application, subject to any academic disciplinary proceedings in respect of plagiarism or other misconduct? (If answering Yes, please provide details on an accompanying sheet)

Yes

No

Are you aware of any complaint against you being investigated by any professional body of which you are currently a member? (If answering Yes, please provide details on an accompanying sheet)

Yes

No

Have you been declared bankrupt and the bankruptcy is not discharged?

Yes

No

I declare that the information in this form is true and correct to the best of my knowledge and I undertake to inform the Faculty Office if there is a change in any of the above circumstances.

Signed

Date

Use the checklist on the next page to check the documents that you need to enclose with this application

Section 10: CHECKLIST

Degree certificates and transcripts if using Route 1

Certificates and transcripts for any modules of study relied on if using Route 3 and/or seeking exemption from the Specialist Subjects through modules of study

A copy of your practising certificate if you are a practising solicitor

Two references (please see the Guidance Notes for details of what is required)

Copy of Passport or other government-issued ID

If you plan to enrol on the Notarial Practice Course for 2026 the Faculty Office must receive your application by 30 June 2026.