

Guide for Applicants for admission as an Australian Lawyer

Victorian Legal Admissions Board

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1. Introduction

You should read this Guide in full before you start your “Application for a Compliance Certificate”.

Further information can be found on our website www.lawadmissions.vic.gov.au.

Your application will be considered in accordance with the provisions of Part 2.2 of the Legal Profession Uniform Law (Law).

The Rules set out the procedural requirements for admission and specify the academic qualifications and practical legal training prerequisites.

The Supreme Court of Victoria may admit a person to the Australian legal profession as an Australian lawyer if the person:

- (i) is aged 18 years or over;
- (ii) is not already admitted to the Australian legal profession;
- (iii) has attained the specified academic qualifications prerequisite;
- (iv) has satisfactorily completed the specified practical legal training prerequisite;
- (v) is a fit and proper person to be admitted to the Australian legal profession; and
- (vi) takes an oath of office, or makes an affirmation of office, in the form required by the Supreme Court.

The Board will assess and determine an application for a compliance certificate. If satisfied of the eligibility and suitability of an applicant, the Committee may issue the Supreme Court with a compliance certificate in respect of the applicant.

2. Admission to the Supreme Court of Victoria

If you have an admission month in mind, you should lodge your application a minimum of 6 weeks before that admission month. However, assessment times are longer for multifaceted applications. A multifaceted application is one which has a significant disclosure and/or seeking the Board’s approval/dispensation. An admission calendar can be found on our website www.lawadmissions.vic.gov.au.

3. Application for Compliance Certificate

3.1.1 Online application

All applications for admission must be made via the online application portal.

To commence your application, you must enter a valid email address and password.



You can amend your email address at any time after entering your contact details but it is a condition of use of the portal that you do not create more than one profile or multiple email addresses.

If you are unsure of which application category you fall under, please email the Board at vlab@justice.vic.gov.au for advice before proceeding.

If you are seeking readmission, please email the Board at vlab@justice.vic.gov.au for further information.

The online application portal will assist you to:

- make application for a compliance certificate;
- save and edit your application as often as you wish;
- guide you through the requirements of the admission process;
- view the status of your application; and
- receive emails about the progress of your application

All documents uploaded to your application must be in PDF format and no more than 2GB. Only matters of suitability will be able to upload up to 10GB. There are many free apps available to download to a smart phone or tablet which will convert an image to a PDF document. Please search the App Store or Google Play for a suitable application.

Contact details

It is essential that you enter your name in the contact details correctly. The name that you enter will be as it appears on your compliance certificate and admission order. This extends to the order of your name. If you omit a middle name then it will not be shown. Do not enter your name or any fields in the portal in capitals. You can return to the portal and amend your name up until you print off the statutory declaration. If you wish your surname to be shown first, then enter this in the first name field.

The name on your application must be reflected in the identification that you use to identify yourself to the Board and should be consistent with your academic transcript and practical legal training certificate.

If you have changed your name and wish to be admitted in your new name, you must upload a copy of either your marriage certificate, or your change of name certificate issued by a Registry of Births, Deaths and Marriages in any Australian State or Territory.

It is important to provide a full address including apartment and unit numbers in your online application as admission orders are currently posted and any incorrect address will result in the order not being received.



3.1.2 Public notice of applications

The Board must give public notice of an application before issuing a compliance certificate.

Notice will be published on the website www.lawadmissions.vic.gov.au when an applicant applies for a compliance certificate and will allow sufficient time for any person to object to the issue of a compliance certificate.

A list of applicants will also be published when a compliance certificate is issued and certificates are forwarded to the Supreme Court of Victoria.

4. Academic Qualifications

4.1.1 Academic qualification prerequisite

The academic qualifications prerequisite is successful completion of a tertiary academic course in Australia which:

- (i) includes the equivalent of at least 3 years' full-time study of law;
- (ii) is accredited by the Board; and
- (iii) provides appropriate understanding and competence in each element of the academic areas of knowledge set out in Schedule 1 of the Rules.

A list of law courses in Victoria which have been accredited by the Board for the purpose of providing the academic qualification prerequisite can be found on the Board's website.

Details of law courses accredited in other Australian states and territories of Australia are available by contacting the relevant state or territory admitting authorities.

You must arrange for your official academic transcript to be sent to VLAB. The official transcript must show successful completion of a tertiary academic law course in Australia. In all cases, the transcript must reveal the requirements for the award of the qualification, and any exemptions or credits granted. It must contain words which leave no doubt that the qualification has been completed, for example:

- A date referred to as "date of completion" or "date of conferral" or similar.
- Wording such as "has completed the course requirements for award of the degree" or similar.

The transcript should be sent using either of the following methods:

- My equals'. Log in to your My eEquals account. Open the academic transcript and select Share. Only official academic transcripts will be accepted. Do not send AHEGS or



Testamur documents. Choose the option to share the document to an Organisation. In the Recipient field, search for Victorian Legal Admissions Board and click the Share button again to finalise. You should see a message that confirms your document(s) have been delivered to the recipient.

- By email directly from your educational institution via vlabdocuments@justice.vic.gov.au. Transcripts via email are not accepted from applicants.

4.1.2 Conduct report from academic institutions

You must arrange for a conduct report from each academic institution where you have undertaken a Priestley subject to be emailed to vlabdocuments@justice.vic.gov.au.

The report must disclose academic and general misconduct and should not be limited to misconduct, which has been found proven as a result of formal proceedings.

Academic misconduct includes but is not limited to plagiarism, impermissible collusion, cheating and any other conduct whereby the applicant has sought to obtain an impermissible academic advantage or other breach of the educational institution's rules. General misconduct includes but is not limited to offensive behaviour, property damage, sexual harassment, racial vilification or other breach of the rules of conduct of the educational institution.

Matters which a report should disclose include circumstances where a student has received a warning, marks have been deducted, an allegation was made, or an investigation took place, even if the student was subsequently exonerated.

You should note that your individual duty of disclosure to the Board is not limited to matters appearing on the Report.

4.1.3 Exemptions and Credits

If you studied law at more than one tertiary institution and have been granted exemptions or credit in any areas of knowledge set out in Schedule 1 of the Rules, you must provide an academic transcript from each institution where you have studied, in addition to the institution which awarded the qualification. All transcripts are required to enable the Board to confirm that any exemptions or credits meet the current academic areas of knowledge.

If any previous exemptions or credits do not satisfy the academic areas of knowledge set out in Schedule 1 of the Rules or have not been undertaken in an accredited Australian law course, you may be required to reprise the subject to satisfy the academic requirements for admission



4.1.4 Academic studies completed more than 5 years ago

To apply for an assessment of your academic qualifications completed more than five years ago, you should set out the circumstances surrounding the delay in applying for admission. You should provide details and evidence of further law related study and/or experience and attach a transcript of your academic records and an up-to-date curriculum vitae. You must make application through the online portal.

5. Concurrent Study

If your practical legal training course is not integrated with your academic qualification in law, you should not commence practical legal training until after you complete your academic qualifications.

However, Clause 4 of Schedule 2 of the Rules provide for an applicant who has no more than two academic subjects to complete (neither of which is one of the academic areas of knowledge set out in Schedule 1 of the Rules to seek prior permission of the Board to commence practical legal training. To apply for permission the Board requires proof of completion of the academic requirements (11 Priestley subjects) and confirmation that you are enrolled in no more than two academic subjects to complete your accredited academic qualification.

Some universities have introduced 30 days professional placement as part of the Bachelor of Laws or Juris Doctor. An applicant who has two subjects and 30-day professional placement outstanding can apply. An applicant must provide an estimate of the completion date of the professional placement.

An applicant who is undertaking a combined degree is still required to have no more than two subjects outstanding in total.

In the case of supervised legal training, you cannot commence training until after completing an accredited academic qualification.

6. Practical Legal Training Qualifications

6.1.1 Practical legal training prerequisite

The practical legal training prerequisite is the acquisition and demonstration of appropriate understanding and competence in each element of the skills, values and practice areas set out in Schedule 2 of the Rules.

Supervised legal training

Refer to the ["Guide for Supervised Legal Training"](#) on our website.



Practical legal training courses

A list of practical legal training course providers in Victoria which have been accredited by the Board for the purpose of providing the practical legal training prerequisite can be found on the Board's website.

Details of practical legal training course providers accredited in other Australian states and territories of Australia are available by contacting the relevant state or territory admitting authorities.

You must arrange for proof of completion to be sent directly to vlabdocuments@justice.vic.gov.au by the educational institution

6.1.2 Conduct report from practical legal training course providers

You must arrange for a conduct report from the provider where you have undertaken your practical legal training to be emailed to vlabdocuments@justice.vic.gov.au.

The report must disclose academic and general misconduct and should not be limited to misconduct, which has been found proven as a result of formal proceedings.

You should note that your individual duty of disclosure to the Board is not limited to matters which appear on the Report.

6.1.3 Practical legal training completed more than 5 years ago

To apply for an assessment of your practical legal training qualifications completed more than five years ago, you should set out the circumstances surrounding the delay in applying for admission. You should provide details and evidence of further law related study and/or experience and attach a transcript of your academic records and an up-to-date curriculum vitae. You must make application through the online portal.

7. English Language Proficiency Requirements

The Board must be satisfied that any applicant for admission to the legal profession has sufficient knowledge of written and spoken English to engage in legal practice in Australia.

The "[English Language Proficiency Guidelines](#)" on our website at www.lawadmissions.vic.gov.au establish six new pathways illustrating how you can satisfy the Board of your English language proficiency.



There are two recognised tests for English language proficiency, IELTS and TOEFL iBT. All applicants for admission to the legal profession are required to have completed at least the last two years of their secondary and the entirety of their academic qualification in English, in a recognised country or otherwise undertaken one of the two recognised tests.

Applicants who choose to complete IELTS must meet minimum scores in each field of the academic module of IELTS two years immediately preceding an application of admission:

Writing	8.0	Reading	7.0
Speaking	7.5	Listening	7.0

More information about IELTS Academic Module, including information about its cost and where it may be taken, from:

IELTS Australia
GPO Box 2006
CANBERRA ACT 2601
AUSTRALIA

Email: ielts@idp.com <https://ielts.com.au/>

Applicants who choose to complete TOEFL must meet minimum scores in each field of the TOEFL iBT two years immediately preceding an application of admission:

Writing	27	Reading	24
Speaking	24	Listening	24

More information about the TOEFL iBT test, including information about its cost and where it may be taken, from:

TOEFL Customer Support Centre
1-800-919-622
Monday–Friday
9 a.m.–5 p.m., Sydney Time
Email: TOEFLSupport4Australia@ets.org
<https://www.ets.org/toefl/>

8. Oath or Affirmation

You will take the oath of office or make an affirmation.

Please consider your response carefully as you will not be able to change it in the future. By taking the oath of office you will say “I swear by all mighty God to do so or if you are making an affirmation of office you will say “I do so declare and affirm”.



9. Police Reports

Applicants who currently reside, or have ever resided, in Australia must obtain an Australian police report via Victoria Police. Any other form of police report will not be accepted. The police report shows whether you have any criminal history in Australia and must:

- (i) be dated no earlier than six months prior to the date your admission application is received; and
- (ii) include all previous names by which you have been known.

Applications can be made for a National Police Check via the Victoria Police website: <https://www.police.vic.gov.au/national-police-records-checks#apply-for-a-national-police-check>

You must ensure that the “purpose of your check” is listed as Legal Admission.

Obligation of Full and Frank Disclosure

Full and frank disclosure must be made to the Board, irrespective of whether the findings are revealed on a police report. Spent convictions must be disclosed.

If you have never resided in Australia

If you have never resided in Australia, an Australian police report is not required. You must also obtain a police report from the country where you reside. The report must be dated no earlier than six months prior to the date your admission application is received.

10. Certificate of Good Standing

If you have been admitted in a foreign jurisdiction (outside Australia), you must arrange for an original certificate of good standing from the relevant professional body in any jurisdiction that you have been admitted

The certificate of good standing must state that you are in good standing and are not subject to any current or pending disciplinary matters.

Your certificate of good standing should show the date on which you were admitted in that jurisdiction and must be made no earlier than two months before the date your admission application is received.

The certificate must be sent directly to vlabdocuments@justice.vic.gov.au from all relevant professional bodies in any jurisdictions you have been admitted.



11. Foreign Jurisdiction Resided

If you have ever lived in a foreign jurisdiction, you must list the dates and country of residence.

If you have resided in a foreign jurisdiction, for over three months in the past 12 months, you will be required to obtain a foreign police report from all foreign jurisdictions resided.

For applicants residing in Australia, International Police Reports from over 200 jurisdictions are available through Equifax Fit2Work via <https://www.equifax.com.au/fit2work/for-you/checks/international-police-checks>

Until further notice, international checks for Afghanistan, Brunei Darussalam, Comoros, Cote D'Ivoire, Curacao, Djibouti, Dominica, Eswatini, French Polynesia, Gabon, Greenland, Guadeloupe, Guinea-Bissau, Isle of Man, Kiribati, North Korea, Kosovo, Libya, Liechtenstein, Macau, Maldives, Martinique, Montserrat, Nauru, North Macedonia, Russia, Saint Kitts and Nevis, Saint Martin, Sao Tomé and Príncipe, Somalia, Syria, Turks and Caicos Islands, Tuvalu, Ukraine, Vanuatu and Venezuela are currently unavailable via Equifax Fit2Work. If you require a police report from any of these countries, please speak to the relevant Consulate for further information.

A PDF copy of your police report, with a maximum file size of 2GB, must be uploaded to the online portal.

The Board may exercise its discretion to seek a foreign police report. You will be advised if a foreign police report is required.

12. Fitness and Propriety

You must disclose to the Board details of any matters which:

- (i) might be relevant to the Board's consideration of whether you are a fit and proper person to be admitted to the Australian legal profession, and/or
- (ii) a reasonable applicant would consider that the Board might regard as not being favourable to you when considering whether you are a fit and proper person to be admitted to the Australian legal profession.

Disclosure Statement

See "[Disclosure Statement template](#)" on our website.

You must read and attest to having read the [Disclosure Guidelines for Applicants for Admission to the Legal Profession](#)" in the Suitability Guide for Admission to the Legal Profession.



You must exhibit documentary evidence to support the essential details of the matter/s you are disclosing. If you do not attach such evidence, we may request that you supply it to us, after you have lodged your application, and this may cause a delay in considering your application.

It is possible that a disclosure may contain several factors. In such a case, it will be necessary to consider whether these factors, individually, or together, are likely to be unfavourable to the Board's assessment of your fitness and propriety.

You also have an ongoing obligation of disclosure to the Board whilst your application is in progress and if any relevant matter occurs after your admission, you must notify the Board in writing in a statutory declaration. A PDF copy of your disclosure statement, with a maximum file size of 10GB, must be uploaded to the online portal.

Consequences of failure to disclose

A failure to disclose a matter, or an attempt to mislead the Board in relation to a disclosure, can have serious consequences for you. If the information you have provided in your disclosure statement is found to be false, misleading, or incomplete you may be refused admission to the Australian legal profession.

If the Board has already issued a compliance certificate in respect of your admission, the compliance certificate may be revoked and if you have already been admitted, you may be struck from the Roll of Practitioners at any time after being admitted.

Capacity Statement

The Board must have regard, when deciding whether to grant a compliance certificate, to whether the person is currently unable satisfactorily to carry out the inherent requirements of practice as an Australian legal practitioner.

A mental health condition may be relevant to consideration of this question and hence may need to be disclosed to the Board.

If you wish to make a disclosure relating to capacity, you should set out the details in a separate statutory declaration.

When an applicant for admission discloses a health condition the primary focus of the Board is whether, at the time of making the application, an applicant is able to carry out the inherent requirements of legal practice. The requirement of capacity is separate and distinct from the requirement to be a fit and proper person or of good fame and character. A particular diagnosis or course of treatment taken by an applicant is not directly relevant to the assessment of suitability.

Evidence that the applicant has obtained appropriate medical or psychological treatment will help to satisfy the Board the underlying cause has been addressed. The Board encourages



prospective applicants to seek medical or psychological help for health issues. A willingness to seek this help will count in an applicant's favour. The Board takes the view that untreated conditions pose the greatest risk of problems in legal practice.

If the condition is current, the Board is assisted by a letter from a treating physician setting out the current condition and attesting to the fitness and suitability of the applicant to be admitted as an Australian Lawyer.

Although there is no strict definition of the inherent requirements of practice of an Australian legal practitioner in the legislation directing the Board, the following can be used as a guide:

- a. Able to perform the day-to-day tasks associated with the provision of legal service which includes communicating in a professional manner.
- b. Able to discharge professional and fiduciary duties to the client.
- c. Able to discharge duties to the Court.
- d. Able to be honest and courteous in legal practice
- e. Abide by duty not to engage in conduct which is likely to be prejudicial or diminish the public's confidence in the administration of justice or bring the profession into disrepute.
- f. Abide by duty not to mislead the Court knowingly or recklessly.

A PDF copy of your capacity statement, with a maximum file size of 10GB, must be uploaded to the online portal. See [Capacity Statement](#) on our website.

13. Character Statements

You must provide two statements as to character from persons who:

- have known you for at least two years; and
- are not related to you by blood, marriage or as a domestic partner; and
- if you are or have been a legal practitioner in a foreign jurisdiction must have been associated in legal practice with you in that jurisdiction.

There are four different statements in editable form which can be downloaded from www.lawadmissions.vic.gov.au.

1. Applicant never previously admitted with disclosure statement
2. Applicant never previously admitted without disclosure statement
3. Applicant previously admitted in another jurisdiction (legal practitioner) with disclosure statement
4. Applicant previously admitted in another jurisdiction (legal practitioner) without disclosure statement



The persons making the statement as to character must have read any disclosure you are making in your admission application and must attest to that fact in their statement.

A person who supplies a statement as to character need not be aware of any capacity statement.

There is no requirement for a character referee to be a certain age or occupation. However, a referee should be aged over 21 years and understand the significance of the referee's role in declaring that the applicant is a fit and proper person to be admitted to the Australian legal profession.

PDF copies of your character statements, each with a maximum file size of 2GB, must be uploaded to the online portal.

14. Identification

To be eligible to apply for admission in Victoria, we must confirm your identity.

The following list is for all applicants who are citizens or permanent residents of Australia

Two forms of ID must come from **List A** and include a photo, name and address as stated on your application. Your name and address on the prescribed identification list must match that on your application for a compliance certificate.

LIST A

- Australian Passport (valid for ID purposes for up to two years post expiry as long as a new passport has not been issued)
- Foreign Passport that has an Australian Issued Visa (two separate documents counted as one form of ID)
- Immicard
- Australian Driver's Licence

If you cannot provide two forms of ID from **List A**, then other must come from **List A** and one from **List B**.

LIST B

- Australian Birth Certificate
- Australian Birth Extract
- Australian Change of Name Certificate
- Australian Citizenship Certificate
- Australian Marriage Certificate

In the event that you are unable to provide any identification from **List A** then you must provide one from **List B AND** two from **List C**.



In the event that you are unable to provide any identification from **List B** then you must provide one from **List A AND** two from **List C**.

LIST C

- Australian Medicare Card
- Working with Children's Check
- Department of Veteran Affairs Card
- Centrelink Pensioner Concession Card
- Centrelink Health Care Card
- Tertiary Education Photo ID
- Proof of Age Card (Government issued)
- Australian Tax Office Assessment
- Australian Senior's Card
- Australian Electoral Roll Registration
-

The following list is for all applicants who are holders of a temporary Australian visa

Temporary visa holders must provide their foreign passport and Australian Government issued visa.

In addition, two forms of ID from the following list is acceptable, one must include the name and address as stated on your application: Your name and address on the prescribed identification list must match that on your application for a compliance certificate.

- Birth Certificate
- Change of Name Certificate
- Marriage Certificate
- Government issued Identity Card
- Driver's Licence
- Australian Bank or financial institution card, statement or passbook
- Australian Child's birth certificate with your name as a parent or guardian.
- Australian Mortgage papers for an Australian property in your name. These need to be legally drawn.
- Australian Tenancy agreement or lease, current formal agreement or lease in your name showing your address.
- Australian Motor vehicle registration with your name, address and proof of payment.
- Australian Rates notice, paid and issued in your name with your address that is less than 12 months old.

The following list is for all applicants who have never resided in Australia

For applicants who have never resided in Australia you must provide a foreign passport. In addition, two forms of ID from the following list is acceptable, one must include a photo, name



and address as stated on your application: Your name and address on the prescribed identification list must match that on your application for a compliance certificate.

- Birth Certificate
- Change of Name Certificate
- Citizenship Papers
- Marriage Certificate
- Government issued Visa
- Government issued Identity Card
- Driver's Licence

PDF copies of your identification, each with a maximum file size of 2GB, must be uploaded to the online portal. For applicants who cannot provide the combinations as listed above, please contact the Board. **After your documents have been processed by VLAB they will be removed from your application, do not attempt to re-upload the documents as this will delay your application.**

15. Approval of Application

Section 19(3) of the Law empowers the Board to issue and provide to the Supreme Court a compliance certificate stating that the applicant has satisfied it that he or she-

- has satisfied the specific academic qualifications prerequisite and the specified practical legal training prerequisite; and
- is a fit and proper person to be admitted to the Australian legal profession.

16. Lodging Your Application

16.1.1 Statutory Declaration

When you have completed your application, you can print your "Application for Compliance Certificate Statutory Declaration", and have it signed in front of an authorised witness.

A PDF copy of the application for a Compliance Certificate statutory declaration, with a maximum file size of 2GB, must be uploaded to the online portal.

17. Payment of Fees

When all documents have been uploaded and your application is approved you will receive an email requesting payment of fees.

All payments of fees are to be made online, please refer to our website for the current fee.



If you require assistance with online payment or are unable to use the online feature, please email the Board on vlab@justice.vic.gov.au.

18. Admission

In order to be admitted, you may attend an admission ceremony in the Supreme Court of Victoria or have your admission ordered on the papers.

Admission Ceremony

In person admissions are subject to changes at short notice.

Court Attire

Applicant's clothing should be appropriate to the formality of a Supreme Court hearing. Therefore, professional attire is required. Practitioners moving admissions must be appropriately robed in gown, bar jacket and jabot. Wigs are not to be worn.

Location of Ceremony

The admission ceremony is held in the Banco Court (*Court 1*) of the Supreme Court. Other courts may be in session please keep noise to a minimum as you move around the building.

Security

For your security and safety, perimeter security screening is in operation and screening is a requirement for everyone entering the Supreme Court of Victoria.

Attendance

You will need to arrive at the Supreme Court of Victoria at least forty-five minutes prior to your ceremony. This is to allow you to clear the security area and make your way to the Banco Court. You must be seated no later than 30 minutes prior to the admission ceremony. Please ensure your mobile phone has been switched off before the ceremony starts.

Please remember that there are a large number of people attending the same ceremony along with their guests and movers. This can cause delays in getting through security.

Guests

Due to space restrictions you are allowed to bring two guests (plus a mover). This limit is strictly enforced.



Accessibility

The Banco Court has steep stairs. If you or any of your guests have difficulty negotiating stairs, please arrive at the Court early so that appropriate arrangements can be made. Wheelchair access to the Court is available but please inform the Board of your requirements prior to the admission ceremony.

Moving your admission

You should brief an Australian lawyer to move your admission and they should be in possession of the photocopy of your Compliance Certificate.

Admission may be moved by an Australian Lawyer whose name is on the Roll of the Supreme Court of any State or Territory of Australia. It is not necessary that a current practising certificate be held.

Current members of the judiciary (ie judges, magistrates etc.) may not move an admission. It is your responsibility to find someone to move your admission.

The associate will call your name and your mover should step forward level with the Bar Table, so that the Bench can distinguish by whom it is being addressed.

The following form of motion is prescribed and should be strictly adhered to. It is not appropriate to vary the form of motion.

"If the Court pleases, "I appear to move that (full name) be admitted to the legal profession as an Australian Lawyer and as an Officer of this Honourable Court and I so move on the certificate and recommendation of the Admissions Board."

The Chief Justice will ask if you are present and you will stand, bow and sit down.

Oath of Office

After everyone's admission has been moved, the associate will ask applicants being sworn to take the oath of office. The associate will call your name and you will stand and remain standing. You will be asked to hold the bible (or other religious text) in your uplifted right hand and the associate will read:

'You, and each of you, swear by Almighty God that you will well and honestly conduct yourselves in the practice of your profession, as members of the legal profession and officers of this honourable Court, to the best of your knowledge and ability.'

The associate will then invite you to repeat in turn: 'I swear by Almighty God to do so'. You will then take your seat.



The associate will then ask the applicants taking the affirmation to make their oath of office. The associate will call your name and you will stand and remain standing. The associate will read:

'You, and each of you, solemnly and sincerely and truly declare and affirm that you will well and honestly conduct yourselves in the practice of your profession, as members of the legal profession and officers of this honourable Court, to the best of your knowledge and ability.'

The associate will then invite you to repeat in turn: 'I do so declare and affirm'.

You will then take your seat.

The Chief Justice will deliver a speech and make an Order that you be admitted.

Signing the Roll

At the conclusion of the admission ceremony, the Court will rise, and you will be ushered by the Associates to the anteroom. You will sign the Roll and the Prothonotary will hand you your sealed Order of Admission. You must not leave the court until you have signed the Roll and the Order of Admission is given to you.

Once you have signed the Roll you are a lawyer and you will be ushered to the Courtyard where your guests will be waiting.

Paper Admissions

The following process has been developed to allow admissions to occur 'on the papers' and is available to people who have been granted a compliance certificate but who have not yet been admitted to practise as Australian lawyers.

After you have received a copy of your compliance certificate you must download Form A affidavit from the VLAB portal which will allow you to swear an oath or make an affirmation of office in accordance with the preference chosen in your application.

You must decide whether your affidavit will be taken by an authorised affidavit taker in-person or whether it will need to be taken remotely.



You will read your oath or affirmation of office aloud and insert your signature in the signature box. Your signature will be affixed to the Supreme Court roll.

Once your admission to practise has taken effect you will be notified that your admission to practise as an Australian lawyer is effective and the Court will publish the orders on its website.

The Court will issue an 'Order of Admission' scroll shortly after your admission and it will be mailed to you.

19. After Admission

Admission alone does not entitle an Australian lawyer to engage in legal practice but is a prerequisite to apply for an Australian practising certificate which entitles practise as an Australian legal practitioner.

You may apply to the Victorian Legal Services Board & Commissioner (VLSBC) for a Practising Certificate.

If you wish to practise in the Federal Jurisdiction you should apply to the Registry of the High Court of Australia, after obtaining a practising certificate. Forms can be obtained on the High Court of Australia website: www.hcourt.gov.au.

20. Contact Us

Victorian Legal Admissions Board

Email: vlab@justice.vic.gov.au
Web: lawadmissions.vic.gov.au
Address: Ground Floor, 451 Little Bourke Street, Melbourne Victoria 3000
Phone: (03) 9604 2451

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