



**THE QUEEN'S UNIVERSITY OF BELFAST**  
**INSTITUTE OF PROFESSIONAL LEGAL STUDIES (IPLS)**

**Guidance on Completing the On-line Application Form**

We hope that you will find the on-line application form straightforward and easy to complete.

This short note may be of assistance when completing the form. It should be read in conjunction with the Information Booklet for Applicants. If you have any queries regarding this or the application form, please contact IPLS and we will be glad to assist you.

**Course Options – Stage 1**

You will be asked in the application form to indicate your preference in terms of the two available courses at IPLS, the Solicitor course and the Bar course. You may apply for one course only or for both. The form gives you four options:

Solicitor

Barrister

Solicitor/Barrister

Barrister/Solicitor

If applying for both courses, you must select the option on the form which reflects your preference. In other words if you want to apply for the Barrister course first and the Solicitor course is your second option, you should select "Barrister/Solicitor".

**Disability – Stage 4**

You will be asked to indicate if you have a disability which in your view may require special arrangements to be made for you when you sit the Admissions Test. If you state that you have such a disability, **please provide relevant medical and/or other evidence to IPLS as soon as possible and no later than Tuesday, 16<sup>th</sup> November 2021.**

## References – Stage 8

You will be asked for three references. Two of these must be academic and one personal. The academic referees should be able to comment on your undergraduate studies. IPLS will write to the first academic referee named on your application. If there is difficulty in obtaining this reference IPLS will write to the second academic referee named. The non-academic referee should have known you for over one year and must not be a relative.

## Payment

When you have submitted your application form, you must proceed to select Payment Processing in order to pay the fee for the Admissions Test. Payment will be on-line only. There is an early application fee of £240 which is available from the opening of the application process, midday on Monday, 6<sup>th</sup> September 2021, until midday on Wednesday, 6<sup>th</sup> October 2021. After that, the full fee of £330 is payable up to the closing date of the application process which is midday on Tuesday, 16<sup>th</sup> November 2021. **It is important to emphasise that the early fee will only be available if the payment is made before midday on Monday, 6<sup>th</sup> October 2021.**

## Equal Opportunities Monitoring Form

When you have submitted your on-line application form and made the on-line payment, we would ask that you download the Equal Opportunities Monitoring form from the IPLS Admissions page, complete it and return it to IPLS in the post.