



## DIPLOMA CENTRE APPLICATION FORM

### Please complete in full and in block capital letters:

First Name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

(Names should be as you wish them to appear on your parchment)

Date of birth: \_\_\_\_\_

Address (to which parchment/exam letter may be sent):  
\_\_\_\_\_  
\_\_\_\_\_

DX no. (where applicable): \_\_\_\_\_

Company name (where applicable): \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Solicitor: Yes  No

Solicitor number: \_\_\_\_\_

Year qualified (solicitor): \_\_\_\_\_

Qualified lawyer overseas: \_\_\_\_\_

### If non-solicitor, please select from the options below:

Barrister  PPCI  PPCII   
FE1  Company secretary   
HR related  Accountant   
Financial  Other (specify): \_\_\_\_\_

**If you are not a qualified solicitor, trainee or barrister**, please submit a CV and cover letter for approval. Such applications are subject to a supplemental fee of €300 in respect of a diploma and €100 euro in respect of a certificate course. Please check the course webpage to confirm the course is open to non-solicitors.

### Please indicate where you heard about this course:

Law Society website:  Colleague:   
Diploma prospectus:  Gazette:   
Google search:  Social media:   
Mailshot:  eZine:   
Other (specify): \_\_\_\_\_

I would like to receive the Diploma Centre Newsletter

### Please complete course information:

Certificate:  Diploma:

Course Title: \_\_\_\_\_

### If eligible for a discount, please select one below:

Unemployed Solicitor  Trainee Solicitor   
Loyalty discount (>2 Diploma Centre courses)   
Unemployed Solicitor+Loyalty discount (as above)   
Solicitor firm paying for three or more solicitors

Please outline if you have any **special requirements**, such as mobility or sensory issues:  
\_\_\_\_\_

### In order to process your application please tick the following boxes:

I accept the [Diploma Centre Privacy Statement](#)  
 I agree to the [Diploma Centre Terms & Conditions](#)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Bank details for Education EFT payments:

**Bank Name:** Bank of Ireland  
**Account Name:** The Law Society of Ireland, No. 4 A/C  
**Account No:** 16304279  
**Branch Code:** 90-00-17  
**IBAN:** IE09BOFI90001716304279  
**BIC:** BOFIE2D

**Cheques:** Please make payable to the Law Society of Ireland

### Applications should be returned to:

Diploma Centre,  
Law Society of Ireland,  
Blackhall Place, Dublin 7,  
DX 79

or by email to: [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie)

WHEN PAYING BY EFT OR ONLINE, PLEASE ENSURE YOU SUBMIT A COMPLETED APPLICATION FORM TO THE DIPLOMA TEAM.

**ALWAYS INCLUDE YOUR NAME ON AN EFT PAYMENT**