

## The Law Society of Ireland – Diploma Centre – How to Apply

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### A. LAWYERS (*non-lawyers please see section B below*)

Regardless of how you intend to pay, you need to log on to the Law Society website with your solicitor number to ensure you're preferred billing and mailing address are correct so that invoices or receipts are addressed correctly and that automated emails will go to the desired email address.

#### Online

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- **Members** can login to the [Law Society Website](#) using their solicitor number;
- Click on the **Book Now** button of the course homepage and follow the instructions;
- If a discount applies to the application (see specific criteria below), prior to completing the online payment please contact a member of the Diploma team at [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie) for confirmation of the relevant discount and to receive the appropriate discount code.

#### Bank Transfer

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- Download and complete the Application Form.
- Email the form to [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie) or post the form to Applications, The Diploma Centre, Law Society of Ireland, Blackhall Place, Dublin 7, DX79.
- Fees can be paid through your bank by Electronic Fund Transfer (EFT) with the *Education* bank account details below:

<b>Bank Name:</b>	Bank of Ireland
<b>Account Name:</b>	The Law Society of Ireland, <b>No. 4 A/C</b>
<b>Account No:</b>	16304279
<b>Branch Code:</b>	90-00-17
<b>IBAN:</b>	IE09BOFI90001716304279
<b>BIC:</b>	BOFIIIE2D

#### **It is important to note your name on the EFT payment.**

- If a discount applies to your application (see specific criteria below), prior to the completion of the bank transfer, please contact a member of the Diploma team at [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie) for confirmation of the relevant discount.
- It is important to note your name and, if room, the course title on the EFT.

#### Post

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- Download and complete the Application Form.
- Return the form with full payment (cheque/bank-draft/postal orders – no cash) to Applications, The Diploma Centre, Law Society of Ireland, Blackhall Place, Dublin 7, DX79.
- If a discount applies to your application (see specific criteria below), prior to the completion of the cheque/bank transfer, please contact a member of the Diploma team at [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie) for confirmation of the relevant discount.

## Invoice

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- If an invoice is required to discharge fees please notify the Diploma team when submitting your application form to ensure that payment will be received **before** the course commences.
- Prior to requesting an invoice, confirm if your organisation requires a PO (purchase order) number and to whom the invoice should be addressed.

## Discounts

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- *Loyalty Discount:* where an applicant has previously paid for two Diploma Centre courses they are entitled to a 10% discount on subsequent Diploma Centre courses.
- *Trainee Discount:* a 10% discount is available for trainee solicitors.
- *Group Discount:* when a firm is paying for three or more solicitors to attend the same diploma course, there is a 10% discount on each application. All such applications must be submitted together.
- *Unemployed discount:* a 20% discount is available for unemployed solicitors.

## B. NON-LAWYERS

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Many of our courses welcome suitably qualified non-lawyers to attend.

- To apply you need to submit your completed Application Form, together with a curriculum vitae and cover letter to [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie).
- Your cover letter should provide a brief statement of the background to your application and your specific interest in the chosen course.
- We will advise you as soon as possible as to the status of your application.
- In certain cases we may arrange to meet with you for a brief interview or talk to you over the phone.
- Non-lawyer applications are subject to a **supplemental fee**, which amounts to a supplement of €200 in respect of diploma applications and €100 in respect of certificate applications. Please note this is *not an application fee* and is only payable upon approval.
- *Once approved*, you will need to **create a profile** on the Law Society website so that payments can be processed by card online, cheque or EFT, (details as above) – payment by card is the fastest method to get registered onto the course.

## Confirmation of Payment

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- Once payment is processed, you will receive a receipt and your place on the course will be confirmed.
- An email setting out full course details will issue just prior to the commencement of the course.

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**Note: Course places are subject to availability and are allocated on a first paid basis.**

If you require further assistance please contact Diploma Centre Applications on 01 6724893 or email: [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie).