



Qualified Lawyers Transfer Test (QLTT) 31 October – 8 November 2019

Please ensure that you complete all sections of the form and enclose the appropriate fee and supporting documents.

PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS

1. SURNAME: _____
2. FIRST NAMES: _____
3. ADDRESS: _____

4. TELEPHONE NO: _____
[Office Hours]
5. E-MAIL ADDRESS: _____
6. DATE OF BIRTH: _____
7. Date on which the Law Society of Ireland issued you
with a Certificate of Eligibility to sit the QLTT. _____
(Please enclose copy of your Certificate of Eligibility)

Subject Entries:

Please tick the subjects you intend to sit in the above sitting.

Constitutional Law & Company Law	<input type="checkbox"/>	Contract & Tort	€25	<input type="checkbox"/>
OR	€25			
Constitutional Law & Criminal Law	<input type="checkbox"/>			
EU Law	€165	Land Law & Conveyancing	€25	<input type="checkbox"/>
Probate & Taxation	€25	Professional Conduct	€165	<input type="checkbox"/>
Solicitors' Accounts	€165			<input type="checkbox"/>

The **closing date** for receipt of applications is **5.00 p.m. on Friday 11 October 2019**

Please return page one of this form to: QLTT Administrator, Law Society of Ireland, Blackhall Place, Dublin 7.

1. **Fees**
The examination fee per subject is given above. Please enclose a cheque, postal order or bank draft, payable to The Law Society of Ireland, with this application. **Please note cash will not be accepted.** **Please ensure your name, in Block Capitals, is on the back of your payment - cheque/bank draft/postal order.**
2. **Refunds**
Examination fees cannot be transferred to another sitting of this examination. A refund of examination fees will only be given to candidates who produce medical evidence for non-attendance. No refund will be given if a candidate is present for the examination, regardless of whether any of the examination questions were attempted. All refunds will incur an administration charge of €20. The closing date for refund applications is **Friday 20 December 2019.**
3. **Certificate of Eligibility to sit the QLTT**
Please attach a copy of your Certificate of Eligibility to sit the QLTT.
4. **Proof of Identity**
Please attach a copy of your Passport or Driving Licence.
5. **Candidates with Disabilities**
The Law School is committed to meeting the needs of candidates with disabilities. Candidates are asked to contact the Education Officer to discuss their specific needs as early as possible and not later than one month before the start of the examination. This timeframe will only be reviewed in exceptional circumstances. A copy of the Society's [Disability Policy](#) and [Disability Registration Form](#) can be found on our website.
6. **Closing Date for Receipt of Applications**
The closing date for receipt of applications is **5.00 p.m. on Friday 11 October 2019.** Applications will not be accepted after this date.
7. **Past Examination Papers**
Copies of the current syllabus, past examination papers are available for purchase on the Law Society's website.
8. **Legislative Sources**
Candidates may only bring into the examinations the **original, unmarked** (except for highlighting and underlining) publications. **Photocopies or copies printed from the internet will not be accepted.** Supplemental material purchased from the Law Society cannot be brought into the examination.
9. **Results**
Your results will be posted to the address given on your application form approximately 6 – 8 weeks after the last examination. You must provide written notification of any change of address two weeks prior to results being issued.
10. **Re-checking of Examination Scripts**
A candidate may apply to the Society for a re-check of any examination script which he or she is deemed not to have passed, provided that the application for such a re-check is received in writing by the Society within fourteen days following the issue of the examination results, accompanied by a recheck fee of €15 per examination script.
11. **Data Protection**
The Law Society takes its responsibilities under applicable data protection law, including the General Data Protection Regulation very seriously. Please see [QLTT Privacy Statement](#) on our website.

EXAMINATION TIMETABLE

While the Law Society aims to keep changes to published examination timetables to a minimum, the need to make such changes does occasionally arise. Please check our website (www.lawsociety.ie) closer to the date of your examination to confirm the dates, times and venues.

<u>Thursday</u>	<u>31 October</u>
9.30 a.m. to 1.30 p.m.	Constitutional Law & Company Law or Criminal Law
<u>Friday</u>	<u>01 November</u>
9.30 a.m. to 1.30 p.m.	Contract & Tort
<u>Monday</u>	<u>04 November</u>
From 10.00 a.m.	Professional Conduct (Each oral examination is approx. 20 minutes. Times will be allocated with your candidate number)
<u>Tuesday</u>	<u>05 November</u>
9.30 a.m. to 1.30 p.m.	Probate & Taxation
<u>Wednesday</u>	<u>06 November</u>
9.30 a.m. to 1.30 p.m.	Land Law & Conveyancing
<u>Thursday</u>	<u>07 November</u>
9.30 a.m. to 12.30 p.m.	Solicitors' Accounts
<u>Friday</u>	<u>08 November</u>
9.30 a.m. to 12.30 p.m.	EU Law