

# Admission following completion of an adaptation period

## Purpose

For a Swiss lawyer to apply for admission following successful completion of an adaptation period.

## Additional steps

Before completing and returning this application you must:

- [apply for screening](#)
- [check and validate your degree/level 6 qualification](#).

## Section 1 - Personal details

Please enter your personal details. These should match what is in your mySRA account.

SRA number

Name

Date of birth

Telephone number

Email address

Address

## Section 2 - Current practising details

Please provide the following details regarding your employment.

Organisation SRA number  
(Head office)

Organisation name

Organisation address

Your role in the organisation

Start date of employment

## Section 3 - Qualification details

Please provide details of your qualifications that entitles you to be a lawyer of Switzerland. If there is more than one, please use a continuation sheet.

Name of law society or bar

Your professional title

Registration number

Date of admission as a lawyer of Switzerland

### **Certificate of good standing**

You will need to provide a certificate of good standing with your application from your law society or bar and all other jurisdictions you are qualified in. These must be dated within the last three months and copies should be attached to this application.

Certificate of good standing attached

## Section 4 - Adaption period details

Please provide the following details regarding your adaptation period. If this has been completed at more than one firm, please provide the details of your current supervising firm.

Organisation SRA number  
(Head office)

Organisation name

Organisation address

Your role in the organisation

Start date of adaptation period

End date of adaptation period

Adaptation period supervisor name

Adaptation period supervisor SRA number

Has the adaptation period supervisor supervised the entire three-year period?

Yes

No

If no, please provide a continuation sheet detailing the above information for each supervisor during the adaptation period.

## Section 5 - Supporting statement

Please provide a separate supporting statement that details the following information regarding your adaptation period:

- Full details and nature of your responsibilities during the adaptation period.
- The areas or law and professional activities you gained experience in.
- Your experience appearing before courts, tribunals or arbiters.
- Whether experience was gained full or part time.
- Whether your activities were 'effective and regular' over the last three years.

Statement enclosed

## Section 6 - Adaptation period supervisor declaration

To be completed by the adaptation period supervisor. Please tick each box to confirm:

I am a solicitor of England and Wales with a current practising certificate who has at least three years post-qualification experience.

I have supervised or overseen the supervision of this registered Swiss lawyer in the provision of legal services under the laws of England and Wales.

I was responsible for ensuring the registered Swiss lawyer had the opportunity to apply and develop all the skills set out in the professional competences and skills for registered Swiss lawyers.

I carried out regular appraisals of the registered Swiss lawyer's performance and development.

I am satisfied the registered Swiss lawyer maintained a record to demonstrate the application and development of the professional competences and skills for registered Swiss lawyers and explored these records during appraisals.

I am satisfied that, to the best of my knowledge and belief, the information provided in the registered Swiss lawyer's supporting statement is correct.

I am satisfied the registered Swiss lawyer has met the professional competences and skills.

I understand that I am signing-off the entire three-year adaptation period the registered Swiss lawyer has undertaken.

I am satisfied that the registered Swiss lawyer is proficient in the English or Welsh language.

Full name of supervisor

Signature of supervisor

Date signed

## Section 7 - Our Character and Suitability Rules

Please [read our rules](#) before you complete this section and answer the questions clearly, honestly and fully.

If we find out about an issue you did not mention, we will take it into account when assessing your character and suitability.

If you answer 'Yes' to a question, please give us all the information we ask for. It's your responsibility to give us any evidence you think is relevant. We will investigate the matter ourselves as well, so we can make an informed decision. If you do not give us enough information, we can refuse your application.

Please tick to confirm you have understood everything explained above

### **Criminal offences**

You must tell us about all 'spent convictions or cautions' unless they are protected.

Please tick to confirm that you have read and understand this statement

#### **7.1a Have you ever been convicted by a court of a criminal offence:**

1. which meant you were given a custodial or suspended sentence
2. involving dishonesty, fraud, perjury or bribery
3. of a violent or sexual nature
4. associated with obstructing the court of justice
5. that involved signs of discrimination towards others
6. associated with terrorism
7. more than once (including a conviction for multiple offences)?

Yes

No

#### **7.1b Have you ever:**

1. accepted a caution from the police for an offence involving dishonesty, violence or discrimination,
2. or a sexual offence
3. been included on the Violent and Sex Offender Register?

Yes

No

These are the most serious, and likely to result in a refusal.

#### **7.2 Have you:**

1. ever been convicted by a court or accepted a caution for a criminal offence not falling within
2. questions 7.1a and 7.1b
3. currently been made subject to a conditional discharge or bind over by a court?

Yes

No

**These are serious, and may result in a refusal.**

## Section 7 - The Suitability Rules (continued)

If you have answered 'Yes' to questions 7.1a, 7.1b or 7.2 you must provide the following:

- A. A full statement of the events.
- B. References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer. Your references cannot come from personal friends or family.
- C. Evidence that shows you are rehabilitated.
- D. Documentary evidence in support of your case. Where possible this should include an independent report that supports your account of the events. You can get a report from the Court.
- E. Evidence that you have paid any fines you were given.

### 7.3 Are you currently facing any criminal charges?

Yes

No

If you have answered 'Yes' to question 7.3, we may not make a decision until the outcome of your case is known.

### Assessment offences

### 7.4 Have you ever committed (or been adjudged by an education establishment to have committed) a deliberate assessment offence that amounts to plagiarism or cheating to gain advantage for yourself or others?

Yes

No

If you answered 'Yes' to question 7.4 you must give us the following:

- A. A full statement of the events including:
  - your understanding of the rules for referencing material, using group work or using collaborative material
  - if you could reasonably have been expected to realise what you were doing was wrong.
- B. At least one independent report on the events from the university or course provider (minutes from meetings or hearings for example).
- C. References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer or tutor. Your references cannot come from personal friends or relatives.
- D. Evidence that you are rehabilitated.

## Section 7 - The Suitability Rules (continued)

### Financial behaviour

#### 7.5 Have you been:

1. found to have deliberately sought to avoid responsibility for your debts
2. found to have been dishonest in relation to the management of your finances
3. declared bankrupt or entered into any individual voluntary arrangements
4. subject to a County Court Judgement that is current
5. been made subject to a Debt Relief Order
6. behind with six or more consecutive payments and/or registered with a credit reference agency
7. subject to possession proceedings
8. subject to a Liability Order
9. a manager or owner of a company, LLP or partnership that has been
  - subject to a winding up order
  - an administrative order
  - administrative receivership
  - otherwise wound up or put into administration in circumstances of insolvency?

Yes

No

If you have answered 'Yes' to question 7.5 you must provide the following:

- A. A full statement of the events.
- B. Independent evidence, including paperwork from your court hearing with dates, court reference numbers and the outcome. You also need to include things you have done to clear any debts, satisfy any judgments, and manage your finances.
- C. References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer. Your references cannot come from personal friends or relatives.
- D. A credit report from Experian or Equifax no more than one month old.

### Regulatory or disciplinary findings

#### 7.6 Have you:

1. been made the subject of a serious disciplinary or regulatory finding, sanction or action by a regulatory body and/or any court or other body hearing appeals in relation to disciplinary or regulatory findings
2. failed to disclose information to a regulatory body (including us) when required to do so or have provided false or misleading information
3. significantly breached the requirements of a regulatory body
4. failed to comply with the reasonable requests of a regulatory body resulting in a finding against you
5. been rebuked, reprimanded, or received a warning about your conduct by a regulatory body
6. been disqualified from being a charity trustee or a trustee for a charity under section 178(1) of the Charities Act 2011
7. been removed and/or disqualified as a company director
8. committed an offence under the Companies Acts?

Yes

No

## Section 7 - The Suitability Rules (continued)

If you have answered 'Yes' to question 6.6 you must provide the following:

- A. A full statement of the events.
- B. Independent evidence on the events, including documents from the regulatory body, minutes from hearings or meetings, confirmation of the outcomes and details of any appeals or sanctions.
- C. References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer. Your references cannot come from personal friends or relatives.

### 7.7 Are you currently facing any disciplinary proceedings or investigations?

Yes

No

If you have answered 'Yes' to question 7.7, we may not make a decision until the outcome of your case is known.

### Integrity and Independence

#### 7.8 Have you ever:

- 1. been responsible for behaviour that was dishonest, violent, threatening or harassing, or discriminatory
- 2. misused your position to obtain a pecuniary advantage
- 3. misused your position of trust in relation to vulnerable people?

Yes

No

If you have answered 'Yes' to question 7.8 you must give us the following:

- A. A full statement of the events.
- B. Independent evidence of the issue.
- C. References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer. Your references cannot come from personal friends or relatives



# Section 8 - Declaration

I declare that:

- I am the individual named on this application
- I understand that I need to make sure all the information I have given you is correct and complete.
- I understand that you will make whatever checks are necessary to process this application and make sure it complies with the SRA Standards and Regulations
- I understand that there could be serious consequences if I have knowingly or recklessly given you information that is false or misleading or if I have failed to tell you about any significant information
- I understand that I have an ongoing obligation to notify you if any further issues arise under the Character and Suitability Rules.
- I understand that I need to tell you immediately if there are any changes to the information I have given on this application.

**What are the consequences of giving inaccurate information?**

- We could reject your application.
- We could take disciplinary action against you or share information with a third party that leads to disciplinary action against you.

I declare that the information I have given in this application is correct to the best of my understanding.

If completed digitally, tick to confirm

Full name

SRA number

Signature

Date

## Section 9 - Payment

The fee for this application is £500. Payment must be made to avoid the application being returned to you. You can pay by bank transfer or cheque.

Our preferred method of payment is by bank transfer as cheques take longer to clear and can delay your application.

Our bank details:

- Bank Barclays Bank PLC
- Account Number: 43577902
- Sort Code: 20-32-29
- Account Name: SRA
- IBAN: GB53 BARC 2032 2943 577902 (overseas)
- SWIFT: BARCGB22 (overseas)

If you have paid by bank transfer, please provide the following payment information so we can match this with your application:

Date of payment:

Account name:

Sort code:

Account number:

Payment reference:

If paying by bank transfer, please include the letters 'RSL' followed by your SRA number as the payment reference.

If paying by cheque, please make cheques payable to the 'Solicitors Regulation Authority'. Please note there could be a delay in processing your application until the cheque clears. Please write the letters 'RSL', followed by your SRA number, on the back of the cheque so we can match payment.

### **Sending your completed application**

Please send the completed application by email to [approval@sra.org.uk](mailto:approval@sra.org.uk) or by post to:

Authorisation  
Solicitors Regulation Authority  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

### **Privacy notice**

The Solicitors Regulation Authority Limited (SRA) is the 'data controller' of the personal information we hold for the purposes of the UK General Data Protection Regulation (the UK GDPR) and the Data Protection Act 2018 (the Data Protection Act).

Find out more on our website: [sra.org.uk/privacy](https://sra.org.uk/privacy)