

Apply to register an adaptation period - Swiss lawyers

Purpose

To register an adaptation period as a Swiss lawyer.

As a Swiss lawyer you can undertake an adaptation period for three years as a route to be admitted as a solicitor of England and Wales. To begin your adaptation period, you must register it in advance by completing this application.

Creating a mySRA account

Before completing this application, you must create a mySRA account so that you can give us your SRA number below.

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

Home address

Section 2 - Validation of identity and proof of address

To validate your identity and proof of address, you will need to submit copies of the following documents with this application. You cannot submit one document to fulfil both requirements, these must be separate.

Identity documents
(Please attach a copy of one of the below and select the box to confirm it is attached):

Passport

Driving license

Proof of address documents
(Please attach a copy of one of the below, dated within the last three months and select the box to confirm it is attached):

Bank statement	Utility bill
Credit card statement	Tax document

Section 3 - Qualification details

Please provide details of your qualifications that entitle you to be a lawyer of Switzerland.

Name of law society, bar or canton

Your professional title

Registration number

Date of admission as a Swiss lawyer

Certificate of good standing

You will need to provide a certificate of good standing 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

Practising certificate

You will need to provide a current practising certificate with your application from your law society or bar and attach a copy to this application.

Practising certificate attached

Section 4 - Employment details

Please provide the following details regarding your employment.

Organisation SRA number (head office)

Organisation name

Organisation address

Your role in the organisation

Date employment began/will start

Section 5 - Adaptation period supervisor details

Please provide the details of the solicitor of England and Wales who will oversee your adaptation period.

Full name of supervisor

SRA number of supervisor

Name of organisation

Your supervisor's role in the organisation

Section 5 - Adaptation period supervisor details (continued)

Adaptation period supervisor declaration

This declaration is to be completed by the supervisor.

I 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 no conditions on my practising certificate restricting from being a manager, compliance officer and/or supervising the work of others.
- I will supervise this registered Swiss lawyer in the provision of legal services under the laws of England and Wales.
- I will be responsible for making sure the registered Swiss lawyer has the opportunity to apply and develop the professional competences and skills for registered Swiss lawyers.
- I will carry out regular appraisals of the registered Swiss lawyer’s performance and development.
- I will make sure the registered Swiss lawyer maintains a record to demonstrate the application and development of the professional competences and skills for registered Swiss lawyers. I will explore these records during appraisals.
- Where applicable, I will satisfy myself when taking over the supervision arrangements for an in-flight registered Swiss lawyer (partway through their three year adaptation period) of the gaps in their professional skills and competences for registered Swiss lawyers. I will make sure I coach the registered Swiss lawyer to make sure they have met the professional competences and skills by the end of their adaptation period.
- (To be read with the above) I will be responsible for sign-off of the entire three-year period and be satisfied that the professional competences and skills for registered Swiss lawyers has been met at sign-off.

Date adaptation period begins

Full name of supervisor

Signature of supervisor

Date signed

Section 6 - 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

6.1a 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

6.1b 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.

6.2 Have you:

1. ever been convicted by a court or accepted a caution for a criminal offence not falling within
2. questions 6.1a and 6.1b
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 6 - The Suitability Rules (continued)

If you have answered 'Yes' to questions 6.1a, 6.1b or 6.2 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.

6.3 Are you currently facing any criminal charges?

Yes

No

If you have answered 'Yes' to question 6.3, we may not make a decision until the outcome of your case is known.

Assessment offences

6.4 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 6.4 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 6 - The Suitability Rules (continued)

Financial behaviour

6.5 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 6.5 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

6.6 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 6 - 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.

6.7 Are you currently facing any disciplinary proceedings or investigations?

Yes

No

If you have answered 'Yes' to question 6.7, we may not make a decision until the outcome of your case is known.

Integrity and Independence

6.8 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 6.8 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 7 - 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 8 - Payment

The fee for your registration for 2025/26 is £397, This includes a £90 individual contribution to the compensation fund.

For registrations granted part way through the year, the fee will be pro-rated:

January 2025 to March 2025 - £332

April 2025 to June 2025 - £268

July 2025 to October 2025 - £202

When returning your application, you only need to pay the £48 administration fee. Once your application has been processed, you will then pay the balance. Once this is received, we will issue your registration certificate.

We appreciate that this process may not be ideal for you, therefore, if it is easier to pay the entire fee in one go, please feel free to do so.

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:

Please note, when making your transfer, please include the letters 'RSL' followed by your SRA number as the payment reference.

If you choose to pay 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.

Section 8 - Payment (continued)

Reduced Fees

You may be eligible for a reduced registration certificate fee if either of the following applies:

- Category A: you are currently on statutory maternity or equivalent.
- Category B: you started a period of statutory maternity or equivalent between 1 November 2023 and 31 October 2024.

Statutory maternity is 52 weeks, made up of:

- Ordinary maternity leave – first 26 weeks
- Additional maternity leave – last 26 weeks

Equivalent to maternity leave includes:

- Shared parental leave
- Adoption leave.

Category of reduced fee

If category A or B applies, please include dates.

If you are currently on statutory maternity leave or equivalent, and an end date is not known at this point, please provide an estimated or anticipated end date.

Leave start date

Leave end date

Sending your completed application

Please send the completed application form by email to 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