



## **NOTICE FOR THE ATTENTION OF BARRISTER-AT-LAW DEGREE ENTRANCE EXAM APPLICANTS**

Thank you for your application to sit the 2020 Entrance Exam to the Barrister-at-Law Degree Course

Due to COVID-19 and the current public health restrictions you should submit the required supporting documents *electronically*, by uploading them to King's Inns on Microsoft OneDrive. OneDrive is a Microsoft secure cloud storage service.

A guide to uploading the documents to OneDrive is attached as an annex to this notice.

The scanned versions of supporting documents to be uploaded on or before 31 May 2020 are:

1. Student Admission Declaration including the references titled Certificates No. 1 and 2 with your scanned signature or e-signature on the Declaration and the scanned signature or e-signature of the referee on each Certificate.
2. A transcript of the degree approved by King's Inns which should include all subjects studied and passed in the years of the degree course and the overall degree grade.
3. An applicant who is sitting final degree examination in summer 2020 should comply with item 2 on or before 1 July 2020.
4. One of (a) details page with photograph from current passport; (b) Irish or other EU passport card, or (c) valid EU driving license with photograph showing details.
5. Two recent passport size photos of the applicant and the reverse side of each photo signed by the applicant for the purpose of insertion in the King's Inns student card you will receive at the commencement of the course.
6. Any supporting documentation in relation to a request for special needs requirements at the Entrance Examination.

Shortly, you will receive an email from King's Inns Education Officer, Bernadette Maguire. The subject of the email will be: "**Bernadette Maguire shared the folder "[your name]" with you**". The body of the email will contain a link to the OneDrive folder. You will upload your documents to this folder. To do so, follow the step-by-step instructions in the annex to this notice. **Do not share this email with anyone else**: the link will only work for you, the direct recipient of the email.

**NOTE:** If you do not receive the email from Bernadette Maguire within three days of this email, **please check your spam folder**.