



REAPPLYING FOR CALL TO THE BAR

Things you should know before reapplying: -

- ! **Your signed Proposal to the Bar form is only valid for Call to the Bar ceremonies in the same year.**
- ! **If you are applying for Call in a subsequent year, you must complete a new Proposal to the Bar form and have it signed by a Master of the Bench following an interview.**
- ! **Your renewed application will be dealt with on a first come, first served basis - students from previous years are not given precedence over current students.**
- ! **All guidelines in place during the year that you wish to be Called are applicable, unless advised otherwise by the Education & Training Department.**

How to reapply for Call to the Bar: -

1. You cannot reapply until the applications in the year you wish to be Called have been released. Applications received on out of date forms will not be processed.
2. If you originally applied before 2016 and paid for Call tickets previously, contact Kerry for a refund of your Call ticket costs only. You will need to book them again via the Inner Temple portal closer to the date of Call. (Please see section 7 of the attached Call guidelines)
3. You must resubmit your proposal to the Bar form and an updated CV to reapply. Please ensure you have the most recent version of the proposal to the Bar form by checking the Inner Temple website or contacting Kerry Upham.
4. You will need to contact the Master of the Bench who originally signed your form to request an interview and that they sign your form again. If you do not have their contact details please ask Kerry to provide them.
5. You will need to provide an updated CV and two references to them. It is at the discretion of the Master of the Bench in question whether they choose to request new references before signing your forms again.
6. If the Master of the Bench who signed your form previously cannot sign your proposal to the Bar form for any reason, you will be required to provide new references in accordance with the current year's Call guidelines (attached) to be introduced to a new Master of the Bench via the Inn.
7. If you have already paid the **Call fee** and this money was not subsequently refunded, the payment will be transferred to your renewed application. (Please note this does not include ticket costs – see step 2)
8. Once the form has been signed, please return it to the E&T Department with your updated CV. Your application will then be processed and a Call date confirmed, subject to fulfilling the requisite BPTC and qualifying session requirements.

If you have any issues or queries regarding this matter please contact

Kerry Upham

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