

CALL TO THE BAR TIMELINE

DECIDE WHICH CALL TO APPLY FOR

Call dates and the application opening/closing dates are published on the <u>Call webpage</u>.

Decide on the best timing for your circumstances.

PAY THE CALL FEE

The Call application fee (non-refundable) is payable up front before you fill out the application.

YES

NO

SUBMIT CALL APPLICATION

Complete all three parts of the online application:

- Part 1- Your details
- Part 2 Declaration
- Part 3 Ceremony Preferences.

4-5 MONTHS BEFORE CALL DATE: APPLICATION DEADLINE

Submit WAIVER FORM by email ASAP.

[3-4 weeks after the application deadline]
The Inn will REFER YOU to Due Diligence
Checking Ltd (DDC) and notify you by email.

COMPLETE ALL REQUIREMENTS FOR CALL

by the Eligibility Deadline

☐ CRIMINAL RECORD CHECKS - both DBS UK check

(required) and international checks (if required).

If you are granted a WAIVER you are exempt

lawyers) - board-approved results issued to the

☐ BAR COURSE EXAMS (or BTT for transferring

☐ **QUALIFYING SESSIONS** - all requirements that

apply to you. Details on the QS webpage.

☐ **Action** any other REQUESTS from the Inn, where

Are you eligible for a CRIMINAL RECORD CHECKS WAIVER? Details of waiver and criteria for eligibility on the <u>Call webpage</u>.

ind ge.

3 MONTHS BEFORE CALL DATE:

Start the criminal records check process as soon as the Inn refers you to DDC.

1-3 MONTHS BEFORE CALL DATE:

The Inn will check your Call application and email you about any outstanding issues/requirements that you must address ASAP.

NOTE: This process takes some time as the Inn has several hundred applications to check (typically 300-500 per Call).

8 WEEKS BEFORE CALL DATE:

The Inn will email with your provisional ceremony date & time.

We advise against making any travel, accommodation or other plans for the Call day **unless and until** you have met all the requirements for Call.

CRIMINAL RECORD
CHECKS can take
3 MONTHS or more
to complete.
You CANNOT leave
this until later on or
you risk not having
completed the
checks by the
Eligibility Deadline.

Each Callee is guaranteed TWO guests. The Inn CANNOT allocate additional places until 2 weeks before the Call date.

The Eligibility Deadline is 3 weeks (15 clear working days) before the Call date, at 17:00 UK time.

Have you met all the requirements for Call?

NO

If you are NOT yet

Your Call application can be DEFERRED

within the current

Any applications still

CANCELLED and you will

need to pay the Call fee

again and submit a new

pending after each

March Call will be

application.

Call Ceremony Cycle

eligible:

only.

from these checks.

Inn by the provider.

applicable.

YES

Once you know you are eligible, you should:

- ☐ Arrange any travel / accommodation, as required.
- ☐ Hire wig, gown and bands.
- ☐ Purchase any other clothing items, as required.
- ☐ [Optional] Book with the professional photographer in advance. They can also accept walk-ins on the day.

2 WEEKS BEFORE CALL DATE:

The Inn will email you formal confirmation <u>IF</u> you are eligible, plus further details, including your allocated number of guests who can be present at the Inn on your Call date.

2 WEEKS BEFORE CALL DATE

ON YOUR CALL DAY:

- Arrive at least TWO hours before your allocated Call ceremony time.
- ♦ Sign in at Hall wearing court dress ONE hour* before your Call time.
- ♦ The Ceremony is 30-45 minutes.
- The Reception (optional) begins straight after the ceremony, for up to 90 minutes.
- * If you do not arrive in time you will be Called in your absence.

CALL DATE

Middle Temple Education Department, v.6, January 2024