



CALL TO THE BAR - GUIDANCE

This guidance document is published for Middle Temple members only. Some of the information and rules in this document and on our website are specific to Middle Temple. Please read this guidance before applying for Call and refer to it throughout the process.

OVERVIEW

Middle Temple currently Calls about 600-650 members to the Bar each year.

Ceremonies are held in the Middle Temple Hall, which has been in use for over 450 years.

There is no set capacity number for how many can be Called by Middle Temple – we anticipate accommodating everyone who has made an application and fulfils all the requirements in time.

Students* are required to attend Call in person. Under a joint protocol agreed by the Inns, you can apply to be exempted from this requirement and be Called in Absentia. Middle Temple offers the option of attending a ceremony remotely in this case.

You receive your Call Certificate during/after the ceremony when you are Called (it cannot be issued any earlier).

** within the Inn the term 'student' is used to refer to any member who has not yet been Called to the Bar, including transferring lawyers, even if exempt from study.*

APPLYING FOR CALL TO THE BAR

To be Called you must submit an application for Call via the Middle Temple [Call webpage](#) - you will not be automatically assigned. You cannot book onto ceremonies via the events pages on our website – these are only for Benchers to book their attendance.

The Call application window closes several months before the Call date.

You must meet the eligibility criteria at least 3 weeks before the Call date you apply for.

Read the timeline for a summary of the whole process, from initial application through to being Called.

Call to the Bar [TIMELINE](#)

Read the budget for a summary of all potential costs.

Call to the Bar [BUDGET](#)

We have tried to provide information about every stage of the process and to answer the majority of potential questions within our guidance. One reason for this is that we deal with over 1,000 applications for Call each year which means we are always very busy!

If you make enquiries about the Call application process which are already answered by the information provided then we may not be able to respond to you individually.

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CALL DATES

CALL CEREMONY DATES

Call to the Bar Ceremonies are conducted four times each year:

Hilary Call	MARCH
Trinity Call	JULY
Deferred* Trinity Call	OCTOBER
Michaelmas Call	NOVEMBER

The scheduled dates of the Call ceremonies for the upcoming year can be found on the Middle Temple [Call webpage](#).

** Both the July and October Calls comes under the heading of the 'Trinity term'. In effect, the October Call acts an additional date choice and provides extra capacity for the large cohort of students who obtain exam results in June.*

Q&A | Is it possible to be Called at any other time?

There are no "ad hoc", urgent or emergency Call dates arranged – only those shown above.

THE CALL APPLICATION PROCESS

APPLICATION WINDOWS FOR CALL

The application window for each Call will be published on the Middle Temple [Call webpage](#).

Each window remains open for 7-9 weeks. It does not matter when during that time you apply – applicants are not affected by the order in which they applied.

Each window closes 18-19 weeks before the Call date (or slightly earlier for October Call).

ELIGIBILITY DEADLINE FOR THE CALL

All requirements for Call must be completed by the **Eligibility Deadline**, which is always 3 weeks before the Call date itself. You will see this deadline referenced a lot in this guidance.

TIMINGS ONCE YOU HAVE APPLIED

The [Call to the Bar TIMELINE](#) provides a flowchart of the Call application process.

Some key timings in the process are shown below:

- Closing date for Applications 18-19 weeks before the Call Date (or earlier for October Call)
- Referral of Call List to DDC* 15-16 weeks before the Call Date (or earlier for October Call)
- Ceremony Allocation** 8 weeks before the Call Date
- Eligibility Deadline 3 weeks before the Call Date
- Formal confirmation of Call eligibility 2 weeks before the Call Date
- Call Date as specified on the Middle Temple [Call webpage](#)

* DDC Ltd conduct the criminal records checks for the four Inns of Court

** We provisionally allocate a particular day and time so that you can plan accordingly if you become eligible. This is not confirmation that you will be Called.

CALL CEREMONY CYCLES

At Middle Temple we may refer to the [Call Ceremony Cycle](#), particularly in reference to postponing a Call application.

Each cycle starts with the July Call and ends with the March Call in the following calendar year.

Applications to any ceremony within a cycle can remain valid up to and including the March ceremony. This means that your application can be postponed, where necessary, to any ceremony within the cycle.

DEFERRING YOUR CALL APPLICATION

As soon as you become aware that you will not be eligible for the Call you have applied for, or you decide that you would like to postpone your Call for any other reason, you must request to defer your Call application in writing (by email).

Similarly, if the Inn identifies that you will not be eligible for the Call date you have applied for but there is a possibility you may be eligible for the next one in the Call Ceremony Cycle, we will defer your application and notify you.

If your Call application is deferred, be aware that your criminal records checks or QS may expire.

At the end of the cycle, after the March Call, if you have not been Called your application expires, and you will have to make a new application (together with paying a new [Call fee](#)).

TIMING YOUR APPLICATION

Before applying for Call, consider:

- any timing constraints relative to your circumstances – both in terms of when you expect to have met all [REQUIREMENTS FOR CALL](#) and any pupillage/employment offer you may have.
- whether you have anything to declare to the Inn (as to being a Fit and Proper person). See [DECLARATIONS](#).
- when you can present original ID to DDC for [CRIMINAL RECORD CHECKS](#).
- if your stay in the UK is under a visa, when is that due to expire.

Be alert to, and realistic about, what your particular priorities are and, if you can, be flexible.

NOTE – We strongly advise that you do not make any arrangements (e.g. travel/hotel bookings) before you are confirmed as eligible for Call to the Bar.

Q&A | Can I apply for Call before completing all my QS?

Yes. Providing that you book all the requisite sessions before the Eligibility Deadline and complete all the sessions before the Call date you are applying for.

Q&A | Can I apply for Call before I have my final result for the Bar Course / BTT

Yes. Providing that you know that your final (exam board approved) result will be released by your course provider to the Inn before the Eligibility Deadline for the Call you are applying for.

Q&A | Can I start the criminal record check process before I apply for Call?

Not usually, however if you are an international student and need to start the process before you leave the UK, inform us by email. We will try to facilitate an early referral to DDC where possible.

Q&A | Can I apply for Call if I missed the application deadline?

If you have an urgent requirement for Call to the Bar we will, timing permitting, make special arrangements to accept late Call applications in the following circumstances:

- from Transferring Qualified Lawyers (aka Specially Qualified Applicants), and
- for those urgently needing to take up an existing Pupillage / employment offer, but
- on the basis those candidates must still meet the eligibility criteria and deadlines for Call.

Q&A | Can I defer/postpone my Call application to a different Call date?

You can postpone your Call application, only within the current Call Ceremony Cycle. You must request this in writing, via email, as soon as you know that you cannot, or do not want to, be Called on the Call date you originally applied for.

If you postpone your Call, for any reason, be aware that:

- your criminal records checks (if already completed) may expire – they are valid for 12 months from the date of issue – and would have to be completed again.
- any QS you have already completed may expire – they cannot be older than 5 years on your Call date – and would have to be completed again.
- if the delay is beyond the end of the Call Ceremony Cycle you will have to submit a new Call application and pay the Call fee again.

REQUIREMENTS TO BE ELIGIBLE FOR CALL

In order to be Called, you must meet the following requirements by the **Eligibility Deadline**, which is always 3 weeks before the Call date:

1. **'Fit and Proper' checks.** Your Call Declaration (submitted as part of the Call application) must be reviewed and accepted by the Inn (see [DECLARATIONS](#)). Any disciplinary/misconduct matters that arise prior to Call must be dealt with by the Inns' Conduct Committee (ICC). Until the ICC considers the matter and confirms to the Inn that you are fit and proper then you cannot be Called.
2. **Qualifying Sessions** as per the requirements set out on the Middle Temple [Qualifying Session webpage](#). See also [QUALIFYING SESSIONS](#).
3. **Criminal Record Checks** completed as per the requirements. See [CRIMINAL RECORDS CHECKS](#).

OR

Waiver from the Criminal Record Checks granted by the Inn and valid for the current Call Ceremony Cycle. See [CRIMINAL RECORDS CHECKS – WAIVER](#).

4. **Bar Course Result** *[not applicable to transferring lawyers]* confirmed direct to the Inn by your provider.

OR

Bar Transfer Test (BTT) result *[transferring lawyers ONLY, if applicable, unless you were granted a full exemption by the BSB]* confirmed direct to the Inn by BPP.

The following documents are often completed as part of your application to join the Inn, but if they are still outstanding then they must be submitted before Call.

We require **certified copies** of ID and degree certificates (not just a plain scanned copy) – follow our [Certified Copy Guidance](#), which includes alternative options for proof of qualifications.

5. **Proof of your full name** as stated on your passport, driving licence or national identity card.
6. **Proof of the academic qualifications** required to complete the academic stage of training for the Bar, as set out in the Bar Qualification Rules in the [Bar Qualification Manual](#).
7. **Proof of any other postgraduate degree qualifications** – while not a requirement for Call, the Inn will include any other postgraduate degree qualifications on your record.
8. **Any other applicable documents required under the Bar Qualification Rules** (see [Bar Qualification Manual](#)) and issued by the BSB, such as:
 - Certificate of Academic Standing (if your undergrad degree is not from UK or the Republic of Ireland)
 - Reactivation of Stale Qualifications
 - Exercise of Discretion (if you have failed to meet the minimum standard in your law degree)
 - Exemption from part or all components of training
 - *[Transferring lawyers only]* Approval letter for admission to the Bar as a transferring lawyer, setting out any exemptions and requirements that apply to you.

Q&A | Do I have to meet with and/or get 'signed off' by a Bencher before I can be Called?

No. Middle Temple does not require you to have a meeting / interview with a Bencher of the Inn prior to your Call (it may be a requirement in other Inns).

DECLARATIONS

You will have completed an Admission Declaration form when you joined the Inn.

You will be asked to make similar declarations as part of your Call application.

NOTE - matters which were disclosed to the Inn at the point of admission do not need to be disclosed on this declaration unless there have been developments of which the Inn is unaware.

Call Applications without fully completed declarations will not be accepted.

Consider the questions carefully in case you need to declare something. The Call application has additional notes appended to assist in making a decision.

You must declare:

1. If you have any spent or unspent convictions, cautions, or final warnings in the UK, or any other country, save those which are 'protected' by law.
2. If you are, or if you have you ever been, subject to any investigations or proceedings by a higher education institution. (You do not need to declare matters investigated but not upheld).
3. If you are, or have ever been, subject to any investigations or proceedings by a professional/regulatory body. (You do not need to declare matters investigated but not upheld).
4. If you have, or have you ever had, a condition (including an addiction to drugs or alcohol) which means you may pose a risk to any member of the public or which may impair your judgment as a practising barrister.
5. If you are, or have you ever been, the subject of an arrangement with a creditor or entered into an individual voluntary arrangement with creditors.
6. If there are any other matters which might reasonably be thought to call into question your fitness to become a practising barrister (including civil injunctions or criminal orders).

Q&A | What happens if I declare something to the Inn?

Disclosures will not automatically result in an application for Call being refused. If you declare something it will be referred to the Inns' Conduct Committee (ICC) for consideration.

Be aware, however, that anything referred can take a considerable time to be considered.

If a matter is referred to the ICC you may be required to provide evidence or attend a hearing.

Until the Inn receives a final outcome from the ICC your Call application will remain pending. If the ICC subsequently find you to be fit and proper, your application can be progressed.

The Inn is not able to change or influence the process or timetable for the ICC or its decisions.

Q&A | What should I do if anything changes after I have applied for Call?

You always remain under an obligation to notify the Inn if, before Call, there is a change to any declarations you have made as to your conduct and in relation to being Fit and Proper

After Call, you are obliged to notify the BSB as to any issues regarding this status.

CEREMONY CHOICES

Several ceremonies* are arranged for each Call (March / July / October / November).

When you apply for Call (or if you postpone from one Call to another) you must provide your preferences for (i) your mode of attendance, (ii) the scheduled ceremony times and (iii) number of guests.

** If the number of eligible candidates is low, or circumstances require it, we may alter arrangements.*

MODE OF ATTENDANCE

Students are required to attend Call in person. Under a joint protocol agreed by the Inns, you can apply to be exempted from this requirement and be Called in Absentia. Middle Temple offers the option of attending a ceremony remotely in this case.

You can change your mode of attendance (from in person to online, or vice versa) up to the Eligibility Deadline for the Call.

If you attend in person and have any access requirements or need any assistance or other adjustment (e.g. a chair to sit down, etc.) please notify us when you select your ceremony preferences or by email.

CHOICE OF CEREMONY TIME

Each Call is usually made up of ceremonies at 13:00 and 18:00, held on one or two days.

If you are attending in person, you should plan to arrive at the Inn at least 2 hours before the ceremony and expect to spend up to 4-5 hours at the Inn.

The 13:00 ceremonies are always more popular than 18:00 and hence often allow for fewer guests. There is a slightly better chance, therefore, of having more guests if you opt for a 18:00 ceremony. See below 'Guest Numbers'.

CEREMONY ALLOCATION

Eight weeks before the Call ceremony we will provisionally allocate you to a ceremony. Being allocated to a ceremony does not mean you are eligible for Call.

We aim to give your 1st or 2nd choice of ceremony wherever possible but cannot guarantee this.

NOTE – We strongly advise that you do not make any arrangements (e.g. travel/hotel bookings) before you are confirmed as eligible for Call to the Bar.

GUEST NUMBERS

We allow each Callee to opt for up to 2 guaranteed guests and to indicate how many additional guest places they would like. We can only allocate more than 2 guests if space permits. See [GUESTS ATTENDING CALL](#).

Two weeks before the Call ceremony we will confirm how many (if any) extra guests you can have, based on available seats in Hall. We can only allocate extra guest spaces once we know how many students have met the requirements to be Called.

WHAT HAPPENS TO YOUR CALL APPLICATION

When the Call application window has closed, the Inn will check through the received applications in two stages.

Please do not contact the Inn to ask about your individual eligibility for Call – we will check that in due course and notify you as detailed below.

HOW THE INN WILL PROCESS AND CHECK CALL APPLICATIONS

The **first stage of application checking** will include:

- processing any requests for waivers from criminal records checks
- identifying what new referrals need to be made to DDC for criminal records checks to DDC Ltd

Once complete, the **second stage of application checking** will include:

- considering any declarations regarding conduct (as to being a Fit and Proper person)
- checking in full each individual application as to all eligibility requirements / outstanding issues (starting with the applicants who already have course results or are exempt from study).

Any application that is subject to a referral to the Inns' Conduct Committee will be suspended and will not proceed through the second stage of application checking.

When we have checked your individual application, we will send ONE email (entitled '*your Call application has been checked*') to notify you of any outstanding requirements/issues at that time.

We do not send an updated email to confirm any developments after sending this ONE email. Throughout the process it is your responsibility to deal with any actions which you are required to progress so that these are complete by the Eligibility Deadline for your Call.

If all required actions are complete by the Eligibility Deadline, then you will know you are eligible to be Called.

FORMAL CONFIRMATION OF ELIGIBILITY FOR CALL

If you are eligible to be Called, we will send **one further email** to you **2 weeks** before the Call date to:

- formally confirm your eligibility for Call
- request confirmation you still wish to proceed with the Call*
- confirm the guest numbers you may bring to the Call Ceremony (and optional Reception)
- confirm further details about the Call Day itself.

** If you do not confirm at this point, we will remove you from the Call list.*

NOTE - until we have a final list of everyone who is eligible for Call (and who has not requested to postpone/cancel their application) we CANNOT send this formal confirmation.

If you have not yet completed the course (and/or the other requirements for Call) you will receive notification that your Call application has been postponed (or cancelled if it is the end of the Call Ceremony Cycle).

EXAM RESULTS

The Inn must receive confirmation from your provider of your successful completion of the Bar Course (or BTT for transferring lawyers, where applicable) by the Eligibility Deadline for the Call.

Ensure your chosen Call date is compatible with your Bar Course (or BTT) results publication date, i.e. what date your provider will release your final (exam board approved) result to the Inn. We cannot accept provisional results.

This date varies between providers and is dependent on various factors including when your exams (both centralised and internal) take place and when your provider's exam board meets.

You must pass ALL the Bar Course modules – you cannot be Called if you fail a module (even if your provider awards an alternative qualification to you).

CENTRALISED BSB EXAMS

- APRIL centralised exams usually provide results in time for the Trinity Calls (July / October).
- AUGUST centralised exams usually provide results in time for the Michaelmas Call (November). However, these results are not confirmed in time for Call in October.
- DECEMBER centralised exams usually provide results in time for the Hilary Call (March).

INTERNAL PROVIDER EXAMS

The timing of internal exams varies between providers and may not provide results at the same time as any centralised BSB exams you have done.

Q&A | I am doing a Bar Course that includes an LLM – can I be Called before completing the LLM module(s)?

Yes, providing that you have passed all the required Bar Course modules, and this is confirmed to the Inn by your provider before the Eligibility Deadline.

Q&A | I know I will have to re-sit at least one module (or I have postponed one or more exams) – what should I do?

Please notify the Inn in writing (by email) about the circumstances and state which Call date you are requesting to postpone your Call application to. Your Call application can be postponed within the current Call Ceremony Cycle.

Q&A | I've received my results, but I haven't heard from the Inn yet – what should I do?

Please be patient - this will be our busiest period when the Inn receives hundreds of results. We will check the results for all Call applicants. If we find that we have not received a result for you, we will check directly with your provider.

If you have completed the course (and all other requirements for Call) you will receive formal confirmation of your upcoming Call, approximately two weeks before the Call date.

Q&A | Can I be Called if my results are confirmed after the Eligibility Deadline?

We cannot wait for late results (or the outcome of any review / appeal process). Results are accepted up to the Eligibility Deadline and they take time to process. We have to close our Call list to confirm exact numbers for the ceremonies and carry out the necessary administration.

Q&A | What do I do if I think my results are incorrect?

The Inn cannot intervene if you are dissatisfied with your provider or your results. You must follow the provider's internal process for raising a complaint.

CRIMINAL RECORDS CHECKS

The required criminal records checks must be issued via DDC (unless you have a waiver) by the Eligibility Deadline for the Call date.

1. A Standard level DBS check is required for the UK (whether it is your home country or not).
2. An international check is required if you have lived in another country for a relevant period.

The relevant period is if in the last 5 years:

- you have lived in a country other than the UK continuously for 12 months or more; OR
- you have lived in a country other than the UK for different periods of time that add up to 12 months or more in total.

The BSB expects you to adhere to the requirements for criminal records checks as part of your obligations for Call. You must complete your input towards this process whilst in the UK if staying here temporarily on a study visa (e.g. to produce your original photo ID / passport).

The Inns are bound by the regulatory and legal framework and therefore have no flexibility in making any adjustments to the requirements for obtaining criminal records checks.

Read the timeline for a summary of the criminal record checks process.

Criminal Record Checks Timeline

Do not ignore or put off what is requested – or you risk missing the deadline for your Call.

It is your responsibility to ensure the checks are issued – do not just pay the fees, provide your ID documents and then forget about it – follow up and make sure your checks are issued.

DDC LTD & STERLING

The four Inns have appointed a provider called Due Diligence Checking Ltd (DDC) to arrange these checks on their behalf.

DDC refer candidates to another provider called Sterling for any international checks. Sterling may require you to provide some of the details/documents you have already provided to DDC.

Your details will be referred to DDC to obtain the required checks unless:

- a previous referral to DDC is still actively pending, which you need to finalise, OR
- a previous check conducted via DDC will still be valid (within 12 months) at the Call date, OR
- an appropriate waiver applies.

Once your details are referred, [contact DDC](#) with any queries you have regarding the process.

Do check your email spam/junk folders regularly (DDC emails may get caught, especially Gmail).

The whole process can take a long time – completing the ID check is not the end of the process, the checks then have to be obtained. This may take several weeks or longer for some international checks – times vary per country.

COST OF THE CHECKS

The costs associated with the checks are payable to DDC directly, plus any postage or courier fees as applicable. See [Call to the Bar BUDGET](#).

LIFESPAN OF THE CHECKS

Criminal records checks are valid for Call for a period of 12 months from the date of issue.

If in date, the checks can therefore be carried forward if you postpone your Call.

Q&A | I've recently obtained a criminal record check – can I use that for Call?

No. The Inns cannot accept criminal records check certificates which have been obtained for other purposes (even if those checks have been conducted to the required or a higher level). Criminal records checking is part of the process whereby the Inn decides if a candidate is a Fit and Proper person to be Called to the Bar. To do this conclusively we need to take each applicant through the whole process. We cannot accept certificates obtained by other organisations.

Q&A | Why do I have to provide my original ID to DDC?

The Disclosure and Barring Service (DBS) is a government body which conducts criminal records checking in the UK. The DBS requires [original ID documents](#) - it does not accept certified copies.

Your original ID must be provided to DDC in person or by post (unless you hold a valid chip-enabled British passport in which case a Digital ID option is open to you).

Q&A | When do I start the process to obtain my checks?

The Inn will only refer you to DDC to commence the process after you have applied for Call, approximately 3-4 weeks after the Call application window has closed. The Inn will notify you by email once you have been referred.

Q&A | Can I start the process before making an application for Call?

Not usually, however if you are an international student and need to start the process before you leave the UK, inform us by email. We will try to facilitate an early referral to DDC where possible.

Q&A | What happens if my Call was postponed and my checks have now expired?

If a previous check conducted by DDC/Sterling has expired, or will have expired by the time of your expected Call date, a new one will be required. You will be referred to DDC again to repeat the process and this will incur the relevant costs again.

Q&A | Do I have to notify the Inn of my completed check(s)

No. The Inn has access to DDC data to see your UK DBS check date of completion and a summary of any international checks once they are completed.

Q&A | What happens if a criminal record check comes back with content?

DDC will notify the Inn if a criminal record check has content (i.e. any convictions or cautions). You will be required to send the original DBS certificate or equivalent international check to the Inn.

If the content has previously been declared to the Inn and dealt with via the Inns' Conduct Committee (ICC) then, having reviewed this, we will confirm that no further action is necessary.

If the content has not previously been declared to the Inn, the matter will be referred to the ICC. See [DECLARATIONS](#). Your Call application will be suspended until the outcome is known.

If the ICC determine that you are fit and proper by the Eligibility Deadline then your Call application will continue as normal.

PRIVACY NOTICE

To facilitate these checks, and to ensure they are carried out in good time for applicants to be called to the Bar, it is necessary for the Inn to transfer some of your data to Due Diligence Checking Ltd (DDC). The Inn's privacy notice can be accessed [here](#).

Consent *This is consent required for DDC's business purposes and is not consent for the processing of data under GDPR.

Additionally, it may be necessary for DDC to undertake a search with an external organisation (Experian Ltd) for the purposes of verifying your identity. Experian may check the name, address and date of birth you supply against any particulars on any database (public or otherwise) to which they have access. A record of a search will be retained but will not be visible to other parties or affect your credit rating. You will be required to provide written consent for this search to be undertaken ahead of the process of obtaining criminal record checks commencing.

CRIMINAL RECORDS CHECKS - WAIVER

The BSB introduced a very limited waiver in relation to obtaining criminal records checks for Call. This is currently still being continued at the discretion of the BSB. **This only applies to those residing permanently overseas for whom it would be unlawful to send their original ID documentation or to do so would represent a threat to their personal safety or freedom.** The BSB may amend or withdraw this waiver system at any future given time.

If you are granted a waiver you do not complete the checks with DDC.

The waiver criteria, guidelines and application form can be downloaded from the Middle Temple [Call webpage](#).

Consider your circumstances carefully if you currently reside outside the UK.

Some candidates appear to be eligible for a waiver but do not actually apply for one.

This may put you or your security at risk if you are required to keep ID in your possession.

Check the law and procedures regarding the retention / postage of your original ID.

NOTE:

- You must apply using the relevant waiver form which is dated for the current year.
- Your waiver application can only apply to a Call date in the current Call ceremony cycle.
- You must provide supporting information to explain why you think you are eligible for a waiver.
- Submit the form in good time for your chosen Call date:
 - EITHER as soon as you apply for Call (otherwise you will be referred to DDC), OR
 - as soon as you become eligible for a waiver (e.g. if your circumstances change).
- Your waiver application is not granted until the Inn has approved it and notified you.
- Records of the waivers applied for and granted by the Inn will be provided to the BSB on request and to the Bar Council after your Call.

You cannot apply for a waiver, if:

- You are currently living in the UK (even if temporarily, e.g. on a student visa).
- You have not yet left the UK (even if you are due to leave soon).
- You have plans to travel (or return) to the UK prior to your chosen Call ceremony.
- You cannot make the declarations on the form or cannot provide supporting information.

QUALIFYING SESSIONS

Full details of the QS requirements can be found on the Middle Temple [Qualifying Sessions webpage](#).

You must have booked all the requisite sessions before the Eligibility Deadline and completed any outstanding sessions before the Call date.

It is your responsibility to keep track of what type of sessions you need to complete, and whether any remain outstanding. Ensure you do not repeat a QS where we run the same session more than once (this information will be clearly stated on the relevant events' booking pages).

Q&A | How can I check what QS I have done?

You can view a record of the Qualifying Sessions you have attended on your Middle Temple [online account](#). From this page you can also view details of any pending QS you have booked.

Q&A | I attended a QS but it doesn't show on my account – why not?

If it is less than 10 working days since the event, the attendance information hasn't been input yet.

If you arrived late or left early, your attendance will not be counted.

If you are a transferring lawyer and have a waiver to attend some required QS after your Call you will need to contact the Inn after each QS to confirm your attendance (once you have been Called your attendance won't be automatically updated because you are no longer a 'student member').

Q&A | Can QS expire?

Yes. QS for Call must be completed within the 5-year period leading up to your Call date. Any QS that are older than 5 years will not be shown on your account. Any QS that currently appear on your account but will have expired prior to your Call cannot be counted towards the requirement.

Q&A | One or more QS that I want to attend is sold out – what can I do?

You can email enquiries@middletemple.org.uk, specifying the event name(s) and date(s) and request that your name is added to the waiting list. If any cancellations are received tickets will be offered to the waiting list, so keep an eye on your emails (including junk/spam).

MODIFICATIONS AND WAIVERS

Modifications and waivers may be granted in exceptional circumstances and when supported by documentary evidence. View further details and download the application form from the Middle Temple [Qualifying Sessions webpage](#).

YOUR PROFESSIONAL CONDUCT

A large number of our experienced members give up their free time to providing excellent training, along with considerable input year-round from the Middle Temple Education team to arrange it.

Situations can and do arise where you genuinely are unable to foresee that you cannot attend a session but this impacts on others who do wish to attend and on those running the course. You should email enquiries@middletemple.org.uk to cancel ASAP.

Those who repeatedly or flagrantly breach their responsibility to book, cancel and attend their QS on time may be referred to the Director of Education and thereafter to the Conduct, Disciplinary and Regulatory Affairs Sub Committee to account for their conduct as to being a Fit and Proper person for Call to the Bar.

CALL FEE & OTHER COSTS

Read the **budget** for a summary of all potential costs.

Call to the Bar **BUDGET**

CALL FEE

Payment of the Call application fee is required at the start of the application process. An application cannot be made until the fee has been paid.

The current fee is published [HERE](#).

This fee is non-refundable – see [Admission and Call fees payment policy](#).

The Call fee will not be refunded in any circumstances. The fee goes towards the Inn's administrative costs of checking that each application meets the relevant regulations, regardless of the outcome of, or any delay to, that application.

Call fee exceptions:

- Students who were awarded an Entrance Exhibition (awarded alongside some Middle Temple major scholarships) are exempt from paying the Call fee.
- Transferring lawyers admitted to the Inn before 2020 may have paid the Call fee along with their admission fee, in which case they are not required to pay again.

Q&A | Do I have to pay the Call fee again if I postpone my Call?

The Call fee will remain valid for the relevant [Call Ceremony Cycle](#).

If you defer to a Call beyond March Call (which is the end of the cycle), you will have to make a new Call application, which includes paying the Call fee again.

Q&A | Is there any financial help available towards the costs for Call?

There is not any specific financial help available. However, the Inn does have an [Emergency Assistance Fund](#) which students can apply to in cases of serious unexpected hardship.

GUESTS ATTENDING YOUR CALL DAY

We allow each Callee to opt for up to 2 guaranteed guests and to indicate how many additional guest places they would like. We can only allocate more than 2 guests if space permits.

Do not count yourself in the guest numbers; you are a Callee and not a guest.

A carer, if required, will be given a place without affecting the guaranteed (up to 2) guest places.

Middle Temple Benchers can attend Call in their own right and will sit separately to the guests.

Q&A | When will my number of guests be confirmed?

Two weeks before the Call ceremony we will confirm how many (if any) extra guests you can have, based on available seats in Hall. We can only allocate extra guest spaces once we know how many students have met the requirements to be Called.

Your final guest allocation is the total number of guests you can have present on the Middle Temple estate on the day.

Q&A | Are children permitted to attend the Call?

The Call ceremony is a formal event which is not suitable for young children. Please be considerate towards all attendees and minimise any possible disruption. Children aged 10 years or older are welcome, but we would suggest that those under 10 should not attend the ceremony and definitely not those under 5.

Young children are welcome to attend the informal reception which follows the ceremony.

All children, of any age, (whether attending the whole event or the reception only) must still be counted in your guest numbers, as does anyone who is caring for them during the ceremony.

Q&A | Is there a cost for my guests to attend the Call?

No. There is no fee (i.e. no ticket price) for your guests to attend the Call ceremony and Reception.

Q&A | Do my guests need a printed ticket?

Please advise your guests there are no physical or e-tickets – they need to give your name on arrival at the Hall.

DRESS CODE FOR GUESTS

The dress code for guests is 'lounge suits'. This means that guests should dress reasonably formally (for example a suit with a shirt, or a dress or trousers/skirt with smart top). Guests are not obligated to wear dark colours or a white shirt; colours are fine. National dress is also welcome.

CLOAKROOM

There will be a manned cloakroom (for coats, luggage etc.) during the Ceremony / Reception.

ACCESS REQUIREMENTS

Please tell us if you or your guest(s) have any access requirements. We will advise accordingly.

There is step free access to the Hall (also the Reception rooms, Garden Room cafe and Garden).

PARKING

There is no general parking at the Inn. If you need disabled parking, please liaise with our Front of House Supervisor – details [here](#).

WHAT TO WEAR TO BE CALLED

The Middle Temple dress code for Callees (those being Called) is Court Dress, i.e. what you would wear if you were attending Court, including wig, gown and bands.

In addition to the wig, gown and bands, Callees should wear;

- a plain black (or very dark grey or dark navy-blue) suit. For a trouser suit you need either a single or double breasted suit OR a three piece suit (with a waistcoat). For a dress/skirt suit option you will need a hem line below the knee plus a jacket which buttons up and has full length sleeves (and black or neutral coloured tights).
- a white wing-collared shirt OR a tunic shirt with a collar added OR a dress shirt with a collar (as for black-tie dress code) OR a white collarette.
- formal, black shoes. Sandals and open-toe footwear are not appropriate. When choosing your footwear, do bear in mind that you will be standing for the length of the ceremony – high heels are not advisable.
- hair tied back if it is below shoulder length.

See also the [Budget for Call to the Bar](#).

Q&A | Do I have to wear a wig?

The dress code for Middle Temple includes a Court wig. However, a court wig is not mandatory if you have cultural headwear that is not compatible with the wig (e.g. a hijab, turban or similar). [See a possible option available for a [court hijab](#)].

WIG, GOWN AND BANDS HIRE

Middle Temple has a chosen Court Dress outfitter from whom you can hire (or buy) a wig, gown and bands. You cannot 'hire' a shirt/collarette from the outfitters; that is an item you would need to buy.

The outfitter we use is [Ede & Ravenscroft](#) but you can use an alternative, such as:

- [Ivy & Normanton](#)
- [Thresher & Glenny](#)

Whilst Ede & Ravenscroft may offer other services (such as photography) the Inn does not use those other services for Call. See [CALL DAY PHOTOGRAPHY & VIDEO](#).

If you hire items from [Ede & Ravenscroft](#) they will typically bring the hire items to Middle Temple for you to collect on the Call day (unless Callee numbers are expected to be unusually low).

To collect items hired from Ede & Ravenscroft on the Call day, you will need your Middle Temple membership card or your hire receipt/confirmation.

NOTE – if you purchase items from Ede & Ravenscroft they are not delivered to the Inn with the hired items on Call day. Delivery is arranged between yourself and the company separately.

Q&A | When can I book my wig and gown from Ede and Ravenscroft?

While bookings may open earlier, you do not need to book until you receive formal confirmation from the Inn that you will be Called. Booking will close about **1 week** before the Call date.

FURTHER GUIDANCE ON COURT DRESS

The Court Dress providers will assist with your queries – please contact them direct.

See also:

- very useful guidance from Ivy & Normanton regarding [What to Wear to Call](#)
- Ivy & Normanton videos on [Guide to Court Dress](#)

CALL DAY PHOTOGRAPHY & VIDEO

PROFESSIONAL PHOTOGRAPHS

There will be a professional photographer, [Marston Events](#), present at the Inn on the Call day, offering a variety of photo packages. They will be situated on the 3rd Floor of the Ashley Building (unless advised otherwise). They take customers on a first come, first served basis. Your guests can go with you whilst you have your photos taken and group shots are an option.

We recommend that you have the professional photos taken before your Call ceremony (once you have collected / put on your Court Dress) – so that you have more time after the ceremony to attend the Reception with guests.

Q&A | Do I have to book with the photographer in advance?

You can either pre-book a photo package in advance or you can just turn up on the Call day.

All arrangements, including payment, and any queries about the photographs (and when they may be ready after the ceremony) should be made to Marston Events direct.

DURING THE CALL CEREMONY

Photographs / filming are NOT permitted during the Call ceremony – please ensure that your guests are aware.

You and your guests are free to take photographs after the ceremony in Hall and the adjacent rooms.

Marston Events will take a photo of each Callee as they are being Called and as they are signing the Call book during the Call ceremony (*subject to any technical issue preventing this*). These photos will be available to purchase from [Marston Events' website](#).

CEREMONY LIVESTREAM

The Call ceremony will be livestreamed on YouTube (subject to any technical issues preventing this). The link will be provided to Callees the day before Call and can be shared with your family and friends. The recording will be available to watch live and will remain available afterwards.

NEWLY CALLED CANDIDATES

CALL CERTIFICATE AND SIGNING THE CALL BOOK

If you were Called in person:

- you will have been presented with your Call Certificate during the ceremony.
- you will have signed the Call Book during the ceremony.

If you were Called online/in absentia:

- we will email you a letter confirming your Call and a scanned copy of your Call Certificate
- your hard copy Call Certificate will be sent to you by post (or by courier if you arrange it) or left for collection from the Inn – based on your specified choice
- you can request an appointment at the Inn to come in person and sign the Call Book at a future date. If you come to sign the Call book you are welcome to bring guests and take photos, etc.

REGISTRATION OF YOUR CALL

Following your Call, the Inn will notify the Bar Council* within 3-5 working days that you have been Called to the Bar. The Bar Council will then register your Call on their records.

Even if you do not practise at the Bar of England and Wales, you are now on the Roll of Barristers and must comply with the BSB Handbook (or any equivalent publications that replace it).

**The Bar Council is provided with your full legal (and professional practising) name (as on your membership records) but not the name order you choose for your Call Certificate (which can be re-ordered for cultural reasons).*

WELCOME TO THE BAR, FROM THE BAR STANDARDS BOARD

As soon as you are Called you come under the regulation of the Bar Standards Board, regardless of whether or not you or not you complete pupillage and go on to practise in England and Wales. Please read the BSB's [Welcome to the Bar of England and Wales](#) for further details.

PUBLICATION OF CALL LISTS

The Call lists are given to the following UK newspapers for publication to confirm your Call to the Bar as a matter of public record:

- The Times
- The Telegraph
- The Independent.

Please note that:

- The Call lists only include your name as shown on your Call Certificate (not your title, awards, qualifications or grades).
- Publication is entirely at the discretion of each newspaper (including as to timing).
- The newspapers publish for free and as and when they have space to do so.
- The earliest publication date would be on the Friday immediately following a Call date.
- The Inn may not be advised when publication will or has taken place, but if we are we will notify all those on the Call list.
- The Inn cannot purchase hard copy of any newspaper on your behalf.
- The Inn cannot create a PDF from a hard copy for you, due to copyright.

FAQS RELATING TO PUPILLAGE/PRACTICE

Refer to the [BSB Bar Qualification Manual](#) regarding the pupillage component of Bar training.

Refer to the [BSB Handbook](#) regarding the regulations that apply post-Call.

Q&A | Is there a time limit for starting pupillage?

Yes, you must start pupillage within 5 years of completing the Bar Course. It is not 5 years after your Call date so there is no advantage in delaying your Call date.

Q&A | Can I start pupillage before being Called?

Yes, providing that you have completed the Bar Course (or BTT if applicable as a transferring lawyer). You must be Called before the start of the practising period of pupillage ('second six').

NOTE: If you have not been Called, you may use the term "Pupil", but not "Pupil Barrister".

Q&A | As a transferring lawyer, when can I get a Practising Certificate?

If you are exempt from pupillage (or the non-practising period of pupillage – the 'first six'), you can apply to the BSB for a Practising Certificate (or Provisional Practising Certificate) once the Bar Council has registered your Call.

Q&A | Can I get a letter confirming that I am due to be Called?

Once you have applied for Call and have met the requirements the Inn can provide a letter to confirm this information on request, if required for pupillage/employment or a visa application. We cannot issue your Call Certificate until you are Called.

CONTACT US

We have tried to provide information that answers the majority of potential questions. We have to deal with hundreds of applications for Call in each academic year, plus general enquiries and departmental activities which also require our urgent attention. If you make enquiries during the Call application process which are already answered by the information we have provided here or will be dealt with by the next steps in the process, then we may not be able to respond to you individually.

Our busiest periods where we can only deal with very urgent matters are those times when we are processing exam results from training providers. This is in the period of 2-6 weeks before our Call dates (particularly the Call dates in March, July and November).

If you have other queries not already covered here please contact us as follows:

Qualifying Sessions

Please contact: Education@middletemple.org.uk

Call Applications

Please contact: CalltotheBar@middletemple.org.uk

Certifying Copies

Please bring your original documents to the Treasury Office, Ashley Building, 10am-4pm, Monday-Friday for us to certify a copy.