



## Applying for a Modification or Waiver as a Transferring Qualified Lawyer

### Please read this guidance in full before applying

#### Before you apply:

- Modifications and waivers will only be granted in exceptional circumstances and must be supported by appropriate documentary evidence
- Normally, consideration will be given to modifying or waiving no more than two Qualifying Sessions (Qs)
- Modification and Waiver applications are referred to the relevant committee, which will review the information provided and make a decision.
- Please note that it can take up to 6 weeks to process your application and may take longer during busy periods
- You will be notified via email once a committee date is set to review your application
- You must be a member of the Inn to attend Qualifying Sessions and to be Called to the Bar: [Transferring Lawyers membership - graysinn.org.uk](https://graysinn.org.uk/transferring-lawyers-membership)

#### Supporting Documentation

Please complete the form on the [Modification and Waivers](#) page and submit together with the following:

- At least 1 reference, which supports your experience
- Pupillage or tenancy offer letter (if applicable)
- A current CV
- Any relevant qualifications

You can include any other supporting evidence in an additional document if you so wish.

We ask that applicants are concise and keep any additional material **to 5 pages max.**

Whether in the application form or your additional supporting document, applicants should:

- Outline what modification or waiver is being requested and why
- Outline relevant experience to the Bar of England and Wales
- Evidence of the applicant's efforts to engage with the programme offered at Gray's Inn (e.g. any Qualifying Sessions already booked)
- Provide clear details of any offers of pupillage or tenancy -with a letter from Chambers if appropriate - or any other time constraints the Committee should be aware of



**There is no need to provide a complete list of recorded judgements or case history.**

You are welcome to highlight specific examples of any relevant publications or awards in support of your application if you wish

### **COMPLETING YOUR APPLICATION FORM**

**NOTE:** The Modification and Waivers Form covers requests to either **modify** the requirements for successfully completing a Qualifying Session OR a **waiver** - to remove the requirement to attend one or more Qualifying sessions or a specific theme.

In most cases, TQL's will be applying for a **Waiver**.

Download a copy of the Modification and Waivers Form.

Complete the Personal Details Section:

### **Modification and Waivers Form**

To request a modification or waiver, please complete the form below.

#### **PERSONAL DETAILS**

Title:	<input type="text"/>
Forenames:	<input type="text"/>
Surname:	<input type="text"/>
Membership Number	<input type="text"/>
Email Address	<input type="text"/>

If you wish to request a modification to a Qualifying Session, complete the **MODIFICATION** section.

If this does not apply, please add 'N/A' to the box and proceed to the **WAIVER** section on Page 2.

Provide further details of your **WAIVER** request, outlining the number of Qualifying Sessions to be waived.



**WAIVER**

A waiver will remove the requirement to attend one or more Qualifying sessions.

For how many QS are you applying to have the attendance requirement waived and provide the reason(s) for your request:

I request a waiver of 2 Qualifying Sessions, based on [provide reason]  
Please see Annex A for supporting evidence

Pupillage / tenancy offer details:

Fill in the details of any pupillage or tenancy offers

**For transferring lawyers only:**

Do you have an offer of pupillage or tenancy? If yes, please complete the section below

I will be starting pupillage or tenancy	<input type="checkbox"/>
Commencement date	<input type="checkbox"/>
Chambers information	<input type="checkbox"/>

Thematic waivers:

Complete the table outlining your reasons for requesting waivers for any of the 5 Qualifying Session Themes

Please indicate for which theme(s) you would like to have the waiver granted and provide the reason(s) for your request:

Ethics, Standards and Values	<input type="checkbox"/>
Advocacy Skills	<input type="checkbox"/>
Legal Knowledge, Justice, and the Rule of Law	<input type="checkbox"/>
Equality, Diversity, and Inclusion	<input type="checkbox"/>
Preparation for Pupillage, Career Development and Wellbeing	<input type="checkbox"/>

In the next table, list the documentary evidence submitted in support of your application.

This should include: a current CV, at least one reference and offer of pupillage or tenancy (if relevant)



**GRAY'S  
INN**  
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If you chose to include any additional supporting evidence, highlighting specific experience, publications etc, please provide this in a single document of max 5 pages

Please list the documentary evidence on which you rely:



Current CV (Applicant Name)  
Reference 1 (Applicant Name)  
Reference 2 (Applicant Name)  
Pupilage Offer Letter (Chambers Name)  
Annex A (Supporting Evidence - Applicant Name)



## APPENDIX: GUIDANCE ON ADDITIONAL SUPPORTING EVIDENCE

If you choose to submit additional supporting evidence, please keep this to a single document of maximum 5 pages.

We recommend including the following:

1. An outline of what modification or waiver is being requested and why
2. An outline relevant experience to the Bar of England and Wales
3. Evidence of the applicant's efforts to engage with the programme offered at Gray's Inn (e.g. any Qualifying Sessions already booked)
4. Provide clear details of offers of pupillage or tenancy -with a letter from Chambers if appropriate - or any other time constraints the Committee should be aware of

### Example structure:

#### ANNEX A:

Supporting Evidence in support of Modification & Waiver application

1. **[Name of Applicant]**, Member No. [XXX] is seeking a waiver of Qualifying Session requirements in order to complete pre-Call requirements and commence practice, having:

accepted Tenancy at **XX Chambers** to start on **[Date]**

OR

Other reason [please provide details]

Specifically, the applicant is seeking a waiver of **XX** Qualifying Sessions

Additionally, the applicant is seeking a waiver on the theme of **XX**, on account of their experience as outlined below.

2. **[Name of Applicant]** is a Transferring Qualified Lawyer who was
  - 2.1.1. Called to the Bar on **XX**
  - 2.1.2. Has **XX** years' experience in **[Field/Fields]** relating to the Bar of England & Wales
  - 2.1.3. *Other experience as appropriate*
3. On the available Qualifying Sessions currently listed on the Gray's Inn website, **[Applicant Name]** is intending to complete **XX** Qualifying Sessions by **XX**. They are applying for the waiver of attendance at **XX** Qualifying Sessions.



3.1. Table of Qualifying Sessions booked at time of application:

Qualifying Session	Theme	Advance Preparation and Interactive
1. <b>Artificial Intelligence – A case summary and guidance for junior practitioners</b> (16 March 2026)	Preparation for pupillage, career development and wellbeing  Ethics, Standards & Values	No
2. <b>Prep4Practice – Advocacy Plea in Mitigation</b> (21 April 2026)	Advocacy Skills  Legal Knowledge, Justice & the Rule of Law  Preparation for pupillage, career development and wellbeing	Yes

A modification is requested by **{Applicant Name}** to permit completion of the **XX** Qualifying Sessions by **XX**, to complete this requirement prior to Call

**\*IF DUE TO COMMENCE PUPILAGE / TENANCY\***

This application is made to [APPLICANT NAME] to commence practice at XX Chambers without delay.

If any further information is required in support of this request, please do not hesitate to get in touch.

Applicant Name

Date