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# Admission to the Bar - Applying for admission as an in-house lawyer without existing admission to the Bar

An application for admission to the bar (In-house lawyer) can be made without an existing admission to the bar. An application for admission to the bar can also be submitted at a later date.

## Prerequisites

- **Successful completion of the second state law examination**  
The qualification to hold judicial office (certificate of the second state law examination or of passing the qualifying examination) must be available pursuant to § 46a in conjunction with § 4 BRAO.
- **Absence of a reason for refusal of admission**  
([https://www.gesetze-im-internet.de/brao/\\_7.html](https://www.gesetze-im-internet.de/brao/_7.html))  
There must be no grounds for refusal of admission pursuant to § 7 BRAO.
- **Job requirements**  
([https://www.gesetze-im-internet.de/brao/\\_46.html](https://www.gesetze-im-internet.de/brao/_46.html))  
The activity must comply with the requirements pursuant to § 46 ( 2) - (5) BRAO.

## Documents required

- **Application for admission to the bar (In-house lawyer) without existing admission to the bar in Berlin (with questionnaire and master form)**  
Submit the application with all attachments and a photograph. The attachments must be also completed and signed.
- **Proof of qualification to hold judicial office**  
The original or an officially certified copy as proof of qualification for judicial office (certificate of the second state examination in law or of passing the qualifying examination) must be submitted.
- **Birth certificate**  
The original or a certified copy of the birth certificate must be submitted.
- **Employment contract**  
An original of the employment contract signed by both parties or a publicly certified copy in accordance with § 46a BRAO, § 129 BGB must be submitted.
- **Proof of contractual independence**  
([https://www.gesetze-im-internet.de/brao/\\_46.html](https://www.gesetze-im-internet.de/brao/_46.html))  
A contractual agreement on the professional independence of the exercise of the profession pursuant to § 46 BRAO must be submitted, which is either included in the employment contract or as a separate supplementary agreement to the employment contract. On the employer's side, it must be signed by the employer's legal or legally authorised representative.
- **Proof of the job description (master sheet)**  
(under "Forms")  
A job description must be submitted (completed master form or prepared separately), signed by the employer's legal or legally authorised

representative.

- **Proof of the employer's name and the object of the employer's company**

Proof of the employer's name and the object of the employer's business (e.g. copy of excerpt from the commercial, association or cooperative register) must be submitted.

- **Proof of name change**

If there is a change of name, the original or an officially certified copy must be submitted.

- **Proof of an academic degree**

In the case of an existing academic degree, the original or an officially certified copy must be submitted.

## Forms

- **Application for admission to the bar (In-house lawyer) without existing admission to the bar in Berlin (with questionnaire and master form)**

([https://www.rak-berlin.de/download/mitglieder\\_pdfs\\_formulare/syndikusformulare/01\\_Formularantrag\\_SY\\_Zulassung\\_w.pdf](https://www.rak-berlin.de/download/mitglieder_pdfs_formulare/syndikusformulare/01_Formularantrag_SY_Zulassung_w.pdf))

- **Application for admission to the bar (In-house lawyer) without existing admission to the bar in Berlin (with questionnaire and master form)**

([https://www.rak-berlin.de/download/mitglieder\\_pdfs\\_formulare/syndikusformulare/01\\_Formularantrag\\_SY\\_Zulassung\\_m.pdf](https://www.rak-berlin.de/download/mitglieder_pdfs_formulare/syndikusformulare/01_Formularantrag_SY_Zulassung_m.pdf))

## Fees

- 370.00 Euro: Admission to the Syndicated lawyer's office
- 440,00 Euro: Admission to the Syndicated lawyer's office and the Bar

## Legal basis

- **Federal Lawyers' Act (BRAO)**

(<https://www.gesetze-im-internet.de/brao/BJNR005650959.html>)

- **Professional code of conduct of the legal profession in Germany**

([https://www.brak.de/w/files/02\\_fuer\\_anwaelte/berufsrecht/bora-stand-01.07.15.pdf](https://www.brak.de/w/files/02_fuer_anwaelte/berufsrecht/bora-stand-01.07.15.pdf))

- **Fee schedule of the Berlin Bar Association**

([https://www.rak-berlin.de/download/rak\\_berlin\\_pdfs/2022\\_03\\_02\\_GebOrdnung\\_RAK.pdf?m=1647858302&](https://www.rak-berlin.de/download/rak_berlin_pdfs/2022_03_02_GebOrdnung_RAK.pdf?m=1647858302&))

## Average time to process request

approx. 3 months

## More information

- **Leaflet for the application for admission as a lawyer (In-house lawyer) without existing admission to the bar in Berlin**

([https://www.rak-berlin.de/download/mitglieder\\_pdfs\\_formulare/syndikusformulare/01\\_Formularantrag\\_SY\\_Zulassung\\_w.pdf](https://www.rak-berlin.de/download/mitglieder_pdfs_formulare/syndikusformulare/01_Formularantrag_SY_Zulassung_w.pdf))

## **Notes on responsibility**

The Berlin Bar Association is responsible for the application for admission as a lawyer (In-house lawyer) without existing admission to the bar.