



COUNCIL OF LEGAL EDUCATION

APPLICATION FOR ADMISSION 20__ /20__

to the

TWO-YEAR PROGRAMME

NORMAN MANLEY LAW SCHOOL

PHOTO

N.B. Read the accompanying INSTRUCTION & INFORMATION SHEET before completing this form.

Instructions: Complete this form in duplicate and return it to the Registrar, by NOT LATER THAN JANUARY 31 of the year of proposed entry. The Law School will NOT process any form which is illegible or incomplete or where accompanying certificates and documents have been altered. Type or use ball-point pen. TWO PASSPORT-SIZE PHOTOGRAPHS SHOULD ACCOMPANY THE COMPLETED APPLICATION FORM. Please PRINT AND SIGN YOUR NAME AT THE BACK OF EACH PHOTOGRAPH.

PLEASE ASK THE REFEREES TO COMPLETE THE ENCLOSED FORMS AND RETURN THEM TO THE REGISTRAR.

HAVE YOU PREVIOUSLY APPLIED FOR ENTRY TO THE TWO-YEAR LEGAL EDUCATION CERTIFICATE COURSE?

YES

NO

DATE APPLIED: _____

SECTION A: - Details of Applicant

(PLEASE PRINT YOUR NAME EXACTLY AS IT APPEARS ON THE DOCUMENT PROVIDING PROOF OF YOUR FULL LEGAL NAME)

LAST NAME

FIRST NAME

MIDDLE NAME(S)

MR

MRS

MISS

MS

PREVIOUS LAST NAME (IF CHANGED) _____

E-MAIL ADDRESS _____

CORRESPONDENCE ADDRESS

HOME ADDRESS

(if different from correspondence address)

TELEPHONE NUMBERS WHERE APPLICANT CAN BE CONTACTED:

OFFICE: _____ HOME: _____ FAX: _____

SEX: MALE

FEMALE

DATE OF BIRTH: _____

YEAR

MONTH

DAY

MARITAL STATUS: SINGLE

MARRIED

SEPARATED

DIVORCED

COUNTRY OF BIRTH: _____ COUNTRY OF PERMANENT RESIDENCE: _____

NATIONALITY: _____ NATIONALITY OF SPOUSE: _____

PARENTS' NATIONALITY: FATHER _____ MOTHER _____

NEXT OF KIN/EMERGENCY CONTACT: _____ TEL: _____

ADDRESS: _____

SECTION B: - Additional Information

Disabilities

Please state any physical or other disability/medical condition including any which might necessitate special arrangements or facilities.

SECTION C: - Educational Background

INSTITUTION ATTENDED	YEARS ATTENDED	QUALIFICATIONS OBTAINED OR QUALIFICATIONS EXPECTED (GIVE DATES)
Undergraduate Level (Law)		
Other Degrees		
Postgraduate Level		

SECTION D: - Other Information

List any significant articles which you have published: _____

SECTION E: - Employment

Legal Employment

Names and Addresses of up to Four (4) most recent employers	Nature of employment	From	To

Non-Legal Employment

Names and Addresses of up to Four (4) most recent employers	Nature of employment	From	To

SECTION F: - Good Character

APPLICANTS FOR ADMISSION TO PRACTICE LAW ARE REQUIRED TO BE OF GOOD CHARACTER. THE FOLLOWING QUESTIONS ARE DESIGNED TO ENABLE THE LAW SCHOOL TO DETERMINE WHETHER THE APPLICANT IS OF GOOD CHARACTER. IF THE ANSWER TO ANY QUESTION IS AFFIRMATIVE, GIVE FULL PARTICULARS ON A SEPARATE SHEET OF PAPER WITH YOUR SIGNATURE AND YOUR NAME IN PRINT.

1. HAVE YOU EVER BEEN FOUND GUILTY OF ANY OFFENCE UNDER ANY STATUTE IN ANY JURISDICTION?
YES NO
(PLEASE EXCLUDE TRAFFIC OFFENCES.)
2. HAS JUDGMENT EVER BEEN ENTERED AGAINST YOU IN ANY ACTION INVOLVING FRAUD?
YES NO
3. ARE THERE ANY OUTSTANDING CIVIL JUDGEMENTS AGAINST YOU?
YES NO
4. HAVE YOU EVER DISOBEYED ANY ORDER OF ANY COURT REQUIRING YOU TO DO OR TO ABSTAIN FROM DOING ANY ACT?
YES NO
5. HAVE YOU EVER BEEN DISCHARGED FROM ANY EMPLOYMENT?
YES NO
6. HAVE YOU EVER BEEN SUSPENDED, DISQUALIFIED, CENSURED OR DISCIPLINED AS A MEMBER OF ANY PROFESSIONAL ORGANISATION?
YES NO
7. HAVE YOU EVER BEEN SUSPENDED OR EXPELLED FROM ANY POST-SECONDARY EDUCATIONAL INSTITUTION?
YES NO

SECTION G: - Declaration

I CERTIFY THAT THE INFORMATION GIVEN BY ME IS, TO THE BEST OF MY KNOWLEDGE, TRUE, COMPLETE AND CORRECT. I UNDERSTAND THAT ANY MISREPRESENTATION OR MATERIAL OMISSION OF FACT ON THIS OR ANY OTHER DOCUMENTS REQUIRED FROM ME BY THE COUNCIL OF LEGAL EDUCATION MAY BE CONSIDERED AS CONSTITUTING GROUNDS FOR DISCIPLINARY MEASURES INCLUDING SUMMARY EXPULSION.

APPLICANT'S SIGNATURE: _____

DATE: _____

NOTE: THE COUNCIL OF LEGAL EDUCATION REQUIRES AN OFFICIAL TRANSCRIPT OF ALL PREVIOUS AND CURRENT COLLEGE OR UNIVERSITY WORK TOWARDS A LAW DEGREE, TO BE SENT DIRECTLY TO THE REGISTRAR, NORMAN MANLEY LAW SCHOOL BY THE AWARING INSTITUTION. CERTIFIED PROOF OF NATIONALITY IS REQUIRED OF ALL STUDENTS

FOR OFFICIAL USE:

DATE RECEIVED: _____

DECISION/REMARKS: _____

DOCUMENTS RECEIVED: _____

ACTION: _____

REGISTRAR/OFFICIAL: _____

DATE: _____

REFERENCE

PLEASE COMPLETE BY WRITING IN BLACK INK,
BALL-POINT OR BY TYPING

NAME OF APPLICANT: _____
(PLEASE PRINT)

SIGNATURE: _____

NAME: _____
(PLEASE PRINT)

POSITION: _____

DATE: _____

STAMP OF AUTHORIZATION



REFERENCE

NOTES FOR THE GUIDANCE OF REFEREES

The referee's report is an important part of the selection process. It would be of great assistance if you could provide a reference in the space overleaf, certifying the applicant's fitness for admission to a Law School.

The Regulations require that a person so certifying must be one of the following:

- (i) a Judge of a Superior Court; or
- (ii) an Attorney-at-Law who has been admitted to practice for at least seven years; or
- (iii) a Magistrate with a minimum of three years' experience; or
- (iv) a Principal of an Educational Institution; or
- (v) a Medical Officer who has been registered to practice for at least seven years.

Any information provided will be held in confidence and used only for admission purposes.

Once you have completed this reference form, please send it directly to:

The Registrar
Norman Manley Law School
Mona Campus, P.O. Box 231
Kingston, Jamaica W.I.

