APPLICATIONS

Completed applications should be submitted between November 1 and January 31 each year.

ELIGIBILITY CRITERIA

a) candidates must have obtained a degree from a University or Institution which is recognized by the Council of Legal Education as being equivalent to the degree of Bachelor of Laws of the University of the West Indies; and

b) hold either:
   a qualification which, had it been obtained prior to October 1, 1972, would have been recognized by all participating territories as a qualification to be admitted to practice as a barrister or solicitor in those territories; or

c) a qualification obtained in a common law jurisdiction for admission to practise in that jurisdiction and which qualification is approved by the Council; and

d) furnish a certificate of good standing from the competent authority in the jurisdiction where they have been admitted to practice.

APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING WITH THEIR APPLICATIONS

- Original Transcript sent directly from the institution, addressed to the Registrar of the Norman Manley Law School.

- Original certificate of admission to practice law sent directly from the institution, addressed to the Registrar of the Norman Manley Law School.
Original Certificate of Good Standing sent directly from the institution, addressed to the Registrar of the Norman Manley Law School.

Certified Copy of Birth Certificate.

Certified Copy of Passport.

Deed Poll and, or Marriage Certificate if there have been name changes.

Three Passport Size Photograph Taken Within the Last 6 Months.

Non-refundable and Non-transferable Application Fee of US$50.00. This should be paid via Bank Draft/Manager’s Cheque in USS, should be made payable to the Norman Manley Law School and must accompany the completed application.

Cash or equivalent currencies will not be accepted.

Personal Cheques, Company Cheques and Money Orders Will Not Be Accepted

REFERENCES

The Regulations require that a referee must be one of the following:

(i) A judge of superior Court; or
(ii) An Attorney-At-Law of at least seven years experience; or
(iii) A Magistrate; or
(iv) A Principal of an Educational Institution

The completed reference form should be sent by the referee direct to:

Registrar
Norman Manley Law School
Mona Campus, P.O. Box 231
Kingston 7, Jamaica, W.I.

ENQUIRIES:

All further enquiries should be directed to:
THE REGISTRAR,
Council of Legal Education,
Norman Manley Law School,
8 Ring Road, University of the West Indies, Mona Campus,
COUNCIL OF LEGAL EDUCATION
APPLICATION FOR ADMISSION 20__/20__
to the
NORMAN MANLEY LAW SCHOOL
SIX-MONTH PROGRAMME

Complete the forms in duplicate and return them to the Registrar. BY JANUARY 31 of the year of proposed entry, Transcripts should also be received by JANUARY 31. Complete forms legibly and accurately. The Law School will NOT process forms which are illegible or incomplete or where accompanying certificates and documents have been altered. TWO PASSPORT-SIZE PHOTOGRAPHS SHOULD ACCOMPANY THE COMPLETED APPLICATION FORMS. Type or use ballpoint pen.

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

HAVE YOU PREVIOUSLY APPLIED FOR ENTRY TO THE SIX-MONTH LEGAL EDUCATION CERTIFICATE COURSE?
YES ( ) NO ( ) DATE APPLIED

SECTION A – Details of Applicant

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME(S)</th>
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DR ( ) MRS ( ) MRS ( ) MISS ( ) MRS ( )

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

PREVIOUS LAST NAME (IF CHANGED)

CORRESPONDENCE ADDRESS

HOME ADDRESS (IF DIFFERENT FROM CORRESPONDENCE ADDRESS)

TELEPHONE NUMBERS WHERE APPLICANT CAN BE CONTACTED: OFFICE

HOME: __________ FAX: __________ E-MAIL: ___________________

NEXT OF KIN/Emergency CONTACT __________ TEL: __________

ADDRESS

SEX: MALE ( ) FEMALE ( ) DATE OF BIRTH ___/___/___

COUNTRY OF BIRTH __________ COUNTRY OF PERMANENT RESIDENCE __________

NATIONALITY __________ SPOUSE’S NATIONALITY __________

ARE YOU A CITIZEN OF ANY OTHER COUNTRY? IF YES, PLEASE STATE __________

PARENT’S NATIONALITY: FATHER: __________ MOTHER: __________

MARRITAL STATUS: SINGLE ( ) MARRIED ( ) SEPARATED ( ) DIVORCED ( ) WIDOW (ER) ( )
SECTION B – Additional Information

DISABILITIES / MEDICAL CONDITIONS

PLEASE STATE ANY PHYSICAL OR OTHER DISABILITY/MEDICAL CONDITION INCLUDING ANY WHICH MIGHT NECESSITATE SPECIAL ARRANGEMENTS OR FACILITIES.

SECTION C – Educational Background

QUALIFYING LAW DEGREE

<table>
<thead>
<tr>
<th>NAME OF INSTITUTION</th>
<th>FULL-TIME (FT)</th>
<th>PART-TIME (PT)</th>
<th>EXTERNAL (E)</th>
<th>START DATE (YEAR)</th>
<th>DATE OF ACTUAL OR ANTICIPATED PASSING (YEAR)</th>
<th>CLASS OF DEGREE IF ALREADY AWARDED</th>
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OTHER DEGREE

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<tr>
<th>NAME OF INSTITUTION</th>
<th>FULL-TIME (FT)</th>
<th>PART-TIME (PT)</th>
<th>EXTERNAL (E)</th>
<th>SUBJECT OR DEGREE OR NATURE OF OTHER QUALIFICATION</th>
<th>START DATE (YEAR)</th>
<th>DATE OF GRADUATION (YEAR)</th>
<th>CLASS OF DEGREE IF ALREADY AWARDED (YEAR)</th>
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POST GRADUATE QUALIFICATION

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<th>NAME OF INSTITUTION</th>
<th>FULL-TIME (FT)</th>
<th>PART-TIME (PT)</th>
<th>EXTERNAL (E)</th>
<th>START DATE (YEAR)</th>
<th>DATE OF GRADUATION (YEAR)</th>
<th>ANTICIPATED PASSING (YEAR)</th>
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SECTION D – Employment

NON-LEGAL EMPLOYMENT

<table>
<thead>
<tr>
<th>DETAILS OF EMPLOYMENT (EXCLUDING LAW-RELATED EMPLOYMENT)</th>
<th>NAMES OF UP TO TWO MOST RECENT EMPLOYERS</th>
<th>NATURE OF WORK</th>
<th>FROM</th>
<th>TO</th>
<th>FT OR PT</th>
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2
LEGAL EMPLOYMENT

HAVE YOU HAD OR ARRANGED ANY EMPLOYMENT/PLACEMENT OF A LEGAL NATURE?  YES ( )  NO ( )

IF YES, PLEASE GIVE DETAILS

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF EMPLOYER</th>
<th>NATURE OF WORK</th>
<th>FROM</th>
<th>TO</th>
<th>PT OR FT</th>
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SECTION E - Admission to Practice in other Jurisdictions

HAVE YOU EVER BEEN ADMITTED TO THE PRACTICE OF LAW IN ANY JURISDICTION OR COURT?  YES ( )  NO ( )

IF YES, KINDLY INDICATE BELOW THE PERIOD IN EACH JURISDICTION/COURT TO WHICH YOU HAVE BEEN ADMITTED:

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<tr>
<th>JURISDICTION/COURT</th>
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PLEASE NOTE THAT A CURRENT CERTIFICATE OF GOOD STANDING IS REQUIRED FOR EACH JURISDICTION TO WHICH YOU HAVE BEEN ADMITTED. THE CERTIFICATE MUST BE AN ORIGINAL, SENT DIRECTLY FROM THE ISSUING INSTITUTION(S) TO THE REGISTRY OF THE LAW SCHOOL. PHOTOCOPIES OR FAX COPIES ARE NOT ACCEPTABLE.

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 ( )
2. HAS JUDGMENT EVER BEEN ENTERED AGAINST YOU IN AN ACTION INVOLVING FRAUD?  YES ( )  NO ( )
3. ARE THERE ANY OUTSTANDING CIVIL JUDGMENTS 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 ORGANIZATION?  YES ( )  NO ( )
7. HAVE YOU EVER BEEN SUSPENDED OR EXPELLED FROM ANY POST-SECONDARY EDUCATIONAL INSTITUTION?  YES ( )  NO ( )

SECTION G - Other Information

FURTHER PERSONAL INFORMATION
E.G. PUBLICATIONS, CAREER ASPIRATIONS, ACHIEVEMENTS, HOBBIES, INTERESTS, ETC.
SECTION H - 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 BY THE AWARDING INSTITUTION TO THE REGISTRAR. NORMAN MANLEY LAW SCHOOL CERTIFIED PROOF OF NATIONALITY IS REQUIRED OF ALL STUDENTS.

FOR OFFICIAL USE:

DATE RECEIVED: _____________________________

DECISION/REMARKS:

 DOCUMENTS RECEIVED: __________________________

ACTION: _______________________________________

REGISTRAR: ___________________________ DATE: __________________
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

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 7, JAMAICA W.I.
REFERENCE (PLEASE COMPLETE EITHER BY WRITING IN BLACK INK OR BALL-POINT PEN OR BY TYPING)

NAME OF APPLICANT: ____________________________
(PLEASE PRINT)

SIGNATURE: ____________________________

NAME: ____________________________
(PLEASE PRINT)

POSITION: ____________________________

DATE: ____________________________

STAMP OF AUTHORIZATION