APPLICATIONS

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

ELIGIBILITY CRITERIA

To be eligible for direct admission, applicants must be in possession of an approved qualification. The approved qualifications are:

i. An LLB degree from the University of the West Indies;
ii. An LLB degree from the University of Guyana provided that:
   o The holder of the degree is a national of Guyana
   o The degree was awarded in 1998 or afterwards
   o The holder is included in the list of 25 graduates provided to the Council of Legal Education

Persons not qualified at i) and ii) above who wish to be considered for admission, and who are in possession of the following qualification must sit the annual entrance examination conducted by the Council of Legal Education:

i. a first degree in law awarded by a university in a common law jurisdiction;
ii. the Common Professional Examination Certificate (UK) together with vocational training;
iii. an LLB degree awarded by the University of Guyana to:
   a. (a) non-nationals of Guyana;
   b. (b) nationals of Guyana not included in the list of 25 graduates provided by the Council of Legal Education;
   c. (c) all persons awarded the law degree prior to 1998

The Law Schools are zoned for the admission of students from the participating territories of the West Indies. Application for entry to the Norman Manley Law School shall be made by persons ordinarily resident in Anguilla, Antigua and Barbuda, Belize, Jamaica, Montserrat and St. Kitts and Nevis. Applications from the other territories should be made to the Hugh Wooding Law School and the Eugene Dupuch Law School.

Notwithstanding this, the Principal may admit in exceptional circumstances, a student zoned for the Hugh Wooding Law School or the Eugene Dupuch Law School.
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.
- 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$15.00. This should be paid via Bank Draft/Manager’s Cheque in US$, 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 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

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,
P.O. Box 231,
Kingston 7, JAMAICA.
Telephone: (876) 927-1235; (876) 927-1899 Fax: (876) 977-1012 Email: nmls@uwimona.edu.jm.
COUNCIL OF LEGAL EDUCATION

APPLICATION FOR ADMISSION 20___/20___
to the
TWO-YEAR PROGRAMME
NORMAN MANLEY LAW SCHOOL

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 THE PHOTOGRAPHS.

PLEASE ASK THE REFERRORS 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: ___/___/____

MARITAL STATUS: SINGLE ☐  MARRIED ☐  SEPARATED ☐  DIVORCED ☐

COUNTRY OF BIRTH: __________________________ COUNTRY OF PERMANENT RESIDENCE: __________________________

NATIONALITY: __________________________ NATIONALITY OF SPOUSE: __________________________

ARE YOU A CITIZEN OF ANY OTHER COUNTRY? IF SO PLEASE STATE: __________________________

PARENTS’ NATIONALITY: FATHER: __________________________ MOTHER: __________________________

NEXT OF KIN / EMERGENCY CONTACT: __________________________ TEL: __________________________

ADDRESS: ___________________________________________________________________
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

<table>
<thead>
<tr>
<th>INSTITUTION ATTENDED</th>
<th>YEARS ATTENDED</th>
<th>QUALIFICATIONS OBTAINED OR QUALIFICATIONS EXPECTED (GIVE DATES)</th>
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<td>Undergraduate Level (Law)</td>
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<td>Other Degrees</td>
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<td>Postgraduate Level</td>
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SECTION D: - Other Information
List any significant articles which you have published:


SECTION E: - Employment

Employment in the Legal Field

<table>
<thead>
<tr>
<th>Names and Address of up to Four (4) most recent employers</th>
<th>Nature of employment</th>
<th>From</th>
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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 AWARDING INSTITUTION. CERTIFIED PROOF OF NATIONALITY IS REQUIRED OF ALL STUDENTS

FOR OFFICIAL USE:

DATE RECEIVED: ___________________________
DECISION REMARKS: ___________________________

DOCUMENTS RECEIVED: ___________________________

ACTION: ___________________________

REGISTRAR/official: ___________________________ 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
(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.
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