



COUNCIL OF LEGAL EDUCATION

APPLICATION FOR ADMISSION 20\_\_/20\_\_  
to the

TRANSITIONAL PROGRAMME  
NORMAN MANLEY LAW SCHOOL



N.B.: READ ALL INFORMATION before completing this form.

INSTRUCTIONS:

Complete ONE (1) copy of this form and return it to the Registrar, Norman Manley Law School, NO LATER THAN JANUARY 31 of the year of proposed entry. Incomplete or Illegible Forms or accompanying certificates and documents which have been altered WILL NOT BE PROCESSED. Type or use a ball-point pen. TWO (2) PASSPORT-SIZE PHOTOGRAPHS and the APPLICATION FEE SHOULD ACCOMPANY THE COMPLETED APPLICATION FORM. Please PRINT AND SIGN YOUR NAME AT THE BACK OF THE PHOTOGRAPH.

PLEASE ASK THE REFEREES (TWO ARE REQUIRED) TO COMPLETE THE ENCLOSED FORMS AND RETURN THEM TO THE REGISTRAR AT THE END OF FEBRUARY OF THE APPLICATION YEAR. ORIGINAL REFERENCES MUST BE SUBMITTED, EITHER BY POST OR HAND DELIVERED, EVEN IF SENT VIA FAX OR EMAIL. REFEREES MUST KNOW THE APPLICANT FOR AT LEAST THREE (3) YEARS.

HAVE YOU PREVIOUSLY APPLIED FOR ENTRY TO THE SIX-MONTH OR TWO-YEAR LEGAL EDUCATION CERTIFICATE COURSE?  
YES ( ) NO ( ) \_\_\_\_\_ DATE APPLIED:

RESPONSES ARE REQUIRED FOR ALL QUESTIONS WHERE APPLICABLE

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):  
DR ( ) MR. ( ) MRS. ( ) MISS ( ) MS. ( )

PREVIOUS LAST NAME (IF CHANGED, PLEASE PROVIDE EVIDENCE OF LEGAL NAME CHANGE) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

MAILING ADDRESS PERMANENT ADDRESS  
(if different from mailing address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBERS WHERE APPLICANT CAN BE CONTACTED:

OFFICE: \_\_\_\_\_ HOME: \_\_\_\_\_ MOBILE: \_\_\_\_\_ FAX: \_\_\_\_\_

SEX: MALE ☐ FEMALE ☐ DATE OF BIRTH: \_\_\_\_\_  
YEAR MONTH DAY

MARITAL STATUS: SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐

COUNTRY OF BIRTH: \_\_\_\_\_ COUNTRY OF PERMANENT RESIDENCE: \_\_\_\_\_  
YEARS: FROM \_\_\_\_\_ TO \_\_\_\_\_

NATIONALITY \_\_\_\_\_

ARE YOU A NATIONAL OF ANY OTHER COUNTRY? YES ( ) NO ( )

IF YES, PLEASE LIST BELOW  
(A) : \_\_\_\_\_  
(B) : \_\_\_\_\_  
(C) : \_\_\_\_\_

NATIONALITY TO BE CONSIDERED FOR PURPOSE OF REGISTRATION: \_\_\_\_\_  
(You MUST submit documentary evidence to support the status under which you wish to be considered)

NAME OF NEXT OF KIN/EMERGENCY CONTACT AND RELATIONSHIP: \_\_\_\_\_

TELEPHONE NUMBERS:    OFFICE: \_\_\_\_\_    HOME: \_\_\_\_\_    MOBILE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I AUTHORISE THE LAW SCHOOL TO CONTACT THE PERSON NAMED ABOVE IN THE EVENT OF AN EMERGENCY.

\_\_\_\_\_  
APPLICANT’S SIGNATURE

**SECTION B - Additional Information**

**Medical Conditions/Disabilities**

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

\_\_\_\_\_

\_\_\_\_\_  
*(Note: The Law School reserves the right to request a medical report on the condition(s) stated.)*

**SECTION C - Educational Background**

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

**SECTION D - Other Information**

Further personal information

e.g., publications, career aspirations, achievements, hobbies, interests, etc.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION E - Employment**

**Employment in the Legal Field**

Names and Addresses of up to Four (4) most recent employers ( <i>beginning with the most recent</i> )	Nature of employment	From	To

Other Employment

Names and Addresses of up to Four (4) most recent employers <i>(beginning with the most recent)</i>	Nature of employment	From	To

SECTION F - Admission to Practice in Other Jurisdictions

HAVE YOU EVER BEEN ADMITTED TO THE PRACTICE OF LAW IN ANY JURISDICTIONS OR COURT?    YES ☐                      NO ☐

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

JURISDICTION/COURT \_\_\_\_\_ DATE: \_\_\_\_\_

JURISDICTION/COURT \_\_\_\_\_ DATE: \_\_\_\_\_

JURISDICTION/COURT \_\_\_\_\_ DATE: \_\_\_\_\_

JURISDICTION/COURT \_\_\_\_\_ DATE: \_\_\_\_\_

JURISDICTION/COURT \_\_\_\_\_ DATE: \_\_\_\_\_

JURISDICTION/COURT \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE NOTE THAT AN ORIGINAL CERTIFICATE OF ADMISSION AND A CURRENT CERTIFICATE OF GOOD STANDING ARE 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 REGISTRAR OF THE LAW SCHOOL. PHOTOCOPIES OR FAX COPIES ARE NOT ACCEPTABLE. THESE ORIGINAL CERTIFICATES WILL NOT BE RETURNED TO YOU.

SECTION G - 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 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 ORGANISATION?

YES ☐                      NO ☐
7.

HAVE YOU EVER BEEN SUSPENDED OR EXPELLED FROM ANY POST-SECONDARY EDUCATIONAL INSTITUTION?

YES ☐                      NO ☐

SECTION H - Application Fee

THERE IS A NON-REFUNDABLE APPLICATION FEE OF **US\$50.00**. PAYMENT CAN BE MADE BY **CASH** OR A **MANAGER’S CHEQUE/DRAFT** MADE PAYABLE TO THE **NORMAN MANLEY LAW SCHOOL**. THIS FEE INCLUDES THE COST OF PROCESSING OF THE APPLICATION AND PREPARATION MATERIAL AND **MUST** ACCOMPANY THE COMPLETED APPLICATION FORM. **PERSONAL CHEQUES OR COMPANY CHEQUES WILL NOT BE ACCEPTED.** APPLICATIONS SUBMITTED WITHOUT THE RELEVANT FEE **WILL NOT** BE PROCESSED.

SECTION I - Declaration

I CONFIRM THAT I HAVE READ THE INFORMATION SHEET AND 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 DOCUMENT 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 THAT **ONLY** AN **OFFICIAL FINAL** TRANSCRIPT OF ALL PREVIOUS AND CURRENT COLLEGE OR UNIVERSITY WORK **TOWARDS A LAW DEGREE**, BE SENT **DIRECTLY** TO THE **REGISTRAR, NORMAN MANLEY LAW SCHOOL** BY THE AWARING INSTITUTION. **CERTIFIED PROOF OF NATIONALITY IS REQUIRED OF ALL STUDENTS** E.G. **BIRTH CERTIFICATE**

I \_\_\_\_\_ HAVE ENCLOSED\* THE FOLLOWING DOCUMENTS WITH MY APPLICATION. TICK BOX THAT APPLIES:

- ☐ **TWO (2) PASSPORT-SIZE PHOTOGRAPHS**
- ☐ **NON-REFUNDABLE AND NON-TRANSFERABLE APPLICATION FEE OF US\$50.00.**
- ☐ **CERTIFIED COPY OF BIRTH CERTIFICATE**
- ☐ **CERTIFIED COPY OF PASSPORT**
- ☐ **DEED POLL AND/OR MARRIAGE CERTIFICATE IF THERE HAVE BEEN NAME CHANGES**
- ☐ **EVIDENCE OF COMPLETION OF QUALIFYING LAW PROGRAMMES - TRANSCRIPT & CERTIFICATE**  
(\*ORIGINAL TRANSCRIPT to be sent directly from the institution, addressed to the Registrar, Norman Manley Law School)
- ☐ **AN AUTHENTICATED COPY OF THE SYLLABUS PURSUED;**
- ☐ **AN ORIGINAL CERTIFICATE OF ADMISSION TO PRACTICE LAW TOGETHER WITH A DESCRIPTION OF THE COURSE OF PROFESSIONAL TRAINING FOR ALL JURISDICTIONS WHERE I HAVE BEEN ADMITTED;**  
(\*ORIGINAL CERTIFICATE to be sent directly from the institution, addressed to the Registrar, Norman Manley Law School)
- ☐ **AN ORIGINAL CERTIFICATE OF GOOD STANDING FOR ALL JURISDICTIONS WHERE I HAVE BEEN ADMITTED;**  
(\*ORIGINAL CERTIFICATE to be sent directly from the institution, addressed to the Registrar, Norman Manley Law School)
- ☐ **AN UP-TO-DATE CURRICULUM VITAE**
- ☐ **REFERENCES**    ☐ **ONE**            ☐ **TWO**
- ☐ **EVIDENCE OF COMPLETION OF PROFESSIONAL TRAINING - TRANSCRIPT & CERTIFICATE**  
(\*ORIGINAL TRANSCRIPT to be sent directly from the institution, addressed to the Registrar, Norman Manley Law School)
- ☐ **OTHER (PLEASE SPECIFY) \_\_\_\_\_**

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. Referees must know the applicant for **at least three (3) years**.

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

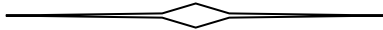
- (i) a Judge of a Superior Court; or
- (ii) an Attorney-at-Law who has been admitted to practice for at least **three years**; or
- (iii) a Magistrate with a minimum of **three years'** experience; or
- (iv) a Principal of an Educational Institution; or
- (v) a Medical Officer who has been registered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

**The Referee must also state the number of years they have held their current position.**

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  
8 Ring Road, UWI, Mona  
P.O. Box 231  
Kingston Jamaica**



# REFERENCE

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

(PLEASE SEE GUIDANCE OVERLEAF)

NAME OF APPLICANT: \_\_\_\_\_  
(PLEASE PRINT)

NUMBER OF YEARS YOU HAVE KNOWN THE APPLICANT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME:  
(PLEASE PRINT) \_\_\_\_\_

POSITION: \_\_\_\_\_

LENGTH OF TIME IN POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

STAMP OF AUTHORISATION



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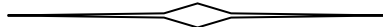
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