



# COUNCIL OF LEGAL EDUCATION

APPLICATION FOR ADMISSION 20\_\_/20\_\_

to the

## TWO-YEAR PROGRAMME

HUGH WOODING LAW SCHOOL

PHOTO

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

### INSTRUCTIONS:

Complete **ONE (1) copy** of this form and return it to the **Registrar, Hugh Wooding Law School** by **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. ONE (1) PASSPORT-SIZE PHOTOGRAPH 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 APPLICANTS FOR AT LEAST THREE (3) YEARS.**

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

YES  NO  DATE APPLIED: \_\_\_\_\_ UWI.I.D. #: \_\_\_\_\_  
(if applicable)

### SECTION A: - Details of Applicant

**PLEASE PRINT YOUR NAME EXACTLY AS IT APPEARS ON THE DOCUMENT PROVIDING PROOF OF YOUR FULL LEGAL NAME E.G. (BIRTH CERTIFICATE – CERTIFIED)**

LAST NAME FIRST NAME MIDDLE NAME(S)

MR

MRS

MISS

MS

DR

PREVIOUS LAST NAME (IF CHANGED) \_\_\_\_\_

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

MAILING ADDRESS \_\_\_\_\_

HOME ADDRESS (if different from mailing address) \_\_\_\_\_

TELEPHONE NUMBERS WHERE APPLICANT CAN BE CONTACTED:

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

SEX: MALE  FEMALE  DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

YEAR  
YYYY

MM  
MONTH

DD  
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 TO APPLICANT \_\_\_\_\_

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

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

I AUTHORISE THE LAW SCHOOL TO CONTACT THE NAMED PERSON 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	

**NOTE CAREFULLY:**

- IF YOUR LL.B DEGREE WAS NOT COMPLETED AT THE UNIVERSITY OF THE WEST INDIES, YOU MUST ALSO COMPLETE AN APPLICATION FORM FOR THE ADMISSIONS BOARD. THE APPLICATION FORM CAN BE FOUND ON OUR WEBSITE TITLED: ADMISSIONS BOARD APPLICATION FORM (NON-UWI APPLICANTS).**
- BOTH APPLICATIONS MUST BE SUBMITTED NOT LATER THAN JANUARY 31 OF THE YEAR YOU INTEND TO ATTEND THE LAW SCHOOL.**
- YOUR APPLICATION TO THE TWO-YEAR PROGRAMME WILL NOT BE CONSIDERED IF AN ADMISSIONS BOARD APPLICATION FORM (NON-UWI APPLICANTS) IS NOT SUBMITTED.**

**SECTION D - Other Information**

Further personal information

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

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**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 - 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 G - Application Fee

THERE IS A **NON-REFUNDABLE** APPLICATION FEE OF **US\$15.00/TT\$90.00**. PAYMENT CAN BE MADE BY **CASH** OR A **MANAGER'S CHEQUE/DRAFT** MADE PAYABLE TO THE **HUGH WOODING 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 H - Declaration

I DECLARE 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 AN OFFICIAL **FINAL** TRANSCRIPT OF ALL PREVIOUS AND CURRENT COLLEGE OR UNIVERSITY WORK **TOWARDS A LAW DEGREE**, BE SENT **DIRECTLY** TO THE **REGISTRAR, HUGH WOODING LAW SCHOOL**, BY THE AWARDING INSTITUTION. **CERTIFIED PROOF OF NATIONALITY IS REQUIRED OF ALL STUDENTS** E.G. **BIRTH CERTIFICATE**

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

- ONE (1) PASSPORT PHOTOGRAPH**
- CERTIFIED COPY OF BIRTH CERTIFICATE**
- CERTIFIED COPY OF PASSPORT**
- DEED POLL AND, OR MARRIAGE CERTIFICATE, IF THERE HAS BEEN A NAME CHANGE**
- FINAL LL.B TRANSCRIPT (\*to be sent directly from the institution, addressed to the Registrar, Hugh Wooding Law School)**
- NON-REFUNDABLE AND NON-TRANSFERABLE APPLICATION FEE OF US\$15.00/TT\$90.00.**
- REFERENCES**     **ONE**             **TWO**

**FOR OFFICIAL USE:**

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

VERIFICATION OF PAYMENT:

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:

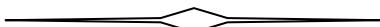
- (i) a Judge of a Superior Court; or
- (ii) an Attorney-at-Law who has been admitted to practice for at least **three years**; or
- (iii) a Magistrate with a minimum of **three years'** experience; or
- (iv) a Principal of an Educational Institution; or
- (v) a Medical Officer who has been registered 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  
Hugh Wooding Law School  
P.O. Bag 323  
Tunapuna  
REPUBLIC OF TRINIDAD & TOBAGO  
OR  
100-114 Gordon Street  
St. Augustine  
Tunapuna 331314  
REPUBLIC OF TRINIDAD & TOBAGO**



# 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: \_\_\_\_\_

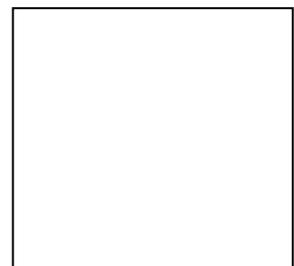
NAME:  
(PLEASE PRINT) \_\_\_\_\_

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

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

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

STAMP OF AUTHORISATION



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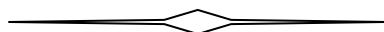
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(PLEASE SEE GUIDANCE OVERLEAF)

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(PLEASE PRINT)

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

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

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

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

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

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

STAMP OF AUTHORISATIONS

