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**. **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 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 TO ALL NON-UWI APPLICANTS:

1. **ALL NON-UWI APPLICANTS, MUST ALSO APPLY THROUGH THE ONLINE PORTAL AT HTTPS://NMLS.EDU.JM AND MUST READ THE CLE INSTRUCTION AND INFORMATION SHEET BEFORE COMPLETING THE APPLICATION.**

2. **BOTH APPLICATIONS MUST BE SUBMITTED NOT LATER THAN JANUARY 31 OF THE YEAR YOU INTEND TO ATTEND THE LAW SCHOOL.**

3. **YOUR APPLICATION TO THE TWO-YEAR PROGRAMME WILL NOT BE CONSIDERED IF YOU DO NOT COMPLETE AND SUBMIT THE ONLINE NON-UWI APPLICATION FORM AVAILABLE AT HTTPS://NMLS.EDU.JM AND PAY THE APPLICATION FEE OF US$300 VIA THE ONLINE PAYMENT GATEWAY, OR BANK DRAFT.**

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 *(beginning with the most recent)*	Nature of employment	From	To

Other Employment:

Names and Addresses of up to Four (4) most recent employers *(beginning with the most recent)*	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$75.00/TT$500.00**. PAYMENT CAN BE MADE BY A **MANAGER'S CHEQUE/DRAFT** MADE PAYABLE TO THE **HUGH WOODING LAW SCHOOL** OR VIA CREDIT OR DEBIT CARD, PHYSICALLY AT 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$75.00/TT$500.00.**
- ☐ **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)_____

STAMP OF AUTHORISATION

POSITION: _____

LENGTH OF TIME IN POSITION: _____

DATE: _____

REFERENCE

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(PLEASE SEE GUIDANCE OVERLEAF)

NAME OF APPLICANT: _____
(PLEASE PRINT)

NUMBER OF YEARS YOU HAVE KNOWN THE APPLICANT:_____

SIGNATURE: _____

NAME:
(PLEASE PRINT)_____

STAMP OF AUTHORISATIONS

POSITION: _____

LENGTH OF TIME IN POSITION: _____

DATE: _____