COUNCIL OF LEGAL EDUCATION
Hugh Wooding Law School
Gordon Street, St. Augustine, Trinidad

TRANSITIONAL STUDENTS
ACADEMIC YEAR 2016/2017

1. The Application Form, payment and all supporting documents must be submitted by January 31, 2016.

2. The non-refundable and non-transferable application fee of US$50.00 or TT$300.00 can be paid either by cash or a Manager’s Cheque/Draft made payable to the Hugh Wooding Law School.

3. Failure to submit the following ORIGINAL documents will result in the non-processing of the application:
   • a transcript of the applicant's academic record in relation to his/her law degree together with an authenticated copy of the syllabus pursued;
   • a certificate of admission to practice together with a description of the course of professional training for all jurisdictions where admitted;
   • a certificate of good standing for all jurisdictions where admitted;
   • an up-to-date curriculum vitae

All original supporting documents submitted will not be returned. These documents form part of the application process and become the property of the Law School once submitted.

4. In addition to the completion of the prescribed application forms, an applicant must use the two reference forms enclosed to obtain letters from at least two referees, certifying his/her fitness for admission to the Law school. The Referees must know the applicant for at least three (3) years. These letters of reference must be submitted with your application or sent directly to the Registrar of the Law School by no later than Friday, February 29, 2016. Original references must be submitted even if sent via fax or email.

4. Incomplete application forms will not be processed. Responses are required for all questions where applicable.

5. Application Forms which are submitted outside of the aforementioned period will not be accepted.

Office of the Registrar
Hugh Wooding Law School

December 16, 2015
### COUNCIL OF LEGAL EDUCATION
APPLICATION FOR ADMISSION 2015/2016

to the

TRANSITIONAL PROGRAMME
HUGH WOODING LAW SCHOOL
P.O. Bag 323
Tunapuna
Trinidad, W.I.

**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 NO LATER THAN FEBRUARY 29, 2016. ORIGINAL REFERENCES MUST BE SUBMITTED 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

<table>
<thead>
<tr>
<th>LAST NAME:</th>
<th>FIRST NAME:</th>
<th>MIDDLE NAME(S):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. ( )</td>
<td>Mr. ( )</td>
<td>Mrs. ( )</td>
</tr>
<tr>
<td></td>
<td>Miss ( )</td>
<td>Ms. ( )</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>OFFICE:</th>
<th>HOME:</th>
<th>MOBILE:</th>
<th>FAX:</th>
</tr>
</thead>
</table>

GENDER: MALE ☐ FEMALE ☐

DATE OF BIRTH: ___________ / ___________ / ___________

YEAR MONTH DAY

MARITAL STATUS: SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐

COUNTRY OF BIRTH: ___________________________

COUNTRY OF PERMANENT RESIDENCE: ___________________________

YEARS: FROM ___________ TO ___________

CITIZENSHIP: ___________________________

CITIZENSHIP OF SPOUSE: ___________________________

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

IF YES, PLEASE LIST BELOW

<table>
<thead>
<tr>
<th>(A):</th>
<th>(B):</th>
<th>(C):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CITIZENSHIP TO BE CONSIDERED FOR PURPOSE OF REGISTRATION: ________________________________
(You MUST submit documentary evidence to support the status under which you wish to be considered)

PARENTS’ CITIZENSHIP: FATHER ___________________________ MOTHER ___________________________

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: All students will be required to submit a medical report if offered a place in the programme)

SECTION C - Educational Background

<table>
<thead>
<tr>
<th>INSTITUTION ATTENDED</th>
<th>YEARS ATTENDED (GIVE DATES)</th>
<th>QUALIFICATIONS OBTAINED OR QUALIFICATIONS EXPECTED (GIVE DATES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Level (Law)</td>
<td>FROM - TO</td>
<td></td>
</tr>
<tr>
<td>Other Degrees</td>
<td>FROM - TO</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Graduate Qualification</td>
<td>FROM - TO</td>
<td></td>
</tr>
</tbody>
</table>

I CONFIRM THAT THE QUALIFICATIONS STATED ABOVE AND THE CERTIFICATES ATTACHED HERE TO ARE TRUE AND CORRECT.

______________________________________________
APPLICANT’S SIGNATURE

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 Addresses of up to Four (4) most recent employers (beginning with the most recent)</th>
<th>Nature of employment</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Employment

<table>
<thead>
<tr>
<th>Names and Addresses of up to Four (4) most recent employers (beginning with the most recent)</th>
<th>Nature of employment</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>JURISDICTION/COURT</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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 H - Application Fee

There is a non-refundable application fee of US$50.00 or TT$300.00. 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 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 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 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, 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 box that applies:

☐ One (1) passport-size photograph
☐ Non-refundable and non-transferable application fee of US$50.00 or TT$300.00
☐ Certified proof of nationality
☐ 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, Hugh Wooding 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;
☐ An original certificate of good standing for all jurisdictions where I have been admitted;
☐ An up-to-date curriculum vitae
☐ References ☐ One ☐ Two
☐ Other (please specify) __________________________________________

For official use:

Date received: __________________________________________________________

Decision/Remarks: ______________________________________________________

Documents received: ____________________________________________________

Action: __________________________________________________________________

Registrar: ____________________________ Date: ____________________________

Section I - Declaration
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 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
Hugh Wooding Law School
P.O. Bag 323
Tunapuna
REPUBLIC OF TRINIDAD & TOBAGO

OR

Gordon Street
St. Augustine
REPUBLIC OF TRINIDAD & TOBAGO
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
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