



UNIVERSITY OF THE COMMONWEALTH CARIBBEAN

Application Form
For University of London
Certificate of Higher Education in Common Law

NOTE: If you have any problems completing this document, please seek advice from the University of the Commonwealth Caribbean Administrators for the University of London (UOL) programme or from the University of London Prospectus available online at www.londoninternational.ac.uk. **All applicants must pay the University of the Commonwealth Caribbean (UCC) application fee which is non-refundable.** The application fee must be submitted with the application form. Do not send the fee separately. It is your responsibility to ensure that your application is submitted to the UCC before the relevant closing date. **Late applications will attract a late fee.** All supporting documents must be submitted along with your application form for processing.

Surname/Family name

First and Middle names

Title Mr. Mrs. Ms. Other

Registration period for which applying

Schedule: Day Evening Sunday
(Full-time) (Part-time) (Part-time)

PERSONAL DETAILS:

1. Date of Birth (dd/mm/yyyy):

2. Sex: Male Female

3. Address for correspondence (Please write in BLOCK CAPITALS)

4. Tel: (c) (w) (h) Email:

5. In case of Emergency/ Next of Kin:

6. Relationship: Address:
 Tel: Email:

7. Previous applications / registrations

A. Have you submitted an application to UOL or UCC before? No Yes **UOL**
 No Yes **UCC**

B. Have you received an Offer letter/Statement of Eligibility from UOL or UCC before?
 No Yes **UOL**
 No Yes **UCC**

Were you a fulltime (F/T) or part time (P/T) student? (Please✓) F/T P/T

Write your name as it appears on the Offer letter/Statement.....

-your student number (if known) Date of Offer/Statement
 (Insert year)

-the programme to which it applies.....

Did you subsequently register as a student of UOL or UCC? (Please✓) No Yes **UOL**
 No Yes **UCC**

8. School Leaving Qualifications

School / Institution	Course Pursued	Year	Award	Result

9. Work Experience

Organization	Position Held	From	To

10. What are your reasons for applying for this programme?

(Please give your reasons below in a minimum of 100 words; you may continue on a separate sheet if you wish)

11. How did you hear about the (UOL/UCC) programme?

Enquiry Source:

- Newspaper (*specify paper/date*) _____ Radio (*specify station/date*) _____
- Television (*specify station / date*) _____ UCC website _____
- Personal contact Other (*please specify*) _____

12. Check List

Please read the following carefully before submitting your application to the University of the Commonwealth Caribbean (UCC). Your information will be shared with the external body, the University of London International Programmes. The completed application form must be submitted to the UOL Programme Coordinator (address below) together with the following:

1. The application handling fee
2. Two passport size photographs
3. Evidence of your full name and date of birth (e.g. a birth certificate, marriage certificate, statutory declaration or passport)
 - a photocopy of the original will be verified by UOL/UCC’s authorized representative
 - OR**
 - You must arrange for an **ORIGINAL** statement of your academic record/transcript certified by the institution at which your qualification was obtained to be sent by the awarding/examining authority **DIRECT** to the UOL Programme Coordinator

Return all the above to:

*The UOL Programme Coordinator
School of Humanities and Law: Department of Law
University of the Commonwealth Caribbean, 17 Worthington Avenue, Kingston 5*

13. Declaration to be signed by Applicant

I declare that the statements made by me on this form are, to the best of my knowledge and belief, true and correct.

Applicant’s Signature _____ Date _____

14. FOR OFFICIAL USE ONLY

Decision: Full Acceptance Provisional Acceptance Denied

Remarks: _____ **UOL SRN** _____ **UCC SRN** _____

Name of Admissions Officer: _____ **Signature:** _____ **Date:** _____

UCC Recruiter: _____ **ID Number:** _____