



COUNCIL OF LEGAL EDUCATION
NON-UWI APPLICANTS
NORMAN MANLEY, HUGH WOODING AND EUGENE DUPUCH
LAW SCHOOLS
INSTRUCTION & INFORMATION SHEET

Introduction:

The Council of Legal Education established an Admissions Board which selects applicants to fill available places at its Law Schools in Trinidad, The Bahamas and Jamaica. The Board is the final sanctioning authority in respect of all matters concerning the allocation of places to successful candidates.

APPLICATIONS:

Applications for entry to any of the law schools **MUST**, among other things, include the submission of a transcript from the programme(s), by reference to which admission is being sought.

The application form is available from the website: www.nmls.edu.jm

For further information you may contact:

The Registrar, Admissions Board
Norman Manley Law School
P.O. Box 231
Kingston 7
JAMAICA
(8760 927-1899/1235

The Registrar
Hugh Wooding Law School
P.O. Bag 323,
Tunapuna
TRINIDAD & TOBAGO
(868) 235-HWLS/4957

The Registrar
Eugene Dupuch Law School
P.O. Box SS 6394
Nassau
THE BAHAMAS
(242) 326-8507

N.B. THE DEADLINE for the submission of applications is January 30, 2026.

Assessment of Transcripts

Transcripts of the applicant's Bachelor of Laws (LL.B.) degree will be evaluated in order to ensure that, in accordance with the requirements of Article 3 of the Agreement Establishing the Council of Legal Education, 1971, the degree is recognized as equivalent to the LL.B. from the University of the West Indies. The LL.B. degree of each applicant will be ranked in order of the Class/GPA for purposes of determining priority for placement at one of the Council's law schools, **WHICH IS SUBJECT TO SPACE AVAILABILITY.**

Successful applicants who have been awarded places will be contacted by the Law School to which they are zoned between the last week of August and the first week in September.

QUALIFICATIONS:

Applications are open to persons who are holders of the approved qualifications as outlined below, or who expect to receive that qualification by July 31 of the academic year for which they are applying.

The approved qualification, subject to the Agreement Establishing the Council of Legal Education as amended, is:

- (i) A first degree in law obtained from a recognized institution in a common law jurisdiction in accordance with Article 3 of the Agreement establishing the Council of Legal Education which states:

“every person who holds a University of the West Indies LL.B. degree shall be eligible for admission to the Law Schools and every person who holds a degree of a University or Institution which is recognised by the Council as being equivalent to the University of the West Indies LL.B. degree shall, subject to the availability of places and to such conditions (if any) as the Council may require, be eligible for admission to the Law Schools: Provided that any national who prior to 1st October, 1972 was the holder of a University Degree or had commenced upon a degree programme other than in law and completed that programme before 1st October, 1975, shall be eligible to be admitted to one of the Professional Law Schools without being required to obtain a degree of LL.B. from the University of the West Indies or a Law Degree recognised by the Council of Legal Education as equivalent thereto but subject to such other terms and conditions as the Council of Legal Education shall after consultation with the Faculty of Law of the University of the West Indies determine”; or

- (ii) the Common Professional Examination Certificate or Graduate Diploma in Law (GDL) from a recognized institution (U.K.) together with vocational training. The

GDL on its own is not considered by the Council of Legal Education (the Council) to be equivalent to the UWI LL.B. degree and therefore, does not qualify you for entry to any of the Council's schools. In order to qualify for entry, the GDL must be accompanied by evidence of formal vocational training, such as Bar exams, or the Solicitors Final Examination.

The relevant transcript must be sent directly from the awarding institution to the Secretary of the Admissions Board, Norman Manley Law School, 8 Ring Road, P.O. Box 231, Kingston 7, Jamaica, W.I. or electronically to Admissions@nmlscl.com **by July 31, 2026.**

APPLICATION FEE:

There is a **NON-REFUNDABLE AND NON-TRANSFERRABLE** application fee of US\$150.00. A Bank Draft/Manager's Cheque in United States Dollars (US\$), drawn on a U.S. Bank should be made payable to the **NORMAN MANLEY LAW SCHOOL** and **must** accompany the completed application form. This draft should **NOT** state "negotiable only in the U.S."

Personal cheques, company cheques, money orders or cash will not be accepted.

ENQUIRIES AND APPLICATIONS:

All further enquiries and application forms should be directed to:

THE SECRETARY, ADMISSIONS BOARD,
Council of Legal Education,
Norman Manley Law School,
8 Ring Road,
University of the West Indies, Mona Campus,
P.O. Box 231,
Kingston 7,
JAMAICA.

Telephone: (876) 927-1235; (876) 927-1899
Email: Admissions@nmlscl.com



**COUNCIL OF LEGAL EDUCATION
ADMISSIONS BOARD
APPLICATION FORM FOR NON-UWI APPLICANTS**

FOR ADMISSION IN 20_____

TO

PLEASE SELECT
ONLY THE
SCHOOL YOU ARE
ZONED TO
ATTEND

EUGENE DUPUCH LAW SCHOOL

HUGH WOODING LAW SCHOOL

NORMAN MANLEY LAW SCHOOL

RECENT
PHOTOGRAPH

(Please print and
sign your name at
the back of the
photograph)

N.B. Read the accompanying **INSTRUCTION & INFORMATION SHEET** before completing this form.

Complete the form and return to the Secretary, Admissions Board, Norman Manley Law School, **NOT LATER THAN JANUARY 31** of the year of proposed entry. Complete the form legibly and accurately. Please type or print in block letters. The Admissions Office will **NOT** process a form that is illegible or incomplete. **THE APPLICATION FEE FOR THE ASSESSMENT ALONG WITH THE TRANSCRIPT, ONE RECENT PASSPORT-SIZE PHOTOGRAPH, A CERTIFIED COPY OF YOUR BIRTH CERTIFICATE OR DEED POLL, A CERTIFIED COPY OF YOUR PASSPORT, AND A CERTIFIED COPY OF YOUR MARRIAGE CERTIFICATE (IF APPLICABLE) SHOULD ACCOMPANY THE COMPLETED APPLICATION FORM.**

HAVE YOU PREVIOUSLY APPLIED TO THE ADMISSIONS BOARD?

YES () NO () YEAR APPLIED (IF YES) _____

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)

LAST NAME FIRST NAME MIDDLE NAME(S)

SEX: MALE () FEMALE ()

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

PREVIOUS LAST NAME (IF CHANGED) _____

DATE OF BIRTH ____/____/____ COUNTRY OF BIRTH _____
MM DD YY

COUNTRY OF PERMANENT RESIDENCE _____ CITIZENSHIP _____

CONTACT DETAILS: CELL #: _____ HOME #: _____

OFFICE #: _____ EMAIL ADDRESS: _____

CORRESPONDENCE ADDRESS

HOME ADDRESS (IF DIFFERENT FROM CORRESPONDENCE ADDRESS)

NEXT OF KIN/EMERGENCY CONTACT DETAILS:

NAME _____ RELATIONSHIP TO APPLICANT _____

TELEPHONE NUMBERS: CELL _____ HOME _____ OFFICE _____

ADDRESS _____

SECTION B – Educational Background

QUALIFYING LAW DEGREE

NAME OF INSTITUTION THAT AWARDED DEGREE	FULL-TIME (FT) PART-TIME (PT) EXTERNAL (E)	START DATE (YEAR)	DATE OF ACTUAL OR ANTICIPATED PASSING (YEAR)	DEGREE AWARDED (IF ALREADY AWARDED)			
				LL.B <input type="checkbox"/>	J.D. <input type="checkbox"/>	OTHER <input type="checkbox"/>	
				1 ST		3 RD	
				2.1		PASS	
				2.2		ORD	

OTHER DEGREES

NAME OF INSTITUTIONS THAT AWARDED DEGREES	FULL-TIME (FT) PART-TIME (PT) EXTERNAL (E)	SUBJECT OF DEGREE OR NATURE OF OTHER QUALIFICATION	START DATE (YEAR)	DATE OF GRADUATION (YEAR)	CLASS OF DEGREE IF ALREADY AWARDED			
					1 ST	3 RD		
					1 ST		3 RD	
					2.1		PASS	
					2.2		ORD	

POST GRADUATE QUALIFICATIONS

NAME OF INSTITUTIONS THAT AWARDED QUALIFICATIONS	FULL-TIME (FT) PART-TIME (PT) EXTERNAL (E)	START DATE (YEAR)	DATE OF ACTUAL OR ANTICIPATED PASSING (YEAR)	QUALIFICATION

SECTION C – 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 facts on this or any other documents required from me by the Council of Legal Education may be considered as constituting grounds for disciplinary measures.

Applicant's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

DATE RECEIVED: _____

DECISION/ REMARKS: _____

ACTION: _____

SECRETARY: _____

DATE: _____