

## Application Guidance Notes

### **Certificate of Higher Education in Common Law Preparation Courses (University of London)**

<b>Course Code</b>	: SC522A
<b>Application Deadline</b>	: 15 October 2024
<b>Entrance test/Interview</b>	: 17-18 October 2024 (applicants will be notified of the details)
<b>Course Commencement Date</b>	: 25 October 2024
<b>Application Fee</b>	: No Application fee is charged.

#### **How to Apply**

All applications must be accompanied by supporting documents. This means you must submit a **clearly readable copy in English** of all pages of your qualification full transcript. If your application is successful, you may be required to show us the originals of the documents you submitted before your place is confirmed.

#### **Please put a tick “ x ” in the box as appropriate**

- Completed application form (Ref: SC522A)
- Copy of HKID (and passport if not Hong Kong Permanent Resident)
- Copy of your qualification in English
- Copy of documentary evidence of English proficiency
- Others: please specify \_\_\_\_\_

#### **Online Application**

1. Print out and fill in the Application Form, then Scan or Photograph it.
2. Scan or Photograph the requisite Qualifications that you hold.
3. Email all of the above to [uol.lawcourses@hkuspace.hku.hk](mailto:uol.lawcourses@hkuspace.hku.hk) (subject: “UoL CertHE for application”).

Note: scans/photographs must be clear and legible.

#### **By post**

Or you can post the completed application form, together with clearly readable copies of all the required documents, to: HKU SPACE, 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong [Ref: SC522A].

#### **In person**

Please check the current opening hours for enrollment counters of HKU SPACE Learning Centres at <https://hkuspace.hku.hk/learning-centre>. Bring this application form together with both the originals and copies of all required documents with you (this will avoid you being asked for the originals later).

#### **Notes**

The personal data provided to the school in this application form will be used for processing your application for admission, and for registration. The application papers of unsuccessful candidates will be destroyed.

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

CLOSING DATE FOR APPLICATION  
**15 October 2024**

**1 – 8. Personal Details** (Please complete all parts in BLOCK LETTERS and put a tick “√” in the box as appropriate)

**1. Student Name (name as appeared on H.K.I.D card)**

Surname/Family Name

First Name(s)/Given Name(s)

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Your names **in the order** you wish them to appear on the University’s records and on your final certificate:

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**2. Title:** Prof  Dr  Mr  Mrs  Ms  **3. Gender:** Male  Female

**4. Date of birth (DD/MM/YY)**

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**5. H.K.I.D. card No.**

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Holders of H.K.I.D. card must fill in their H.K.I.D. No.

Permanent HK Resident Yes  No

[If ‘No’ please see Notes to Non-local Applicants]

**6. Nationality**

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**7. Mobile Phone No.**

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**8. Correspondence Address**  Residential  Business

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HK  KLN  NT

**Email address**

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**Emergency Contact Person**

In case of emergency, we may need to contact your family or friend. Please suggest.

**Contact Person**

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**Phone**

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**9. Programme Structure**

**1-Year Programme**

**2-Year Programme**

**(2024/2025)**

Legal System and Method [LA1031] \*

Contract Law [LA1040]

Criminal Law [LA1010]

Public Law [LA1020]

**Year 1 (2024/2025)**

Legal System and Method [LA1031] \*

Contract Law [LA1040]

**Year 2 (2025/2026)**

Criminal Law [LA1010]

Public Law [LA1020]

\* Students must register “Legal System and Method” in your first year

*Please do not fill in anything below this line – FOR OFFICE USE ONLY*

Tuition fee

HKD \$

Initial Registration fee paid

GBP £

Module fee paid

GBP £

Date Received GBP £

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OFFER ISSUED

DATE OF ISSUE

SRN

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## 10. School Leaving Qualifications

(e.g. HKDSE, GCSE, 'O' and 'A' levels; Baccalaureate; High School Diploma, etc. Give full details of subjects passed, in chronological order. Group together all subjects that were passed in one sitting.)

Month/year	Examining body	Full title of subject	Level	Grade

## 11. Degree, Diploma or Teaching Certificates

Give full details of degrees, higher educational diplomas or certificates. This information must include the awarding/examining body, the full title of the award, the classification/GPA (if applicable) the date awarded, the length of the course and whether the course was taken full time or part time.


## 12. English Language Proficiency

Is English your first language/mother tongue? No  Yes  (If no, please answer the following question)

Have you passed, at an appropriate level, a test of proficiency in English language (for example, TOEFL or IELTS)?  
No  Yes  (provide evidence)

## 13. Work Experience (if applicable)

What is your current/previous occupation? (including length of service). Please tell us if you are not working or are retired, and give details of your previous employment.


**14. Supporting Statement - What are your reasons for applying to register for this programme?**

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

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**15. Students with a Disability and/or special needs**

Do you have a disability and/or other specific access requirements?

No  Yes

**16. Previous Registrations**

Have you registered with the University of London Law programmes before?

No  Yes  If 'yes', please give the year \_\_\_\_\_

**17. Admission Interview** (To be completed by Recognised Teaching Centre)

**Date of Interview** : \_\_\_\_\_

**Entrance Test** : \_\_\_\_\_

**Details of Performance** :

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**Decision**

Accepted

Not Accepted

Signature of Interviewer: \_\_\_\_\_ (Name: \_\_\_\_\_ )

## 18. Use of Personal Data

- a) The University will send you the latest updates and promotional materials on the availability of the programmes and courses, seminars and events and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the University.

**If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, please check this box.**

- b) Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to us.
- c) For details on the University's policy on personal data (privacy), please refer to the prospectus or website.

## 19. Declaration to be signed by the Applicant – please read carefully before signing

- a) I declare that the information I have given and the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
- b) I agree to the University processing the personal data provided in this form for admission, registration and academic and administrative communication purpose.
- c) I confirm that I have (or will have) online access by the time I register for this programme.
- d) As a student of the Certificate of Higher Education in Common Law, I understand that I must attend a full-time or part-time course at a recognised teaching centre, including HKU SPACE.

Signature \_\_\_\_\_ Date \_\_\_\_\_