



• APPLICATION FOR ADMISSION

TO THE PROFESSIONAL DIPLOMA IN LEGAL PRACTICE PROGRAMME

This form is also available on the USP website: www.usp.ac.fj/forms

APPLICATION CHECKLIST

Please ensure that you have all the requirements stated in this checklist before submitting this form.

- Your application will be deemed incomplete if all the necessary documents are not submitted.
- Photocopied (non-original) documents must be certified by a Justice of the Peace or Commissioner for Oaths.
- Do not submit photocopies of a certified copy.

Please tick the check box to indicate the documents that you have submitted with your application.

- 2 recent certified colour passport photographs (taken within 6 months of the date of application), against a plain white background.
- Photos must be labelled with your name and date of birth. Place it in an envelope and staple it onto the application form.
- Certified copy of your Birth Certificate (only if you do not have a USP Student ID)
- Certified copy of your Marriage Certificate or Deed Poll (only if your last name has changed since you were last registered at USP)
- Certified copies of all award certificates and full academic transcripts (Displaying your Grade Point Average (GPA))

Attach 2 recent
passport-size photographs,

It must be certified to be a
true likeness of you.

SECTION A: PERSONAL DETAILS

Intake I or II:

Year:

Title: _____ Full Name: _____

(As it appears on your Birth Certificate)

USP ID Number: _____ Campus: _____ Exam Site: _____
(If you were previously granted admission) (Where you are going to sit your exams)

Date of Birth: _____ DD / MM / YYYY _____ Citizenship: _____
(certified copy of birth certificate must be attached)

Sex : Female Male Marital Status: Married Single

Please provide a postal address for correspondence. If your mailing address is a residential address outside the Suva City and Lautoka City areas, you will collect your mail from a Post Office or Postal Agency near you.

Postal Address: _____ Vacation Address: _____

Telephone: _____ Email: _____

Emergency Contact:

Provide details of a person who can be contacted in case of an emergency.

Name: _____ Indicate the relationship of the person you have given:

Home Address: _____ Spouse Parent Other Family Member

Non Family Member

Telephone: _____

Email: _____

SECTION B: PROGRAMME OF STUDY

The Professional Diploma in Legal Practice is an intensive programme designed to prepare students for entry into legal practice in one or more of the jurisdictions of the member countries of the university. It is open to any graduate who has successfully passed a programme of legal studies that covered a range of knowledge and skills sufficient to enable students to commence an intensive professional legal practice programme.

Programme:	The Professional Diploma in Legal Practice		
Mode of study:	Full Time	Campus:	Laucala Campus

i. List any other USP course in which you are currently enrolled in:

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ii. Why do you wish to undertake this programme?

SECTION C: DETAILS OF ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Please attach certified copies of results and certificates of qualifications indicated below:

1. Institution		Year:	
Qualification	Major Area of study:	GPA:	
2. Institution		Year:	
Qualification	Major Area of study:	GPA:	
3. Institution		Year:	
Qualification	Major Area of study:	GPA:	

If you are awaiting graduation or completion from another tertiary institution, please submit a certified copy of your completion letter from that tertiary institution.

List any other course or training related to your field of study:

Name of the course	Place	Year

Have you published any Books, Journals, etc? Please provide details

Title	Year

SECTION D: WORK EXPERIENCE

Work Experience: (Please attach a recent CV and reference(s) detailing your work experience and duration of employment).

1. Position/ Employer :	Period
2. Position/ Employer :	Period
3. Position/ Employer :	Period

SECTION E: INTERNATIONAL INFORMATION

This section will assist the University to place students in the appropriate category for fee assessment purposes and should be completed only by persons who are not citizens of any of the USP member countries (Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu).

i. Do you hold a Student Visa? Yes or No
(Non regional students must obtain a student Visa before taking up studies)

ii) If a resident (but not a citizen) in any of the member countries, please indicate current visa type:

Visa Type: Date Issued:

Visa Number: Expiry Date:

SECTION F: APPLICANTS WITH DISABILITY

The University of the South Pacific supports equal opportunities for those who wish to study at USP and will put in place the necessary support structures that will ensure the successful transition of students during their studies. To ensure that the needs of students with disabilities are adequately met, the University would like to actively encourage applicants to indicate any disability they may have and the type of support they may require at the University. Supporting documents should be attached with this form and should describe the disability and its impact on the applicant. Any disclosure on disability will be used solely for the University's administrative purposes and will be treated with confidentiality.

SECTION G: MARKETING SURVEY

How did you find out about USP programmes and courses? Please tick the appropriate box(es) below:

- | | | |
|--|---|--|
| <input type="checkbox"/> TV Advertisement | <input type="checkbox"/> USP Open Day Brochures | <input type="checkbox"/> USP High School Outreach Program |
| <input type="checkbox"/> Newspaper Advertisement | <input type="checkbox"/> USP Faculty Brochures | <input type="checkbox"/> Social Media (Facebook, Twitter, etc) |
| <input type="checkbox"/> Magazine Advertisement | <input type="checkbox"/> USP Websites | <input type="checkbox"/> Family member or Friends |
| <input type="checkbox"/> Others (e.g. Careers Expo, Roadshow, Fiji Showcase, etc...) | | |

SECTION H: DECLARATION

I acknowledge that the University reserves the right to deny me admission to a programme or cancel my registration in any course(s) if the information given is incorrect or incomplete or if there is insufficient resources available at the University for me to successfully complete the programme which I have applied for.

Applicant's signature: Date: DD / MM / YYYY

(Your Application will be deemed incomplete if you do not sign this form)

FOR OFFICIAL USE

1. Application vetted: COMPLETE INCOMPLETE HOLD PENDING RESULTS

Comments:

Vetted by:

Date: DD / MM / YYYY

2. Applicant's Details entered in Banner and forwarded for assessment:

Entered by:

Date: DD / MM / YYYY

3. Decision: APPROVED NOT APPROVED

4. Term: Intake I or Intake II Year: _____

Notes by authorising officer on decision taken:

Signature:

Date: DD MM YYYY

(Chair - Relevant Faculty Committee/ Authorising officer)

5. Banner Update: Marketing Survey Decision on Programme

Updated by :

Date: DD / MM / YYYY

CLOSING DATES

The deadlines for the receipt of applications by the University at its Campuses are:

For Intake I: Last Working Day of 1st Week of December of the Previous Year

For Intake II: Last Working Day of June of the Same Year

For more information please visit the USP website: www.usp.ac.fj/admissions

WHERE TO SEND YOUR COMPLETED APPLICATION FORM

Send your application to

PDLP ADMISSIONS
 Student Administrative Services
 The University of the South Pacific
 Laucala Campus, Private Mail Bag
 Suva, FIJI