

ENROLMENT INSTRUCTIONS FOR THE GRADUATE DIPLOMA IN LEGAL PRACTICE (GDLP)

Quota and priority in each Course

Normally, there is a quota of 40 students per Course. Applications are accepted in order of submission to the Faculty Office. Applications in excess of the quota can still be approved but may be placed in a 'stand-by' list. If you are included in the 'stand-by' list we will inform you.

Submission Dates for Applications (2011)

- Applications for the Autumn session Course commencing 24 January 2011 should be submitted by 17 December 2010; and
- Applications for the Spring session Course commencing 20 June 2011 should be submitted by 20 May 2011

Applications are accepted in order of submission, subject to quota limitations. They may be accepted after these dates, if places still are available in the Course.

POSTGRADUATE COURSEWORK APPLICATION

Please read the enclosed Course Handbook and these instructions before you complete the application. To assist you in completing your application:

Items 1, 5 and 6

Unless you have enrolled previously in a Course at the University of Wollongong, you will need to provide:

- an original or certified copy of evidence of Australian citizenship (birth certificate, naturalisation certificate, passport); and
- an official academic transcript of your studies in law. Preferably this should indicate that you have had conferred or are qualified for an LLB degree or the LPAB Diploma in Law and (if you are an overseas law graduate) that you have passed any additional subjects required by the LPAB. If you are still completing these studies at the time of your application for enrolment, your enrolment will be *conditional* on your producing that evidence when it becomes available.

If you submit original documents, staff of the Professional Legal Training Program will make certified copies and return the originals to you (at your risk); otherwise please ensure that the person certifying a copy of the original document is one of the people listed in Box 9. These documents must be provided no later than the date for payment of the Course fee.

Item 2

Here, complete:

- The Course name is *Graduate Diploma in Legal Practice*;
- The year of proposed commencement
- Whether you wish to complete the Course part-time or full-time (if, when you commence the Course, you wish to change, you may be able to do so)
- The session in which you will commence the Course
- Tick 'Wollongong'

Item 9

Complete the payment details and, after carefully reading the declaration, sign and date it.

ADDITIONAL DOCUMENTS

Please complete, as relevant, these documents:

- Tax invoice for payment of non-refundable Course Materials fee

- Form 1 – all applicants
- Form 2 – To be submitted by all final-year applicants. Attach a copy of your academic record to date (showing core LLB & Skills subjects completed or in which you are enrolled – see Pre-submission Checklist later) and your draft study plan, as appropriate

Form 3 – To be completed by all non-UOW students.

PRE-SUBMISSION CHECKLIST

Please read these requirements carefully, before you complete and submit your GDLP application:

- 1) Your application must include a copy of your most recent transcript or enrolment record;
- 2) In your transcript, highlight:
 - a. All of the *core 'Priestley' subjects* you have completed or in which you are enrolled; and
 - b. All of the *Skills Program* subjects you have completed or in which you are enrolled;
- 3) Clearly state the date you submit your application as they are processed in the order of receipt. A quota of 40 places applies. Please clearly show your name, address and contact details, including email and mobile phone;
- 4) Ensure you state on page 1 of the application whether you wish to complete the GDLP part-time or full-time and in which session;
- 5) Ensure you fill in ALL the forms in the GDLP pack; this includes all UOW students. It is important you complete the information about your existing and prospective Professional Experience ; and
- 6) When supplying your payment details ensure they are clearly written and that any credit card details are accurate.

DELIVERY & PROCESSING

When you have reviewed your application against the above check-list, deliver it to the Faculty Office (Liz Mazar) or post it to:

GDLP Application
 Liz Mazar
 Faculty of Law
 McKinnon Building 67.239
 University of Wollongong
 Northfields Avenue, Wollongong, NSW 2522

The Director of the Professional Legal Training Program will acknowledge receipt of your application and will advise your status in the Course. Subject to acceptance by the Director, the application will then be passed on to UniAdvice for formal processing, and an offer of a place in the Course. The offer will be conditional upon the provision of any outstanding documents, meeting any pre-entry requirements, and payment of Course fees at least three weeks prior to the commencement of the Course.

If, at any time after lodging the application and before formal enrolment, you wish to withdraw your application, please notify the Professional Legal Training Program so that a student on a waiting list can be considered for the Course.