

GUIDELINES FOR ADDRESSING MAJOR QUERIES IN THE APPLICATION PROCESS

The Council of Legal Education (CLE) is committed to ensuring that all applicants to the Nigerian Law School undergo a fair and transparent admission process. In order to achieve this goal, the CLE has established guidelines for addressing major queries that may arise during the application process. These guidelines are designed to ensure that all applicants are treated fairly and consistently, and that any issues or discrepancies that arise are addressed in a timely and satisfactory manner.

(1) NAME DISCREPANCIES

(a) Error by the Applicant

If a name discrepancy is discovered and it is determined that the error was made by the applicant, he/she must depose to an affidavit acknowledging the error and stating the correct names and arrangement, as verified by the University. The affidavit must be sworn to before a Commissioner of Oaths or a Notary public

(b) Error by the University

If a name discrepancy is discovered and it is determined that the error was made by the university, the university must provide a written acknowledgement of the error, stating the correct names and arrangement. The acknowledgment must be on the university's letterhead, and must be signed by the Registrar.

(2) MISSING OR INCOMPLETE DOCUMENTS

(a) Failure to submit required certificates or payment receipt

If an applicant fails to submit a copy of a required certificate, such as WAEC, or LLB certificate, or receipt of payment of application fee, the applicant must submit same.

(b) Failure to Attach Letter of Transfer

If an applicant fails to attach a letter of transfer from another University, he/she must provide the required document which must be on the university's letterhead, and must be signed by the appropriate university official.

(3) UNACCOUNTED PERIODS

If an applicant has an unaccounted period in their application, he/she must depose to an affidavit stating their whereabouts during the unaccounted period. The affidavit must be sworn to before a Commissioner of Oaths or a Notary Public.

(4) INCOMPLETE FORMS

(a) If an applicant fails to submit Form C, he/she must complete Form C, and depose to an affidavit acknowledging what he/she has filled in the form. This must be sworn to before a Commissioner of Oaths or a Notary Public.

(b) For Employment History and other periods sections not filled, the applicant must complete the required section(s) and submit same. Photocopy is not accepted.

(5) SUBMISSION OF RESPONSES

All responses to queries must be addressed to the Secretary to Council/ Director of Administration, Nigerian Law School, Headquarters, Bwari, Abuja. A covering letter must be attached, stating in capital letters, the Applicant's Name, University and the Applicable Query. Responses must be submitted via despatch /courier service, unless the applicant resides in Abuja or has a representative who can submit the response on their behalf.

SIGNED

ADMISSIONS OFFICE

