

Application Guidance Notes

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

Course Code	: SC522A
Application Deadline	: 3 October 2026
Entrance test/Interview	: 5 – 9 October 2026 (applicants will be notified of the details)
Course Commencement Date	: 10 October 2026
Application Fee	: 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** (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.

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

CLOSING DATE FOR APPLICATION
3 October 2026

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)

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

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

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

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

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

7. Mobile Phone No.

8. Correspondence Address ☐ Residential ☐ Business

☐ HK ☐ KLN ☐ NT

Email address

Emergency Contact Person

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

Contact Person

Phone

9. Programme Structure

☐ **1-Year Programme**

(2026/2027)

Legal System and Method [LA1031] *

Contract Law [LA1040]

Criminal Law [LA1010]

Public Law [LA1020]

☐ **2-Year Programme**

Year 1 (2026/2027)

Legal System and Method [LA1031] *

Contract Law [LA1040]

Year 2 (2027/2028)

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 £

OFFER ISSUED

DATE OF ISSUE

SRN

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.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

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 :

[illegible]

Decision

☐ Accepted

☐ Not Accepted

Signature of Interviewer: _____ (Name: _____)

18. Use of Personal Data

- a) HKU SPACE / the University of London 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 HKU SPACE.
- c) For details on HKU SPACE / the University of London's policy on personal data (privacy), please refer to the prospectus or website.

19. Notes to Non-local Applicants

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, EXCEPT for those admitted to Hong Kong as dependants, or on a Permit for Proceeding to Hong Kong or Macao (also known as "One-way Permit"), or under any of the schemes indicated in paragraph (I) below, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants who are issued with a valid employment visa or training visa, or members of the Consular Corps, or foreign domestic helpers, or admitted under any of schemes listed in paragraph (II) below, also do not need prior approval to pursue part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to an HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are not considered by the Immigration Department for student visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU system through HKU SPACE. For non-local applicants for all courses/programmes, as their visa/entry permit status may be subject to changes from time to time, and if they select to apply in person, are required to have their H.K.I.D. (if issued) and passport/visa documents photocopied by learning centre staff to facilitate verification. Non-local applicants applying by post are required to attach a copy of their H.K.I.D. (if issued) and passport/visa documents.

(I) Quality Migrant Admission Scheme (QMAS)
Capital Investment Entrant Scheme (CIES)
Immigration Arrangement for Non-local Graduates (IANG)
Admission Scheme for the Second Generation of Chinese
Hong Kong Permanent Residents (ASSG)
Top Talent Pass Scheme (TTPS)
New Capital Investment Entrant Scheme (New CIES)

(II) Technology Talent Admission Scheme (TechTAS)
Enhanced Supplementary Labour Scheme (ESLS)
Sector-specific Labour Importation Schemes (SLIS)
Special Scheme to Import Care Workers for Residential Care Homes (CWS)
Investment for Entrepreneurs under the General Employment Policy (GEP)
Admission Scheme for Mainland Talents and Professionals (ASMTTP)

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

- a) I declare that all information provided in this application form and the accompanying documents is accurate and complete. I understand that any misrepresentation may result in the disqualification of my application for admission or registration with HKU SPACE / the University of London, without entitlement to any refund. Making, submitting, or using false instruments (including forged documents) is a serious criminal offence under the Crimes Ordinance (Cap. 200, Laws of Hong Kong) and may lead to prosecution and imprisonment. HKU SPACE / the University of London will refer any suspected admission fraud to the Police and reserves the right to take further action as appropriate.
- b) I agree to HKU SPACE / the University of London 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_____

This is an exempted course under the Non-Local Higher and Professional Education (Regulation) Ordinance. It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.