



1. Dates for submitting applications for admission, registration, and the beginning of the study:

- Submission of applications for admission: from 20 November to 15 December 2022 (20 open days).
- Sorting the admission files and issuing the list of those accepted within the limits of the vacant seats and notifying the accepted ones: from 18 to 22 December 2022 (5 open days).
- Regular registration period: from 25 to 29 December 2022 (5 open days).
- Registration completion period and announcement of the final list of registrants: from 01 - 12 January 2023 (10 open days).
- Beginning of the first semester: 01 January 2023.

2) Candidacy for admission to the Higher Diploma of Applied Studies Program for Paralegals:

2.1 Minimum conditions for candidacy:

Acceptance of candidates is competitive and conditional on the requirements of the Ministry of Higher Education, Scientific Research and Innovation, and the conditions of the Applied Studies Program for Paralegals being met, and subject to the number of available seats. Meeting of the minimum requirements for admission does not guarantee joining the program directly. The candidate must also:

- Be healthy and capable of working as a Paralegal.
- Have a general diploma or any equivalent qualification approved by the Omani Ministry of Education.
- Attend a personal interview to assess his capabilities, if the candidate has a rating of less than 65% in the General Education Diploma or its equivalent.

2.2 Required documents:

The candidate must carefully fill out the "Application for Admission" data in accordance with the requirements, and attach the following documents:

1. A copy of the general education diploma or its equivalent, certified by the Omani Ministry of Education.
2. A copy of the transcript of the general education diploma or its equivalent, certified by the Omani Ministry of Education.
3. A recent personal photo (photograph specification for a passport).
4. A copy of the civil identity card from both sides (personal card / resident card) and a copy of the passport (the first page and the visa page, if any).
5. A two-sided copy of the guardian's civil identity card (if applicable).
6. A copy of the sponsor's approval letter (if applicable).

2.3 How to apply for admission:

- Applications for admission are open from 20 November to 01 December 2022.
- The candidate can submit the "Admission Application File" remotely on the Institute's website (<https://sltc-edu.net>) or submit it directly (by him or his representative) to the Registration and Admission Department at the Institute's headquarters.
- The candidate must carefully fill out all the data that applies to him in the "Application for Admission" form, and upload/attach the required documents.
- Only accepted candidates will be notified by email of their acceptance and of the documents that must be completed for registration. . The final list of accepted applicants is also published on the Institute's website.

3- Registration of students admitted to the Higher Diploma of Applied Studies Program for Paralegals:

3.1 Location of registration:

Accepted candidates will be registered at the Institute's headquarters, address: SASLO Building, Building No. 1/597, Street No. 262, behind (OLNG) Oman Liquefied Natural Gas Company, Airport Heights, Postal Code 112, Sultanate of Oman. PO Box 1288.

3.2 Registration period:

The accepted candidate must appear in person to complete the registration process in front of the admission and registration office at the Institute, during the regular period (ten open days) extending from 25 to 29 December 2022. An exceptional period is allocated from 01 to 12 January 2023 to replace the previously accepted candidates who failed to register, with candidates from the waiting list in ranking order.

3.3 Documents for registration:

1. 4 personal photos (personal identification card photo specifications).
2. A copy of the civil identity card from both sides (personal card / resident card) and a copy of the passport (the first page and the visa page, if any).
3. A two-sided copy of the guardian's civil identity card (if applicable).
4. Original of the sponsor's approval letter (if applicable).

3.4 Tuition fees:

The student must settle the tuition fees with the accounting department of the Institute in return for an official receipt proving the payment of fees according to the financial settlement method approved by the Institute (for further inquiries, call the mobile number: (0096896280114).

After fulfilling the administrative and financial conditions for registration, the student will be given an academic number and a student card with multiple functions (including identifying the student, entering exams, and student activities).

4) For students wishing to transfer to the institute and international students:

4.1 Transfer from vocational training institutes and other higher education institutions to the Higher Diploma Program for Applied Studies for Paralegals

New applicants have priority for admission in the first academic year (Certificate of Applied Studies for Paralegals). Students may transfer from other academic institutes, according to the following conditions:

Transfer conditions are subject to the Regulations of the Applied Studies Program for Paralegals.

1. The student must fulfill the admission requirements applicable to the Unified Admission Center in the academic year in which he was accepted.
2. A vacant seat must be available at the Institute for the student to be admitted to the Applied Studies Program for Paralegals.
3. The student must have successfully completed at least two (2) semesters of the academic program in the institution he is transferring from.
4. After being admitted into the Applied Studies Program for Paralegals he student must still complete at least (50%) fifty percent of the required hours of the Applied Studies Program for Paralegals for the subject for which the student obtained transferred credit hours in order to qualify to sit the exam for that subject on the Applied Studies Program for Paralegals. .
5. The transferred credit hours that the student has studied successfully and which have been equalized within the grade requirements are counted for admission but are not included in the calculation of the cumulative average for the Applied Studies Program for Paralegals.
6. If the student wishes to register for a course in which he previously obtained transferred hours, in order to raise his grade in this course, the grade (T = transfer) remains valid until the end of the prescribed add and drop period specified in the Academic Calendar. Then the grade obtained by the student is calculated in the Final Exam at the end of the semester.

4.2 International students

International students can apply according to the admission and registration requirements for the program. The admission process includes approvals from the relevant authorities. The Institute will also assist accepted international students by facilitating the process to obtain a study visa.

4.3 Description of the study visa

It is granted on request from a Sponsor who is responsible for a foreigner who is coming for study in Oman. The visa is as follows:

- Valid for use within 6 months from the date of issuance.
- Valid for staying in Oman for a period of 1 to 2 years as of the date of entry.
- Renewable for a similar period if the holder is to continue their studying, which must be supported with a letter from the sponsor. This needs to be confirmed by a letter from the educational / training institution.
- Multi-entry visa.

4.4 Required Documents

Submit the application by filling out the electronic form on the Royal Oman Police website, signed by the employer or a person authorized to sign on his behalf, and printed in Arabic for Arab nationalities and in English for non-Arab nationalities, and attach the following documents:

- Attach two personal photos (3.5 x 4.5) cm.
- A copy of the foreigner's passport, valid for at least six months.
- A copy of the signature form for authorized signatories issued by the Ministry of Commerce and Industry for the private sector.
- Attach the medical examination card with a copy of it for those coming from some countries, and approved by the Ministry of Health: India, Pakistan, the Philippines, Bangladesh, Indonesia, Sri Lanka, Egypt, Sudan, Ethiopia, the Syrian Arab Republic, Nepal.

4.5 Institute admission and registration policy

The admission and registration process is completely fair, transparent and impartial....read more

1. The Institute maintains the confidentiality of the personal information of the candidates for admission, and of the registrants affiliated with the Institute.
2. It is not possible to request the return of copies of documents that were submitted for candidacy for admission or for registration at the Institute.
3. Declared admission requirements, academic ability and ability to work as a paralegal. They are the only criteria for admission to the program and there is no room for candidates to be discriminated against on the basis of any other factors.
4. The admission of candidates is competitive and conditional on the requirements of the Ministry of Higher Education, Scientific Research and Innovation, and the requirements of the Applied Studies Program for Paralegals being met, subject to available seats on the program... The fulfillment of the minimum requirements for admission does not guarantee direct entry into the program.
5. Any candidate, , with a rating of less than 65% in the General Education Diploma or its equivalent, shall be subject to evaluation through a personal interview before the admission committee of the institute in order to verify his capabilities.
6. The Admission Committee of the Institute approves in its session minutes the sorting of the candidates' files and the differential list of the accepted candidates. The Academic Council issues a decision to accept the candidates in the minutes of its session.
7. Only the candidates who have been accepted are announced, and the final admission list is published on the Institute's website..
8. An exceptional period shall be allocated to replace candidates from the waiting list with the place of the accepted candidates who failed to register in the regular period, in ranking order.
9. After fulfilling the administrative and financial conditions for registration, the program's affiliates are given a student card with multiple functions (such as identifying the student, entering exams, and student activities).
10. A registered student who does not attend any of the program within the first two weeks without a legitimate excuse loses his right to a study seat.