PRIVATE AND CONFIDENTIAL [Date]

Dear [Applicant]

Thank you for your application to study at St Mary’s University Twickenham. You have declared on your Application Form that you have a criminal conviction. The University has a policy on the admission of students with a previous criminal record (available at [insert link].

In order to consider your application further, the University has to consider details of the nature of your offence(s) and conviction(s).

# Spent Convictions

Certain convictions become spent after a certain period of time. If your conviction is spent you should confirm this in writing and your application will proceed as normal.

You should note, however, that if you are applying for the LLB, you may not be able to become a solicitor or barrister with a conviction. You should consult the Law Society on this issue.

**Unspent convictions**

If your conviction is unspent, then you must provide the following:

* + 1. **Details of the nature of your offence(s) and conviction(s)**, from an official source if possible, such as your probation officer, solicitor etc.
		2. Please supply a **personal statement** giving the circumstances surrounding the commission of the offence(s). This should include:
			- The date of the offence
			- The nature of the offence
			- The sentence
			- Any other information you wish the University to take into account in considering your application e.g. personal mitigating circumstances at the time of the offence
		3. Please also supply me with two additional references (**two actual references, not just names and addresses**) from people who are aware of your conviction and can give details

as to why you should be accepted as a student at the University.

Please send all information to: Admissions Room N45

St Mary’s University Twickenham London

TW1 4NX

It would be helpful if you could provide me with the details I have requested **no later than four weeks from the date of this letter**. I regret that if you do not comply with my request by this date, the University will not consider your application further.

I assure you that any information you provide will be treated in the strictest confidence.

Yours sincerely

[insert name here] Admissions Administrator