

GAMBIA LAW SCHOOL (GLS) APPLICANT USER MANUAL

JULY 2025
Product Engineering Team

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Introduction


This manual is designed to help applicants navigate the Gambia Law School (GLS) Online Portal efficiently and accurately. It provides clear, step-by-step guidance on how to create an account, complete and upload the required documents, submit your application, and track the status of your application. Whether you are a first-time applicant or returning to continue your application, this manual is designed to support a smooth and successful registration process.

Sign Up

1. Open the GLS portal
2. Fill the form with the requested information
3. Click the **Reset** button if you want to clear out the information inputted
4. Click on the **Register** button to complete your registration

Register to Gambia Law School

First Name	<input type="text" value="Please enter your first name"/>
Last Name	<input type="text" value="Please enter your last name"/>
Date of Birth	<input type="text" value="dd/mm/yyyy"/>
Gender	<input type="text" value="Male"/>
Nationality	<input type="text" value="Gambia"/>
Email	<input type="text" value="Please enter your email"/>
Password	<input type="password" value="Please enter your password"/>
Verify Password	<input type="password" value="Please re-enter your password"/>



Already have an account? [Login](#)

Login

1. Enter your Email Address and Password used in the registration process.
2. Click on **LOGIN**
3. An activation code will be sent to your email
4. Enter verification pin (OTP) to log in





LOGIN TO YOUR PORTAL

E-Mail Address:


 E-Mail Address

Password:

 Password

 [Forgot your password?](#)

LOGIN 

 [You don't have an account?](#)

Verify Your Account

Please check your email for the verification pin and enter it below.

Enter your pin *

VERIFY

Verify Your Account

Please check your email for the verification pin and enter it below.

Enter your pin *

8R7G1R|

VERIFY

Forgot your password

1. Click on the **Forgot your password?** Link if you forgot your password
2. Enter your email address
3. Click on **SEND CODE**
4. Input the verification code sent to your email
5. Update your password by filling in a **New Password**
6. Fill in **Confirm New Password**
7. Click on **Reset password**
8. Click on **Back to Login** to return to the registration page



RESET YOUR PASSWORD

Enter your email address and we'll send you a verification code.

E-Mail Address:

SEND CODE 

[← Back to Login](#)



RESET YOUR PASSWORD

We've sent a 6-digit code to **rakiesarr7@gmail.com**

Enter the code and your new password below.

Verification Code:



123456

New Password:



Enter new password



Confirm New Password:



Confirm new password




RESET PASSWORD 

Didn't receive the code? Resend in 20s

[← Back to Login](#)

Profile Tab

1. Fill out the remaining fields on the profile tab
2. Upload your passport photo and identification document
3. Click on **Save and Continue**



Online Application
Complete Your Application Process

PROFILE


REQUIREMENTS


ACADEMIC BACKGROUND

WORK EXPERIENCE


REGISTRATION FEE

Complete your personal information



UPLOAD PASSPORT SIZE PHOTO (JPG, JPEG, PNG)


UPLOAD IDENTIFICATION DOCUMENT (JPG, JPEG, PNG)


First Name *

 Product


Email *

 insistpe@gmail.com


Address *

 Manjai


Last Name *


 Engineering

Phone *

 2345754

Date of Birth

 06/12/2000



SAVE AND CONTINUE

Requirement Tab

1. The **Requirement** tab is displayed after clicking on the **Save and Continue** button on the **Profile** tab
2. Enter your grades
3. Click on **Save and Continue**



Online Application

Complete Your Application Process

PROFILE	REQUIREMENTS	ACADEMIC BACKGROUND	WORK EXPERIENCE	REGISTRATION FEE
---------	--------------	---------------------	-----------------	------------------

Enter your grades for the following requirements (A, A+, C, D, F, 45%, 12.1 etc)

Contract Law I & II *	Constitutional Law I & II *
A+	D
Law of Tort I & II *	Criminal Law I & II *
C	A
Land Law/Immovable Property I & II *	Equity & Trust I & II *
A	A+

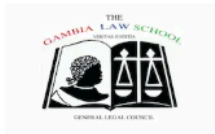
PREVIOUS



SAVE AND CONTINUE

Academic Background Tab

1. The **Academic Background** tab is displayed after clicking on the **Save and Continue** button on the **Requirement** tab
2. Fill in your academic details
3. Upload documents (PDF file format)
4. Click on “**Add Second Academic Record**” if you want to add a second record
5. Fill in the details and upload documents where necessary in a PDF file format
6. Click on **Save and Continue**



Online Application

Complete Your Application Process

PROFILE	REQUIREMENTS	ACADEMIC BACKGROUND	WORK EXPERIENCE	REGISTRATION FEE
---------	--------------	---------------------	-----------------	------------------

Academic / Educational background (Upload PDF file formats only)

Institution 1 *		
Qualification 1 *		
Start Date *	End Date *	
07/02/2025	07/02/2025	
UPLOAD CERTIFICATE	UPLOAD TRANSCRIPT	UPLOAD ACADEMICREF

ADD SECOND ACADEMIC RECORD

PREVIOUS

NEXT



Online Application

Complete Your Application Process

PROFILE	REQUIREMENTS	ACADEMIC BACKGROUND	WORK EXPERIENCE	REGISTRATION FEE
---------	--------------	---------------------	-----------------	------------------

Academic / Educational background (Upload PDF file formats only)

Institution 1 *		
University of The Gambia		
Qualification 1 *		
Bachelor of Law(LLB)		
Start Date *	End Date *	
07/02/2025	07/02/2025	
SCREENSHOT 2025-07-02 135059.PNG	SCREENSHOT 2025-07-02 135517.PNG	SCREENSHOT 2025-07-02 135212.PNG

Second Academic Record

Institution 2 *		
College		
Qualification 2 *		
Degree Certificate		
Start Date *	End Date *	
07/02/2022	09/02/2024	
LANDING PAGE.PNG	SCREENSHOT 2025-07-02 135249.PNG	SCREENSHOT 2025-07-02 135059.PNG

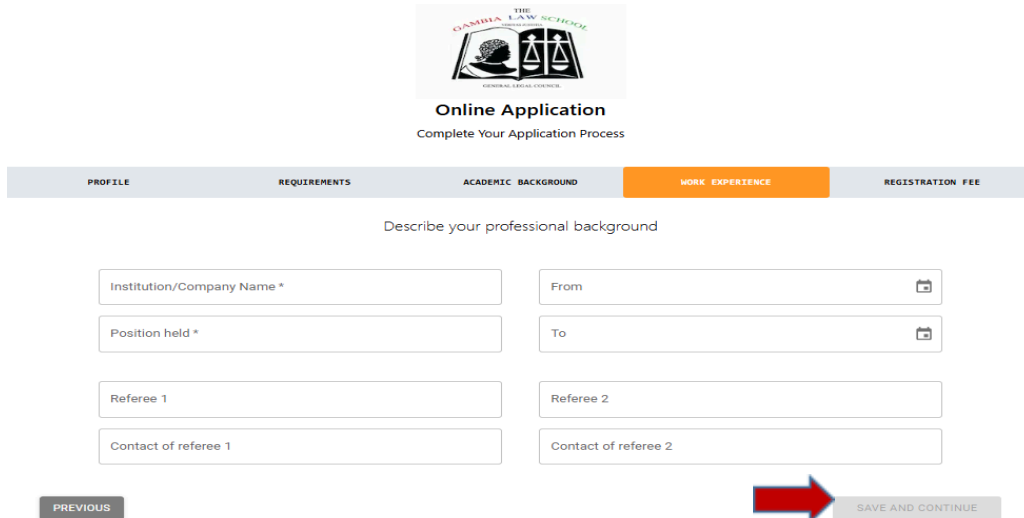
PREVIOUS



SAVE AND CONTINUE

Work Experience

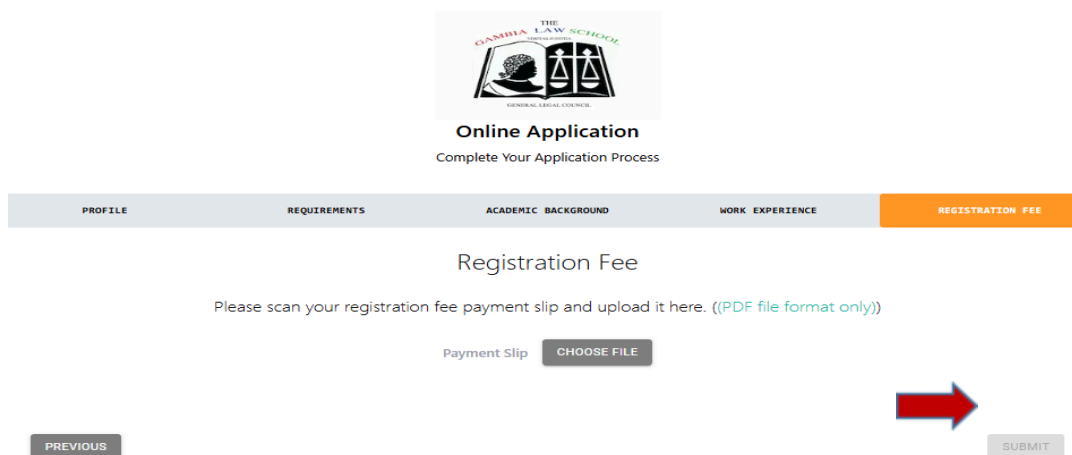
1. The **Work Experience** tab is displayed after clicking on the **Save and Continue** button on the **Academic Background** tab
2. Fill in your work details
3. Click on **Save and Continue**



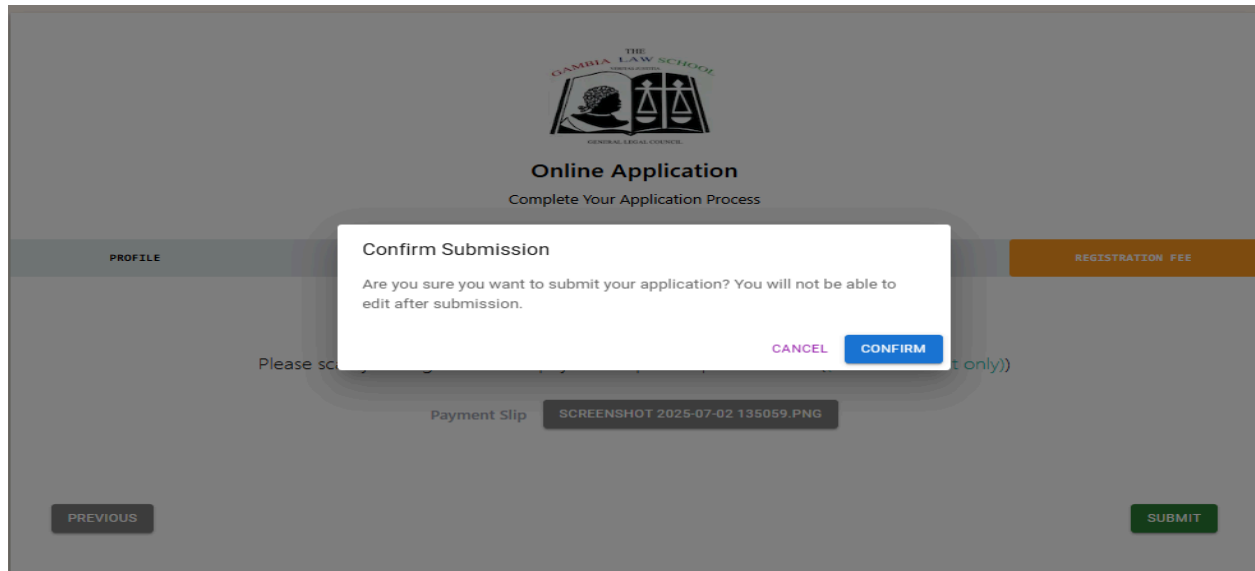
The screenshot shows the 'Online Application' interface for 'THE GAMBIA LAW SCHOOL'. The 'WORK EXPERIENCE' tab is selected in the navigation bar. The form is titled 'Describe your professional background' and contains several input fields: 'Institution/Company Name *', 'Position held *', 'Referee 1', 'Contact of referee 1', 'From', 'To', 'Referee 2', and 'Contact of referee 2'. A red arrow points to the 'SAVE AND CONTINUE' button at the bottom right.

Registration Fee Tab

1. The **Registration Fee** tab is displayed after clicking on the **Save and Continue** button on the **Work Experience** tab
2. Upload your payment slip
3. Click on **Submit**
4. Click on the **Confirm** button to successfully submit
5. Click on the **Cancel** button to go back to your application

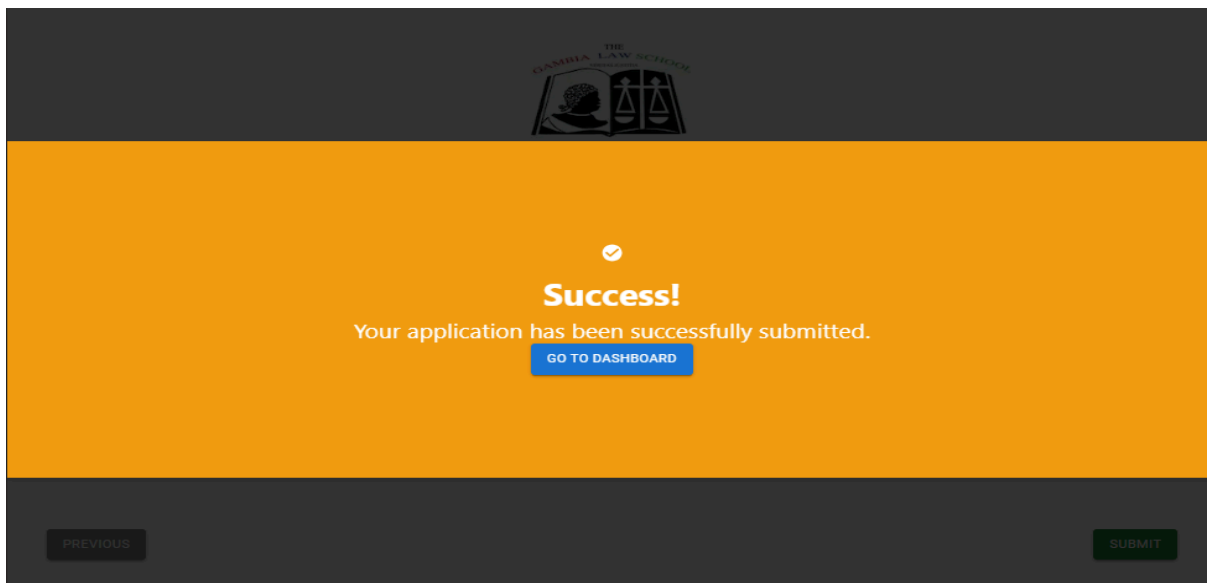


The screenshot shows the 'Online Application' interface for 'THE GAMBIA LAW SCHOOL'. The 'REGISTRATION FEE' tab is selected in the navigation bar. The form is titled 'Registration Fee' and contains a text prompt: 'Please scan your registration fee payment slip and upload it here. ((PDF file format only))'. Below this is a 'Payment Slip' label and a 'CHOOSE FILE' button. A red arrow points to the 'SUBMIT' button at the bottom right.



View Dashboard

1. Click on the Go to Dashboard button after confirming the submission of your application
2. Your dashboard is displayed, reflecting your application status and personal details
3. You can track your application status here



Post Registration

1. Check your email for confirmation that your application is under review
2. Monitor your dashboard for updates on your application status
3. Look out for emails notifying you if your application is **accepted**, **rejected**, or put on the **waitlist**
4. Once notified, your application status is updated to reflect the current status.



Product Engineering

Application Status: **PENDING**



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Manjai



Phone
2345754



Email
insistpe@gmail.com



Application Year
2025