



UNIVERSITY OF THE COMMONWEALTH CARIBBEAN INTERNATIONAL STUDENTS APPLICATION FORM

INSTRUCTIONS:

- Print clearly using BLOCK LETTERS and tick boxes where appropriate.
Do not write in pencil. We cannot consider your application if it is incomplete or unreadable.
- Please return your completed application and required documentation to:
International Office, University of the Commonwealth Caribbean, 17 Worthington Ave., Kingston 5, Jamaica.
Email: internationaladmissions@ucc.edu.jm, Phone: 1 876-665-3000

Section A - Personal Data

1. NAME

Title: _____ Last Name: _____

First Name: _____

Middle Name(s): _____

2. FORMER NAME (if applicable)

Title: _____ Last Name: _____

First Name: _____

Middle Name(s): _____

3. HAVE YOU PREVIOUSLY APPLIED TO UCC?

Yes ☐ No ☐

4. PERMANENT ADDRESS:

Apt/Street/PO Box _____

City/Town/Post Office _____

Parish/County _____

State _____

Zip/Postal Code _____

Country _____

5. MAILING ADDRESS: (if different from 4)

Apt/Street/PO Box _____

City/Town/Post Office _____

Parish/County _____

State _____

Zip/Postal Code _____

Country _____

6. HOME/PERMANENT PHONE:

7. MAILING ADDRESS PHONE:

8. CELL PHONE:

9. WORK PHONE:

Ext: _____

10. FAX NUMBER:

11. EMAIL ADDRESS:

12. GENDER:

Male ☐

Female ☐

13. DATE OF BIRTH:

Day _____

Month _____

Year _____

14. Marital Status:

☐ Single

☐ Married

☐ Common Law

☐ Legally Separated

☐ Divorced

☐ Widowed



15. RELIGION/DENOMINATION:

16. COUNTRY OF BIRTH/NATIONAL OF:

17. COUNTRY OF CITIZENSHIP:

18. a) COUNTRY OF RESIDENCE:

b) Duration (yrs):

19. a) DO YOU HAVE A DISABILITY?

(This Information is needed in case special facilities are required)

Yes ☐ No ☐

b) If yes, please specify:

Section B - Campus, Faculty & Courses

20. PERIOD OF STUDY

Spring ☐ Summer ☐ Fall ☐

21. EXPECTED ADMISSION DATE

Month _____ Year _____

22. CAMPUS

Kingston ☐ Montego Bay ☐

23. APPLICATION TYPE

International ☐ Exchange ☐

24. PROGRAMME LEVEL:

☐ Undergraduate Degree

☐ Master's Degree

ESL Programme

Beginner's English ☐

Intermediate English ☐ Advanced English ☐

25. PROGRAMME OF CHOICE (you may visit www.ucc.edu.jm to select your programme):

26. HOUSING CHOICE

UNIVERSITY HOUSING (off Campus) ☐ HOMESTAY ☐

OWN ROOM/SHARED APARTMENT ☐

SHARED ROOM/SHARED APARTMENT ☐

27. HOW DID YOU OBTAIN INFORMATION ABOUT UCC?

☐ UCC Alumni ☐ Employer

☐ Email ☐ Internet

☐ Media ☐ Direct Mail

☐ Agent ☐ Other: (Please Specify)

Section C - Academic Qualifications

28. Please provide details of your current studies. You must:

1. Request the Registrar of your home institution to send one official transcript to the Registrar, University of the Commonwealth Caribbean, Kingston 5, Jamaica.

Note: Documents not in English must be accompanied by official English language translations.

Programme/award	Institution name	Country	Attendance dates (from-to)	Completion/Expected completion date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



Section D - Academic Qualifications

29. ENGLISH PROFICIENCY

a) Is English your first language?

(If yes, you need not complete the English Proficiency section of this form).

☐ No

☐ Yes

b) If your current level of English language proficiency does not meet UCC's English Language entry requirements, and all other entry requirements are met, would you like to receive a Package Offer, which includes English Language tuition in UCC's 3 month programme?

☐ No

☐ Yes

c) Please tick the appropriate box to indicate any English tests you have completed within the last two years:

☐ TOEFL

☐ IELTS

Notes:

Test results are only valid for two years from the date of the test. Test results must still be valid the month your UCC degree programme starts or they cannot be accepted.

UCC will not accept institutional TOEFL tests, photocopies or certified copies of examinees' TOEFL results. If you have not done so already, you must ask your TOEFL testing centre to send your official results to UCC.

If you sat an IELTS test and you can provide an IELTS Test Report Form (TRF) number you do not need to provide an official copy of your IELTS results to UCC. My TRF number is: _____

If you sat an internet-based TOEFL test, please indicate your registration number and test date:

Registration number: _____ Test date: _____

Section E - Financial Resources

30. Expected source of Funding

☐ Government (Specify)

☐ Loan

☐ Self

☐ Institution of Origin

☐ Donor (Specify)

☐ Parents

☐ Award (Specify)

31. Will you be able to meet your financial obligation by the time of acceptance?

Yes ☐ No ☐

Section F - Employment Information

32. Please indicate current employment information (if applicable)

a) Are you self employed?

Yes ☐ No ☐

b) If yes, indicate the Type of Business

c) Name of Employer (if applicable)

d) Position

e) From: Day

Month

Year

f) Address:

Apt/Street/PO Box

City/Town/Post Office

Parish/County

State

Zip/Postal Code

Country



Section G - Emergency Contact Information

33. Please indicate information for an emergency contact person

a) Name

Title:

Last Name/Surname:

First Name:

Middle Initial:

b) Relationship to applicant:

c) Permanent address:

Apt/Street/PO Box

City/Town/Post Office

Parish/County

State

Zip/Postal Code Country

d) Emergency contact home/permanent phone:

e) Emergency contact cell phone:

f) Emergency contact work phone:

_____ Ext: _____

Section H - Referee Information

34. Name two referees (Exchange applicants only)

a) Name of Referee:

Name of Organization:

Position:

Address:

Apt/Street/PO Box

City/Town/Post Office

Parish/County

State

Zip/Postal Code

Country

Phone:

_____ Ext: _____

b) Name of Referee:

Name of Organization:

Position:

Address:

Apt/Street/PO Box

City/Town/Post Office

Parish/County

State

Zip/Postal Code

Country

Phone:

_____ Ext: _____



DECLARATION AND SIGNATURE

I agree:

- To the University of the Commonwealth Caribbean communicating with me via electronic means;
- To permit UCC to obtain my academic results from other institutions directly if required
- That if any information provided by me is discovered to be untrue or misleading in any respect, I consent to UCC collecting, storing and disclosing this information to the University Council of Jamaica and any other relevant authority.

I understand that:

- Submitted documents supporting this application become the property of UCC and will not be returned to me;
- UCC may vary or cancel any decision it makes if the information I have given is incorrect or incomplete.

I declare that the information I have given in this application is correct and complete.

Applicant's signature: _____ Date: _____
DD/MM/YYYY

Signature of parent/legal custodian, if student is under 18 years of age.

Parent's/legal custodian's signature: _____ Date: _____
DD/MM/YYYY

Permission to release information (optional)

I authorise the following person to access details regarding my application (compulsory for students under 18 years of age):

Family name: _____ Given name: _____

Relationship to applicant: _____ Delegate's signature: _____

Date: _____
DD/MM/YYYY

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

- Student application fee of US\$100. Payment can be only done via Visa or MasterCard, Certified Cheque or Money Order (payable to The University of the Commonwealth Caribbean)
- Photocopy of valid passport
- Proof of completion of English Language Assessment
- Passport size photo (not more than 6 months)
- Affidavit of support form
- Certified copy of Birth Certificate

FOR OFFICIAL USE ONLY

Documents Received:

- ☐ Application Fee
- ☐ Birth Certificate
- ☐ Marriage Certificate
- ☐ Deed Poll
- ☐ Transcripts
- ☐ Certificates/Other qualifications
- ☐ Referee Reports
- ☐ Other (please specify): _____

Original documents returned

Signature of University Registrar

Date (dd/mm/yyyy)

☐ APPROVED

☐ NOT APPROVED

Dean or Nominee/Coordinator

Date (dd/mm/yyyy)

COMMENTS