



UNIVERSITY OF THE  
COMMONWEALTH  
CARIBBEAN (UCC)

*Fostering Leadership & Innovation*

# 2018 **INTERNATIONAL STUDENT** PROGRAM GUIDE



## FOR **ESL, UNDERGRADUATE & GRADUATE** **PROGRAMS**

### **CORPORATE OFFICE**

17 WORTHINGTON AVENUE KINGSTON 5, JAMAICA

PHONE: (876) **665-4008/4010**

EMAIL: [international@ucc.edu.jm](mailto:international@ucc.edu.jm)

## TABLE OF CONTENTS

About UCC .....	3
Snapshots of Jamaica .....	5
Programs at UCC .....	9
Course & Other Fees .....	13
Affidavit Support .....	14
Entry Requirements	
English Language Requirements .....	15
UCC Undergraduate Programs .....	15
UCC Graduate Programs .....	18
English as a Second Language .....	19
Cultural Immersion Program .....	20
Medical Program .....	21
(UOL) Law Programs .....	23
Application Instructions .....	24
Accommodation/Housing .....	26
Health/Medical Insurance .....	28
Visa .....	29
Cancellation Policy .....	32
Contact Information .....	34

## ABOUT UCC

---

**T**he University of the Commonwealth Caribbean (UCC) formerly the University College of the Caribbean, is an independent Caribbean university, providing quality tertiary level education.

UCC provides the highest standard of instruction, while offering excellent prices, particularly when these costs are compared with US and UK universities. Our degree programs are designed to provide a unique curriculum for current and future managers, as well as other company executives who must address the complex global issues facing businesses, government, and non-profit organizations. The programs deliver the latest management concepts and business applications by combining theory and case studies with real-life business settings.



UCC programs are recognized and accredited by the **University Council of Jamaica (UCJ)** which has some of the most rigorous approval standards of any accreditation body in the Americas. In early 2017, UCC also received “premier status” institutional accreditation from the Accreditation Service for International Schools, Colleges & Universities ([asic.org.uk](http://asic.org.uk)).

UCC offers the following professionally-based programs:

**Bachelor of Science degree in**

- Business Administration
- Tourism & Hospitality Management
- Business Administration majoring in Accounting
- Business Administration majoring in Financial Management
- Business Administration majoring in Accounting & Financial Management
- Business Administration majoring in Information Systems Management
- Marketing
- Human Resource Management
- Information Technology
- Applied Psychology
- Social Work

- Production & Operations Management

#### **Masters degrees**

- Business Administration (MBA) with concentrations in Accounting, Finance, HRM, Marketing Management, Disaster Management, Entrepreneurship
- Commonwealth Executive Master of Business Administration
- Commonwealth Executive Master of Public Administration

#### **Certificates**

- English as a Second Language (ESL)

Since 1999, UCC has partnered with **Florida International University (FIU)** to offer a number of masters programs (to students in Jamaica) including:

- Professional Masters in Business Administration
- Masters in Engineering Management
- Masters in Curriculum & Instruction

In partnership with the **University of London**, UCC also offers the following University of London programs:

- Bachelor of Laws
- Certificate in Higher Education (CertHE) Common Law

More recently, UCC has partnered with the **Caribbean School of Medical Sciences, Jamaica (CSMSJ)** to offer medical education and training. The programs offered through CSMSJ are:

- Pre-Med & Pre-Dental Program
- Doctor of Medicine Degree

UCC's main campus is located in Jamaica's primary business district, Kingston, and is an ideal location to live and study. Recreational activities abound, all within a few miles of UCC's campus. Recreational activities include:

- Hiking or mountain climbing
- Swimming with the dolphins; snorkeling, scuba diving, deep sea fishing
- Shopping in high fashion areas
- Cultural attractions
- Exciting night life with live music, theatres and restaurants offering local and international fare.
- A wide variety of places of worship to cater to the needs of the spiritual; Christian (*all sects*), Muslim, Jewish, Hindu, Baha'i, Rastafarian, Buddhist
- Year-round food and music festivals.

The Bob Marley Museum, Hope Zoo, Emancipation Park and Devon House are in proximity to the University's Kingston campus. A tropical climate enables year-round enjoyment of many outdoor activities.



## *Jamaica ... Snapshots*

---



*Emancipation Park, Kingston*



*Ferry Road, St. Catherine*



*St. Jago de la Vega Square, St.*

*Catherine*



*St. Jago de la Vega Cathedral, St.*

*Catherine*



*Old Kings House, St. Catherine*



*Historic Cast Iron Bridge, St.*

*Catherine*





*Bob Marley Museum, Kingston*

---



*Kingston Harbour*



*View of Montego Bay, St. James*

---



*Jamaican dish – Ackee & Saltfish*



*Hope Zoo, Kingston*



*View of Kingston*



## Programs Offered at UCC

	Modes available	Duration	Intakes	Tuition Cost
<b>School of Business and Management</b>				
1. Bachelor of Science in Business Administration	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
2. Bachelor of Science in Human Resource Management	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
3. Bachelor of Science in Marketing	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
4. Bachelor of Science in Marketing, Major in Digital Marketing and Advertising Management (Fall 2017)	Face-to-Face only	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
5. Bachelor of Science in Business Administration, Major in Accounting	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
6. Bachelor of Science in Business Administration, Major in Accounting (ACCA accredited)	Face-to-Face only	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
7. Bachelor of Science in Business Administration, Major in Financial Management	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
8. Bachelor of Science in Business Administration, Major in Accounting & Financial Management	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
9. Bachelor of Science in Business Administration, Major in Information Systems Management	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080

10. Bachelor of Science in Production and Operations Management	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
11. Bachelor of Science in Logistics and Operations Management	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
12. Bachelor of Science in Tourism and Hospitality Management	Face-to-Face	43 courses/ 127 credits /3-4 years	Sept/Jan/May	US\$21,590
13. Bachelor of Science in Innovation and Entrepreneurship (Fall 2017)	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
14. Bachelor of Arts in Digital Media (Spring 2018)	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
15. Associate of Science in Production and Operations Management	Face-to-Face & Online	21 courses/ 61 credits/2 years	Sept/Jan/May	US\$10,370
16. Associate of Science in Business Administration	Face-to-Face & Online	21 courses/ 61 credits/2 years	Sept/Jan/May	US\$10,370
17. Associate of Science in Tourism and Hospitality Management	Face-to-Face	21 courses/ 61 credits/ 2 years	Sept/Jan/May	US\$10,370
<b>Professional Qualification</b>				
ACCA – with five exemptions at Level 1 and full exemptions at the Foundation Level				
<b>School of Humanities and Law</b>				
1. Bachelor of Science in Social Work	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
2. Bachelor of Science in Applied Psychology	Face-to-Face	43 courses/ 127 credits /3-4 years	Sept/Jan/May	US\$21,590
3. Certificate of Higher Education in Common Law (University of London)	Face-to-Face	5 courses /1 year	October	US\$5000

4. Bachelor of Laws (LLB) (University of London)	Face-to-Face	13 courses /3 years	October	US\$15000
<b>School of Technology and Mathematics</b>				
1. Bachelor of Science in Information Technology	Face-to-Face & Online	42 courses/ 124 credits/ 3 – 4 years	Sept/Jan/May	US\$21,080
<b>College of Graduate Studies and Research</b>				
1. Commonwealth Executive Masters in Business Administration	Face-to-Face & Online	14 courses/ 42 credits/ 20 mths	Oct/May	US\$12,500
2. Commonwealth Executive Masters in Public Administration	Face-to-Face & Online	14 courses/ 42 credits/ 20 mths	Oct/May	US\$12,500
3. UCC Masters in Business Administration	Face-to-Face	14 courses/ 42 credits/ 20 mths	Oct/May	US\$11,500
4. FIU Professional Master's in Business Administration	Mix of Face-to-Face & Online	14 courses/ 42 credits/ 16 mths	Jan	US\$21,000
5. FIU Masters in Curriculum and Instruction (Spring 2018)	Mix of Face-to-Face & Online	12courses/ 36 credits/ 15 mths	Jan	US\$14,000
6. FIU Masters in Engineering Management (Spring 2018)	Mix of Face-to-Face & Online	10 courses/ 30 credits/ 15 mths	Jan	TBA
<b>International Office (Special Courses)</b>				
1. English as a Second Language	Face-to-Face	60 hours/3 weeks	Rolling	US\$750
2. English as a Second Language	Face-to-Face	72 hours/ 4weeks	Rolling	US\$900
3. English as a Second Language	Face-to-Face	162 hours/9 weeks	Rolling	US\$2,025
4. English as a Second Language	Face-to-Face	216 hrs/3 months	Rolling	US\$2,700

5. English as a Second Language	Face-to-Face	6mths	Rolling	US\$5,400
6. Cultural Immersion Program	Face-to-Face	2 weeks	Rolling	US\$2295
7. Cultural Immersion Program with special emphases: Jamaican Music, Sports, Theatre, Dance, Health & Wellness	Face-to-Face	5 days/1 week	Spring Break/Rolling	US\$899 (Special)
School of Medicine, Health & Applied Science				
1. Pre-Med/Pre-Dental Program	Face-to-Face	90 credits/16 mths	Jan/Sep	US\$12,000
2. Doctor of Medicine	Face-to-Face	4 years	Jan/Sep	US\$90,000

*Other programs may become available after publication of this Guide. Except for the Cultural Immersion Programs, non-Instructional fees and tuition fees payable to partner universities are not included in this table. Non-instructional fees cover the application fee, international insurance, airport transfer, student administration and diagnostic/placement test, JAMCOPY, photocopied materials and IT fees. Please contact UCC's International Office for details. All prices are subject to change.*



## Course & Other Fees (One Academic Year)

International students, except exchange students, are charged tuition based on the number of courses they enrol in each year. Tuition fees must be paid in advance of each semester/teaching period. The precise date for the initial payment and the amount to be paid will be stated in the offer letter.

Tuition and fees for international students vary depending on your area of study. These UCC cost estimates are based on full-time enrolment for year one only for the fall and spring semesters (i.e. this is an 8-month budget) unless otherwise indicated. Tuition fees are subject to change and an increase/review each academic year.

	Undergraduate (10 courses x 3 credits)	Bachelor of Laws (University of London) – (4 courses)	Pre-Med	Medicine	UCC MBA	UCC/ Commonwealth EMBA/EMPA
Application Fee	\$100	\$100	\$60	\$60	\$100	\$100
Tuition**	\$5,100	\$5,000***	\$9,000	\$21,000	\$11,500	\$12,500
Student Administrative Fee	\$180	\$180	\$180	\$180	\$180	\$180
International Health Insurance	\$750	\$750	\$750	\$750	\$750	\$750
Technology Fee	\$30	\$30	\$30	\$30	\$30	\$30
JamCopy License	\$15	\$15	\$15	\$15	\$15	\$15
Personal Accident	\$10	\$10	\$10	\$10	\$10	\$10
Library Fee	\$10	\$10	\$10	\$10	\$10	\$10

<b>Off-Campus Housing*</b>	\$250 - 500/month \$2,000- \$4000/academic year	\$250-500/month \$2,000-4000/academic year	\$250-500/month \$3,000 - 6,000/calendar year	\$250-500/month \$3,000 - 6,000/calendar year	\$250-500/month \$3,000 - 6,000/calendar year	\$250-500/month \$3,000 - 6,000/calendar year
<b>ID/Access Control Card</b>			\$125	\$125		
<b>Exam Fee (per credit)</b>			\$15 (x 60 credits)	\$15 (x80 credits)		
<b>Financial Aid Contribution</b>			\$100	\$100		
<b>Total Annual Budget (Estimated)</b>	\$8,195 – 10,195	\$8,095 – 10,095	\$14,175 – 17,175	\$26,475– 29,475	\$15,595 – 18,595	\$16,595 – 19,595

\*Costs will vary based on personal choices, shared vs non-shared facility, etc.

\*\*Annual Tuition Fee for Years 3 & 4 of the Medical programme is \$24,000

\*\*\*Does not include other fees payable directly to the University of London

Students are encouraged to also budget for other living expenses such as meals, books and supplies. Meals are estimated at US\$80 per week and transportation at US\$40 per week. Please add a 15% to estimated costs for incidental charges. All costs are quoted in US Dollars and are subject to change.

## Affidavit of Support

**International students must furnish proof that they have available funds to cover the first year of their study and available funds for each subsequent year.**

Financial documentation must reflect proof to cover tuition, accommodation and miscellaneous living expenses. The available amount on the completed **Financial Affidavit/Statement Form** should be reflected in US Dollars and should be translated in English. Certified bank statements must accompany the financial forms as well as letters outlining financial responsibilities from any sponsor *including* parents if parents are sponsors. A notarized photograph of the sponsor (parent or non-parent) must accompany all financial documentation. Documents must be notarized by Notary Public residing in the country in which the applicant resides.

The Financial Statement Form should be sent via courier or scanned and sent by email to the International Office/Admissions Office (international@ucc.edu.jm). Applicants are advised to retain copies of any financial documentation if necessary for obtaining student visa.

# Entry Requirements

## English Language requirements

English is the language of instruction and assessment at UCC. Therefore, the student's success is likely to be better if he is proficient in English. All applicants whether domestic or international, for admission to any UCC program delivered either in Jamaica or online, must provide evidence that their English language ability meets the minimum requirements for admission.

You will be deemed to have satisfied the English language requirements if you can provide evidence that you meet one or more of the following criteria:

- Standardized English Language Tests & UCC English Preparation Courses
- Prior study in the medium of English

UCC recognizes a number of English Language tests. Please see the table below. The test or English course must have been undertaken no more than **two years** prior to the commencement of the program at UCC.

Applicable to	TOEFL (Paper-based Test/PBT)	TOEFL (Internet-based Test/iBT)	IELTS (Academic Version)	General Certificate Exam	UCC English
UCC Undergraduate Programs	550	75 (minimum 21 in Writing and 18 in Reading, Listening and Speaking)	6.0 (minimum 5.5 on all sub-tests)	Minimum grade of C	Minimum grade of C of Advanced Level 5
UCC Graduate Programs	550	80 (minimum of 23 in Writing, and 19 in Reading, Listening and Speaking)	6.5 (minimum 6.0 on all sub-tests)	Minimum grade of C	Minimum grade of C of Advanced Level 5
University of London Certificate in Common Law			6.0 (minimum 5.5 on all sub-tests)	Minimum grade of C	
University of London Bachelor of Laws		87 or above (minimum 21 in both Reading and Writing Skills sub-tests and at least 19 in both Speaking and Listening sub-tests)	6.0 (minimum 5.5 on all sub-tests)		

## Prior Study

### Senior Secondary Studies

If you have successfully completed an assessable Senior Secondary qualification from an English-speaking country<sup>1</sup> you do not have to prove proficiency in English provided the qualification was:

- a. taught and examined in English
- b. completed no more than **two years** prior to the commencement of the program at UCC

### Post Secondary or Tertiary Studies

If you have successfully completed at least **two** years of full-time study in an assessable qualification at a recognised university or other post-secondary institution where the sole language of instruction and assessment was English, you may not be required to undertake a standardized language test if you can provide a statement or certificate issued by the Registrar (or equivalent) of that institution confirming this.

- The statement or certificate must be on official headed paper, and must be the original document.
- The study must have been completed no more than **two years** prior to the commencement of the UCC program.

Alternatively, if your studies were undertaken more than two years prior to the commencement of the program at UCC you may meet UCC's English Language Proficiency requirements provided

- you have satisfactorily completed a degree or other assessable post-secondary qualification of a minimum duration of three full-time years (or equivalent) at an institution where the sole language of instruction and assessment was English, and
- you have resided in a predominately English-speaking country<sup>1</sup> since graduation. You will need to provide proof of residency with your application for admission.

Candidates will *usually* be considered to meet the English language requirements on the basis that:

- Their first language/mother tongue is English **or** they provide satisfactory evidence showing that they have:
  - Substantial (minimum of 24 months) education (secondary or higher) conducted and assessed in English; or
  - Passed acceptable examinations in English equivalent to GCSE/GCE O Level English Language grade C; or
  - Passed, at an appropriate level, a test of proficiency\* in English acceptable to the University; or
  - Achieved advanced level 5 of the UCC ESL course.

A test of proficiency may be required for entry to UCC degree programs.

### **Entry Requirements for UCC Undergraduate degrees:**

All students applying for undergraduate programs must submit the following:

---

<sup>1</sup> These include: American Samoa, Australia, Bahamas, Barbados, Belize, Botswana, Canada, Fiji, Gibraltar, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Singapore, Solomon Islands, South Africa, The Gambia, Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Zambia, Zimbabwe.



- An application fee (non-refundable) of US\$100 (payable to PayPal using international@ucc.edu.jm)
- Completed UCC Application Form
- Certified copy of High School Diploma or Certificate of Equivalency / Proficiency (with minimum Grade Point Average of 2.5 or 70% must have been obtained in at least five subjects including **Mathematics** and **English**) OR
- Certified copy of GCE O Level passes at A, B or C in five (5) subjects including **Mathematics** and **English** or International Baccalaureate (IB) or other international qualification deemed *equivalent* (subject to UCC approval)
- One recent electronic/digital passport size photo (no older than six months)
- Copy of passport information page
- Certified copy of birth certificate (certified English translation) may be required.
- Completed **Affidavit of Support Form** and bank statement(s) demonstrating that the student can support him/herself during his/her stay in Jamaica
- Official Transcripts of all secondary school (and other universities) coursework and grades (translated in English). "Official" means that the applicant must request that his/her school send transcripts directly to the UCC Registry ([registry@ucc.edu.jm](mailto:registry@ucc.edu.jm) OR [admissions@ucc.edu.jm](mailto:admissions@ucc.edu.jm)). These transcripts must be evaluated by one of the following organizations:
  1. Academic Credentials Evaluation Institute, Inc - <http://www.acei1.com>
  2. International Education Research Foundation - <http://www.ierf.org>
  3. World Education Services - [www.wes.org](http://www.wes.org)
  4. Educational Credential Services - [www.ece.org](http://www.ece.org)

### *Entry Requirements for UCC Graduate degrees:*

The minimum graduate admissions requirements will vary and depend on whether the program is offered by UCC or one of its partner universities. **Generally**, the requirements are

1. A bachelor's degree from an accredited university (with a minimum of 2.5 GPA)
2. Relevant proficiency test scores (from the completion of the Commonwealth Executive Management Achievement Test)
3. Working knowledge of the English Language
4. Minimum three years' working experience (for MBA)/5 years' experience for EMBA.

In addition to the above items, international students applying for graduate programs must submit the following:

- Completed Application for Admission
- Non-refundable application fee of US\$100
- Verification of Bachelor's Degree completion
- A two-page written essay detailing education, work history, goals pertaining to the future and how they relate to the Commonwealth / UCC MBA program
- Current Résumé or Curriculum Vitae
- Two letters of recommendation (from managers or colleagues, or from past or present professors or academic advisors)
- Financial Documentation
- Copy of passport information page
- One electronic passport size photo (no older than 6 months)
- Official Transcripts (translated in English) from other universities or institutions that the student has attended (Official Transcript must be sent directly to the University College of the Caribbean from the college or university attended); for degrees received outside of the Caribbean, transcripts must be evaluated by one of the following organizations:

1. <http://www.acei1.com>
2. <http://www.ierf.org>
3. <Http://www.wes.org>

## *English as a Second Language at UCC*

---

### **English as a Second Language (ESL) – beginner, intermediate and advanced levels**

The English as a Second Language (ESL) program is:

- Level – beginner, intermediate and advanced
- Lessons per week: 18
- Duration of lesson: 60 minutes
- Program duration: 3 weeks; 9 weeks; 3 months; 6 months; 1 year
- Period of operation: all year round
- Provides language support for students who want to achieve appropriate levels of proficiency in English for entry into degree programs offered at UCC and a cultural immersion experience in English.
- Each program combines English language training with cultural activities.

Students will take an English placement test upon arrival at UCC and will be placed in the appropriate level of English study. There are five (9-week sessions) levels. Student moves to the next level after successful completion of the previous. Students must satisfactorily complete UCC's advanced level (level 5) English to meet the conditions for entry for English proficiency; proficiency at this level (equivalent to the Common European Framework of Reference for Languages – CEFR – C1) will be equivalent for the purpose of satisfying the entrance requirements for UCC degree programs.

The shorter (3-week – 9 week), more flexible ESL program is ideal for students who wish to learn English to function more effectively at work, home or in their community. The ESL programs include field trips to acquaint students with the Jamaican culture.

#### *Entry Requirements for ESL:*

All ESL applicants must submit the following:

- A completed application form
- Certified copy of passport information page
- One electronic passport size photo
- Birth Certificate (certified English translation) may be required
- Non-refundable application fee of US\$100 (reduced to US\$50 for Academic Year 2017-2018)
- Financial documentation demonstrating that the student can support himself during his stay in Jamaica.

# Cultural Immersion

---

## *Cultural Immersion Program*

- 3-credit program offered over two weeks (or alternatively, 1-credit over 1 week with a special emphasis – Jamaican Music, Dance, Theatre, Sports or Health & Wellness)
- Explores the Jamaican culture through an intensive on-campus study and field experience. Topics include an overview of the linguistic, historical, geographical, socio-political, economic and artistic expressions of the country.
- The program is designed to add tangible value to the adult learning experience by stimulating awareness, with hands-on insights into the context of other societies and peoples.

### *Entry Requirement for Cultural Immersion Program:*

#### **Applicants submit:**

- A completed application form
- Certified copy of passport information page
- One electronic size passport photo
- Birth Certificate (certified English translation)
- Non-refundable application fee of US\$100
- Financial documentation demonstrating that student can support himself during his stay in Jamaica.



## *School of Medicine, Health & Applied Sciences*

UCC has partnered with the Caribbean School of Medical Sciences, Jamaica (CSMSJ) to offer selected medical programs. Poised to become one of the Caribbean's premier institutions for medical education and training, CSMSJ is committed to developing a quality workforce of professionals ready to confront and conquer the challenges of 21<sup>st</sup> century medicine.

CSMSJ is headed by Dr. Neville Graham, OD, MD, FRCS (Edinburgh), Consultant Surgeon and Dean with Professor Errol Morrison, OJ, MD, PhD as Chairman of the Board of Governors.

**Students are enrolled for classes starting in both September (Fall) and January (Spring).**

### **The Programs of Study**

1. **Pre-Med or Dental Program** - four (4) semesters (16 months), and ninety (90) credit hours that culminate in a Diploma in Pre-Medical Sciences.

These students will be able to do the Medical College Admission Test (MCAT) and can apply for General Medicine, Dentistry or Veterinary Sciences.

### **Entry Requirements:**

#### **Pre Med or Dental Degree Entry Requirements**

Five CSEC subjects at the General Proficiency Level (B+ and above) including:

1. Mathematics and English
2. Three other subjects which must include a minimum of two related science subjects (e.g. Biology, Physics and Chemistry)
3. Equivalent qualifications from other countries, which will be verified by the Program Director.

### **Award: (i.e., degree, diploma, certificate)**

- On successful completion of this Pre Med course of study, the graduates will receive the **Diploma in Pre Med.**
- On successful completion of this Pre Dental course of study, the graduates will receive the **Diploma in Pre Dental.**

### **Programs Include**

- **Pre-med classes (Full-time/Day) –**
  - History, Psychology, Philosophy, English 1 & 2 (/Academic writing 1 & 2)
  - Mathematics, Physics, Chemistry, Biochemistry
  - Students are prepared for Diploma in Pre-Medical or Dental Sciences and the Medical College Admissions Test (MCAT), the standardized multiple-choice exam used by medical schools (in the US) to assess the student's readiness for the study of medicine.
- 2. **Doctor of Medicine** is a twelve (12) semester (4 yr) study that includes Basic Sciences and Clinical Rotations in Hospitals and Primary Health Care Facilities, in Jamaica, Cuba, the Caribbean, as well as in

the United States.

### **MD Degree Entry Requirements**

1. Caribbean School of Medical Sciences, Jamaica Entrance Examination with a minimum score of 60%.

OR: one of the following requirements must be met:

- Pre-Med Qualification with a GPA of 3.2
- First degree in Sciences/Health Sciences(Public Health, Biology, Pharmacology etc) with a GPA of 3.2

Equivalent qualifications from other countries (subject to UCJ regulations)

2. Medical Colleges Admissions Test (MCAT), with a minimum score of 24.

3. Advanced placement with appropriate qualifications, will be for people who are over 40 years old but less than 50.

- NB: Students whose mother language is not English and have not passed Secondary level English language will be required to pass an English Proficiency Test.
- All prospective students with appropriate qualifications will be interviewed after initial assessment.

### **Medical program includes**

- Our MD course is a United States License Examination (USMLE) curriculum and all the students will be prepared for Steps I, II and III USMLE examinations, making them eligible to practise in the USA and other countries that accept USMLE qualification. The curriculum incorporates an integrated, blended organ system approach and clinical experience.
- Basic Life Support for Health Care Providers (8 hours certificate)
- Spanish
- Sports Medicine
- Public Health

### **Award: (i.e., degree, diploma, certificate)**

- On successful completion of this MD course of study, the graduates will receive the **Doctor of Medicine (MD)**.

# ***LAW (University of London) Programs at UCC***

---

## ***Entry Requirements***

### ***Students applying to the University of London CertHE in Common Law:***

To satisfy the entrance requirements for the UOL CertHE Common Law, applicants must have either passes in:

- Five subjects at GCE O level or equivalent, including Mathematics and English at GCSE/GCE O level at Grade C or above
- Provide proof of competence in English which is acceptable to the University. A test of proficiency may be required.

### ***Students applying to the University of London Bachelor's of Laws degree:***

To satisfy the entrance requirements for the UOL LLB, applicants must have either passes in:

- Two subjects at GCE A level, plus at least three further subjects at GCSE/GCE O level at Grade C or above or
- Three subjects at GCE A level (with one A level at not less than grade D) or
- Three subjects at GCE A level and one further subject at GCSE/GCE O level at Grade C or above or
- Two subjects at GCE 'A' level, plus two further subjects at GCE AS level and
- Provide proof of competence in English which is acceptable to the University. A test of proficiency may be required.

# Application Instructions

---

**Students should be 17 years of age at the time of enrolment in a course of study (for undergraduate).**

## A. When to Apply

Please note the following application deadlines in the table below. Late applications will be considered.

Program	Semester	Application forms due
Undergraduate	FALL/September	July 1
Undergraduate	SPRING/January	October 1
Graduate	FALL/September	July 1
Graduate	SPRING/January	October 1
ESL	FALL/September	July 1
ESL	SPRING/January	October 1
ESL	SUMMER/May	March 30

## B. How to Apply

1. Application – complete relevant application form.
2. Transcripts – submit official transcripts of secondary school grades and any post-secondary school institutions attended. Transcripts must be officially translated into English. Transcripts must be sent by courier to the Registrar, UCC, 17 Worthington Avenue, Kingston 5, Jamaica. Transcripts must also be evaluated by one of the following organizations and their report sent to the Registrar at [registry@ucc.edu.jm](mailto:registry@ucc.edu.jm) and to [internationaladmissions@ucc.edu.jm](mailto:internationaladmissions@ucc.edu.jm) :
  4. <http://www.acei1.com>
  5. <http://www.ierf.org>
  6. [Http://www.wes.org](http://www.wes.org)
3. Application Fee – A non-refundable application fee of US\$100 must accompany each application.
4. Send completed application form, school transcripts and proof of payment of application fee to International Admissions at [internationaladmissions@ucc.edu.jm](mailto:internationaladmissions@ucc.edu.jm) .

## C. Next Steps

1. Processing - Application will be processed within five working days once all documentation is submitted.
2. Offer Letter - UCC will send an offer letter indicating the program to which you are accepted and any conditions of the offer.

3. Payment of Fees – Applicants should submit required fees as outlined in the offer letter.
4. Student Visa – Applicant should use offer letter to apply to the nearest Jamaican Embassy/Consulate for a student visa where this is required.

#### **D. Payment**

All UCC fee payments **must** be in United States Dollars and can be made by

1. Credit card (Visa, MasterCard) to PayPal account ([international@ucc.edu.jm](mailto:international@ucc.edu.jm))
2. Credit Card (Visa, MasterCard) on Aeorion (UCC's Student Management System)
3. Wire transfer (details will be sent to student). If paying by wire transfer, please email a copy of the receipt to [international@ucc.edu.jm](mailto:international@ucc.edu.jm) .

**Instructions will be sent for payment for fees for University of London programs.**

- E. Send applications to:** [internationaladmissions@ucc.edu.jm](mailto:internationaladmissions@ucc.edu.jm)

## *Accommodation/Housing*

---

### **Accommodation/Housing**

Once the student registers, the **University of the Commonwealth Caribbean (UCC)** will assist the student to find suitable and affordable living accommodation in Kingston, Jamaica.

The following options are available:

1) **Furnished apartment/house (own room, shared facilities)**

Students may be required to cover additional costs for utilities (water, electricity, internet, cable).



2) **Furnished apartment/house (shared room, shared facilities)**

Students may be required to cover additional costs for utilities (water, electricity, internet, cable).



3) Furnished off-campus student housing (own room, shared facilities)



4) Homestay (with a family)

Owners may provide breakfast and/or dinner. Host families are assessed for suitability. The Homestay program offers a great opportunity for students to experience the Jamaican culture and practise English by living with families in real life situations.



## Student Health Insurance Plan

**All international students (undergraduate and graduate) are required to have health insurance coverage. The Student Health Insurance Plan** consists of basic benefits hospitality/specialty care coverage with an international provider, **Guard.Me International**. The cost for coverage under the University's Health Plan is US\$750 per annum. UCC recommends comprehensive travel health insurance.

### Health History and Immunization Record

ALL students will be required to submit a medical record including immunization record (see International Student Health Form).

Immunization Requirements	Recommendation	When to see a doctor
Typhoid	Vaccination sometimes recommended	10 days before travel
Hepatitis A	Vaccination recommended	2 weeks before travel
Diphtheria	Vaccination sometimes recommended	3 months before travel
Tuberculosis	Vaccination sometimes recommended	3 months before travel
Hepatitis B	Vaccination sometimes recommended	2 months before travel
Rabies	Not required	
Meningococcal Meningitis	Not required	
Cholera	Not required	
Yellow fever	Certificate of vaccination required if arriving from an infected area	10 days before travel

Recommendations that are marked "Vaccination sometimes recommended" should be considered as "Vaccination strongly recommended" if a person is travelling frequently or spending extended time in that country. All travelers are advised to ensure that tetanus and polio vaccinations are kept up to date. Recommendations do change from time to time and it is important to discuss your personal requirements with your doctor. ([www.netdoctor.co.uk/travel/disease](http://www.netdoctor.co.uk/travel/disease)).

## Visa Requirements

---

**Before** travelling to Jamaica, the student:

- Should also travel with proof of his/her student status (that is, a Student ID card) or if a new student, with the Official Offer Letter from the University.

Foreign nationals who seek to enter Jamaica for full time study must satisfy the following immigration criteria:

### **NEW STUDENTS**

Valid national passport (must be valid for at least 6 months)

Entry visa (where applicable)

Return ticket valid for one year

Letter of acceptance from UCC indicating the program to which acceptance has been granted

Evidence of funds for maintenance

Address for local accommodation

Please note:

- Commonwealth citizens (except citizens of Cameroon, Maldives, Mozambique, Nigeria, Pakistan, Rwanda, Samoa, Sri Lanka, the British Virgin islands and the Cayman Islands) who wish to study in Jamaica do not require student visas. However, said student will be required to apply for an “Extension of Stay” (see below).
- Students from Commonwealth countries and other countries that would normally not require a visa for entry to Jamaica may still have to obtain a visa prior to entry to be able to travel via international routes to Jamaica. If a visa is required, the student must apply to a Jamaican Embassy, High Commission or Consular representative within his jurisdiction.
- Students from all non-Commonwealth countries must obtain a student visa for study in Jamaica. This must be obtained prior to their arrival.
- Visa applications are usually received at Jamaican Consular Posts overseas and referred locally for decision.

Passport, Immigration & Citizenship Agency’s (PICA’s) processing time is five (5) working days, however, each mission will add a few days for administrative procedures.

Each applicant is required to complete an application form and submit relevant documents to support the purpose of the application. It must be noted, that even though a visa is a prerequisite for entry, the final decision rests with the immigration officer at the port of entry.

### **INTERNS**

Although these persons may still be considered as students, they are required to obtain work

permits/exemptions through the Ministry of Labour & Social Security prior to their arrival in the Island. Entry visas will also be applicable.

**Upon arrival** at the airport (Norman Manley International Airport – NMIA), the student:

- Must have the letter of acceptance from UCC on him/her.
- Will have the duration of stay stamped in his/her passport by an immigration officer.

#### **After Arrival**

Foreign nationals who are granted entry to study are usually landed for a minimum of thirty (30) days. Prior to the expiration of that time, the student:

- Must visit the UCC International Office to arrange for a date to apply for an “Extension of Stay”/endorsement from the Passport, Immigration & Citizenship Agency (PICA) in Jamaica for the duration of the program. This extension of stay endorses the student as a student and not a visitor/tourist.
- Must complete the (PICA) Extension of Stay form
- Must attend PICA's Extension of Stay Unit located on the 1st Floor, 25 Constant Spring Road, Kingston 10 where an application for extension of stay as a student must be submitted.
- Must pay (PICA) the Endorsement/Extension of Stay fee of J\$10,000.00.
- If a non-Commonwealth national or a national of Nigeria, Pakistan, Sri Lanka, British Virgin Islands and the Cayman Islands seeking an extension of stay, must also pay (PICA) for a multiple entry visa fee as follows:

USA:	J\$2,000.00
Belgium:	J\$1,000.00
Holland:	J\$1,000.00
France:	J\$1,600.00
Mexico:	J\$1,500.00
Venezuela:	J\$1,200.00
Spain:	J\$800.00
Israel:	J\$600.00
Switzerland:	J\$600.00
Others:	J\$500.00

The Extension of Stay Application Form must be accompanied by:

- Valid Passport
- Acceptance /status letter stating course being pursued and the duration/expected date of graduation
- Processing fee - J\$10,000
- Re-entry visa fee (ranges from J\$500 - J\$2000; depending on nationality)
- Registration fee - J\$2,000 (applicable based on age and nationality)

The processing time for **Extension of Stay** is three (3) working days. The **Extension of Stay** granted is for

the duration of the program or the validity of the passport whichever comes first.

Note, there is an administrative fee of \$50,000 should any of the instances outlined below becomes applicable:

1. An applicant has overstayed the time granted at the port prior to seeking an extension of stay.
2. Having received an extension, the applicant failed to renew after it has expired and remained in the island without valid immigration status.
3. Having gained acceptance to UCC, the applicant entered the Island without the requisite entry visa.

### **Where to apply for a student visa?**

Non-Commonwealth students and students from Commonwealth countries requiring visas must obtain a student visa from the Jamaican Embassy (Consular Section) in their home country or the nearest Consulate Office before coming to Jamaica. The Government of Jamaica may authorize a Mission or Consular post in a Commonwealth country or the British Consulate in a non-Commonwealth country to issue visas on its behalf (please contact the nearest Jamaican mission for information on this). The list of diplomatic missions overseas can be found at <http://embassy.goabroad.com/embassies-of/jamaica> or [www.embassypages.com/jamaica](http://www.embassypages.com/jamaica).

### **Application**

The visa application must be made to the nearest Consulate (or consular section at the Jamaican Embassy or High Commission). It is recommended that students apply at least one month in advance of their intended travel date.

### **Processing time**

Students applying for visas in advance from the embassy/high commission should allow three to five days for processing. If the application has to be referred to Jamaica for approval, it may take two to three weeks.

### **Sufficient funds**

Visa applicants must be able to show proof of sufficient funds to cover their stay in Jamaica.

### **General Checklist for Student Visa**

Two visa application forms signed by the applicant	Certificate of Health prepared by a qualified medical practitioner
A valid passport for at least six months after entry	Proof of accommodation
Two copies of your passport bio-data page	A valid open return ticket to country of origin
Letter of Admission/Acceptance from UCC and indication of the duration of the course of study (and proof of payment of school fee)	Two passport-size photographs taken in the last 6 months
Proof of ability to maintain (financially) oneself during the period of study (Bank statements for the last six months)	Copy of travel itinerary
	Applicable visa fee

## *Cancellation/Refund Policy - International Students*

---

Students must familiarize themselves with UCC's refund policy prior to submitting payment for their studies. Refunds are processed where:

1. A program/course is cancelled by the University after a student has paid tuition fees;
2. A student completely withdraws from his program of study under the conditions stated below.

### *Program/Course Cancellation*

The UCC reserves the right to withdraw a scheduled course if the registration is insufficient to meet the minimum class size requirements. In such instances, all monies will be refunded (except the non-refundable application fee) less any relevant bank charges (where such bank charges have been deducted during a transfer of funds).

### *Student Withdrawal*

A participant may cancel his enrolment contract, provided UCC is notified no less than **30 days** prior to commencement of the course. In such cases, UCC will retain the application/registration fee only and an **administration fee** of US\$250.

The International students who:

- a. Withdraw **after** instructions have begun, **irrespective of attendance**, within the first two weeks of the term (the Add/Drop period), will receive a 50% of tuition fees paid. The balance of the tuition fee and general fees (including medical insurance fees) will be forfeited.
1. Withdraw after the second week of instruction but within the first four (4) weeks, will receive 25% of the total tuition fees paid. The balance of the tuition and general fees will be forfeited.
2. Withdraw after the fourth week of instruction, will receive no refund of tuition.
3. Fail to notify the International Office that they will not be participating in the program after the start date, will forfeit all fees paid.
4. Withdraw due to a failure to obtain a student permit prior to arrival at UCC, the student will be entitled to a full refund of tuition and general fees invoiced less a **US\$250 administration fee**. Such students must notify UCC in writing and provide documentation prior to the start of the semester stating the Jamaican Embassy's reason the visa was

denied. Total non-refundable amount includes application fee of US\$100 and the administration fee of US\$250 = US\$350.

**NOTE: Students applying for a Leave of Absence or Deferral are not eligible for refunds. Any monies paid for tuition will be held and applied to the student's account on return. Students who, after starting a program, must return home due to illness or other personal reasons must consult with the International Office to discuss options and possible refunds.**

All applications for refunds are to be submitted in writing using the official **Request for Refund Form** available from the International Office. The form must be accompanied by copies of the receipts for payments made. UCC reserves the right to cancel the enrolment of any student if, in our opinion, the student's behaviour is deemed unacceptable. No refund will be made in these circumstances.

## CONTACT INFORMATION

For Medical Programs:

**Telephone:** 1-876-929-6422, 1-876-544-8903

**Website:** [www.csmsj.co](http://www.csmsj.co)

**Parish:** Kingston, St Andrew

**Address:** 15 Braemar Avenue, Kingston 10, Jamaica W.I.

### For UCC/International Programs

#### KINGSTON Campus

17 Worthington

Avenue, Kingston 5

Toll Free Phone & Fax: (876)

Local Phone: (876)-665-4008/4010

Email: [international@ucc.edu.jm](mailto:international@ucc.edu.jm)

Web: [ucc.edu.jm/international](http://ucc.edu.jm/international)

Skype: ucc.international

The University of the Commonwealth Caribbean is a member of the Commonwealth  
and the Organization of American States (OAS) consortia of universities.

*Tel: 1.876.665.4008/4010 | [www.ucc.edu.im](http://www.ucc.edu.im)*

*Photos courtesy of Andro Williams (from Cuba), ESL student 2015 & 2016*