

University of the Commonwealth Caribbean Foundation-U.S., Inc.

Scholarship Application Form

(Please read important information below)

The UCC provides several scholarship opportunities for eligible students based on need, academic record and extra-curricular activities: school/community involvement, volunteer activities and leadership positions held.

The criteria for each of these scholarships are detailed individually on the Scholarship Directory found on the UCC website at: <http://ucc.edu.jm/scholarships>

The Application Form

1. All persons seeking scholarship assistance are required to complete the **General Scholarship Application Form**.

- a) This form has a **check-list of requirements** that are detailed below.
- b) Failure to provide all the required information will jeopardize a scholarship applicant's opportunity.

NOTE: Scholarship awards are **not automatic, nor do they generally cover the entire cost of a degree programme**. Students are therefore encouraged to actively seek alternative and/or concurrent sources of funding for their tuition and associated fees.

2. **Checklist**

NOTE: All of the following must form part of the application package submitted. Failure to provide all the requirements will result in an application being considered "Incomplete".

- a) A recent passport-sized photograph.
- b) UCC acceptance letter from the Registrar or proof of current enrollment.
- c) Copy of Wage Stub (Pay Slip), Tax verification or a letter explaining the lack of such evidence.
- d) Current GPA report from University or High School (whichever is applicable).
- e) At least two (2) reference letters regarding the applicant's character from notable persons in the applicant's community (teacher, pastor, employer, etc.).
- f) If the applicant is a current student or a continuing student, the Head of Department Report in the application must be completed, signed and stamped.
- g) Copy of High School graduation certificate and copies of other certificates and awards.
- h) Copies of CXC results.
- i) Completed personal essay, outlining the need for the scholarship.
- j) Where possible, evidence of community service (awards, letters acknowledging participation, etc.).

The Application Process

1. Once completed, the application should be sent to:

Scholarships

The Department of Student Affairs

University of the Commonwealth Caribbean

17 Worthington Avenue, Kingston 5

Telephone: (876) 906-3000 Ext. 4005

Email: scholarships@ucc.edu.jm

2. Completed applications are reviewed and the most eligible persons are then scheduled for **an interview** by the **Scholarships Review Committee**.
3. Scholarships are awarded based on the **need expressed in the completed application (which forms part of the evidence of eligibility)** and the **interview**.
4. Scholarship awardees will be called shortly after the interview to be advised of the details of their awards.

External Scholarships Tenable At UCC

In addition to UCC sponsored scholarships, external scholarship opportunities tenable at UCC exist from institutions such as Carreras, Digicel and VMBS. UCC makes every attempt to make all students aware of these opportunities by email and/ or by posting new opportunities on the UCC web site and placing posters from these companies on our bulletin boards across all campuses.

A completed **General Scholarship Application Form** and **interview** by the joint/Scholarships Review Committee are requirements for some external scholarships such as the Digicel and VMBS scholarships. **These applications must be completed as stipulated above.**

A UCC Scholarship Application Form is **not required when a sponsoring entity requires applicants to go through the entity's own application and interview processes.**

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UNIVERSITY OF THE COMMONWEALTH CARIBBEAN FOUNDATION-U.S., INC.

GENERAL SCHOLARSHIP APPLICATION

Please attach a current Photograph

*Form Revised: May 2018

Ensure that all required items are submitted with this application. Please complete and return this application to Scholarships Unit, Department of Student Affairs, 17 Worthington Avenue, Kingston 5

FOR OFFICIAL USE ONLY: Denied: _____ Approved: _____ Date: _____ Amount: _____

Name of Scholarship for which you are applying: _____

- 1. Name: _____ Surname First Middle
2. Marital Status: Single [] Married [] Widowed [] Divorced []
3. Home Address: _____ City: _____ Parish: _____ Phone: _____ Email: _____
4. Date of Birth: _____ Age: _____ [] Male [] Female
5. Parent/Guardian Name: _____
6. Parent/Guardian Occupation: _____
7. High School from which graduation was achieved: _____
8. Date of Graduation: _____
9. Are you currently enrolled in a UCC Programme? [] Yes [] No
10. If yes, which programme? _____
11. Start(Expected Start) of Programme: _____ Current GPA: _____ UCC ID#: _____ Anticipated Graduation Date: _____
12. Other College/University Degree(s) Attained: _____
13. Please list all extracurricular activities. Please specify the ways in which you participated in each activity and any position(s) of responsibility you may have held:

Table with 6 columns: School Activity, Start Month, Start Year, End Month, End Year, Participation and/or Position Held. Includes a section for Volunteer Activity.

Table with 6 columns: Community Activity, Start Month, Start Year, End Month, End Year, Participation and/or Position Held. Includes a section for Other.

14. Please list any honors, awards or special recognition you have received both inside and outside of school:

_____ (Please attach copies of certificates or letters of support for volunteer service, if available.)

15. Please provide the following information (if applicable):

WORK EXPERIENCE

Company	Start Date DD/MM/YY	End Date DD/MM/YY	Position/ Main Duty

16. What special interests, hobbies, and/or talents do you possess?

17. If applicable, please list (in order of preference) the colleges or institutions to which you have applied.

College or University	Degree Programme	Accepted?	Cost of Tuition	Cost of Room/Board

18. Do you plan to work during school or vacations? Yes No How many hours per week? _____

19. Most scholarships are partial scholarships, **how will you finance the balance of your tuition?**

If you are applying for a loan, **when did you apply?** _____

CONFIDENTIAL FINANCIAL INFORMATION

The funds available for financial aid are limited. In order to distribute the awards in the most equitable manner, each applicant's need for financial assistance must be carefully evaluated. If you are an adult/independent of your parents, please give your own income. **Please note that ALL spaces must be marked.** If they are not applicable, mark them as such. **A copy of your most recent pay stub or tax form must be attached.** Please feel free to present further details on a separate sheet of paper.

	Name	Occupation	Gross Income	Does this person live in your home?
Self				Yes
Father				
Mother				
Other				

Total **ANNUAL** Gross Income for all persons listed above and as supported by your attached wage stubs: _____

Number of persons dependent upon the above stated income: Please include all persons who are supported by the above stated income (e.g. parents, dependent children, aged relatives, etc.).

Name	Age	Relationship	Name/Age	Age/Relationship

Number of persons listed above who are currently receiving training beyond high school: _____

Number of school-aged children: _____

How is the education of these persons being financed? _____

Applicant's Signature: _____ Date: _____

Your signature indicates that the information provided within this document is a true and valid account of your profile, financial and academic information.

Pictures of students receiving scholarships may be used for future publicity. Please indicate your willingness to allow the use of your photo image for PR materials: Yes No

HEAD OF DEPARTMENT REPORT ON SCHOLARSHIP APPLICANT

The UCC Scholarships Review Committee desires the following information concerning the qualifications of

_____ UCC ID#: _____ who has applied or been recommended for scholarship consideration. All information provided will be treated as confidential.

1. How long has the applicant been a student in your school or programme? _____
2. How long has the applicant been an employee or member of your organization? _____
3. On what terms do you base your estimation of the applicant? (Check all that apply)

Professional Relationship Casual Acquaintance Observation

Reports of Instructors School Records Other

4. Has the applicant maintained an adequate and sincere interest in his/her studies/work?

5. Is the applicant a leader in special activities in the school or community? Please indicate in what way(s):

6. Please attach a transcript of grades and/or the results of tests (or a recent work evaluation if applicable) which may be of interest to the committee.

7. Please indicate your personal rating of the applicant:

Rating	Scholastic Ability	Personality	Leadership Ability	Character
Excellent				
Good				
Fair				
Poor				

8. Please state any further helpful information regarding this applicant.

Signed: _____ Date: _____

Print Name: _____ Title: _____

Name of Organization: _____

Please affix the organization's stamp in the box below: