



<b>Registry Department- Fees and Services</b> <i>May 2019, Last Revised January 2022</i>				
<b>Registry Fees and Services</b>	<b>Turn-around Time</b>	<b>Charge- J\$</b>	<b>Charge- US\$ (Regional and (Caribbean))</b>	<b>Effective Date</b>
Academic Report Request	5 Business Days	\$1,500.00	US\$15.00	May 1, 2019
Course Outline <i>(Course Outline on Aeorion is free)</i>	5 Business Days	\$50.00 <i>Per page</i>	US\$10.00	May 1, 2019
Financial Letters <i>(Will now be provided by SFS)</i>	15 Business Days	\$1,000.00	US\$10.00	May 1, 2019
<b>Graduation-</b> Gown Rental <i>(Outside the normal Photo-Shoot period)</i>	2 Days Notice	\$10,000.00 <i>(Refundable)</i>		May 2012
<b>Graduation-</b> Fee	See Miscellaneous Fee	Included in Miscellaneous Fee		Sept 1, 2019
<b>Graduation-</b> Fee- Fall 2019 <i>(Final year students that had already paid the \$9,000.00 will pay a prorated fee of \$5,000.00)</i>		\$5,000.00		August 2019
<b>Registry Fees and Services</b>	<b>Turn-around Time</b>	<b>Charge- J\$</b>	<b>Charge- US\$ (Regional and (Caribbean))</b>	<b>Effective Date</b>
<b>Graduation-</b> Processing	1 Month	Included in Miscellaneous Fee		Sept.1, 2019
<b>Graduation-</b> Certificate	2 Months after Ceremony	Included in Miscellaneous Fee		Sept.1, 2019
<b>Graduation-</b> Replacement Certificate	▪ 6 Weeks ▪ 3 Weeks	▪ \$9,000. - Over 5yrs ▪ \$6,000. -5yrs or less		May 1, 2019
<b>Graduation-</b> HRM Replacement Certificate		▪ US\$75.00 <i>( charged by UCJ)</i>		Sept 2020
Letter of Completion <i>(Letters of completion prior to May 2019 is priced / treated as a Status Letter)</i>	5-10 Business Days <i>(Tentative)</i>	Student eligible for conferral- Gets 1 fee Letter of Completion		May 1, 2019
Status Letters	5 Business Days	\$1,000.00	US\$10.00	May 1, 2019
Transcript Request- Regular	10 Business Days	\$1,500.00	US\$15.00	May 1, 2019
Transcript Request- Express	3 Business Days	\$2,500.00	US\$25.00	Summer 2019
Verification Forms	5 Business Days	\$1,500.00	US\$15.00	May 1, 2019
Photocopies- Letter Size <i>(Black and White only)</i>	3 Business Days <i>(Depends on volume)</i>	\$15.00 <i>Per page</i>		May 1, 2019
<b>Registry Department- Mailing and Courier</b>	<b>Turn-around Time</b>	<b>Charge- J\$</b>	<b>Charge- US\$ (Regional and (Caribbean))</b>	<b>Effective Date</b>
▪ Dispatch by Email (Local and overseas)		\$200.00	US\$2.00	March 2020
▪ Remittance by Courier- USA-	10-14 Business Days	US\$53.00		

Miami				
▪ Remittance by Courier- USA- Rest of USA	10-14 Business Days	US\$56.00		
▪ Remittance by Courier- UK	10-14 Business Days	US\$75.00		
▪ Remittance by Courier- Canada	10-14 Business Days	US\$70.00		
▪ Remittance by Courier- International	10-14 Business Days	Available on Request		
▪ Remittance by Courier- Caribbean	10-14 Business Days	Available on Request		
▪ Via Local (regular) Mail	5 Business Days	\$200.00		
▪ Via Overseas (regular) Mail- USA	21-28 Business Days	\$400.00		
▪ Via Overseas (regular) Mail- Canada and UK	21-28 Business Days	\$450.00		
<b>Please call 876-906-3000 ext. 3982 or 3975 for the US\$ Exchange <u>Daily</u> Bank Rate</b>				

After you have completed your application and made payment, kindly email the completed Application Form and the image of the payment receipt that was generated to [registry@ucc.edu.jm](mailto:registry@ucc.edu.jm) and [records@ucc.edu.jm](mailto:records@ucc.edu.jm).

*\*Our express services may be suspended at any time. Please contact the Registry Department at 876-906-3000 or at [registry@ucc.edu.jm](mailto:registry@ucc.edu.jm) for more details.*