



# UNIVERSITY COLLEGE OF THE CARIBBEAN COMMONWEALTH DEGREES

*Commonwealth Executive Masters in Business Administration  
Executive Masters in Public Administration Programmes*

## GRADUATE ADMISSION OFFICE

### GENERAL APPLICATION CHECKLIST

Please ensure you submit all the required items and thoroughly check all documentation. This will ensure the speedy processing of your application.

- Application fee: US\$15.00 or equivalent. Most major credit cards are accepted by UCC. Manager's Cheques should be payable to the University College of the Caribbean.
- A Bachelor's degree from an accredited university or, in absence of a Bachelor's degree, evidence of the required managerial work experience.
- Official transcripts of all previously attended universities (undergraduate and graduate) in an envelope **sealed** by the degree granting institution.
- Official proof of degree: a notarized copy of the original diploma is required if the degree is not posted on the official transcripts.
- International documentation must be translated into English by an official translation agency. If transcripts need to be translated, student must request two sets of transcripts: one for the translation agency and another one to be submitted to UCC.
- Official CEMAT scores. For the Executive MBA and Executive MPA the CEMAT requirement is waived for applicants who meet the minimum work experience and have a Grade Point Average (GPA) of 2.5 or better. Contact the program office for details.
- Statement of Purpose: **REQUIRED**. This is a well-written statement describing your professional goals and reasons for pursuing a University College of the Caribbean Commonwealth Master's degree. Please affix securely to your application form.
- A current resume of professional experiences, including internships and part-time employment. **REQUIRED**
- Two (2) Confidential Recommendations of Applicant. To be completed by employers, faculty or professional associates. **REQUIRED**.
- One passport size colour photograph. **REQUIRED**.

Send the above documents to:

CEMBA/CEMPA Programme Director  
Commonwealth of Learning  
Executive Graduate Office  
University College of the Caribbean  
17 Worthington Avenue  
Kingston 5  
Jamaica, West Indies

*Modified: April 17<sup>th</sup>, 2008.*