University of the Commonwealth Caribbean
College of Graduate Studies
Tel: (876) 906-3000
email: graduatestudies@ucc.edu.jm

GENERAL APPLICATION CHECKLIST

Commonwealth Executive Master of Business Administration (CEMBA)
Commonwealth Executive Master of Public Administration (CEMPA)
Master of Business Administration

An applicant should ensure that all documents and required items are properly completed and submitted to University of the Commonwealth Caribbean (UCC). The following components as applicable are required:

- □ Completed Graduate Admission Application Form.
- □ One (1) recent [no older than six months] passport size colour photograph.
- □ Application fee: US$15.00 or local currency equivalent. Most major credit cards accepted. Make Manager's Cheques payable to "University of the Commonwealth Caribbean".
- □ Official proof of degree or/and professional certification and continuing education. Applicants should present a certified/notarized copy of the qualification(s) along with the original. Copies maybe certified by College of Graduate Studies staff.
- □ Official transcript(s) of all prior studies at college/university or/and professional (e.g. ACCA, CIM) levels. These are to be submitted in envelopes sealed by the degree granting institution(s).
- □ Prior Learning Assessment (PLA) Portfolio & completion of the Commonwealth Executive Management Achievement Test (CEMAT) will be required for persons desiring to pursue either the CEMBA or CEMPA and who do not possess a first degree.
- □ The CEMAT will be required for applicants to the CEMBA and CEMPA who possess a Bachelor's degree with a GPA below that of 2.5 on a 4-point scale.
- □ Statement of Purpose completed and signed as per Guidelines.
- □ Current CV/Resume demonstrating career progression, educational, social and professional achievement.
- □ Two (2) Confidential Recommendations of Applicant (completed on official forms):
  - Form A: Assessment of professional work record or academic performance.
  - Form B: Assessment of applicant's character and ethical disposition.
- □ International documentation must be translated (where necessary) into English by an official translation agency before submission to the UCC. If transcripts need to be translated, students must request two sets of transcripts: one for the translation agency and another one to be submitted to UCC.

Submit the application and completed documents to:
College of Graduate Studies
University of the Commonwealth Caribbean
17 Worthington Avenue
Kingston 5