



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

Registry Department- Fees and Services			
Registry Fees and Services	Turn-around Time	Charge- J\$	Charge- US\$ (Regional and Caribbean)
Academic Report Request	5 Business Days	\$1,500.00	US\$15.00
Course Outline <i>(Course Outline on Aeorion is free)</i>	5 Business Days	\$50.00 <i>Per page</i>	US\$10.00
Financial Letters <i>(Will now be provided by SFS)</i>	15 Business Days	\$1,000.00	US\$10.00
Graduation- Gown Rental <i>(Outside the normal Photo-Shoot period)</i>	2 Days Notice	\$10,000.00 <i>(Refundable)</i>	
Graduation- Fee	See Miscellaneous Fee	Included in Miscellaneous Fee	
Graduation- 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	
Graduation- Walkers <i>(Reprocess file for outstanding courses)</i>		\$2,500.00	
Registry Fees and Services	Turn-around Time	Charge- J\$	Charge- US\$ (Regional and Caribbean)
Graduation- Processing	1 Months	Included in Miscellaneous Fee	
Graduation- Certificate	2 Months after Ceremony	Included in Miscellaneous Fee	
Graduation- Replacement Certificate	▪ 6 Weeks ▪ 3 Weeks	▪ \$9,000. - Over 5yrs ▪ \$6,000. -5yrs or less	
Graduation- HRM Replacement Certificate		▪ US\$50.00 <i>(charged by UCJ)</i>	
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	
Status Letters	5 Business Days	\$1,000.00	US\$10.00
Transcript Request- Regular	10 Business Days	\$1,500.00	US\$15.00
Transcript Request- Express	3 Business Days	\$2,500.00	US\$25.00
Verification Forms	5 Business Days	\$1,500.00	US\$15.00
Photocopies- Letter Size <i>(Black and White only)</i>	3 Business Days <i>(Depends on volume)</i>	\$15.00 <i>Per page</i>	
Registry Department- Mailing and Courier	Turn-around Time	Charge- J\$	Charge- US\$ (Regional and Caribbean)
▪ Remittance by Courier- USA- Miami	10-14 Business Days	US\$45.00	
▪ Remittance by Courier- USA- Rest of USA	10-14 Business Days	US\$50.00	
▪ Remittance by Courier- UK	10-14 Business Days	US\$55.00	
▪ Remittance by Courier- Canada	10-14 Business Days	US\$55.00	
▪ 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	
Please call 876-906-3000 ext. 3982 or 3975 for the US\$ Exchange Daily Bank Rate			

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 and records@ucc.edu.jm.