



How to Request Official Documents

Instructions for Students

May 2019, Revised Jun 8, 2020, October 2020

Requesting Documents Online- Paying Online

Please download and complete the (pdf writable) form called: Official Document Request (ODR)

<http://ucc.edu.jm/sites/default/files/files/docs/Official%20Document%20Request%20Form.pdf>.

- **Processing Time-** Be guided by document preparation timelines in table below.
 - **Collecting-** Student collecting documents must present a valid student IDs. Someone collecting on behalf of a student must be given written permission and must take along a valid government issued picture ID.
 - **Delivery-** If not collecting in person, please pay mailing or courier charges as per table below.
- **Online Payment Option I:**
Log onto Aeorion account with your student's eight (8) digit ID number
eg. **20278959**: <https://aeorion.ucc.edu.jm/default.aspx> to pay with Credit Card or Key Card (*select "Transcript" or "Letter" or "Verification Form"*). Thereafter, send proof of payment to:
registry@ucc.edu.jm and sfs@ucc.edu.jm
 - **Online Payment Option II:**
Setup a student payee online Scotia bank or JN Live- using your Student ID#: **20278959** account number and follow payment instruction. Thereafter, email the payment authorization to: registry@ucc.edu.jm and sfs@ucc.edu.jm
 - **Online Payment Option III:**
Persons may use this link to make online, US-dollar payments via PayPal to:
UCC. <https://www.paypal.me/uccjamaica>
NOTE: You must indicate reason for payment (for example "Transcript for...") prior to submitting payment via PayPal

Requesting Documents Online - Forget Password

Click on Aeorion link: <https://aeorion.ucc.edu.jm/default.aspx>

Activate your account by clicking "Account Activation" and following the instructions.

The password used in activation is to be used to immediately make payment online.

Requesting Documents Online - Paying On behalf of a Student

Student should log onto Aeorion: <https://aeorion.ucc.edu.jm/default.aspx>

Click "Generate a Third Party Payment Key"

Give the number generated to your proxy

Direct your proxy to the Third Party Payment to insert the number and following direction

NB. A new Third Party Payment Key is required for all new transactions

Requesting Documents - Paying At the Cashier

Collect/download and complete Official Document Request (ODR) Form from Cashier or Campus offices.

Pay with: Cash (less than JMD\$2,000.00), Debit Card, Credit Card or Managers Cheque

Opening Hours: Worthington Office- Monday-Thursday 7:00am-7:30pm; Fridays 8:30am-4:30pm; Sundays 8:00am-4:00 pm

Regional Campuses- Opening hours are guided by Campus Managers

- **Processing Time-** Be guided by document preparation timelines in table below.
- **Collecting-** Student collecting documents must present their UCC Student ID. Someone collecting on

behalf of a student must be given written permission and must present a valid government picture ID.

- **Delivery-** If not collecting in person, please pay mailing or courier charges as per table below.

NB. Should you require further information, kindly contact: The Registry at: 876-906-3000; Email: registry@ucc.edu.jm or direct@ucc.edu.jm

Email the Info: 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.

Registry Department- Fees and Services				
<i>May 2019, Revised Jun 8, 2020</i>				
Registry Fees and Services	Turn-around Time	Charge- J\$	Charge- US\$ (Regional and (Caribbean))	Effective Date
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
Graduation- Gown Rental <i>(Outside the normal Photo-Shoot period)</i>	2 Days Notice	\$10,000.00 <i>(Refundable)</i>		May 2012
Graduation- Fee	See Miscellaneous Fee	Included in Miscellaneous Fee		Sept 1, 2019
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		August 2019
Graduation- Walkers <i>(Reprocess file for outstanding courses)</i>		\$2,500.00		Aug 2019
Registry Fees and Services	Turn-around Time	Charge- J\$	Charge- US\$ (Regional and (Caribbean))	Effective Date
Graduation- Processing	1 Months	Included in Miscellaneous Fee		Sept.1, 2019
Graduation- Certificate	2 Months after Ceremony	Included in Miscellaneous Fee		Sept.1, 2019
Graduation- Replacement Certificate	▪ 6 Weeks ▪ 3 Weeks	▪ \$9,000. - Over 5yrs ▪ \$6,000. -5yrs or less		May 1, 2019
Graduation- 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
Registry Department- Mailing and Courier	Turn-around Time	Charge- J\$	Charge- US\$ (Regional and (Caribbean))	Effective Date
▪ 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.