

Procedures for Applying for Official Documents

Effective December 1, 2011.

1. Applications for Official Documents are to be made by the University College of the Caribbean (UCC) Student/Alumnus on the attached "Official Document Request" form.
2. It is important that all relevant sections of the form be completed in full by the applicant. Applicants should be sure to include their name as it is in the record, the programme and period (year) of study and to whom the document should be sent, including name and current address.
3. The applicable fees are as follows:
 - a. Status Letter – Two hundred and fifty Jamaican dollars (J\$250)
 - b. Grade Report – Two hundred and fifty Jamaican dollars (J\$250)
 - c. Official Transcript - Two hundred and fifty Jamaican dollars (J\$250)
 - d. Course Outlines – Ten Jamaican dollars (J\$10) per page

These rates are applicable in the event that the document is being collected from one of the institution's centres/affiliates or is being issued by the postal service. Delivery by courier attracts the additional charge as would be applied by the courier service.
4. Applicable fees should be paid the Student Financial Services (SFS) Unit; upon which the request form will be stamped. The stamped document can then be presented to the Registry for processing. The Registry will not process the request form unless it is stamped by SFS.
5. The Registry does not issue student information to third parties without the expressed authority of the student/alumnus. In the event that someone is being asked to act on behalf of the student/alumnus, then this must be communicated by the student/alumnus in writing, directly to the UCC. The written communication should state:
 - a. The intention to have the named individual act on behalf of the student/alumnus, ~~and~~
 - b. The relevant particulars of the person designated to collect.
6. The student/alumnus should submit a valid personal photo identification (ID), such as Government of Jamaica (GOJ) driver's licence, voter's ID or a passport, along with/or as a part of the communication.
7. The representative should present valid personal photo identification (ID), such as Government of Jamaica (GOJ) driver's licence, voter's ID or a passport.
8. Applicants should allow a two-to-four (2-4) week period for processing. Please note that the documents may be provided on an express basis at an additional charge.