



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

Graduate Applications for admission 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 score. 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**. 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 letters of recommendation from employers, faculty or professional associates. **REQUIRED**.
- One passport size colour photograph. **REQUIRED**.

Send the above documents to:

CEMBA/CEMPA
The Programs Director
University College of the Caribbean
17 Worthington Avenue
Kingston 5
Jamaica, West Indies

*UCCCOL General Application Checklist
Modified: August 23, 2007. Time 11:30 am*