

## ASSESSMENT OF ACADEMIC CREDENTIALS APPLICATION GUIDELINES AND FORM

Ref: UCJ/901/1/3

### Guidelines for Application

The UCJ requires the following to assess academic credentials:

1. Completed application form signed by the qualification holder. The application form is also available on the UCJ's website, [www.ucj.org.jm](http://www.ucj.org.jm), under the section 'Credential Assessment Services'.
2. Submission of the following supporting documents:
  - a. Certified copy of certificate(s) to be assessed and the certificate used to enter the programme.
  - b. Certificates in foreign languages **MUST** be accompanied by certified English translations. In Jamaica, this should be obtained from UCJ approved translators. The certificate in the original language of study **MUST** also be presented to the UCJ.
  - c. Official transcript(s) for the qualifications to be assessed should be **sent directly** from the institution to the UCJ, addressed to: Executive Director, The University Council of Jamaica, 31 Windsor Avenue, Kingston 5. A status letter from the institution may be used for the CSME assessment. The transcript should **NOT** be sent before submitting the completed application form to the UCJ.
  - d. Certified copy of one form of valid picture identification and Tax Registration Number (TRN) if not indicated on identification.
  - e. If the name and any other information which appears on the certificate differ from the information on the application form and identification, evidence of name change and correction of information **MUST** be presented.
3. Copies of documents **MUST** be certified as true and correct by a Lawyer, Justice of the Peace (JP) or Notary Public.
4. The application form may be submitted on behalf of an applicant.
5. The UCJ does **NOT** offer photocopying services.

### Processing Fees

	Local Qualification	Foreign Qualification
Application Fee (Non-refundable)	\$1,000	\$1,500
10-Day Assessment Service (Partial refund) *	\$2,000	\$3,000
5-Day Assessment Service (Partial refund) *	\$3,000	\$4,000
3-Day Assessment Service	\$4,000	\$5,000
Extra Copy of Report (at time of application)	\$500	\$500
Duplicate Report (within three years of initial report) *	\$1,000	\$1,500
Additional credential ( <b>from the same institution</b> )	\$1,000	\$1,500
Additional credential ( <b>from different institution</b> )	\$2,000	\$3,000
Reprocess Application	\$1,000	\$1,500

**Courier Service (Local) \***

**\* CONDITIONS APPLY**

2. **Payment Option:** Direct deposit to 'University Council of Jamaica' chequing account at Scotiabank, Oxford Road, Account No. 76716. A copy of the deposit receipt **MUST** be forwarded to [info@ucj.org.jm](mailto:info@ucj.org.jm) with the name of the applicant clearly written.
3. Assessment reports will **NOT** be released until **ALL** fees are paid in **FULL**.

## Refund

1. The application fee is **NON-REFUNDABLE**.
2. The assessment fees are subject to **partial refund of 50%** when completed applications are withdrawn within **FOUR** working days for the 10-day service or within **TWO** working days for the 5-day service and **ONE** working day of the 3-day service.
3. **NO** refund will be made if an application includes forged, altered, or falsified documents.
4. Application for refund should be made using the '**Request for Refund Form**'

## Modifications to Assessment Reports

All assessments are based on the best information available to the UCJ at the time of the research. Education is dynamic; therefore, changes occur in all countries from time to time. On this basis, the conclusions for new assessments may be different from previous assessments.

## Scope and Limits of Assessment Reports

The UCJ's credential assessment service verifies educational attainment, conducts research based on well-established methodologies, and then issues an assessment report that makes a general recommendation on the basis of the Jamaican education system. The UCJ does not evaluate course content or make a judgment on the quality of individual credentials. The assessment conducted by the UCJ is based on professional judgment and is advisory.

## Expired Applications

Applicants have **one year** to provide all documentation required to complete the process for the initial application, after which it expires. If the initial application expires, applicants who paid the processing fees in full may qualify for a reprocess application. If the processing fees were not paid in full and the initial application expires, applicants must submit a new application and pay the full processing fees.

**For more information, please contact**

### **THE UNIVERSITY COUNCIL OF JAMAICA**

31 Windsor Avenue, Kingston 5

Telephone: (876) 618-4267/ (876) 929-7299/ (876) 906-8012/  
(876) 920-1424/ (876) 920-1165

Email: [info@ucj.org.jm](mailto:info@ucj.org.jm)

Website: [www.ucj.org.jm](http://www.ucj.org.jm)

*Incoming Date*

Ref: UCJ/901/1/3

<b>FOR OFFICE USE</b>	
Reference No. _____	Due Date: _____

## CREDENTIAL ASSESSMENT APPLICATION FORM

Before completing this form make sure you read the Guidelines for Application

**ALL applicants should complete both pages of this form. Write in BLOCK capitals**

PERSONAL DETAILS			
Name: (First) _____		(Middle) _____	(Last) _____
Maiden Name/Former Name: _____			Home Telephone: _____
Citizenship: _____			Work Telephone: _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth: Month/Day/Year _____	E-Mail Address: _____
Mailing Address: _____		Occupation: _____	
TYPE OF ASSESSMENT SERVICE REQUIRED			
<input type="checkbox"/> Assessment of Qualification for CARICOM Skills Certificate (CSME)		<input type="checkbox"/> Local <input type="checkbox"/> Foreign	
<input type="checkbox"/> Equivalence of Credentials		<input type="checkbox"/> Local <input type="checkbox"/> Foreign	
<input type="checkbox"/> Recognition of University/Credentials		<input type="checkbox"/> Local <input type="checkbox"/> Foreign	
APPLICATION TYPE			
<input type="checkbox"/> Initial Application <input type="checkbox"/> Duplicate Report Application <input type="checkbox"/> Reprocess Application			
PURPOSE OF ASSESSMENT			
<input type="checkbox"/> Further Education <input type="checkbox"/> Public Institution <input type="checkbox"/> Private Institution	<input type="checkbox"/> Employment <input type="checkbox"/> Public Sector <input type="checkbox"/> Private Sector	<input type="checkbox"/> Job Advancement <input type="checkbox"/> Public Sector <input type="checkbox"/> Private Sector	<input type="checkbox"/> Other (specify): _____
TYPE OF IDENTIFICATION			
Driver's Licence No: _____		Passport No: _____	
National Voters' ID No: _____		TRN: _____	
DETAILS OF PERSON collecting report or DELIVERY DETAILS for courier service			
Name: _____		Telephone: _____	
Address: _____		Email: _____	

**THE UCJ OFFICER MAY WRITE ON YOUR APPLICATION FORM**

## ACADEMIC QUALIFICATION

List all qualifications to be assessed (Submit **certified copies**).

Name of Certificate/ Diploma/Degree	Name of Institution	Country	Date of Award	Period of Study	
				Started	Completed

Qualification(s) used to enter the programme of study identified above (**Submit a copy**):

**Mode of Study:**  Full-time  Part-time  Fully Online  Distance with tutorial support

## TERMS AND CONDITIONS

- The assessments conducted by the UCJ are advisory.
- Transcripts are for use by the UCJ and will **NOT** be released to applicants
- Assessment reports are generally prepared within **10 working days** and expedited assessments prepared within **3 or 5 working days**, following receipt of **ALL** required information, documentation and fees. In cases requiring extensive research, the process may take longer and the applicant will be informed.
- The application fee is non-refundable
- Applicants have the right to appeal in writing against assessment results within **one (1) month** after collecting the report.
- Applications for assessment of credentials will be rejected where all sections of the application form are not completed correctly and the form is not signed. Applicants will be notified of the rejection by email.

**By signing this form, I certify that I have read, understand, and agree to the terms and conditions. I also agree that, to the best of my knowledge, all information provided, and documents submitted are true and correct.**

\_\_\_\_\_

Name (Print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### ADDITIONAL INFORMATION (if necessary)

### FOR OFFICE USE ONLY

FEES	COMMENTS	Documents Received:
Application: _____ 10-Day Service: _____ 5-Day Service: _____ 3 -Day Service: _____ Extra Copy with Report: _____ Additional Credential: _____ Courier Service: _____ Total Due: _____ Balance Due: _____ Receipt No.: _____ Date: _____		<input type="checkbox"/> Certificate <input type="checkbox"/> Transcript /Status Letter <input type="checkbox"/> Valid ID <input type="checkbox"/> Other _____ _____ _____ _____ _____

## Revision History Table

Version	Description of changes	Approved by	Revision Date
1.0	N/A	Mrs Althea Heron Executive Director, UCJ	September 8, 2017
1.1	Minor changes to <i>Guidelines for Application</i>  Minor changes to <i>Application Form</i>  Minor changes to <i>Terms and Conditions</i>	Mrs Althea Heron Executive Director, UCJ	January 19, 2018
1.2	Minor changes to Guidelines and Application Form	Mrs. Althea Heron Executive Director, UCJ	June 14, 2018
1.3	Minor changes to Application Form  Changes to method of payment removing cash option	Dr. Angela Penny, Director, Research & Development, UCJ	March 8, 2019
1.4	Change of address	Dr. Angela Penny Director, Research & Development, UCJ	May 8, 2019
1.5	Minor Changes to Application Form  Change to the Guidelines for submission of certified copies of qualifications, ID, and other supporting documents.  Added the charge for courier services.  Removed Face- to- Face and Blended as mode of study.	Dr. Angela Penny Director, Research & Development, UCJ	March 22, 2020
1.6	Minor Changes	Dr. Angela Penny Director, Research & Development, UCJ	July 6, 2020
1.7	Minor changes to Application Form and Guidelines  changes made to the address of the organisation	Dr. Angela Penny Director, Research & Development, UCJ	February 15, 2021