

## ASSESSMENT OF ACADEMIC CREDENTIALS APPLICATION GUIDELINES AND FORM

Ref: UCJ/901/1/3

### Guidelines for Application

#### Application for Recognition and Equivalence of Qualifications

The University Council of Jamaica (UCJ) requires the following documents to assess academic credentials:

1. An application form fully completed and signed. See the section 'Credential Assessment' from the dropdown menu 'Services', on our website [www.ucj.org.jm](http://www.ucj.org.jm).
2. Copies of the degrees, diplomas, and academic certificates to be assessed, **certified** by a Justice of the Peace or Notary Public.
3. Copies of the degrees, diplomas, academic certificates, high school diploma, or examination passes used to enter the programme of study, **certified** by a Justice of the Peace or Notary Public.
4. Copy of English translation for qualifications in foreign languages, **certified** by a Justice of the Peace or Notary Public. A copy of the qualification in the original language of study **MUST** also be **certified** and submitted. See our website ([www.ucj.org.jm](http://www.ucj.org.jm)) for a list of approved translators.
5. Official transcript for each qualification to be assessed. This should be **sent directly** from the institution of study to the UCJ.
6. Copy of one form of valid photo identification and Tax Registration Number (TRN), **certified** by a Justice of the Peace or Notary Public. A passport is required for foreign nationals. Certified copy of name change and correction **MUST** be submitted.

**Name and seal of the Justice of the Peace or Notary Public must be clearly shown.**

#### Application for Assessment of Qualifications for the CARICOM Skills Certificate

1. Persons who wish to obtain the CARICOM Skills Certificate should apply to the Ministry of Labour and Social Security. The **CSME INFORMATION SHEET** may be accessed from the Ministry's website <https://www.mlss.gov.jm/community/work-permit-forms/>
2. The UCJ assesses for equivalency, qualifications obtained from institutions other than those specified in the CARICOM (Free Movement) Skilled Persons Act, 1997 (University of the West Indies, University of Guyana, University of Technology, MICO University College and University of Suriname).
3. All the required documents identified in the box above should be submitted to the UCJ, in order to obtain an equivalency statement to support applications for the CARICOM Skills Certificate. A sealed status letter from the institution may be used instead of a transcript.

**The UCJ will retain a copy of the completed application form and supporting documents for only three (3) years.**



## COLLECTION OF THE CREDENTIAL ASSESSMENT STATEMENT

Applicants will be notified via **email** when the assessment statement is available for collection. One of the following delivery options may be selected:

1. Electronic Copy for Institution/Organisation. The assessment statement will be sent via email to an identified institution or organisation.
2. Pick up from the UCJ. The applicant or an authorised person/courier can collect the assessment statement from the office of the UCJ. A signed authorisation letter is required for collection by a third party.
3. A valid photo ID should be presented upon collection of the statement.

## DUPLICATE ASSESSMENT STATEMENT

An applicant may apply for a duplicate assessment statement within three years of initial application. The UCJ will retain a copy of the completed application and supporting documents for only three (3) years. It is important to note that credential assessments are based on the best information available to the UCJ at the time of the application. Education is dynamic; therefore, changes occur in all countries from time to time. On this basis, the conclusion for new assessments may be different from previous assessments.

## SCOPE AND LIMITS OF CREDENTIAL ASSESSMENT STATEMENTS

The assessment conducted by the UCJ is based on research, well-established methodologies, and is advisory. The UCJ does not evaluate course content or make a judgment on the quality of individual credentials.

## COMMUNICATION WITH APPLICANTS

The UCJ communicates primarily by email. If there is need for additional information applicants will be contacted via email. Please check your email including the junk box or spam folder.

## SUBMISSION OF THE APPLICATION

The **fully** completed and signed application form along with the supporting documents and required assessment fees may be sent by email or delivered to:

### THE UNIVERSITY COUNCIL OF JAMAICA

31 Windsor Avenue, Kingston 5

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

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

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

Office hours for services: 9:00 a.m. to 4:00 p.m. (Mondays to Fridays)

*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

**Applicants should complete ALL pages of the application form. Write in BLOCK capitals**

PERSONAL DETAILS			
Name: (First)	(Middle)	(Last)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Maiden Name/Former Name:		Nationality:	
Date of Birth: Month/Day/Year	Email Address:	Mobile Telephone:	
Mailing Address:		Occupation:	

TYPE OF ASSESSMENT SERVICE REQUIRED			
<input type="checkbox"/> Assessment of Qualification for CARICOM Skills Certificate		<input type="checkbox"/> Local	<input type="checkbox"/> Foreign
<input type="checkbox"/> Equivalence of Qualification		<input type="checkbox"/> Local	<input type="checkbox"/> Foreign
<input type="checkbox"/> Recognition of Institution/Qualification		<input type="checkbox"/> Local	<input type="checkbox"/> Foreign

APPLICATION TYPE	<input type="checkbox"/> Initial Application <input type="checkbox"/> Duplicate Report Application
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PURPOSE OF ASSESSMENT			
<b>Further Education</b> <input type="checkbox"/> Public Institution <input type="checkbox"/> Private Institution	<b>Employment</b> <input type="checkbox"/> Public Sector <input type="checkbox"/> Private Sector	<b>Job Advancement</b> <input type="checkbox"/> Public Sector <input type="checkbox"/> Private Sector	<b>Other (specify):</b>  

TYPE OF IDENTIFICATION			
Driver's Licence No:	Passport No:	Elector Registration Card No:	TRN:

COLLECTION OPTION:	
<input type="checkbox"/> Electronic copy for an institution/organisation	<input type="checkbox"/> Pick up by third party
Name of Person:	Email Address:
Name of Institution/Organisation:	

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

## QUALIFICATION(S) FOR ASSESSMENT

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

<b>Qualification #1</b>	<b>Mode of Study:</b> <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Part-time <input type="checkbox"/> Fully Online <input type="checkbox"/> Distance with tutorial support		
Name of Degree/Diploma/Academic Certificate			
Name of Institution	Country	Period of Study	
		Started	Completed
<b>Qualification used to enter the programme of study (Submit certified copy):</b>			
<input type="checkbox"/> Examination Passes (Secondary Education) <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Other: _____			

<b>Qualification #2</b>	<b>Mode of Study:</b> <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Part-time <input type="checkbox"/> Fully Online <input type="checkbox"/> Distance with tutorial support		
Name of Degree/Diploma/Academic Certificate			
Name of Institution	Country	Period of Study	
		Started	Completed
<b>Qualification used to enter the programme of study (Submit certified copy):</b>			
<input type="checkbox"/> Examination Passes (Secondary Education) <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Other: _____			

<b>Qualification #3</b>	<b>Mode of Study:</b> <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Part-time <input type="checkbox"/> Fully Online <input type="checkbox"/> Distance with tutorial support		
Name of Degree/Diploma/Academic Certificate			
Name of Institution	Country	Period of Study	
		Started	Completed
<b>Qualification used to enter the programme of study (Submit certified copy):</b>			
<input type="checkbox"/> Examination Passes (Secondary Education) <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Other: _____			

## TERMS AND CONDITIONS

1. The credential assessments conducted by the UCJ are advisory.
2. The regular processing of applications takes **10 working days** and the express processing takes **5 working days**. The processing time for the application starts the day the UCJ receives **ALL** required information, documentation and fees. In cases requiring extensive research, the process may take longer. Applicants will be notified by email of any delays.
3. The application fee is **NON-REFUNDABLE**. Only partial refund of the processing fee will be made, based on the conditions stated in the 'Guidelines for Application'.
4. Applicants have the right to appeal assessment decisions within one month after collecting the report. A fee may be applicable. Appeals should be made in writing.
5. Documentation submitted in support of the application, including transcripts, becomes the property of the UCJ. Documents will **not** be copied or returned to applicants.
6. After three years a new application should be submitted with all required documents and information.

**SUBMISSION OF THE SIGNED APPLICATION FORM AND SUPPORTING DOCUMENTS CONFIRMS YOUR AGREEMENT WITH THE TERMS AND CONDITIONS.**

### FEE PAYMENT

**TOTAL FEE PAYMENT** = Application Fee + Processing Fee + Fee for any other service, as stated in the 'Guidelines for Application'.

Indicate all the fees paid for this application:

- Application     
  10-Day Processing     
  5-Day Processing     
  Extra Copy     
  Duplicate Report  
 Additional qualification (same institution)     
  Additional qualification (different institution)

### STATEMENT OF DOCUMENT SUBMISSION

Indicate the supporting documents submitted with this application:

- Official transcript for each qualification requested from institution of study, to be sent **directly** to the UCJ  
 Sealed Status letter to support assessment of qualification for the CARICOM Skills Certificate  
 Certified copy of degree, diploma, or academic certificate to be assessed  
 Certified copy of degree, diploma, academic certificate, high school diploma, or examination passes used to enter the programme of study  
 Certified copy of valid form of photo ID and Tax Registration Number (TRN)  
 Certified copy of information page of passport for foreign nationals  
 Certified copy of proof of name change and correction  
 Certified copy of qualification in foreign language **AND** original English translation from approved translator  
 Proof of payment of assessment fees with name of applicant clearly indicated

**AN APPLICATION IS COMPLETE FOR PROCESSING WHEN ALL REQUIRED INFORMATION, DOCUMENTATION, AND FEES HAVE BEEN RECEIVED.**

I certify that I have read, understand and agree to the above terms and conditions and statement of document submission. 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 (Use this space to provide additional information)

### FOR OFFICE USE ONLY

FEES:	COMMENTS
Application: _____	
10-Day Service: _____	
5-Day Service: _____	
Extra Copy: _____	
Additional Qualification: _____	
Duplicate statement: _____	
Total Due: _____	
Payment Type and Date: _____	