

**MONTEGO BAY COMMUNITY COLLEGE**  
ALICE ELDEMIRE DRIVE, P.O. BOX 626, MONTEGO BAY #2, ST. JAMES  
JAMAICA W.I.



**GENERAL INSTRUCTIONS**

**Read all instructions before completing the application form**  
**(Please refer to the page in your application package entitled Important Dates & Deadlines)**

**DO NOT** wait on your examination results to submit your application.

- Remove Application Form from booklet
- Completed application form must be returned to the College on or before the date specified, along with the following:
  - Certificates for examination results already obtained - 2 copies and the original for verification. (**Applicants with overseas high school qualifications which are not listed among the requirements for entry must have their qualifications assessed by the University Council of Jamaica (UCJ). The UCJ assessment must be submitted along with their applications.**)
  - Two (2) recent passport size photographs
  - One (1) letter of recommendation (in addition to Confidential Report; both should not be from the same person)
  - Two (2) copies of birth certificate and the original for verification
  - Two (2) copies of marriage certificate/deed poll (if applicable) and the original for verification
  - One (1) copy of Immunization Card and the original for verification
  - One (1) copy of Tax Registration Number (TRN) and the original for verification
  - Certificates for examination results already obtained - 2 copies and the original for verification
- **N.B. Students applying to the Associate of Science in Hospitality and Tourism Management, the Associate of Science in Culinary Arts and the Certificate in Culinary Arts MUST submit a valid Food Handler's Permit.**
- Please ensure that the Confidential Referee Report is submitted in the envelope provided by the College, and that the envelope is sealed and stamped by the person who completed the form.
- The Confidential Referee Report should be returned on or before the date specified. If this report is not submitted by that date, your application may not be processed.
- The fee for the application package is non-refundable.
- All documents submitted become the property of the College.
- If accepted, your letter of Acceptance will include information on fees for the programme you have been selected to pursue.

**Incomplete application packages will not be accepted**

**APPLICATION FORM**

NAME OF APPLICANT \_\_\_\_\_  
*Last Name*                      *First Name*                      *Middle Initial*

CAMPUS                      Montego Bay [ ]                      Westmoreland [ ]

PROGRAMME:  
FIRST CHOICE \_\_\_\_\_ [ ] Day [ ] Evening

SECOND CHOICE \_\_\_\_\_ [ ] Day [ ] Evening

PERIOD                      September 201\_\_ to June 201\_\_ or January 201\_\_ to December 201\_\_

I FOUND OUT ABOUT THE COLLEGE FROM:

- |   |  |   |                                       |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> FAMILY           | <input type="checkbox"/> ALUMNI/CURRENT STUDENT  | <input type="checkbox"/> NEWSPAPER AD       | <input type="checkbox"/> RADIO AD     |
| <input type="checkbox"/> CAMPUS VISIT     | <input type="checkbox"/> COLLEGE FAIR            | <input type="checkbox"/> GUIDANCE COUNSELOR | <input type="checkbox"/> MBCC WEBSITE |
| <input type="checkbox"/> RECRUITMENT FAIR | <input type="checkbox"/> MBCC VISIT TO MY SCHOOL | <input type="checkbox"/> OTHER _____        |                                       |

1. Name of Applicant					
		<i>Surname</i>	<i>First</i>	<i>Middle</i>	
2. Date of Birth		3. Nationality	4. Gender		
5. Tax Registration Number (TRN)		6. Email Address			
7. Contact Number/s:					
8. Home Address					
9. Address while attending College					
10. Name of Next of Kin		11. Contact # for Next of Kin			
12. Marital Status		Single [ ]	Married [ ]	Widowed [ ]	Divorced [ ]
13. Give the names and addresses of two referees, one of whom must be the Principal or Vice-Principal of the last school attended, if you completed high school within the last two (2) years. All other applicants may provide the names and addresses of their employer, a JP, or a Pastor.					
Name of Referee		Address		Contact Number	
(a)					
(b)					
14. Previous Registration at Montego Bay Community College		Academic Year _____ to _____	[ ] Day [ ] Evening	Programme Enrolled in:	
		ID Number:			
(a) Type of Award Received					
15. If course was not completed, state reason(s)					
16. Name Institutions attended over the past five years					
<p><b>ENGLISH LANGUAGE REQUIREMENTS:</b> An English Language Proficiency Test (ELPT) is used to assess whether applicants possess a satisfactory level of writing and reading proficiency in English Language for tertiary academic purposes. (This is not applicable to students pursuing UTech programmes, as well as persons who received a grade one (1) pass in CSEC/CXC English A or an A in GCE English Language). <b>The cost to sit the ELPT is \$1,000.00.</b> Applicants who fail the ELPT <b>must register and pay for the Foundation English</b> course which is a non-credit course.</p>					

17. Examinations Taken							
Results Known				Results Awaited			
Subject	Year	Level	Grade	Subject	Year	Level	
Other Qualification Achieved:							
18. Career Goal							
19. What type of job do you hold? Full-time [ ] Part-time [ ] None [ ]							
20. Position Held							
21. State the name and address of your current/last employer							
22. Write a paragraph about yourself and your aspirations for the future.							

Please note the following statements:

- I declare that the above information to the best of my knowledge is complete and accurate.
- I have read, and understood the requirements, the policies and procedures stated on pages 15 -19 and 24 - 30 of Application Booklet, and I agree to abide by all the rules and regulations governing my anticipated tenure at the Montego Bay Community College.
- I give Montego Bay Community College permission to publish and use any photographs in which I appear that may be taken during class or other college activities.
- I understand that all required documents must be submitted within 30 days from the start of the semester for which I am enrolling.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**SEE INSIDE BACK PAGE COVER FOR IMPORTANT DATES & DEADLINES REGARDING REGISTRATION**