MONTEGO BAY COMMUNITY COLLEGE

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

<u>GENERAL INSTRUCTIONS</u>

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

<u>DO NOT</u> wait on your examination results to submit your application.

- **You MUST complete an online application ALONG with this hardcopy application form.**
- **PLEASE REFER TO THE BACK OF THIS APPLICATION FORM FOR INSTRUCTIONS ON HOW TO APPLY ONLINE. YOU MUST HAVE A TRN TO COMPLETE THE ONLINE APPLICATION.**

- After you complete the online application and **THIS** application form, submit this form to the College along with the following:
  - Certificates for examination results already obtained - 1 copy 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
  - Completed Confidential Report (must be submitted in a sealed envelope that is stamped by the person who completed the form)
  - One (1) letter of recommendation (in addition to Confidential Report; both should not be from the same person)
  - One (1) copy of birth certificate and the original for verification
  - One (1) copy 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
  N.B. Students applying to the Associate of Science in Hospitality and Tourism Management, the Associate of Science in Culinary Arts, the Associate of Science in Health and Wellness Tourism and the Certificate in Culinary Arts <u>MUST</u> submit a valid Food Handler's Permit.

- The fee for the application package is non-refundable.

- **<u>All documents submitted become the property of the College.</u>**

- Please write your online application ID here: APP_____. This ID will be generated after you have submitted your online application. **Please refer to the back of this application form for instructions on how to apply online.**

- If accepted, your Letter of Acceptance will include information on fees for the programme you have been selected to pursue.
  Applications without an application ID will not be accepted. Incomplete applications will not be accepted.

2020-2021 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:**

☐ **FAMILY**   ☐ **ALUMNI/CURRENT STUDENT**   ☐ **NEWSPAPER AD**   ☐ **RADIO AD**

☐ **CAMPUS VISIT** ☐ **COLLEGE FAIR**   ☐ **GUIDANCE COUNSELOR**   ☐ **MBCC WEBSITE**

☐ **SOCIAL MEDIA** ☐ **RECRUITMENT FAIR**   ☐ **MBCC VISIT TO MY SCHOOL**   ☐ **OTHER_____**

1. Name of Applicant			
	Surname	*First*	*Middle*

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 ID Number:	Programme Enrolled in:

(a) Type of Award Received	

15. If course was not completed, state reason(s)	

16. Name Institutions attended over the past five years

ENGLISH LANGUAGE REQUIREMENTS: 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). **The cost to sit the ELPT is $1,000.00. Please check the Important Dates &Deadlines page for the ELPT Test date. Applicants who fail the ELPT must register and pay for the English Workshop course which is a non-credit course. Students must successfully pass English Workshop before they can complete the Communication courses.**

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. Telephone number of your current/last employer

23. 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 20 - 24 and 28 - 35 of the 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 IMPORTANT DATES & DEADLINES PAGE REGARDING REGISTRATION

F/Gen.AF-2.1/ 2020-02

HOW TO COMPLETE AN ONLINE APPLICATION

Please follow the steps outlined below to complete your online application.
If you encounter any difficulties, send an email outlining the issue to admissions@mbcc.edu.jm.
It is recommended that you use a desktop or laptop computer to complete the online application.
The process may take about ten (10) minutes.

1. Log on to www.mymbcc.edu.jm

2. To the top left hand of the screen, click on the word **APPLY**. If this is the first time that you are completing an online application with the College, click the words Create an Account located under the **New Applicant** heading to the top right of the screen. If you are an existing student or if you have previously completed an online application with the College, click the words Login located under the **Returning Applicants** heading to the top left of the screen.

3. **First time applicants**, please complete ALL steps outlined below. **Existing/returning applicants** should follow instructions **7 to 13** below. (If you have forgotten your password, click the Forget Password link, enter your TRN and email address, then click the **RESET** button. A password reset code will be emailed to you. Copy the code, click the here link at the top of the webpage in the sentence "Click here if you have a password reset code", then fill in the *Email Address, TRN, Code, New Password* and *Confirm Password* fields, then click the **RESET PASSWORD** button).

4. Under the heading Start a New Application. Enter your first and last name, TRN, gender, date of birth (D.O.B), enter and re-enter your email address**. (Please enter a valid email address to which you have access.)** Use the drop down calendar to enter your date of birth. Press the CONTINUE button.

5. An email containing a verification link, verification code, your username and a temporary password will be sent to the email address you entered. Check the email for the verification code. Copy and paste the code in field labelled **Verification Code** and click the **VERIFY** button. If the email verification process was successful, you will receive a pop up message advising you that your email address is now verified and you are to login to complete your application. Click the **OK** button, then click the word **LOGIN** located under the word PROGRAMMES to the far left of the screen.

6. Enter your email address and the temporary password. Your temporary password is provided in the same email you received with the verification code. After entering the information click the **LOGIN** button.

7. The page that opens will display a number of fields at the top half of the page. You are required to complete the following fields: *Middle Name, Marital Status and Nationality*. *Religion, Denomination and Nick Name* are not mandatory. DO NOT UPLOAD A PICTURE.

8. The bottom half of the page will display all available programmes. Click the **Select button to the right of the name of the programme that you are applying for. Example** *A.Sc in Business Administration Full Time (Main Campus) - Sep 2020 CCCJ.* **N.B.** All Pre-University programmes, the MBCC Academy and the CAP programme are labelled as Certificate programmes (they are at the bottom of the list). **If the programme you are applying for has a specialization/major**, the fields labelled *First Choice*, *Second Choice* and *Third Choice* will become activated to allow you to select a specialization. If not, the fields will remain locked.

9. Click the **Next** button to move to **step 2** (*Contact Details*), **step 3** (*Emergency Contact*), **step 4** (*Qualification*), **step 5** (*Work Experience*) **AND step 6** (*Clubs and Societies*). You are **NOT** required to upload any documents in **step 7** for your online application. Simply press the next button to move to **step 8**. Please ensure that you fill in the required information before moving to a new step. You may however click the **Previous** button to go back to a previous step.

10. At **step 8**, it is important to double-check all information you have entered by clicking the previous button. Once all the information has been entered, click the **Submit Application** button.

11. A message stating that your application has been submitted successfully will appear if your application was successfully uploaded. You will need to check your email account for a confirmation email which will contain a pdf summary of your application, your application (ID) number and information about what to do next. **YOU ARE REQUIRED TO ENTER THE APPLICATION ID IN THE AREA PROVIDED ON THE FRONT COVER OF THIS APPLICATION FORM.**

12. Remember, apart from completing the online application, you must submit your completed application form along with the required documents and the application fee to the College.

13. You will NOT receive a call for an interview. Please check the back of the application booklet for the dates and times of the General Information Sessions. You will be scheduled for interviews at the General Information Sessions.

IMPORTANT INFORMATION

- UWI Preliminary Science applicants must also complete a UWI application

- UTech programme applicants must also complete a UTech online application. Be sure to select the "Franchise" programme on the UTech online application form. The UTech application summary must be submitted with the MBCC application form and supporting documents.

- Students moving from one programme to another programme must complete a new online application. This includes students moving from MBCC Academy to a Pre-University or Associate Degree programme, students moving from an Associate Degree programme onto a Bachelor's Degree programme etc.

F/Gen.AF-2.1/ 2020-02