Application for Admission

(Intended Academic Year of Entry: ____________)

Surname: ____________________________________ Christian Name(s): ____________________________________

1. Please read through this Application Form completely and carefully before completing it in BLOCK CAPITALS, LEGIBLY and ACCURATELY. Use black or blue ink.

2. The following must be submitted with your completed Application Form:
   - One (1) certified copy of your birth certificate
   - Certified copies of your certificates/diplomas
   - Official transcripts from post-secondary institutions you attended
   - Two (2) certified passport size photographs
   - Three (3) sealed letters of recommendation
   - A NON-REFUNDABLE processing fee in the form of a Postal Order (DO NOT SEND CASH). The amount is stated in our newspaper advertisement for New Students or may be ascertained from our Finance Department or Office of Admissions.

3. All copies of your academic certificates must be certified by the Principal of the school attended or by a Notary Public or a Justice of the Peace, whose official stamp or seal should be affixed thereto. All documents submitted to the Admissions Office become the property of the College of Agriculture, Science & Education and will not be returned to the applicant or forwarded to other institutions. Original documents must not be submitted.

4. Providing false information, submitting altered documentation, non-submission of required documents, or failing to complete any section of the Application Form, will result in non-processing of your application.

5. Details about the programmes that we offer are contained in the companion booklet to this form, “A Guide for Prospective Students.” Possession of the minimum entry requirements for a programme is not a guarantee of admission.

6. Where programmes are under-subscribed, economically non-viable or adequate resources (including qualified Lecturers) are not available, CASE reserves the right to cancel such programmes notwithstanding prior offers of acceptance made. In these circumstances, CASE shall not be liable in any way for difficulties experienced by Prospective Students arising from such cancellation, and refundable fees paid will be refunded, but fees clearly stated as non-refundable will not be refunded.

7. The deadline for submission of completed Application Forms & required documents is the last business day in March of each year. These should be sent to:

The Office of Admissions (Registry)
College of Agriculture, Science and Education
P.O. Box 170, Port Antonio, Portland, Jamaica, W.I.
Personal Information

Surname: ----------------------------------

Christian Name(s): ----------------------------------

Maiden Name: ----------------------------------

Telephone #: ----------------------------------

Gender: □ Male □ Female

Date of Birth: ----------------------------------

Marital Status: □ Married □ Unmarried

Nationality: ----------------------------------

PERMANENT ADDRESS:

City/Parish: ----------------------------------

Country: ----------------------------------

Postal Address:

Street/District: ----------------------------------

City/Parish: ----------------------------------

Country: ---------------------------------- E-mail Address: ----------------------------------

Are you a CASE Staff Member? □ Yes □ No

If yes, state the Department/Office in which you work: ______________________________

Are you a dependent or relative of a CASE Staff Member? □ Yes □ No

If yes, state the relationship: ______________________________
Selection of Academic Programme

**Instructions**: Please place a tick (√) in the box beside the programme for which you are applying. Also, please place a tick (√) in the relevant box to indicate where you will attend classes. Where there is no choice of location, this means that the programme is offered only at our main campus in Portland.

- □ Masters Degree in Agriculture
- □ Masters Degree in Education
  
  Please indicate where you will attend classes:
  □ CASE’s Main Campus   □ Annotto Bay

- □ Post Graduate Diploma in Education
  Please indicate where you will attend classes:
  □ CASE’s Main Campus   □ Annotto Bay

**Bachelor of Technology in Agri-Production & Food Systems Management**

Please indicate where you will attend classes:
 □ CASE’s Main Campus   □ Ebony Park H.E.A.R.T Academy   □ Montego Bay Community College
 □ Annotto Bay

- □ Bachelor of Technology in Environmental Science
  Please indicate where you will attend classes:
  □ CASE’s Main Campus
  □ Portmore Community College (Old Harbour)
  □ Montego Bay Community College
  □ Annotto Bay

- □ Bachelor of Science Degree in Business Studies
  Please indicate where you will attend classes:
  □ CASE’s Main Campus   □ Annotto Bay

- □ Bachelor of Education Degree in Primary Education
- □ Bachelor of Science Degree in Agriculture Education
  
  Please indicate where you will attend classes:
  □ CASE’s Main Campus   □ Annotto Bay

- □ Bachelor of Science Degree in Animal Science
- □ Bachelor of Science Degree in Plant Science
- □ Bachelor of Science Degree in Natural Science
 Bachelor in Education Degree in Computer Science Major, and a Minor in Mathematics, Social Studies, Business Education, Library Studies or Communication Studies

 Bachelor of Science Degree in Science Degree in Science with minor in Education

 Bachelor of Science in Computer Science
 Major in either
 (1) Information Technology
 (2) Computer Science and
 Minor in either
 (1) Turf Management
 (2) Geography
 (3) Information Technology
 (4) Computer Programming

 Associate of Science Degree in General Agriculture
 Associate of Science Degree in Natural Science
 Associate of Science Degree in Business Studies

 Please indicate where you will attend classes:
 □ CASE’s Main Campus □ Annotto Bay

 Associate of Science Degree in Hospitality, Entertainment & Tourism
 Associate of Science Degree in Veterinary Science

 Associate of Science Degree in Engineering

 Diploma in Teaching by Advanced Placement (Science, Agriculture, Business Studies)
 Please indicate where you will attend classes:
 □ CASE’s Main Campus □ Portmore Community College (Old Harbour) □ Brown’s Town Community College

 □ Other ___________________________________________ _____________________________

 Indicate the name of the programme above

 Alternative Programme Choices: If your application for the programme you have selected above as your first choice is not successful, or if it is over or undersubscribed, please indicate, in your order of preference, two (2) other programmes you would be interested in pursuing:

 1. ........................................................................................................................................

 2. ........................................................................................................................................
# Educational Background

## Institutions Attended

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Street/District</th>
<th>Parish</th>
<th>Country</th>
<th>Years (From/To)</th>
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## Secondary Level Qualifications

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<tr>
<th>Status*</th>
<th>Examining Body (CXC, GCE, SSC, Other)</th>
<th>Subject</th>
<th>Grades</th>
<th>Month &amp; Year</th>
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*STATUS – Please enter the following codes: PS = PASSED Subject; PD = Results of Subjects Pending; ST = Sitting Subjects in May/June.
Post-Secondary Level Qualifications

<table>
<thead>
<tr>
<th>Status*</th>
<th>University/College (Name &amp; Address)</th>
<th>Programme of Study</th>
<th>Certificate/Diploma/Degree Awarded</th>
<th>Years (From/To)</th>
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*STATUS – Please enter the following codes: CP = Completed Programme; PD = Results of Programme Pending.

Employment History

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<tr>
<th>Employer/Position</th>
<th>Street/District</th>
<th>Parish/City</th>
<th>Country</th>
<th>Duration</th>
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If you have not been working, please indicate what you have been doing over the past year:

________________________________________________________

Extra-Curricular and Other Activities

Name of Organization(s): ______________________________________________________

Offices Held: _________________________________________________________________

Hobbies/Games Played: _________________________________________________________

Do you play a musical instrument? If yes, state _______________________________
Personal, Academic and Professional Goals Statement

Write an essay providing information about yourself and why you want to pursue your chosen programme, and why you chose to do so at this institution.
How did you first learn about CASE and our programmes?

☐ Family Member
☐ Past Student of CASE
☐ Current CASE Student
☐ Newspaper Advertisement about CASE
☐ Radio Advertisement about CASE
☐ Visit to the CASE Campus
☐ Guidance Counsellor at your School
☐ CASE’s Website
☐ CASE Booth/Table at Recruitment Fair
☐ CASE visit to your School
☐ Other: ____________________________________

Additional Information

Mother’s Name: ________________________________ Telephone #: __________________

Mother’s Maiden Name: _________________ Mother’s Occupation/Annual Income: ________

Father’s Name: ________________________________ Telephone #: __________________

Father’s Occupation/Annual Income: ________________________________________________

What number are you in the family: ________________________________________________

How many sisters do you have: ____________ How many brothers do have: ____________

How old is the eldest? ___________________ How old is the youngest? _________________

Dependants: ________________________________________________________________

How will your fees be paid: ☐ Personal Savings ☐ Parents/Guardian ☐ Spouse ☐ Scholarship

☐ Other Family Member ☐ Student Loan Bureau ☐ Other (please specify) ______________

Religious Affiliation: ______________________________________________________________

Does your religion prevent participation in any of the following activities? Please answer “yes” or “no”.

Physical Education: ________ Music and Movement: ________ Worship Activities: ________

Graduation: _______________ Farm Practicals: _______________
If you answer “yes”, please explain: ________________________________________________________________

___________________________________________________________

___________________________________________________________

Are you willing to comply with a prescribed Dress Code as a Student of CASE?  □ Yes  □ No

Are you willing to comply with a prescribed Code of Conduct as a Student of CASE?  □ Yes  □ No

If you answer “no”, please explain:

___________________________________________________________

___________________________________________________________

___________________________________________________________

On-Campus Housing

Please note that available spaces for on-campus housing are limited, and residency on campus is not a right and neither is it guaranteed. If you are desirous of living on campus, a separate application must be made. Application Forms for on-campus housing are available at the College (Office of the Director of Finance; Tel.: 993-5457) or they may be downloaded from our website (www.case.edu.jm). Additional information about on-campus housing is also available from our Directorate of Student Affairs (Tel.: 993-5401) and also in the companion booklet, “A Guide for Prospective Students”.

Recommendations

Please list the names of three referees below, and have them submit recommendations on your behalf in sealed envelopes, which are to be enclosed with your application. Recommendations should be from the following persons: The Principal, Vice Principal, Head of Department or Guidance Counsellor of the last academic institution you attended, Minister of Religion, or the Manager or your immediate Supervisor at your last place of employment. Applications submitted without recommendations from the appropriate persons will not be processed.

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<th>REFEREE 1:</th>
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<th>REFEREE 3:</th>
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Declaration & Agreement

I (name of Applicant) _______________________________ do solemnly declare as follows:

1. That the information I have provided in this Application Form and supporting documents is accurate and complete, to the best of my knowledge, and I understand and accept that providing false information or submitting altered documents will void my application and/or subsequent admission to the College of Agriculture, Science & Education (hereinafter referred to as “the College”).

2. That if admitted as a Student of the College I will abide by all the rules and policies that govern the institution, and I understand and accept that breaches of these rules and policies will result in sanctions against me.

3. That if admitted as a Student of the College I will satisfy my financial obligations by paying all applicable fees in full by the established payment deadlines, and I understand and accept that failure to do so on my part will result in: (a) my being barred from registration (b) cancellation of my registration (i.e. de-registration) (c) debarment from examinations (d) denial of access to services normally provided for students who have satisfied their financial obligations to the College, and (e) forfeiture of the full rights and privileges of studentship at the College.

4. That I understand and accept that Agricultural Production Technology (Farm Practicals) will include attendance on weekends (this stipulation applies only to students pursuing certain programmes in Agriculture).

Signature of the said Applicant: _______________________________ Date: _______________________________

**********END**********