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 or deposit at NCB account #841004523 (DO NOT SEND CASH). The amount is stated in our advertisements or may be ascertained from the 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 Office of Admissions 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 academic programmes offered 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 nonrefundable will not be refunded.

7. Your completed application and all documents requested 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

NAME: __________________________________________________________
LAST                 FIRST                 MIDDLE

Maiden Name: __________________________________________________________

TELEPHONE: ___________________________ E-MAIL: ___________________________

DATE OF BIRTH: ______________________________________________________
Month                               Date                               Year

GENDER: □ Male □ Female
MARITAL STATUS: □ Married □ Unmarried

NATIONALITY: _______________________________________________________

Are you an employee of CASE? □ Yes □ No
If yes, state the Department/Office in which you work: ______________________________

Are you a dependent or relative of an employee of CASE? □ Yes □ No
If yes, state the relationship: _____________________________________________

HOME ADDRESS:
District/Street No/Post Office: ____________________________________________
Town/City/Parish: _______________________________________________________
Country: _____________________________________________________________

MAILING ADDRESS (if different from above):
Street/District/ Post Office: ____________________________________________
Town/City/Parish: _______________________________________________________
Country: ___________________________
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.

☐ Post Graduate Diploma in Education
Please indicate where you will attend classes:
☐ CASE’s Main Campus ☐ Portmore Community College (Old Harbour) ☐ Brown’s Town Community College

☐ Bachelor of Technology Degree 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

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

☐ Bachelor of Science Degree in Business Studies (main campus only)

☐ Bachelor of Education Degree in Primary Education (main campus only)

☐ Bachelor of Education Degree in Secondary Education [Computer Studies and Mathematics] - (main campus only)

☐ Bachelor of Education Degree in Primary OR Secondary Education – Advanced Standing [Upgrade from Diploma in Teaching]
Please indicate where you will attend classes:
☐ CASE’S Main Campus ☐ Portmore Community College (Old Harbour) ☐ Brown’s Town Community College

☐ Bachelor of Education Degree in Early Childhood Education (main campus only)

☐ Bachelor of Science Degree in Agricultural Education (Main campus only)
Please indicate where you will attend classes:
☐ CASE’s Main Campus ☐ Portmore Community College (Old Harbour) ☐ Brown’s Town Community College

☐ Bachelor of Science Degree in Animal Science (Main campus only)
Please indicate where you will attend classes:
☐ CASE’S Main Campus ☐ Portmore Community College (Old Harbour) ☐ Brown’s Town Community College
☐ Bachelor of Science Degree in Plant Science (Main campus only)
Please indicate where you will attend classes:
☐ CASE’s Main Campus ☐ Portmore Community College (Old Harbour) ☐ Brown’s Town Community College

☐ Bachelor of Science Degree in Science Education (Main campus only)

☐ Associate of Science Degree in General Agriculture (Main campus only)

☐ Associate of Science Degree in Natural Science (Main campus only)

☐ Associate of Science Degree in Natural Science [Environmental Science] - (Main campus only)

☐ Associate of Science Degree in Business Studies (Day and Evening - main campus only)

☐ Associate of Science Degree in Hospitality & Tourism Management (main campus only)

☐ Associate of Science Degree in Veterinary Science (Main campus only)

☐ Diploma in Agriculture
Please indicate where you will attend classes:
☐ CASE’s Main Campus ☐ Knockalva Agriculture School, Hanover

☐ Other ____________________________________________________________

Indicate the name of the programme

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. -------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

How did you first learn about CASE and our programmes?
☐ Family Member ☐ Guidance Counsellor at your School
☐ Past Student of CASE ☐ CASE’s Website
☐ Current CASE Student ☐ CASE Booth/Table at Recruitment Fair
☐ Newspaper Advertisement about CASE ☐ CASE visit to your School
☐ Radio Advertisement about CASE ☐ Other: __________________________
☐ Visit to the CASE Campus

# Educational Background

## Institutions Attended

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Address of Institution</th>
<th>Dates Attended (From/To)</th>
<th>Programme Pursued</th>
<th>Specialization</th>
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## Secondary Level Qualifications

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<tr>
<th>Status*</th>
<th>Examining Body (CXC, GCE, SSC)</th>
<th>Subject</th>
<th>Grade</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

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

Employment History

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<tr>
<th>Employer/Name of Company</th>
<th>Position Held</th>
<th>Workplace Address</th>
<th>Dates Employed [From/To]</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): ____________________________

Position 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 the College of Agriculture, Science and Education.
Additional Information

Mother’s Name: ________________________________ Telephone #: ___________________

Mother’s Maiden Name: __________________________

Mother’s Occupation/Annual Income: ______________________________________________

Father’s Name: ________________________________ Telephone #: ___________________

Father’s Occupation/Annual Income: ______________________________________________

Where do you fall in the number of children in your family (eg. 1st, 5th): ____________________

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

How old is the eldest? _______________ How old is the youngest? ________________

Dependents: ________________________________________________________________

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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<td>Name: ___________________________ Occupation: ___________________________</td>
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<td>Address: __________________________ Telephone #: __________________________</td>
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<th>REFEREE 2:</th>
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<td>Name: ___________________________ Occupation: ___________________________</td>
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<th>REFEREE 3:</th>
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<td>Name: ___________________________ Occupation: ___________________________</td>
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<td>Address: __________________________ Telephone #: __________________________</td>
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Declaration & Agreement

I (name of Applicant)_________________________________do solemnly declares 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.

3. That if admitted as a Student of the College I will satisfy my financial obligations by paying 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**********************