



College of Agriculture, Science & Education (CASE)

P.O. Box 170, Port Antonio, Portland, Jamaica, West Indies
Telephone: (876)993-5377; (876)993-5558; (876)993-5436-8
CASE Online: www.case.edu.jm

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 (Not applicable to high school students)
- Two (2) certified passport size photographs
- Three (3) sealed letters of recommendation
- Copy of Tax Registration Number (TRN)
- A **NON-REFUNDABLE** processing fee of \$500.00 **deposit at NCB account #841004523 or First Caribbean Bank account #1001692036 (DO NOT SEND CASH).**

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. **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: ----- TRN: -----
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.

Masters in Education [Institutional Leadership] (main campus only)

Masters in Agricultural Education (main campus only)

Masters in Animal Science (main campus only)

Post Graduate Diploma in Education

Please indicate where you will attend classes: CASE's Main Campus Ebony Park HEART Academy Brown's Town Community College Sam Sharpe Teachers College

Bachelor of Technology Degree in Agri-Production & Food Systems Management (main campus only)

Bachelor of Technology Degree in Agri-Production & Food Systems Management-Advanced Standing

Please indicate where you will attend classes: CASE's Main Campus Ebony Park H.E.A.R.T Academy

Bachelor of Technology Degree in Environmental Science (main campus only)

Bachelor of Technology Degree in Environmental Science- Advanced Standing

Please indicate where you will attend classes: CASE's Main Campus Ebony Park HEART Academy

Bachelor of Science Degree in Business Studies (main campus only) Full-Time Part-time

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

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

Please indicate where you will attend classes: CASE's Main Campus Ebony Park H.E.A.R.T Academy Brown's Town Community College

Bachelor of Education Degree in Primary Education- Advanced Standing/Upgrade from Diploma in Teaching

Please indicate where you will attend classes: CASE's Main Campus Ebony Park H.E.A.R.T Academy Brown's Town Community College

Bachelor of Education Degree in Secondary Education - (main campus only)

- [Mathematics & Computer Studies] [Mathematics & Computer Studies]
- [Computer Studies & Social Studies]

Bachelor of Education Degree in Secondary Education – Advanced Standing/Upgrade from Diploma in Teaching

- Social Studies Computer Studies Mathematics Double Major Accounting Major with Business Studies Social Studies Major with Religious Education

Please indicate where you will attend classes: CASE's Main Campus Ebony Park H.E.A.R.T Academy Brown's Town Community College

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

Please indicate where you will attend classes:

- CASE's Main Campus Ebony Park H.E.A.R.T Academy Brown's Town Community College

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

Please indicate where you will attend classes:

- CASE's Main Campus Brown's Town Community College

Bachelor of Science Degree in Agricultural Education –Advanced Standing

Please indicate where you will attend classes: CASE's Main Campus Ebony Park H.E.A.R.T Academy Brown's Town Community College

Bachelor of Science Degree in Animal Science (Main campus only)

Bachelor of Science Degree in Animal Science –Advanced Standing

Please indicate where you will attend classes: CASE's Main Campus Ebony Park H.E.A.R.T Academy Brown's Town Community College

Bachelor of Science Degree in Plant Science (Main campus only)

Bachelor of Science Degree in Plant Science –Advanced Standing

Please indicate where you will attend classes: CASE's Main Campus Ebony Park H.E.A.R.T Academy 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 Veterinary Science (Main campus only)

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

Associate of Science Degree in Environmental Science - (Main campus only)

Associate of Science Degree in Business Studies Full-Time Part-time

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

Associate of Science Degree in Early Childhood

Please indicate where you will attend classes: CASE's Main Campus Ebony Park H.E.A.R.T Academy Brown's Town Community College

Applied Associate of Science Degree in Agro Processing and Business Management (main campus only)

Occupational Associate of Science Degree in Agro-Food Processing (main campus only)

Occupational Associate of Science Degree in Agricultural Production and Supervision (main campus only)

Diploma in Agriculture

Please indicate where you will attend classes: CASE's Main Campus Ebony Park H.E.A.R.T Academy Brown's Town Community College

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?

- | | |
|---|---|
| <input type="checkbox"/> Family Member | <input type="checkbox"/> Guidance Counsellor at your School |
| <input type="checkbox"/> Past Student of CASE | <input type="checkbox"/> CASE's Website |
| <input type="checkbox"/> Current CASE Student | <input type="checkbox"/> CASE Booth/Table at Recruitment Fair |
| <input type="checkbox"/> Newspaper Advertisement about CASE | <input type="checkbox"/> CASE visit to your School |
| <input type="checkbox"/> Radio Advertisement about CASE | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Visit to the CASE Campus | |

Educational Background

Institutions Attended

Name of Institution	Address of Institution	Dates Attended (From/To)	Programme Pursued	Specialization

Secondary Level Qualifications

Status*	Examining Body (CXC, GCE, SSC)	Subject	Grade	Month & Year

***STATUS – Please enter the following codes: PS = PASSED Subject; PD = Results of Subjects Pending; ST = Sitting Subjects in May/June.**

Post-Secondary Level Qualifications

Status*	University/College (Name & Address)	Programme of Study	Dates Attended (From/To)	Certificate/Diploma/ Degree Awarded

*STATUS – Please enter the following codes: CP = Completed Programme; PD = Results of Programme Pending; PS = Pursuing

Employment History

Employer/Name of Company	Position Held	Workplace Address	Dates Employed [From/To]	Duration

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: _____

Additional Information

Mother's Name: _____ Telephone #: _____

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.**

<p>REFEREE 1:</p> <p>Name: _____ Occupation: _____</p> <p>Address: _____ Telephone #: _____</p>
<p>REFEREE 2:</p> <p>Name: _____ Occupation: _____</p> <p>Address: _____ Telephone #: _____</p>
<p>REFEREE 3:</p> <p>Name: _____ Occupation: _____</p> <p>Address: _____ Telephone#: _____</p>

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*****

Data Protection Principles

1. All documents submitted to the Office of Admissions become the property of the College of Agriculture, Science and Education and will not be returned to you or forwarded to other institutions.
2. Your data will be used lawfully, fairly and in a transparent way and is collected only for its intended purposes.
3. Any other data provided by you to support your application will be retained and will form part of your student record.
4. Your personal data will be shared internally only within the College for the purpose of processing your application.
5. Your personal data may be used for institutional research purposes.