

NORTHERN CARIBBEAN UNIVERSITY
A SEVENTH-DAY ADVENTIST INSTITUTION
Graduate Studies & Research
 Telephone: (876)963-7401/7404; E-mail: graduatestudies@ncu.edu.jm

FOR OFFICE USE ONLY
ID #: _____

Graduate Application Form

Instructions: Please review the entire application form before completing it.

Application Fee: Masters & Post Graduate Diploma – US \$30, Doctoral – US \$50

Personal Information					
3 Photographs (Passport size)	Last:		First:		
	Middle:		Maiden:		
	Date of Birth: / / DD/MM/YEAR	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Marital Status:	Citizenship:
	Place of Birth (District, Parish, Country):				
Religious Affiliation: Conference:		SDA [<input type="checkbox"/>]	OTHER [<input type="checkbox"/>] Please specify:	NONE [<input type="checkbox"/>]	

Permanent Address	Mailing Address (if different from permanent)

Contact Information			
Telephone:	Home:	Work:	Mobile:
E-mail:			

Emergency Contact			
Name:		Relationship:	
Telephone:	Home:	Work:	Mobile:
E-mail:			
Address:			

Programme of Study applying for:				
Area of Emphasis:				
Entry for the Semester Beginning:				
Year: 20__	<input type="checkbox"/> Fall (August)	<input type="checkbox"/> Spring (January)	<input type="checkbox"/> Summer I (May)	<input type="checkbox"/> Summer II (June/July)
Please Indicate:	<input type="checkbox"/> First time Admission	<input type="checkbox"/> Re-admission	<input type="checkbox"/> Transfer	<input type="checkbox"/> Special
ENROLMENT AGREEMENT (To Be Completed By All Applicants)				
<p>Dear Applicant,</p> <p>We heartily congratulate you on choosing Northern Caribbean University (NCU) to further your educational pursuits. NCU is owned and operated by the Jamaica Union Conference and the Atlantic Union Mission of Seventh-day Adventists and was established in 1907 to prepare individuals for a life of Christian service. For this reason, the University applies Christian standards to academic deportment, moral conduct and attire on its campuses.</p> <p>The following is a list of some of the regulations with which you will be expected to comply. Further, you will be provided with all student responsibilities outlined in the <i>Student Guide</i> which will be given to you on acceptance to the University.</p> <ul style="list-style-type: none"> • Punctual and regular attendance at classes • As for Jewelry, only Engagement and Wedding Tokens/Bands are allowed • In terms of dress and grooming, a modest, tasteful and professional appearance is required at all times <p>NB: The University reserves the right to institute rules and regulations and to enforce the same by appropriate actions for infractions, where necessary, inclusive of suspension or expulsion. The University may suspend or expel a student at any time because of blatant violations of its policies, an uncooperative spirit, inappropriate conduct or sub-standard scholarship.</p> <p>I understand that withholding information requested in this application or giving false information may make me ineligible for admission to, or continuation at Northern Caribbean University. With this in mind, I certify that all of the information supplied is correct and complete and I pledge to co-operate and abide by the ideals, standards and regulations set forth by the University and to respect the principles and traditions it upholds.</p>				
Name: _____		Signature: _____		
Please Print				
		Date: _____		
Sincerely,				
Associate Vice President, Academic Administration: Graduate Studies & Research				

Statement of Purpose

Please submit, a clear statement of your objectives for seeking this degree and a proposal of how you plan to relate the learning acquired to meet your personal, professional, and academic goals. (200-250 words, Doctoral applicants minimum 500 words).

Name: _____

Date: _____

Please Print

If you need additional space, continue on the back of the form or use a second sheet. If you are submitting your application electronically, you may send the statement as an attachment.

Graduate Evaluation Form - A

Instruction: This form should be completed by someone who is sufficiently familiar with your scholarship and should then be mailed directly to Graduate Studies & Research.

Mailing Address	Email
Graduate Studies & Research Northern Caribbean University Manchester Road Mandeville, Manchester Jamaica, W.I.	graduatestudies@ncu.edu.jm

Name of Applicant

First:	Middle:	Last:
Programme of Interest:		
<p>To the applicant: Provide the information requested above. Then take or mail this evaluation form to a person who knows you well (teacher, pastor, employer). Urge this individual to complete and return this form to us immediately, since your application will not be processed until the required evaluations are received by our office. No relatives should be asked to evaluate you.</p> <p>To the respondent: In order to evaluate the fitness of the applicant for graduate study, it is necessary to gather certain vital information. The applicant considers that you are in a position to make judgments of value regarding his/her ability to successfully pursue a graduate programme. Please rate this applicant in comparison with other persons you know of similar age and status. Because we need your candid appraisal, every effort will be made, within the law, to hold the information in the strictest confidence. This evaluation form will be used for admission purposes only. Kindly return this form in the shortest possible time in order to expedite the assessment of this candidate's application. Thank you for your co-operation.</p>		

Graduate Evaluation Form - B

Instruction: This form should be completed by someone who is sufficiently acquainted with you and is able to provide a character reference. The form should then be mailed directly to Graduate Studies & Research.

Mailing Address	Email
Graduate Studies & Research Northern Caribbean University Manchester Road Mandeville, Manchester Jamaica, W.I.	graduatestudies@ncu.edu.jm

Name of Applicant

First:	Middle:	Last:
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Programme of Interest:

To the applicant: Provide the information requested above. Then take or mail this evaluation form to a person who knows you well (teacher, pastor, employer). Urge this individual to complete and return this form to us immediately, since your application will not be processed until the required evaluations are received by our office. No relatives should be asked to evaluate you.

To the respondent: In order to evaluate the fitness of the applicant for graduate study, it is necessary to gather certain vital information. The applicant considers that you are in a position to make judgments of value regarding his/her ability to successfully pursue a graduate programme. Please rate this applicant in comparison with other persons you know of similar age and status. Because we need your candid appraisal, every effort will be made, within the law, to hold the information in the strictest confidence. This evaluation form will be used for admission purposes only. Kindly return this form in the shortest possible time in order to expedite the assessment of this candidate's application. Thank you for your co-operation.

Evaluation

A. How long and between what dates have you known this applicant?						
B. In what capacity have you known this applicant?						
C. Check the category representing your evaluation of this applicant, with respect to each of the points listed	Inferior	Below Average	Average	Above Average	Superior	No basis for Response
1. Scholarly Ability						
2. Practical Intelligence (possesses common sense and judgment)						
3. Character and Integrity						
4. Dependability (personal and professional)						
5. Inter-personal Relations (co-operative, considerate, perceptive)						
6. Emotional Stability (self-controlled, self-confident)						
7. Leadership (courageous, possesses initiative, inspires confidence)						
8. Organizational Ability						
9. Ability in Oral Expression						
10. Ability in Written Expression						

Summary

Please check one of the categories below to represent your judgment of the promise of this applicant as a suitable candidate to study for a graduate degree. This applicant:

<input type="checkbox"/> Should be accepted	<input type="checkbox"/> Should probably be encouraged
<input type="checkbox"/> Should probably be discouraged	<input type="checkbox"/> Should not be accepted

Name of Referee

Last:	First:	Middle:
Contact #:	E-mail Address:	
Institution/Organization:		
Official Position:		
Contact #:	E-mail Address:	
Address:		
Additional Comments (if any). A letter can also be attached.		
Signature:		Date:

Graduate Evaluation Form - C

To be completed only by persons applying to pursue the PhD in Education.

Instruction: This form should be completed by someone who is sufficiently familiar with your scholarship and should then be mailed directly to Graduate Studies & Research.

Mailing Address	Email
Graduate Studies & Research Northern Caribbean University Manchester Road Mandeville, Manchester Jamaica, W.I.	graduatestudies@ncu.edu.jm

Name of Applicant		
First:	Middle:	Last:
Programme of Interest:		
<p>To the applicant: Provide the information requested above. Then take or mail this evaluation form to a person who knows you well (teacher, pastor, employer). Urge this individual to complete and return this form to us immediately, since your application will not be processed until the required evaluations are received by our office. No relatives should be asked to evaluate you.</p> <p>To the respondent: In order to evaluate the fitness of the applicant for graduate study, it is necessary to gather certain vital information. The applicant considers that you are in a position to make judgments of value regarding his/her ability to successfully pursue a graduate programme. Please rate this applicant in comparison with other persons you know of similar age and status. Because we need your candid appraisal, every effort will be made, within the law, to hold the information in the strictest confidence. This evaluation form will be used for admission purposes only. Kindly return this form in the shortest possible time in order to expedite the assessment of this candidate's application. Thank you for your co-operation.</p>		

Evaluation

D. How long and between what dates have you known this applicant?						
E. In what capacity have you known this applicant?						
F. Check the category representing your evaluation of this applicant, with respect to each of the points listed	Inferior	Below Average	Average	Above Average	Superior	No basis for Response
11. Scholarly Ability						
12. Practical Intelligence (possesses common sense and judgment)						
13. Character and Integrity						
14. Dependability (personal and professional)						
15. Inter-personal Relations (co-operative, considerate, perceptive)						
16. Emotional Stability (self-controlled, self-confident)						
17. Leadership (courageous, possesses initiative, inspires confidence)						
18. Organizational Ability						
19. Ability in Oral Expression						
20. Ability in Written Expression						

Summary

Please check one of the categories below to represent your judgment of the promise of this applicant as a suitable candidate to study for a graduate degree. This applicant:

<input type="checkbox"/> Should be accepted	<input type="checkbox"/> Should probably be encouraged
<input type="checkbox"/> Should probably be discouraged	<input type="checkbox"/> Should not be accepted

Name of Referee

Last:	First:	Middle:
Contact #:	E-mail Address:	
Institution/Organization:		
Official Position:		
Contact #:	E-mail Address:	
Address:		
Additional Comments (if any). A letter can also be attached.		
Signature:		Date:

Request for Official Transcript of Credits Form

Instructions: Please complete a copy of this form and forward it to the registrar(s) of each institution where you have taken an undergraduate and/or graduate programme.

Date: _____

To The Registrar	
Name of Institution (enter above)	
Address (enter above)	

I am applying to Northern Caribbean University. Please forward an official copy of my undergraduate and/or graduate transcript(s) to:

Graduate Studies & Research
Northern Caribbean University
Manchester Road
Mandeville, Manchester
Jamaica, W.I.

Personal Information		
Name:	Last:	First:
		Maiden:
Middle:		
Other name(s) used (if any):		
Dates attended:		Date of Graduation:
Identification/Account #:		Certification Received:
Current Address		

Signature: _____

GRADUATE PROGRAMME OFFERINGS

College of Allied Health & Nursing (CAHN) – 876-963-7237

- Master of Public Health (M.P.H.) with the following emphases:
 - ▲ Medical Epidemiology
 - ▲ Public Health Nutrition
 - ▲ Research Epidemiology
 - ▲ Health Promotion & Public Health Education

College of Business & Hospitality Management (CBHM) – 876-963-7420

- Master of Business Administration (MBA) with the following emphases:
 - ▲ Entrepreneurship Marketing
 - ▲ Finance
 - ▲ General Management
 - ▲ Human Resource Management

College of Education & Leadership (CEL) – 876-963-7093/7099

- Post Graduate Diploma in Education
- Master of Arts (M.A.) in Education with the following emphases:
 - ▲ Curriculum & Instruction
 - ▲ Educational Administration
 - ▲ Instructional Systems Technology
 - ▲ Reading & Language Arts Instruction
- Master of Arts in Teaching (M.A.T.) with the following emphases:
 - ▲ Elementary
 - ▲ Secondary
- Doctor of Philosophy (Ph.D.) in Education with the following emphases:
 - ▲ Curriculum & Instruction
 - ▲ Educational Administration
 - ▲ Leadership

College of Humanities, Behavioural & Social Sciences (CHUBSS) – 876-963-7497

- Master of Science (M.Sc.) in Counselling Psychology with the following emphases:
 - ▲ Educational Psychology
 - ▲ Marriage & Family Therapy
 - ▲ School Counselling
- Doctor of Philosophy (Ph.D.) in Counselling Psychology with the following emphases:
 - ▲ Educational Assessment
 - ▲ Marriage & Family Therapy

College of Natural & Applied Sciences (CNAS) – 876-963-7479

- Master of Science (M.Sc.) in Biology with the following emphases:
 - ▲ Microbiology
 - ▲ Molecular Biology
- Master of Science in Environmental Science (M.S.E.S.) with the following emphases:
 - ▲ Non-Thesis Option
 - ▲ Thesis Option
- Master of Science in Information Systems (M.S.I.S.) with the following emphases:
 - ▲ Technology Management
 - ▲ Information Security
 - ▲ Network Administration
 - ▲ Application Development
- Doctor of Philosophy (Ph.D.) in Biology

School of Religion & Theology (SRT) – 876-963-7406

- Master of Arts in Pastoral Theology (MAPTh) with the following emphasis:
 - ▲ Christian Ministry
- Master of Arts (M.A.) in Religion with the following emphases:
 - ▲ New Testament
 - ▲ Old Testament
 - ▲ Theological Studies
- Doctor of Ministry (D.Min.) with the following emphases:
 - ▲ Evangelism & Church Growth
 - ▲ Global Mission Leadership
 - ▲ Leadership
 - ▲ Pastoral Ministry
 - ▲ Youth Ministry