



**MINISTRY OF EDUCATION:
POST-SECONDARY PROGRAMME**

STUDENT APPLICATION FORM

GENERAL INSTRUCTIONS

<u>For official use only</u>	
Date Rcd:	_____
Accepted	[]
Not Qualified	[]

PHOTO

- Please read carefully before completing this form.
- Return the completed application form to: Ministry of Education: Post-Secondary Programme, New Dock Road, Vieux Fort (Former VFCSS Campus A location) with **certified copies** of **EXAM CERTIFICATES AND/OR GRADE SLIPS**, a **copy** of your **BIRTH CERTIFICATE** and **one (1) PASSPORT SIZE PHOTO**.

SECTION 1

1. Surname _____	2. First Name _____	3. Middle Name _____
4. Sex: Male [] Female []	5. Date of Birth _____	Day/Month/Year
6. Marital Status: Single [] Married [] Divorced []		Widowed []
7. Nationality _____	8. Country of Birth _____	
9. Correspondence/Mailing Address _____		
10. Permanent Address _____		
11. Telephone _____	Cell	For Messages
12. Current School/Institution/Workplace _____		
13. If presently unemployed or out of school, indicate your last school or workplace _____		

SECTION 2

ENTRY REQUIREMENTS

Passes in at least five (5) subjects at CXC General Proficiency Level (Grade 1, 11, 111). These must include English Language and Mathematics.

Relevant subject passes for the Diploma Programme in Business Studies would include Principles of Business, Principles of Accounts, Information Technology, Social Studies.

Relevant subject passes for the Diploma Programme in Secretarial Studies would include Electronic Document Preparation & Management, Office Administration, Principles of Business, Principles of Accounts, Information Technology, Social Studies.

Relevant subject passes for the Certificate Programme in Carpentry & Joinery would include Technical Drawing, Building Construction, Metals.

SECTION 3

Education (Give details of educational institutions attended and qualifications obtained.)

TYPE	NAME OF INSTITUTION(S)	FROM YEAR	TO YEAR
OTHER			
SECONDARY			
PRIMARY			

EXAMINATION RECORD

EXAMINATION BODY (CXC, GCE, LONDON, ETC.)	SUBJECT	YEAR	PROFICIENCY LEVEL	GRADE OBTAINED	RESULTS PENDING

(If necessary continue on separate sheet)

SECTION 4

JOB EXPERIENCE (IF ANY)

EMPLOYER(S)	POSITION(S) HELD	FROM	TO

REFERENCES: Name two (2) Referees who can be contacted in respect of your application. One of these should be your current school principal if you are at school or have recently left school or your most recent employer if you have been employed.

NAME	ADDRESS	CONTACT NUMBER

Name of Parent/Guardian/Next of Kin (*Please underline appropriate term*)

Tel #

Address

Occupation

Please provide a contact person that we can reach, in the event of an emergency.

Name

Contact Number(s)

Signature of Parent/Guardian
(If applicable)

Date

Signature of Applicant

Date

Applicants must choose a first choice programme and a second choice programme from the programmes listed below. You should not enter a second choice if you are not interested in doing the second choice programme.

PROGRAMMES OFFERED AT POST-SEC	CHOOSE YOUR PROGRAMME	OTHER APPLICATIONS
Secretarial Studies (Diploma) First Choice	I am also applying to the following Programmes/Schools: <input type="checkbox"/> A Level <input type="checkbox"/> SALCC
Business Studies (Diploma)	
Carpentry & Joinery (Craft Certificate) Second Choice	

Application submission deadline:

June 30, 2023

Application fee is \$10.00

Applications received after **June 30, 2023** will be considered late.
LATE FEE \$15.00