



Tinson Pen Aerodrome  
Marcus Garvey Drive, Kingston  
Tel: (876) 758• 0786; 758-5816; 864•5359  
www.caribbeanaerospacecollege.com

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## APPLICATION FOR ADMISSION

Please TYPE or PRINT information requested on the attached application and submit to office at Tinson Pen Aerodrome, Marcus Garvey Drive, with the required documents.

Read all instructions carefully before completing the enclosed forms. Note: Some programs may have additional requirements (e.g. aircraft operations).

### **Application and Attendance Status**

You may apply for admission with one of the following application statuses and choose to enroll as a full- or part-time student, attending classes during the day or in the evening and on weekends.

***Freshman Applicants*** – Students who have completed or expect to complete a high school diploma, CXC/CSEC or CAPE 1 and CAPE 2 or the equivalent of Caribbean high school diploma may apply as freshmen for either the spring, summer or fall semester.

***Transfer Applicants*** – Students, domestic or international, who have completed post-secondary coursework at an accredited college or university, within or outside the Caribbean, upon completion of secondary school, may apply for either the spring, summer or fall semester.

***Non-matriculated (Non-degree) Applicants*** – Students who may or may not be enrolled at other institutions, but wish to take courses at the College, are welcome to enroll in the spring, summer or fall semester. Such students must meet the minimum requirements for admission.

### **The Application Process**

The College requires each applicant to submit the appropriate documents listed below. It is our responsibility to ensure that the documents needed to complete your application are submitted in a timely fashion.

### **The Application for Admission**

***Application fee*** – A \$50 (US dollars) or Jamaican equivalent, non-refundable fee, payable to the College, in the form of a Manager's Cheque is required of each applicant. This fee will not be waived under any circumstances.

***High School Transcripts*** – a record of all academic work completed is required at the time of application. This report should include certified records of any national examinations required for completion of secondary education (e.g. CXC/CSEC, CAPE 1 CAPE 2, GCE "O" and "A" Level, IB, French Baccalaureat, Maturita, Bagrut, Abitur, etc.) outside the Caribbean.

***Immunization*** – Appropriate immunization as is required by The Ministry of Health, Jamaica.

***College Transcripts*** – These are required of all applicants who are seeking transfer credit for work done at another college or university. Official transcripts noting any degrees earned from each institution you attended must be filed with the office of admissions. Transfer students who have completed their education in the Caribbean, the U.S., E.U., South America and the rest of the world and earned in excess of 24 semester hours of credit following completion of the high school diploma are not required to submit high school transcripts. In addition, international students who attended college outside the CARICOM must submit their transcripts for evaluation.

***Letters of Recommendation*** – Though not required, letters of recommendation can add to the strength of any application, especially in the scholarship review process.

***Proficiency in English*** – official results of the Test of English as a Foreign Language (TOEFL) must be submitted by all applicants from countries where



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English is not the official language of instruction. A minimum score of 500 on the paper exam is required for admission consideration or 173 on the computer-based format. Students who fall below this range will be required to complete an intensive English Language program.

***International Applicant's Affidavit of Support*** –

All international students applying to study at the College and requiring a student's visa must complete this application, along with the College's International Application Supplement. This application supplement, along with instructions and the College's International Student Guide can be obtained by contacting the office of admissions, or on the College's web site,

[www.caribbeanaerospacecollege.com](http://www.caribbeanaerospacecollege.com). An application from a student requiring a student's visa issued by the College will not be considered complete unless the International Application Supplement, along with all required supporting documentation, have been submitted to the office of admissions. All credentials must be submitted in English. All translations must be certified and accompanied by notarized copies of the original document(s) as well.

***Interviews*** – Both an admissions and a financial aid interview are required for all applicants. While personal interviews are not required for admission, they are strongly recommended.

***Application Deadlines*** – The office of admissions reviews applications on a rolling basis, and all applications will be considered at the time they are received.

Mail all applications, supporting documents, fees and scores to:

**Office of Admissions**

**Caribbean Aerospace College**

**Tinson Pen Aerodrome**

**Marcus Garvey Drive, Kingston**

**Jamaica W.I.**

**Phone: (876) 758•0786; 758-5816; 864•5359**

**Email:**

[admissions@caribbeanaerospacecollege.com](mailto:admissions@caribbeanaerospacecollege.com)

[admin@caribbeanaerospacecollege.com](mailto:admin@caribbeanaerospacecollege.com)

[admin1@caribbeanaerospacecollege.com](mailto:admin1@caribbeanaerospacecollege.com)

**Website: <http://www.caribbeanaerospacecollege.com>**



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## STUDENT CHECKLIST:

Please use this checklist as a guide to submit all the necessary information and documentation to the Office of Admissions for consideration. Should you have any questions regarding any of the following materials, please consult with an admissions counselor.

Check 9	DOCUMENT / REQUIREMENT	Date Submitted (dd/mmm/yyyy)
	Application Form	
	Application processing fee of US\$50.00	
	High School final exam original certificate ( <i>GCE / CXC / CSEC / CAPE</i> )	
	College transcripts ( <i>if applicable</i> )	
	Immunization Record ( <i>as required by the Ministry of Health-Jamaica</i> )	
	School records in both native language and English translation.	
	Any other documentation that you think may assist us in considering your application for admission.	

**You may be asked to supply additional documents if verification of certain information is required.**

## ADMISSIONS OFFICE VERIFICATION

Documents verified by: \_\_\_\_\_  
 (PLEASE PRINT NAME)

Signature:.....

Recruiter's Name: \_\_\_\_\_

Date:.....

Recruiter's Number: \_\_\_\_\_

**THIS PAGE IS TO BE SIGNED AND  
 RETURNED TO APPLICANT**



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**SUBMIT PARTS I THROUGH IX OF THIS APPLICATION TO THE ADDRESS LISTED ON PAGE 2. PLEASE KEEP A COPY FOR YOUR RECORDS.**

# APPLICATION FOR ADMISSION

(Please print clearly)

## PART 1 – Biographical Data

Gender  Male  Female

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

TRN/Social Security No. \_\_\_\_\_  
(This number will be kept confidential)

Last Name: \_\_\_\_\_

Maiden/Other Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address: (if different from home)  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Mobile: ( ) \_\_\_\_\_

Other: ( ) \_\_\_\_\_

Employment / School last attended/attending:  
Name of Institution:  
\_\_\_\_\_

Are you a CARICOM citizen?  Yes  No

If “no”, country of citizenship:  
\_\_\_\_\_

Are you a permanent resident in Jamaica?

Yes  No

## PART II – Personal Data

The information below is used in the compilation of aggregate data and reports. It is optional and confidential, and is being collated to meet research and statistical reporting requirements. It is confidential and will be released only as statistical summaries in which individuals are not identified. The information has no bearing on either admission or academic decisions but is very helpful in meeting these reporting requirements. Please check one:

- Jamaican
- CARICOM
- Other (Specify)
- Married
- Single

Employed:  Full-time  Part-time

If English is not your first language, list your native language:  
\_\_\_\_\_



**PART V – Educational Data**

List in chronological order each secondary school, college and university you have attended/attending.

<b>Name of School/Institution</b> <i>(starting from secondary school)</i>	<b>From</b> <i>(year)</i>	<b>To</b> <i>(year)</i>	<b>Achievement</b> <i>(Certificate/Diploma/Degree earned)</i>

**Grades Obtained – Secondary Level only**

<b>Name of Exam</b> <i>(CSEC, CXC, Cape I, GCE, etc.)</i>	<b>Subject</b>	<b>Grade Obtained</b>

**PART VI – Extracurricular or Co-curricular Activities and Interests**

List any awards, honors, intercollegiate or intramural sports activities, clubs and organizations:

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**PART VII – Work Experience**

*(In chronological order)*

<b>Name of Employer</b>	<b>Address</b>	<b>Period of Employment</b> <i>(From/to Month/Year)</i>

**PART VIII – Emergency Contacts**

**Contact 1**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Telephone**

Home: \_\_\_\_\_ Mobile \_\_\_\_\_ Office \_\_\_\_\_

Relationship: \_\_\_\_\_

**Contact 2**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Telephone**

Home: \_\_\_\_\_ Mobile \_\_\_\_\_ Office \_\_\_\_\_

Relationship: \_\_\_\_\_



