



Edna Manley College
of the Visual and Performing Arts


The premier arts college in the English-speaking Caribbean

Apply to EMCVPA in 6 Steps

Contact with us at

 Edna Manley College

 @EMCJamaica

 edna_jamaica

 EMCVPA Jamaica

apply@emc.edu.jm

www.emc.edu.jm

876-754-8830-1/4

STEP 1: COMPLETE APPLICATION FORM

Complete application form on the following pages. The form can be also be filled out digitally. Application attracts a \$1,000.00, and \$1,500.00 for late registration. The fee is a non-refundable and must be paid when prospective students submit documents. Application opens early January and closes late March.

STEP 2: SUBMISSION OF SUPPORTING DOCUMENTS

Applicants will be asked to submit the following documents:

- Application Fee Receipt
- Birth Certificate*
- Marriage Certificate* (if applicable)
- Deed Poll* (if applicable)
- Transcripts*
- CXC/GCE Certificates*
- 2 Letters of Recommendation**
- 2 Certified passport-sized photographs***

*The original and copies of these documents should be presented for verification after which the originals will be returned. Notarized copies will be accepted, in the absence of originals.

**Letters of recommendation are accepted from:

1. Principal/Teacher of previous school
2. Justice of the Peace
3. Minister of Religion
4. Police Officers (Gazetted Ranks)
5. Attorney-at-law
6. Community Leaders

***Identical photographs must be notarized by one of the following officials who are not members of the applicant's family and have been personally acquainted with the applicant for no less than 12 months:

- Member of Parliament
- Justice of the Peace
- Attorney-at-law
- Bank Manager
- Marriage Officers
- Medical Practitioners
- Veterinarian
- High Court Judge
- Public Officer (SEG 1 or above)
- Credit Union Manager
- Army Officer (Major and above)
- Police Officer (Gazetted Ranks)
- School Principal (Primary, Secondary or Tertiary Institutions)
- Resident Magistrate
- Consular Officer
- Parish Councillor
- Clerk of Courts
- Dental Surgeon

The official is asked to certify the reverse side of one photograph of the applicant, with the following inscription above his/her signature:

"I certify that this is a true photograph of"(INSERT APPLICANT'S NAME AND DATE)

STEP 3: PROFICIENCY TESTS

Provided that there are no outstanding documents, applicants are invited to sit the College's English and IT Proficiency Tests.

STEP 4: APPLICANT EVALUATIONS

Various dates are issued for applicants to be evaluated. Evaluations will take different forms depending on your School of choice and may include auditions and/or portfolio assessment, drawing exams, music tests and interviews.

STEP 5: SELECTION

Selection will be made after the auditions are completed in the respective Schools. The information on the selected applicants are sent to the Registry from where letters of acceptance, rejection or pending, in the case of students awaiting examination results, will be sent to you with requisite information.

STEP 6: ACCEPTANCE

Once you are accepted you will be sent an Acceptance Package consisting of:

- Acceptance Letter (Pending or Full)
- Admissions Response Form
- Registration Procedures and Policy
- Medical Questionnaire
- Medical Letter (New & Returning)
- Parent Orientation Letter
- Orientation Schedule
- Physical Fitness Form (School of Dance & Drama students only)
- Fee Schedule/Invoice (Local & International)
- Payment Voucher
- Health Insurance Application Form
- Immigration Checklist (International Students only)
- Preliminary Qualifying (PQ) Registration Form
- Registration Steps for New Students
- Fee Payment Policy
- Examination Letter

NB: Students from the rural areas and overseas should make application for accommodation by April, due to limited space available on the Hostel.



EDNA MANLEY COLLEGE OF THE VISUAL AND PERFORMING ARTS

1 Arthur Wint Drive, Kingston 5

Tel.: (876) 619-EDNA / (876) 754-8830-1 / (876) 960-6171

APPLICATION FOR ASSOCIATE, BACHELOR & POSTGRADUATE DEGREE, CERTIFICATE AND STUDIO CERTIFICATE PROGRAMMES

All questions applicable are to be appropriately answered. Please complete application form in **DUPLICATE**. Completed Application Forms must be accompanied by **two recent letters of recommendations; receipt of payment of application fee; two passport-sized photographs; original(s) and two copies of examination certificate(s), high school transcript** for recent high school graduates and the original and two copies of your **birth certificate, marriage certificate** (if applicable) and **deed poll** (if applicable).

SECTION A - PERSONAL DATA

1. Name					
Title	Last Name/Surname		First Name	Middle Name(s)	
2. a) Former Name (if applicable)					
Title	Last Name/Surname	First Name	Middle Name(s)	b) Type of Former Name: <input type="checkbox"/> Maiden <input type="checkbox"/> (Prior to) Deed Poll	
3. a) Permanent Address: Apt/Street/PO Box			b) Mailing Address (if different from 3.a): Apt/Street/PO Box		
City/Town/Post Office			City/Post Office		
Parish/County			Parish/ County		
State	Zip/Postal Code	Country	State	Zip/Postal Code	Country
4. Home Permanent Phone ()			5. Mailing Address Phone ()		
6. Cell Phone ()			7. Work Phone () Ext:		
8. Fax Number ()			9. Email Address		
10. Gender <input type="checkbox"/> Female <input type="checkbox"/> Male			11. Date of Birth ____/____/____		12. T.R.N.
13. Country of Birth/National of		14. Country of Citizenship		15. a) Country of Residence	15.b) Duration
16. Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Legally Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			17. Religion/Denomination		
18. Have you previously been a student at the EMCVPA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to please state: a) Programme b) School c) Year			19. Study Option <input type="checkbox"/> Full-time (Full-time study programmes are scheduled Face-to-Face Mondays-Fridays 8:00am -8:00pm) <input type="checkbox"/> Part-time (Part-time study programmes are scheduled Mondays – Saturdays and may include Face-to-Face, Online and Blended options) **Timetables for each School will provide actual details of days and times		

EMERGENCY CONTACT INFORMATION

20. Name of Emergency Contact Person or Next of Kin					
Title	Last Name/Surname		First Name	Middle Initial	b) Relationship to Applicant
a) Permanent Address Apt/Street/P.O. Box			b) Emergency Contact Home/Permanent Phone ()		
			c) Emergency Contact Cell Phone ()		
City/Town/Post Office			d) Emergency Contact Work Phone () Ext:		
Parish/County					
State	Zip/Postal Code	Country	Email Address:		

25. List educational institutions attended and any other programmes or courses you have completed.

Institution Name & Address	From (mm/yyyy)	To (mm/yyyy)	Type of Programme (eg. Cert/Dip)	Class of Award
	____/____/____	____/____/____		
	____/____/____	____/____/____		
	____/____/____	____/____/____		

26. Please list community/cultural or social activities in which you have been involved (e.g. JCDC Festival, Digicel Rising Stars, etc).

SECTION D - SOURCE OF FUNDING

27. Will you be able to meet your financial obligation by August of year of acceptance?

Yes No

28. Expected source of funding

Government (specify): _____
 Loan
 Self
 Institution of Origin
 Donor (specify): _____
 Parents
 Award (Specify): _____

SECTION E – EMPLOYMENT RECORD (if applicable)

29. a) Name of Employer			b) Name of Employer		
Position			Position		
Address: Apt/Street/PO Box			Address: Apt/Street/PO Box		
City/Town/Post Office			City/Post Office		
Parish/County			Parish/ County		
State	Zip/Postal Code	Country	State	Zip/Postal Code	Country
From	To		From	To	
____/____/____	____/____/____		____/____/____	____/____/____	

SECTION F – PURPOSE STATEMENT

30. Write a short paragraph to explain why you wish to take this programme of study and what you hope to do on completion of training. For applicants of the **Education Degrees** write a short paragraph explaining why you wish to teach (*Do not use additional paper*).

31. How did you hear about EMCVPA?
 Newspaper
 Television
 College Website
 Career Day/Expo
 Radio
 Referral
 Brochures/Printed Material
 Social Media (Facebook, Twitter, etc)
 Other (please specify) _____

SECTION G – REFEREE INFORMATION

32.a) Name of Referee			32.b) Name of Referee		
Name of Organization/ Position			Name of Organization/ Position		
Address: Apt/Street/PO Box			Address: Apt/Street/PO Box		
City/Town/Post Office			City/Post Office		
Parish/County			Parish/ County		
State	Zip/Postal Code	Country	State	Zip/Postal Code	Country

SECTION H – DECLARATION

<p>33. a) I hereby certify that I have read and understood the instructions and the information necessary for completing this application and that all statements made are true and complete. I understand that otherwise my admission to or registration in the College may be revoked.</p>	<p>b) This application is made with my consent and I intend to provide such fees as may be payable to the College.</p>
<p>_____/_____/_____ Signature of Applicant Date (dd/mm/yyyy)</p>	<p>_____/_____/_____ Signature of Parent/Guardian Date (dd/mm/yyyy)</p>

FOR OFFICIAL USE ONLY
(This Section - to be completed by Edna Manley College Personnel)

<p>Documents Received:</p> <p><input type="checkbox"/> Application Fee Receipt no.: _____</p> <p><input type="checkbox"/> Birth Certificate</p> <p><input type="checkbox"/> Marriage Certificate</p> <p><input type="checkbox"/> Deed Poll</p> <p><input type="checkbox"/> Transcripts (<i>recent High School Graduates & persons who attended other Tertiary Institutions</i>)</p> <p><input type="checkbox"/> CXC/GCE Certificates</p> <p><input type="checkbox"/> Recommendations</p> <p><input type="checkbox"/> Photographs</p> <p><input type="checkbox"/> Other (specify): _____</p>	<p>Original Documents Returned:</p> <p>_____/_____/_____ Signature of Applicant Date (dd/mm/yyyy)</p> <p>_____/_____/_____ Signature of Students' Affairs Officer Date (dd/mm/yyyy)</p>
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<p>OFFICIAL ASSESSMENT:</p> <p>Qualified <input type="checkbox"/> Not Qualified <input type="checkbox"/></p> <p>Other Qualifications <input type="checkbox"/> Require additional Subject to Matriculate <input type="checkbox"/></p> <p>Refer for decision re. Matriculation <input type="checkbox"/> Qualified for Re-entry <input type="checkbox"/></p>	<p>COMMENTS:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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AUDITION/ASSESSMENT RESULTS

Audition (Dance, Music, Drama) Pass Fail Grade given _____

Portfolio Assessment (Visual Arts Interview) Pass Fail Grade given _____

Interview (Arts Management) Pass Fail Grade given _____

English Proficiency Pass Fail Grade given _____

Matriculated to:

Pre-College Year- School _____

Bachelor Degree _____

Associate Degree _____

Certificate _____

Mature Entry/Advanced Placement - year _____

College E-mail: _____ **Student ID#** _____