UNIVERSITY HOSPITAL OF THE WEST INDIES
HUMAN RESOURCE MANAGEMENT DEPARTMENT

MEDICAL DOCTOR

Employment Requirements

The following documents are required to complete processing your application:

1. **Registration with the Medical Council of Jamaica**
   - Original MBBS Certificate
   - Registration Certificate from Medical Council of country of origin
   - Letter of Good Standing from Medical Council of country of origin
   - Internship Rotation periods (signed by consultants)
   - One passport size photograph
   - Registration fee of J$8,000.00

2. **Application for Work Permit**
   - Work Permit Forms (three) – accessed on line at [www.mlss.gov.jm](http://www.mlss.gov.jm)
   - Registration with Medical Council of Jamaica (certified copy)
   - MBBS Degree (certified copy)
   - Passport (Certified Bio-data page & Immigration stamp)
   - Two (2) certified passport size photographs
   - Processing fee of J$15,000.00 (voucher obtained at (UHWI) Human Resource Department)
   - Police Record (from country of origin for first application)
   - Process is done through the Human Resource Management Department

3. Annual Practicing Certificate
4. Malpractice Insurance (*MPS or **MAJIF*)
5. Two reference letters
6. NIS & TRN (mandatory for payment of salary/allowances)
7. One (1) passport size photograph
8. Bank account information (Bank in Jamaica)
9. CSME Certificate (for CARICOM countries, eg. Trinidad, Antigua, Barbados)
10. Car papers for travelling allowance (fitness, registration, insurance & Drivers’ licence)

*MPS is an England based company and can be accessed online
* *MAJIF is located at 19A Windsor Avenue, Kingston 5, Jamaica (876-946-1105)