THE UNIVERSITY OF THE WEST INDIES

2012/2014
REGIONAL AND INTERNATIONAL STUDENTS HANDBOOK
INTRODUCTION
Welcome to the Mona Campus
About the University of the West Indies, Mona
The UWI, Mona International Students Office (ISO)
Why Study Abroad at the UWI, Mona?
The UWI, Monas Exchange Partners

SECTION 1
PRE-DEPARTURE INFORMATION:
BEFORE COMING TO JAMAICA
Travelling Tips
Packing: What to Bring

Immigration Matters & the Extension of Stay Policy
What to Expect
Financial Considerations

SECTION 2
ARRIVAL IN KINGSTON
The Airport Pick-up Service
Getting to the Mona Campus
ISO Orientation

SECTION 3
SETTLING IN AT
THE MONA CAMPUS
Housing and Accommodation
Academic Adjustment
Wellness
Health and Safety
The Jamaican Language, Culture & Customs

SECTION 4
RETURNING HOME
Requesting Your Transcript
Withdrawal from Programme/ Early Return
Extending Your Study Abroad Period beyond a Semester

APPENDICES
1
9
17
25
35
37

Photography by Gary Harris and William Richards
# Table of Contents

1. **Introduction**
   - Welcome to the Mona Campus
     - About the University of the West Indies, Mona
     - The UWI, Mona International Students Office (ISO)
     - Why Study Abroad at the UWI, Mona?
     - The UWI, Mona’s Exchange Partners

9. **Section 1**
   - Pre-Departure Information:
     - Before Coming to Jamaica
       - Travelling Tips
       - Packing: What to Bring
       - Immigration Matters & the Extension of Stay Policy
       - What to Expect – Financial Considerations

17. **Section 2**
   - Arrival in Kingston
     - The Airport Pick-up Service
     - Getting to the Mona Campus
     - ISO Orientation

25. **Section 3**
   - Settling in at The Mona Campus
     - Housing and Accommodation
     - Academic Adjustment
     - Wellness – Health and Safety
     - The Jamaican Language, Culture & Customs

35. **Section 4**
   - Returning Home
     - Requesting Your Transcript
     - Withdrawal from Programme/ Early Return
     - Extending Your Study Abroad Period beyond a Semester

37. **Appendices**

Photography by Gary Harris and William Richards
Introduction

WELCOME TO THE MONA CAMPUS!

Dear Student,

Thank you for choosing The University of the West Indies, Mona Campus to study abroad! It is a pleasure to welcome you to The UWI, Mona, a university that has earned an exceptional reputation throughout the Caribbean and beyond for the quality of its many degree programmes and first-rate, state-of-the-art facilities.

You can take pride in knowing that, with The UWI, you have chosen a university with a continuing history of academic excellence, that is recognized as the regions premier educational institution, and that has been home to many distinguished alumni, among them over 15 Prime Ministers and three widely known and esteemed Nobel Laureates.

Mona is proud to enjoy a very diverse regional and international community. The University is partnered with several top research institutions and universities in over 45 countries worldwide. Each year the Mona Campus international student population continues to grow as we welcome students from across the globe, from Europe, Asia, Africa, Australia, the Caribbean, and North and South America; our ever-expanding exchange/study abroad programme has transformed the Mona Campus into a melting pot of diverse cultures.

As a non-Jamaican student, your time on the Campus promises to be a most memorable and exciting one. The International Students Office (ISO) is happy to help with your transition to life on Campus and in Jamaica. Take advantage of our Special Orientation programmes at the start of each semester. Get involved in the various out-of-classroom activities: become a part of a student association, join social clubs, take part in hall activities, participate in intramural sports. There is plenty to do, see and experience at Mona. Learn as much as you can about our wonderful Island, our beautiful people, and enduringly rich culture.

Please be sure to keep this handbook with you and familiarize yourself with the contents inside. The handbook provides essential and accurate information on the support programmes and services offered to international students. It is designed to help you as you make your transition into your new academic environment and should prove a very comprehensive guide.

On behalf of The University of the West Indies, Mona Campus and the International Students Office, I extend to you a warm and hearty welcome!

Althea Gordon-Clennon
Senior Assistant Registrar
Dear Student,

Thank you for choosing The University of the West Indies, Mona Campus to study abroad! It is a pleasure to welcome you to The UWI, Mona, a university that has earned an exceptional reputation throughout the Caribbean and beyond for the quality of its many degree programmes and first-rate, state-of-the-art facilities.

You can take pride in knowing that, with The UWI, you have chosen a university with a continuing history of academic excellence, that is recognized as the region’s premier educational institution, and that has been home to many distinguished alumni, among them over 15 Prime Ministers and three widely known and esteemed Nobel Laureates.

Mona is proud to enjoy a very diverse regional and international community. The University is partnered with several top research institutions and universities in over 45 countries worldwide. Each year the Mona Campus’ international student population continues to grow as we welcome students from across the globe, from Europe, Asia, Africa, Australia, the Caribbean, and North and South America; our ever-expanding exchange/study abroad programme has transformed the Mona Campus into a melting pot of diverse cultures.

As a non-Jamaican student, your time on the Campus promises to be a most memorable and exciting one. The International Students Office (ISO) is happy to help with your transition to life on Campus and in Jamaica. Take advantage of our Special Orientation programmes at the start of each semester. Get involved in the various out-of-classroom activities: become a part of a student association, join social clubs, take part in hall activities, participate in intramural sports. There is plenty to do, see and experience at Mona. Learn as much as you can about our wonderful Island, our beautiful people, and enduringly rich culture.

Please be sure to keep this handbook with you and familiarize yourself with the contents inside. The handbook provides essential and accurate information on the support programmes and services offered to international students. It is designed to help you as you make your transition into your new academic environment and should prove a very comprehensive guide.

On behalf of The University of the West Indies, Mona Campus and the International Students Office, I extend to you a warm and hearty welcome!

Althea Gordon-Clenon
Senior Assistant Registrar
About The University of the West Indies, Mona

A Brief Overview
The University of the West Indies (UWI) is the foremost University in the English-speaking Caribbean with an international reputation for research, scholarship, and for being an active intellectual centre for the West Indian Community. The UWI began in Jamaica as the University College of the West Indies (UCWI), under a special relationship with the University of London, and gained its University status in 1962. The UWI has campuses in Barbados, Jamaica, and Trinidad and Tobago, with a virtual/Open Campus comprising satellite sites in other Caribbean countries.

History
Mona is the oldest and largest of the UWI’s four campuses and is the leading university in Jamaica. The Campus is located in the parish of St. Andrew, nestled at the foot of the Blue Mountain Range, and is bordered by the suburban Mona community. The picturesque Mona Campus is spread over some 653 acres of land which, more than 200 years ago, in the mid 17th century, served as two sugar estates – Mona and Papine. Today remnants of that bygone era are preserved in the form of the stone aqueduct stretching across its lawns, buildings which served the estates such as the distillery and bookkeeper’s cottage, and ruins to be found in the gardens of the University Chapel which itself began life as a stately Georgian building on a sugar estate at Gale’s Valley in Trelawny, one of the north-western parishes of Jamaica. Both the aqueduct and the Chapel have been declared Jamaican heritage sites.

Accessibility
Known for its high quality teaching, cultural and intellectual learning environment, as well as for its long history of academic success, the Mona Campus is distinctly a Caribbean university with an ever-expanding international reach. The Campus is proud to have a diverse student population from over 40 countries around the world, and continues to be a popular choice for international students who choose to study abroad in the region.

Programmes
Students who enroll at The University of the West Indies, Mona Campus become a part of a legacy built on “Inspiring Excellence”. Through its five Faculties, the UWI, Mona offers undergraduate and postgraduate degree options in Humanities & Education, Law, Medical Sciences, Science & Technology and Social Sciences.

About This Handbook
The information presented in this handbook has been prepared primarily for our non-Jamaican students. All information inside the guide has been researched and confirmed as accurate up to the date of publication. The guide presents a summary of essential information covered in four key sections: Pre-departure, Information: Before Coming to Jamaica, Arrival in Kingston, Settling in at the Mona Campus and Pre-Departure: Returning Home.
Why Study Abroad at The UWI Mona?

The University of the West Indies, (UWI) Mona is an innovative, internationally competitive, contemporary university deeply rooted in the Caribbean and committed to offering quality higher education. The UWI, Mona offers a wide range of services for its international students, making for a fantastic and inspiring study abroad experience – intrinsically exciting and ultimately utterly unforgettable!

As a full-time degree seeking or visiting student, you’ll benefit from our core curriculum, from our fast rising excellence in sports and a wealth of academic programmes across our faculties. Immerse yourself in a new challenging and rewarding academic environment while developing marketable skills preparing you for the world of work. Our study abroad programmes provide exceptional education enrichment opportunities that will assist in your social and professional development. The UWI, Mona is committed to helping you make a difference, whatever your field of endeavour.

Study with us, and have it all with The University of the West Indies, Mona – benefit from a longstanding reputation for academic excellence, first class facilities, innovative programmes, cross-disciplinary learning, a beautiful campus, and a multicultural and supportive Campus community.

When choosing a university you want to know that you have chosen well and The University of the West Indies, Mona (UWI, Mona) is indeed a choice of a lifetime. For information on The UWI, Mona study abroad programmes – the International Student Exchange, Study Abroad, and Medical Elective Programmes – student life (including student testimonials), the application process and application forms, visit us online at the International Students Office’s (ISO) website:

Who Can Study at the UWI Mona?

If you have an enquiring mind, and thrive on new experiences, The UWI, Mona is the place for you. You may enroll in a full-time degree programme by going online to http://www.uwimona.edu.jm/admissions/firsttime.php

Students interested in coming on the Exchange/ Study Abroad programme or who are interested in pursuing medical electives can study at the Mona Campus for periods varying from four (4) weeks (as a medical elective student) to one academic year (on the Exchange or Study Abroad programme).

NOTE

- All applications for the Exchange/Study Abroad programmes should be submitted by March 1 for Semester 1 (Sep. – Dec.) and October 1 for Semester 2 (Jan. – Apr.)
- Applications for Medical Electives are invited all year round and are dependent on available space within the medical elective programme.
- Regional and International Students applying to pursue full degree programmes are asked to submit their application by January 31st to the Admissions Section or via the online application system at:

### The UWI, Mona’s Exchange Partners

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>WEBSITE</th>
<th>UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada</td>
<td><a href="http://www.dal.ca/">www.dal.ca/</a></td>
<td>Dalhousie University</td>
</tr>
<tr>
<td>Canada</td>
<td><a href="http://www.uwindsor.ca/">www.uwindsor.ca/</a></td>
<td>University of Windsor</td>
</tr>
<tr>
<td>Canada</td>
<td><a href="http://www.queensu.ca">www.queensu.ca</a></td>
<td>Queens University</td>
</tr>
<tr>
<td>Canada</td>
<td><a href="http://www.ryerson.ca/">www.ryerson.ca/</a></td>
<td>Ryerson University</td>
</tr>
<tr>
<td>Canada</td>
<td><a href="http://www.utoronto.ca">www.utoronto.ca</a></td>
<td>University of Toronto</td>
</tr>
<tr>
<td>Canada</td>
<td><a href="http://www.uwaterloo.ca/">www.uwaterloo.ca/</a></td>
<td>University of Waterloo</td>
</tr>
<tr>
<td>Canada</td>
<td><a href="http://www.uwinnipeg.ca/">www.uwinnipeg.ca/</a></td>
<td>The University of Winnipeg</td>
</tr>
<tr>
<td>Canada</td>
<td><a href="http://www.ufv.ca/home.htm">www.ufv.ca/home.htm</a></td>
<td>The University of the Fraser Valley</td>
</tr>
<tr>
<td>China</td>
<td>210.31.100.5/english/</td>
<td>Taiyuan University of Technology</td>
</tr>
<tr>
<td>China</td>
<td><a href="http://www.shu.edu.cn/en/">www.shu.edu.cn/en/</a></td>
<td>University of Shanghai</td>
</tr>
<tr>
<td>England</td>
<td><a href="http://www.londonmet.ac.uk">www.londonmet.ac.uk</a></td>
<td>London Metropolitan University</td>
</tr>
<tr>
<td>England</td>
<td><a href="http://www.mdx.ac.uk/">www.mdx.ac.uk/</a></td>
<td>Middlesex University</td>
</tr>
<tr>
<td>Germany</td>
<td><a href="http://www.fu-berlin.de/en/">www.fu-berlin.de/en/</a></td>
<td>Freie Univesitat Berlin</td>
</tr>
<tr>
<td>Germany</td>
<td><a href="http://www.uni-hannover.de/">www.uni-hannover.de/</a></td>
<td>Liebniz Universitat Hannover</td>
</tr>
<tr>
<td>Germany</td>
<td><a href="http://www.uni-flensburg.de/">www.uni-flensburg.de/</a></td>
<td>University of Flensburg</td>
</tr>
<tr>
<td>Guadeloupe</td>
<td><a href="http://www.univ-ag.fr/UAG/">www.univ-ag.fr/UAG/</a></td>
<td>Universite des Antilles et de la Guyane</td>
</tr>
<tr>
<td>Japan</td>
<td><a href="http://www.dokkyo.ac.jp/english/">www.dokkyo.ac.jp/english/</a></td>
<td>Dokkyo University</td>
</tr>
<tr>
<td>Mexico</td>
<td><a href="http://www.unam.mx/EN/">www.unam.mx/EN/</a></td>
<td>Universidad Nacional Autónoma de Mexico</td>
</tr>
<tr>
<td>Norway</td>
<td><a href="http://www.uio.no">www.uio.no</a></td>
<td>University of Oslo</td>
</tr>
<tr>
<td>Sweden</td>
<td><a href="http://www.mah.se">www.mah.se</a></td>
<td>Malmo University</td>
</tr>
<tr>
<td>Sweden</td>
<td><a href="http://www.su.se/english/">www.su.se/english/</a></td>
<td>Stockholm University</td>
</tr>
</tbody>
</table>
## The UWI, Mona’s Exchange Partners

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>WEBSITE</th>
<th>UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweden</td>
<td><a href="http://www.gu.se/English">www.gu.se/English</a></td>
<td>University of Gothenburg</td>
</tr>
<tr>
<td>USA</td>
<td><a href="http://www.fsu.edu">www.fsu.edu</a></td>
<td>Florida State University</td>
</tr>
<tr>
<td>USA</td>
<td><a href="http://www.fiu.edu/">www.fiu.edu/</a></td>
<td>Florida International University</td>
</tr>
<tr>
<td>USA</td>
<td><a href="http://www.gsvu.edu">www.gsvu.edu</a></td>
<td>Grand Valley State</td>
</tr>
<tr>
<td>USA</td>
<td><a href="http://www.syr.edu/">www.syr.edu/</a></td>
<td>Syracuse University</td>
</tr>
<tr>
<td>USA</td>
<td><a href="http://www.stjohns.edu/">www.stjohns.edu/</a></td>
<td>St. Johns University</td>
</tr>
<tr>
<td>USA</td>
<td><a href="http://www.richmond.edu/">www.richmond.edu/</a></td>
<td>University of Richmond</td>
</tr>
</tbody>
</table>

Note: This is not a complete listing of all our Exchange Partners. For a more comprehensive list please visit our website at [www.mona.uwi.edu/iss/](http://www.mona.uwi.edu/iss/)
The UWI Mona
International Students Office

The International Students Office (ISO) staff is delighted that you have chosen The University of the West Indies, Mona Campus as your study abroad destination. The Office looks forward to ensuring that you are fully integrated into the Campus community and to assisting you with all the information, advice, and administrative support necessary to ensure that you meet your academic goals.

The ISO is responsible for the general welfare of regional and international students and serves as a connecting point to other administrative departments within the Registry.

You will find that the ISO is especially resourceful regarding matters of socio-cultural adjustment, immigration, and general logistical issues. The Office is conveniently located on the ground floor of the Annex Building within close proximity to many of its internal partners: the Bursary and Cashier’s sections, ID Centre, Student Records Unit (SRU), Examinations section, and the Student Administrative Services (SAS) area which functions as a ‘one-stop’ resource and information section for students.

Some of the services the ISO provides include:

- Holding a special orientation programme for all incoming non-Jamaican students
- Acting as an advocate for non-Jamaican students attempting to navigate their way through the UWI’s administrative systems
- Facilitating the smooth transition of non-Jamaican students into Jamaican and UWI life
- Facilitating the processing of visa extensions
- Offering an English for Speakers of Other Languages (ESOL) Summer Programme

International Students Office Staff

Mrs. Althea Gordon-Clennon
Senior Assistant Registrar/ISO Head
ext. 3891

Ms. Hermine Tyrell
Senior Administrative Assistant/Study Abroad Coordinator
ext. 3892

Ms. Carol Williams
Administrative Secretary/Medical Electives Coordinator
ext. 3893

Mr. Lorne Matthews
Administrative Assistant (Publications)
ext. 3890
The International Students Office (ISO) staff is delighted that you have chosen The University of the West Indies, Mona Campus as your study abroad destination. The Office looks forward to ensuring that you are fully integrated into the Campus community and to assisting you with all the information, advice, and administrative support necessary to ensure that you meet your academic goals.

The ISO is responsible for the general welfare of regional and international students and serves as a connecting point to other administrative departments within the Registry.

You will find that the ISO is especially resourceful regarding matters of socio-cultural adjustment, immigration, and general logistical issues. The Office is conveniently located on the ground floor of the Annex Building within close proximity to many of its internal partners: the Bursary and Cashiers sections, ID Centre, Student Records Unit (SRU), Examinations section, and the Student Administrative Services (SAS) area which functions as a one-stop resource and information section for students.

Some of the services the ISO provides include:

- Holding a special orientation programme for all incoming non-Jamaican students
- Acting as an advocate for non-Jamaican students attempting to navigate their way through the UWIs administrative systems
- Facilitating the smooth transition of non-Jamaican students into Jamaican and UWI life
- Facilitating the processing of visa extensions
- Offering an English for Speakers of Other Languages (ESOL) Summer Programme

Office hours: Monday to Friday 8:30 a.m. – 4:30 p.m.
Section 1
PRE-DEPARTURE INFORMATION:
BEFORE COMING TO JAMAICA

First Steps:

1. Enquire at the nearest Jamaican Embassy or High Commission about visa requirements for your country.

2. Procure all relevant documents for travel including your UWI, Mona Acceptance Letter, proof of financial support, three (3) passport size pictures and copy of your birth certificate. Secure important contact information (so you can keep in touch with your relatives and friends, your International office at home, etc.).

3. Finalize your accommodation arrangements with your Hall of Residence at the Mona Campus or, if applicable, your off-Campus lodging.

4. Purchase a roundtrip ticket (since one way tickets can be very limiting).

5. Pack your prescription medicine as well as copies of your relevant medical records.

6. Take enough foreign currency to get you through the first few weeks while you are readjusting and settling in.

7. For those students coming on exchange or study abroad, ensure that all your administrative requirements have been taken care of. This may include course registration and approval by your Faculty as well as any necessary letters of recommendation from your course supervisor.

Please Note: Your passport must be valid for at least one (1) year after your intended study abroad period.
Before Coming to Jamaica

Before you travel to Jamaica, give yourself the best possible start: in the weeks leading up to your scheduled departure date, ensure that your travel and accommodation arrangements are confirmed and that you have all the necessary travel documents required. (See What to Bring below). Remember also to give yourself time to settle in, register for your classes, purchase small items for your room, open a bank account, and so on. We recommend that you arrive in the island at least two weeks prior to the start of the semester. Arriving in the island early allows you to take part in the University’s arranged welcome activities and to quickly become familiar with the Campus, the Jamaican lifestyle and your peers.

**Travelling Tips**

Pack your essentials early: travel documents, prescribed medication*, weather-appropriate clothing and other personal items.

Travel with enough foreign currency to get you by for the first few weeks.

Make all your travel arrangements well in advance, booking your flight and onward travel early and finalizing all your arrangements for accommodation in Jamaica before you leave home. Purchase a round-trip/return ticket, since this is required for immigration purposes and also makes it easier should you need to return home earlier than planned.

**NOTE**

For housing on Campus, all arrangements should be finalized with the UWI, Mona Lodgings Department and with the Student Services Manager (SSM) of your desired Hall of Residence or assigned Flat. **Students who opt for off-Campus accommodation should also contact the Lodgings Office, and any relevant contact person(s) providing accommodation, to ensure all final arrangements are in place.** (For more information on housing, see Housing & Accommodation, Section 3, pg 26).

---

* For more on health see Your Hygiene/Medical Supplies, pg 11 and Wellness – Health and Safety, Section 3, pg 30
Packing: What to Bring

Documents You Must Provide at Immigration

The following are important documents you will need to have before you leave home for Jamaica. Be sure to make two (2) or more copies of the documents, taking one copy with you and leaving one set in a safe place at home:

1. **Passport** (valid for at least a year, extending beyond your intended study abroad period). For newly-issued passports, ensure that all bio-data information is correct. Be sure to keep it safe and make two copies of your bio-data information page, as a precaution. **Should you lose your passport, please contact the nearest consulate or embassy immediately.**

2. **Visa Requirements.** Some countries require a visa for travel to Jamaica. For a complete list of these countries, visit the website of the Passport, Immigration & Citizenship Agency in Jamaica at [http://www.pica.gov.jm/](http://www.pica.gov.jm/). You will also find information on the student visa requirements there. For Jamaican Embassies, High Commissions and Permanent Missions abroad, visit the website: [http://www.un.int/jamaica/missions.htm](http://www.un.int/jamaica/missions.htm)

3. **Round Trip/Return Ticket.** Immigration Officials may ask to see proof of a round-trip/return ticket before permitting you entry into the Island.

4. **UWI, Mona Offer of Entry letter.** All students who have been accepted for studies at The University of the West Indies, Mona Campus receive an Offer of Entry letter. Under no circumstances should you travel without your Offer of Entry letter as you may be prevented entry into the island without it.

Luggage

It is a common mistake for students to pack more luggage than they need, when certain personal items may be bought on arrival in Jamaica; for example, your bed linen, curtains, kitchen utensils and toiletries. Choose to bring items for your entertainment instead: a camera, a journal, a music player, and any other item to keep you occupied.

For clothing it is best to pack light. Take comfortable tropical wear, a light sweater, slippers and a comfortable pair of walking shoes.

**Important Notes:**
- Verify regulations concerning luggage with your airline. Remember there are restrictions on what you may bring in your carry-on.
- Your electronic equipment (multi-voltage appliances including laptops, notebooks and other handheld devices) will work in Jamaica if you have a North American plug; the electrical outlets in Jamaica are similar to the electrical outlets found throughout Canada and the United States of America. That is 110 volts/60 Hertz, throughout the island. If you do not have a North American plug, you may need to purchase an adapter that fits into the socket.

Your Hygiene/ Medical Supplies

If you are taking prescription medication, we recommend that you bring at least two months’ supply with you; so you don’t run out of supplies while you find your way around. Take along a copy of your medical records as well, just in case you need medical attention while away from home. For additional information on health and health matters see Wellness - Health and Safety, Section 3, page 30.
Documents You Must Provide at Immigration

The following are important documents you will need to have before you leave home for Jamaica. Be sure to make two (2) or more copies of the documents, taking one copy with you and leaving one set in a safe place at home:

1. Passport
   - (valid for at least a year, extending beyond your intended study abroad period).
   - For newly-issued passports, ensure that all bio-data information is correct. Be sure to keep it safe and make two copies of your bio-data information page, as a precaution.
   - Should you lose your passport, please contact the nearest consulate or embassy immediately.

2. Visa Requirements
   - Some countries require a visa for travel to Jamaica. For a complete list of these countries, visit the website of the Passport, Immigration & Citizenship Agency in Jamaica at http://www.pica.gov.jm/. You will also find information on the student visa requirements there.

3. Round Trip/Return Ticket
   - Immigration Officials may ask to see proof of a round-trip/return ticket before permitting you entry into the Island.

4. UWI, Mona Offer of Entry letter
   - All students who have been accepted for studies at The University of the West Indies, Mona Campus receive an Offer of Entry letter.
   - Under no circumstances should you travel without your Offer of Entry letter as you may be prevented entry into the island.

Luggage

It is a common mistake for students to pack more luggage than they need, when certain personal items may be bought on arrival in Jamaica; for example, your bed linen, curtains, kitchen utensils and toiletries. Choose to bring items for your entertainment instead: a camera, a journal, a music player, and any other item to keep you occupied.

For clothing it is best to pack light. Take comfortable tropical wear, a light sweater, slippers and a comfortable pair of walking shoes.

Important Notes:

- Verify regulations concerning luggage with your airline. Remember there are restrictions on what you may bring in your carry-on.
- Your electronic equipment (multi-voltage appliances including laptops, notebooks and other handheld devices) will work in Jamaica if you have a North American plug; the electrical outlets in Jamaica are similar to the electrical outlets found throughout Canada and the United States of America. That is 110 volts/60 Hertz, throughout the island.
- If you do not have a North American plug, you may need to purchase an adapter that fits into the socket.

Hygiene/ Medical Supplies

If you are taking prescription medication, we recommend that you bring at least two months supply with you; so you don’t run out of supplies while you find your way around. Take along a copy of your medical records as well, just in case you need medical attention while away from home. For additional information on health and health matters see Wellness - Health and Safety, Section 3, page 30

TIPS

- Label all your luggage with your full name, UWI, Mona address and your overseas address. Put prescription medicine that you cannot do without in your carry-on.
- Make 2 copies of your travel documents. Leave one copy at home and take the other copy with you. This will ensure that you always have copies of the documents, should you need them.
IMMIGRATION MATTERS & THE EXTENSION OF STAY POLICY

As a general rule, non-Jamaican students are required to apply for an Extension of Stay provided their course or programme of study will last for more than six months in the Island*. Landing requirements for persons seeking to enter Jamaica may vary however, as incoming students are normally landed temporarily as visitors, with CARICOM nationals usually landed for a period of six months. Students from outside the CARICOM region may be landed for any period ranging from a few days to a few weeks.

In order to adjust your immigration status from visitor to student, you must apply for an extension of stay in the Island through the Passport Immigration and Citizenship Agency (PICA), which has its offices in Kingston and Montego Bay.

Through an arrangement with PICA, The ISO facilitates the collection and processing of passports on Campus during the major registration periods of September and January. All non-Jamaican students are informed beforehand when to submit passports and other visa application documents to the ISO. These notices are typically posted online on the ISO’s website as well as are emailed to each non-Jamaican student, using their assigned UWI, Mona email account. Posters are also placed on the ISO’s notice boards and within all the Residence Halls. Students are notified when their passports are available for collection.

How Long Will Your Visa Last?

Extension of Stay visas are granted to students for the duration of their current programme. However, if your passport expires before the completion of your programme, the extension will be granted to the expiration date of the passport, instead. In cases where a new passport has been subsequently acquired, after having already applied for an extension of stay, the Extension of Stay visa can be transferred from the old to the new passport at an additional cost as required by PICA.

How to Apply for an Extension of Stay

Complete the following forms and submit with two passport-size photographs, where applicable:

1. Application for Extension of Stay form

2. Alien Registration Card (if applicable) – passport size photographs are required when submitting the Alien Registration Card.

3. Application for Re-entry Visa (if applicable).
As a general rule, non-Jamaican students are required to apply for an Extension of Stay provided their course or programme of study will last for more than six months in the Island. Landing requirements for persons seeking to enter Jamaica may vary however, as incoming students are normally landed temporarily as visitors, with CARICOM nationals usually landed for a period of six months. Students from outside the CARICOM region may be landed for any period ranging from a few days to a few weeks.

In order to adjust your immigration status from visitor to student, you must apply for an extension of stay in the Island through the Passport Immigration and Citizenship Agency (PICA), which has its offices in Kingston and Montego Bay. Through an arrangement with PICA, The ISO facilitates the collection and processing of passports on Campus during the major registration periods of September and January. All non-Jamaican students are informed beforehand when to submit passports and other visa application documents to the ISO. These notices are typically posted online on the ISOs website as well as are emailed to each non-Jamaican student, using their assigned UWI, Mona email account. Posters are also placed on the ISOs notice boards and within all the Residence Halls. Students are notified when their passports are available for collection.

**How Long Will Your Visa Last?**

Extension of Stay visas are granted to students for the duration of their current programme. However, if your passport expires before the completion of your programme, the extension will be granted to the expiration date of the passport, instead. In cases where a new passport has been subsequently acquired, after having already applied for an extension of stay, the Extension of Stay visa can be transferred from the old to the new passport at an additional cost as required by PICA.

**How to Apply for an Extension of Stay**

Complete the following forms and submit with two passport-size photographs, where applicable:

1. Application for Extension of Stay form
2. Alien Registration Card (if applicable)
   - Passport size photographs are required when submitting the Alien Registration Card.
3. Application for Re-entry Visa (if applicable).

**NOTE**

- Payment is required for the Extension of Stay visa processing and will differ based on country/nationality.
- Nationals of non-Commonwealth countries over the age of sixteen, and who will be residing in Jamaica for more than six months, are required to complete the Alien Registration Card. Note that a Re-entry visa may also apply. (Re-entry visas are *issued to nationals of non-Commonwealth countries as well as citizens of Commonwealth countries on whom a visa requirement has been imposed and who are residing in Jamaica*).

For further guidance on immigration matters, please go to: [www.pica.gov.jm/](http://www.pica.gov.jm/)
The UWI, Mona wants to ensure that a lack of financial resources doesn’t stop you from being successful in your programme. However, you need to plan for the costs of your university education so as to avoid problems. Key expenses will include:

- **Your tuition fee** – All students are required to pay tuition fees to The UWI, Mona, except for students on the Exchange programme, whose fees are paid to their home institution.
- **Miscellaneous fees** – These are payments that allow you access to a wide range of services such as Health & Dental Care and general student support services including access to library services, the shuttle bus service, as well as certain student areas on Campus. Miscellaneous fees are payable to The UWI, Mona. Students on exchange/study abroad pay miscellaneous fees.
- **General welfare/Maintenance costs** – These include meals and other essentials, school supplies such as books and general study material. Any necessary personal items, such as climate-appropriate clothing, may also be included in this expense.
- **Transportation costs** – To and from the airport and off Campus within the Kingston and St. Andrew corporate area, also for any occasional excursion or rural travel.
- **Accommodation expenses** – Rental or Hall of Residence fees.
- **Utility bills** – Electricity, gas, telephone, water, etc. (if staying off Campus).
- **Payment of relevant Immigration fees** – Fee for the Extension of Stay and Re-entry visa.

1 Frequently asked questions (FAQs) regarding financial matters may be viewed at http://apps.mona.uwi.edu/bursary/faq/
The UWI, Mona wants to ensure that a lack of financial resources doesn’t stop you from being successful in your programme. However, you need to plan for the costs of your university education so as to avoid problems. Key expenses will include:

- Your tuition fee
  All students are required to pay tuition fees to The UWI, Mona, except for students on the Exchange programme, whose fees are paid to their home institution.

- Miscellaneous fees
  These are payments that allow you access to a wide range of services such as Health & Dental Care and general student support services including access to library services, the shuttle bus service, as well as certain student areas on Campus. Miscellaneous fees are payable to The UWI, Mona.

- General welfare/Maintenance costs
  These include meals and other essentials, school supplies such as books and general study material. Any necessary personal items, such as climate-appropriate clothing, may also be included in this expense.

- Transportation costs
  To and from the airport and off Campus within the Kingston and St. Andrew corporate area, also for any occasional excursion or rural travel.

- Accommodation expenses
  Rental or Hall of Residence fees.

- Utility bills
  Electricity, gas, telephone, water, etc. (if staying off Campus).

- Payment of relevant Immigration fees
  Fee for the Extension of Stay and Re-entry visa.

What to Expect  Financial Considerations

Frequently asked questions (FAQs) regarding financial matters may be viewed at http://apps.mona.uwi.edu/bursary/faq/.

Section 1

NOTE

Each student’s expenses will vary based on the particular programme, personal interests, travel preferences, etc. For a rough guide to living and other relevant expenses, please consult your Undergraduate Financial Information and Registration Guidelines booklet.
Section 2
ARRIVAL IN KINGSTON

First Steps:
A few things you should do after arriving in Kingston:

- Transfer from the airport to the Mona Campus
- Contact home to reassure family & friends
- Get settled in at your Hall of Residence
- Attend special orientation and go for Academic Advising
- Register for your course(s) online; pay your bills and buy your books
- Pick up your UWI, Mona ID card
- Open a new bank account
- Purchase a cell phone; visit the MITS section to arrange for internet service
- Visit the ISO and meet the team
- Take some time to explore Kingston

The birthplace of reggae, the mecca of Jamaican music, it is not hard to feel the vibrations of Jamaica's capital city, Kingston. A lively sprawling metropolis located along the south coast of Jamaica, the city can be traced within the borders of the Liguanea Plain, unfurling south towards the Kingston Harbour, or melding with the neighbouring parish of St. Andrew (to the north, east, and west), nearly climbing into the gorgeous Blue Mountains in some places.

Kingston sits across from the historic forts and dunes in the old unofficial capital of Port Royal, a town built on a promontory beyond the half-concealed wetlands of the Palisadoes Strip, home to the sole submerged city in the Western Hemisphere (once popularly known as the City of Gold).

Situated at the edge of the world's seventh largest natural harbour, the Kingston Harbour, the city offers seaside attractions, entertainment facilities, and a lively arts scene stippled with galleries, museums and awesome live entertainment. There are also smaller islands, such as Maiden Cay, one of eight islands forming part of the Port Royal Cays, which may be accessed by boat if looking for a quiet place away from the city.

Kingston is well known for its cultural and heritage sites, arts festivals and dramatic works, and its varied and rambling green spaces to be found in parks and tucked-away gardens; the arresting Hope Botanical Gardens, for example, and sprawling lawns of the 19th century Devon House.

Kingston has a wide variety of churches, stores, entertainment facilities, and restaurants, making it ecumenically ideal for persons from diverse ethnic backgrounds. There is usually plenty to do in Kingston during weekends, or while taking a break from your studies at the Mona Campus. (Note that the Mona Campus is located in the parish of St. Andrew, in close proximity to the Liguanea shopping district and the residential Mona community which extends upwards into the Long Mountain Range.)

For further information on the city, please visit the Jamaica Tourist Board website at http://www.visitjamaica.com/where-to-visit/kingston.aspx.
Section 2
ARRIVAL IN KINGSTON
First Steps:
A few things you should do after arriving in Kingston:
 Transfer from the airport to the Mona Campus
 Contact home to reassure family & friends
 Get settled in at your Hall of Residence
 Attend special orientation and go for Academic Advising
 Register for your course(s) online; pay your bills and buy your books
 Pick up your UWI, Mona ID card
 Open a new bank account
 Purchase a cell phone; visit the MITS section to arrange for internet service
 Visit the ISO and meet the team
 Take some time to explore Kingston

17

The birthplace of reggae, the mecca of Jamaican music, it is not hard to feel ‘the vibrations’ of Jamaica’s capital city, Kingston. A lively sprawling metropolis located along the south coast of Jamaica, the city can be traced within the borders of the Liguanea Plain, unfurling south towards the Kingston Harbour, or melding with the neighbouring parish of St. Andrew (to the north, east, and west), nearly climbing into the gorgeous Blue Mountains in some places.

Kingston sits across from the historic forts and dunes in the old unofficial capital of Port Royal – a town built on a promontory beyond the half-concealed wetlands of the Palisadoes Strip, home to the sole submerged city in the Western Hemisphere (once popularly known as the City of Gold).

Situated at the edge of the world’s seventh largest natural harbour – the Kingston Harbour – the city offers seaside attractions, entertainment facilities, and a lively arts scene stippled with galleries, museums and awesome live entertainment. There are also smaller islands, such as Maiden Cay, one of eight islands forming part of the Port Royal Cays, which may be accessed by boat if looking for a quiet place away from the city.

Kingston is well known for its cultural and heritage sites, arts festivals and dramatic works, and its varied and rambling green spaces to be found in parks and tucked-away gardens; the arresting Hope Botanical Gardens, for example, and sprawling lawns of the 19th century Devon House.

Kingston has a wide variety of churches, stores, entertainment facilities, and restaurants, making it ecumenically ideal for persons from diverse ethnic backgrounds. There is usually plenty to do in Kingston during weekends, or while taking a break from your studies at the Mona Campus. (Note that the Mona Campus is located in the parish of St. Andrew, in close proximity to the Liguanea shopping district and the residential Mona community which extends upwards into the Long Mountain Range.)

For further information on the city, please visit the Jamaica Tourist Board website at http://www.visitjamaica.com/where-to-visit/kingston.aspx.
The Airport Pick-up Service

Tell us when you are coming and let us welcome you at the airport! At the start of the academic year, the Lodgings Office arranges a 24hr airport pick-up service (free of charge) for incoming students who will be housed in Hall on Campus. This service usually starts during the first week of August and ends the week before the semester begins*. Students who request this service are picked up from the airport by UWI, Mona staff and are taken directly to their Residence Halls. Note that if you will not be living in hall, you are asked to arrange transportation to your off-campus lodging.

In order to access the airport pick-up service, you should email your flight details to the Lodgings Office, uwilodatings@yahoo.com, at least two (2) days in advance of your arrival.

Make sure you indicate the following:

- Name
- Student ID No.
- Airline Carrier
- Flight Number
- Date & Time of Arrival
- Destination/ Hall of Residence

NOTE
Students who opt to take their own transportation to Campus may make use of the Jamaica Union of Travelers Association (JUTA) taxi service; JUTA is a reliable taxi service at the airport that can be hired to take you directly to Campus.

* The Airport pick-up service is only available during the major admission period: August to September.

Getting to the Mona Campus

There are three major airports in Jamaica: the Norman Manley International Airport, in Kingston; the Sir Donald Sangster International Airport, in Montego Bay; and the Ian Fleming International Airport, in St. Ann. If you intend to study at the Mona Campus, plan to arrive at the Norman Manley International Airport in Kingston, since the airport is approximately 30 minutes from the Campus by car.

Important to remember:
- Contact the ISO and/or Lodgings Office should your travel plans change, if you have missed your connecting flight, or are delayed for any reason at the airport. To get in touch with the Lodgings Office call: Tel: (876) 702-3493
- If you will be arriving on a weekend to the Campus, the Irvine Hall gate on Golding Avenue will be closed. You should therefore use the Gibraltar Camp Way entrance on Mona Road.

TIP
Besides becoming more familiar with The UWI, Mona Campus, the orientation session is also a great way to meet other regional and international students before term begins. Getting to know other non-Jamaican students may help you to settle in even faster. Every effort should be made to attend.
Section 2

Getting to the UWI, Mona, Western Jamaica Campus (UWI-WJC)

So you have been accepted for studies at the UWI, Mona Campus’ extension site in Montego Bay - the Western Jamaica Campus? Then we recommend you use the Sir Donald Sangster International Airport as your port of entry; the Sir Donald Sangster International Airport is located just a few minutes away from the UWI-WJC.

Should you enter Jamaica by the Donald Sangster International Airport, for the Mona Campus in Kingston, please note that it is a 3.5hr ride by car and a 35 minute transfer to Kingston by plane. Students entering the Island through the Donald Sangster’s International Airport for the Mona Campus are therefore advised to take the Knutsford Express bus service, which unloads at a terminal in New Kingston (located in the parish of St. Andrew). From the Knutsford Express terminal in New Kingston, it is roughly a 15-minute drive to the Mona Campus. Taxis and buses run directly from New Kingston to Campus; however, if you opt to take a taxi, take one that bears the UWI, Mona Campus (Corporate Area) sticker or logo. For more on getting around in Kingston, see Travel by Route Taxi on pg 22.

Using the Ian Fleming Airport in Boscobel, St. Ann

Jamaica’s third and newest airport, the Ian Fleming International Airport in Boscobel, St. Ann, is approximately an hour and a half drive from Kingston and roughly 40 minutes away from Montego Bay. As this airport is not in close proximity to either the Mona or Mona Western Jamaica Campus, the Norman Manley and Donald Sangster International airports are the preferred ports of entry for students.
ISO Orientation

Make it a priority to arrive in the Island in time for special orientation. Try to arrive at least two (2) weeks before the commencement of the term. The ISO Welcome and Orientation programme, usually held a week before the start of the semester, is a wonderful opportunity for you to acquaint yourself with Campus services, meet key departmental heads and directors, members of the Guild of Students (the official body for student representation on Campus), other international students like yourself and, of course, meet the ISO team.

ISO orientation provides essential information covering the Jamaican currency and money management, examination tips, immigration matters, an introduction to The UWI Mona student (support) services, and an introduction to patois (or Jamaican Talk) through lively, interactive role play sessions.

The ISO knows how challenging it can be to live in a new environment; but we also know the rewards that can come with having a culturally rich and academically successful experience. The ISO special Welcome and Orientation programme provides an environment for students to learn, get involved in and feel a part of the UWI family. You should make every effort to attend.

Please Note: The ISO programme is usually a one or two-day event, and employs a more structured, cultural approach in introducing students to The UWI’s systems and services, it also complements the more general orientation programme and associated activities which take place during orientation week. Students who arrive outside of the ISO’s orientation dates may choose to attend general orientation that incorporates campus tours, rap sessions and an entertainment “extravaganza” for students.
Getting Around Kingston

The Mona Campus is centrally located and is only ten minutes away from the Liguanea shopping district, which is located approximately three miles away. The UWI, Mona shuttle service takes students there and back to the Mona Campus, with designated drop-off and pick-up points along the way.

The shuttle works between the hours of 7:30 a.m. and 10:35 p.m. daily. In addition, an extended service for the shuttle runs between the hours of 9:00 p.m. and 2:00 a.m. directly from the Main Library into the surrounding communities of Elletson Flats, Tavern, Mona Heights, Wellington, Pines of Karachi, Hermitage, and along the Gordon Town Road leading up to the Gordon Town square. The shuttle bus can be used by students as a quick way to get to their Faculties and Residence Halls as well as to nearby groceries, pharmacies, stores and places within the abovementioned communities.

There is no bus service on Sundays, public holidays and also during semester breaks; however, on Saturdays the bus runs from 9:00 a.m. to 4:00 p.m. (For further details on the Shuttle Bus service, see the Office of Student Services & Development (OSSD) brochure: the Student Shuttle Bus Service Schedules).

TIP

Under the JUTC transportation system, you are able to transfer between buses along one continuous route without paying extra.

Around Kingston & Beyond: Taking Public Transportation

Travel by Bus

Public transportation to and from the Mona Campus is easily accessible as The UWI, Mona is located along two of the public bus routes, the Irvine Hall and Queen’s Way gates, respectively. (To see all Jamaican Urban Transit Company (JUTC) bus routes and times visit the JUTC’s website at: http://www.jutc.com/busterminals.php.)

Travel by Route Taxi

An easy way to travel and a much-used alternative to the JUTC bus service is the Route Taxi service. There are two kinds of taxi services in Jamaica: The Route and Charter Taxi service. Route taxis are privately owned vehicles not normally attached to a Taxi company but licensed to ply particular routes within the corporate area of Kingston and St. Andrew. How do you get one? It is fairly easy, as Route Taxis are customarily assertive in finding customers, usually by blowing their horns or flashing their
headlights as they pass by or are approaching bus stops. The taxis make several trips during the day, back and forth along the main thoroughfare, but are not however available by phoning in for service. Phoning in for taxi service in Jamaica is almost exclusive to Charter Taxis and the Charter Taxi service.

Route Taxis are licensed taxi service providers, and are easily identified by their red licensed plates. There are also unlicensed taxis which operate illegally along various routes. These taxis have regular white license plates. You are strongly encouraged NOT to take them.

**Travel by a Privately Hired/Charter Taxi**

Privately hired Taxis, otherwise known as Charter Taxis, and the general Charter Taxi Service, can be easily found by using the Jamaica Yellow Pages online. Visit: http://jamaicayp.com. The cost for using a chartered taxi service is usually agreed upon beforehand over the phone or after stopping such cabs on the road. Taxis in Jamaica do not use a metering system.

**QUICK FACTS**

- Jamaica’s currency is the Jamaican dollar ($)
- In coins we have the $1, $5, $10 and $20
- In notes: $50, $100, $500, $1000 and $5000
- Jamaica enjoys a tropical climate, which means it is mostly sunny all year round; cooler temperatures are experienced during the wet season, with the wettest months being September and October; short bursts of heavy showers can also be expected during the months of May to November.
- In winter, the average temperature in Jamaica is about 75 degrees Fahrenheit; and in summer the average temperature may be about 80 degrees.

**VERY IMPORTANT**

Take only licensed – red plate – taxis which bear the UWI, Mona Campus (Corporate Area) Sticker. White plate taxis commonly called “robots” are NOT recommended as a means of transportation.
Maximizing Your Experience

There are so many things to do while in Jamaica:

**Things you can do on while in Kingston or if you plan on going to the country:**

- Want to rest your legs? Relax at Emancipation Park, or make a visit to Devon House and enjoy Devon House ice cream.
- Love museums? Visit the National Gallery, the Institute of Jamaica, Liberty Hall, the Bob Marley Museum and the Bank Of Jamaica’s Money Museum.
- If you fancy a change of scenery, take a boat ride out to Maiden Cay (an excellent escape from the soundscape of the city)
- Visit Port Royal (and learn about Jamaica’s enchanting past)
- And there is always something showing – theatrical works are very popular in Jamaica – so see a play at the Philip Sherlock Centre or the Little Theatre.
- Eat jerk at the Boston Jerk Centre in Portland or at Scotchies’s in Kingston
- See, and take part in, the Independence Day Grand Gala Celebrations
- Take a hike up to the Blue Mountain Peak
- See and/or climb the Dunn’s River Falls
Section 3
SETTLING IN AT THE MONA CAMPUS

Choosing where to live is an important decision. But whether you arrange to have on or off-campus housing, The UWI, Mona Lodgings Office is able to help you arrange suitable accommodation. When you first arrive in the country, if you have reserved a place on Hall, you will be transported directly from the airport to your designated flat. At your Hall you will be met by your Resident Advisor, who will assist you in getting settled into your space.

How Are the Rooms Equipped?
The Halls provide either studios, single or double rooms with shared kitchen and bathroom facilities. Each room is outfitted with a single bed, desk and chairs and has wireless internet access. However, you'll need to bring your own kitchen utensils, toiletries, etc. For further information on living on hall, visit: uwilodgings@yahoo.com or contact the Lodgings Office at (876)702-3493; or uwilodgings@yahoo.com.

For Private/Off-Campus Accommodation:
Advertisements for private accommodation can be found in printed newspapers and online. For the Jamaica Gleaner and Jamaica Observer news online visit: http://jamaica-gleaner.com/ http://www.jamaicaobserver.com/

Housing and Accommodation
NOTE
All off-Campus accommodations provided by the Lodgings Office are duly inspected before recommendations are made to students.

NOTE
If you arrive outside of normal working hours (after 4:30 p.m. on weekdays, or anytime on weekends), arrangements will be made for you to be met in your Hall of Residence and given the key to your room. Please report to the International Students Office the next working day following your arrival on Campus.
Choosing where to live is an important decision. But whether you arrange to have on or off-campus housing, The UWI, Mona Lodgings Office is able to help you arrange suitable accommodation. When you first arrive in the country, if you have reserved a place on Hall, you will be transported directly from the airport to your designated flat. At your Hall you will be met by your Resident Advisor, who will assist you in getting settled into your space.

How Are the Rooms Equipped?

The Halls provide either studios, single or double rooms with shared kitchen and bathroom facilities. Each room is outfitted with a single bed, desk and chairs and has wireless internet access. However, you’ll need to bring your own kitchen utensils, toiletries, etc. For further information on living on hall, visit:

http://www.mona.uwi.edu/admissions/accommodation.php

or contact the Lodgings Office at (876)702-3493; or uwilodgings@yahoo.com.

NOTE

If you arrive outside of normal working hours (after 4:30 p.m. on weekdays, or anytime on weekends), arrangements will be made for you to be met in your Hall of Residence and given the key to your room. Please report to the International Students Office the next working day following your arrival on Campus.

For Private/Off-Campus Accommodation:

Advertisements for private accommodation can be found in printed newspapers and online. For the Jamaica Gleaner and Jamaica Observer news online visit:

http://jamaica-gleaner.com/
http://www.jamaicaobserver.com/

NOTE

All off-Campus accommodations provided by the Lodgings Office are duly inspected before recommendations are made to students.
Academic Adjustment

The University’s practices and teaching methods may be different from those in your home country. If you have questions about what to expect for your programme, we encourage you to speak with an academic advisor at Mona. Many academic counseling sessions are held during orientation week to enhance your understanding of the University’s academic culture. Academic matters related to the use of appropriate Campus resources, accessing accurate information and materials, course assessment, course structure, and general teaching methods are dealt with during Orientation Week. These sessions are usually organized separately by each Faculty and are scheduled on a departmental basis.

The counseling sessions are ideal for incoming non-Jamaican students as they provide step-by-step instruction, introduction to, and insight concerning, the university’s policies and academic organization. All incoming students are asked to speak with an academic advisor at the scheduled times arranged by their Faculty Office.

Examinations

Examinations are held in November/December (Semester 1) and in April/May (Semester 2) each academic year. Examination timetables are usually posted on the Examinations Section’s notice board and online. All queries concerning examination regulations should be directed to the Examinations Section. (Website: http://www.mona.uwi.edu/exams/. Email Address: georgia.chambers@uwimona.edu.jm. Telephone: 935-8272 or 977-3544).

Academic Support – The UWI, Mona Facilities Helping You Study

The UWI, Mona strongly believes in helping you make your transition to the Mona Campus whether you are a student in the first year of your degree programme, or the first week of your semester on study abroad. Some services you’ll find very helpful as you prepare for exams are:

Our Library Services – The library system extends over three physical locations: the Main Library, the Medical Branch Library and the Science Branch Library. The Main Library houses the University Collection, Government Serials, collections in the Humanities and Social Sciences, as well as the flagship West Indies and Special Collections. The World Bank’s Public Information Centre is also located here as are United Nations documents, for which the Library is a partial depository. The Main Library also gives access to a wide variety of online data-bases, including the ASKMONA: Library Virtual Reference Service and the Library’s Online Public Access catalogue, a programme which can be used to reserve books at any time. The Library houses a special lounge for graduate students and facilitates printing and photocopying of documents at a small charge.

The specialist Law Library’s collection is expanding rapidly and major legal databases including Westlaw, Lexis and CARILAW are available online to students. The Medical Branch Library is the focal point for the Med-Carib network which is a sub-regional network for the English-speaking Caribbean countries within the Latin America and Caribbean Health Sciences Information
Network. The Library is also a participant in the Jamaica Virtual Health Library. The **Science Branch Library** houses the collections in Science and Technology and Basic Medical Sciences. It is also the focal point for the **Caribbean Disaster Information Network** (CARDIN). The **Library of the Spoken Word**, located at the Radio Education Unit, is an innovation which widens the scope of our research capabilities. This non-print Audio Library is perhaps the most comprehensive in the Commonwealth Caribbean with a collection of some 5,000 reels and cassette tapes dating from the 1950s. (During orientation week, students are given a tour of all the UWI, Mona libraries).

**Our Information Technology Services** – The Our Virtual Learning Environment (OURVLE) tool is an online teaching-learning system, comprising a vast number of tools and specialized applications, which allow for aspects of any course to be extended onto the web. OURVLE helps students gain immediate access to lecture notes, assignments, interactive sessions (live chat) with lecturers, librarians and other staff, as well as access to an archive of frequently asked questions (FAQs) pertaining to any course or programme. To use the UWI, Mona’s IT services, you will be provided with a registered user identity by the Mona Information Technology Services (MITS) section. You can connect to the internet or UWI, Mona intranet using UWI, Mona hot spots in Hall and around Campus.

The MITS section provides students with all IT-related services: internet connectivity, computer virus removal, troubleshooting solutions to login and other related issues. You can contact MITS by calling 977-4537 or by emailing the Help Desk at: helpdesk@uwimona.edu.jm.

**Our Bookshop** – The UWI, Mona Bookshop is a resource centre for students and staff while also catering to the general public. At the Bookshop, students are able to purchase recommended texts, a broad range of Caribbean literature, stationary, periodicals, magazines, electronic top-ups for mobile phones, gift items and UWI-branded memorabilia.

**Registration**

The registration process is simple: during the registration period, a registration centre is erected with running tutorials, computers and tutors to help you to register for your courses. To register, students use their Campus-wide login (that is default username and password) to access the online Students Administrative Services (SAS) website, where courses can be added or dropped from the student’s registration. For more details on adding or dropping courses, please go to the website: [www.uwimona.edu.jm/registration/](http://www.uwimona.edu.jm/registration/).

**Campus Pipeline & Your Student Email Account**

To meet the academic and administrative needs of the Campus community, each student at Mona is given a free email account. Students are expected to check their emails on a frequent and consistent basis in order to remain abreast of all inter- and intra-Campus related communications. From time to time the ISO will also communicate with all its non-Jamaican students through this medium. **It is therefore strongly recommended that you check your email regularly.** To access your email account, use your default password in the format YYMMDD. Your email address is in the form username@mymona.edu.jm, where your username is your first and last name separated by a period - a dot. If you have forgotten your password or your password does not work, please contact the MITS Help Desk. (Contact information provided above, see Our Information Technology Services).
Student ID

All UWI, Mona students are issued with a personal student ID card from the ID Centre on Campus. The card is used as your proof of identity. Once the appropriate ID card fee has been paid and you are fully registered for your courses, you can typically obtain your ID card within a day after your registration has been approved.

Your ID card serves as a pass to access the Campus libraries, Health Centre, Shuttle Bus service, gyms, and computer labs on Campus. The card must also always be presented prior to sitting examinations and may also be used to access special discounts granted to students by off-Campus entities. Your ID number is printed on your student ID card. Should you lose your ID card, report it to the ID centre; there is a replacement fee for generating a new card.

For information on miscellaneous fees, and your ID card fee, please go to www.uwimona.edu.jm/registration/.

Academic Calendar

Want to plan your workload for the semester or academic year in advance? The academic calendar is an excellent tool for just that. Use the academic calendar to better organize your study and leisure times so that you may have time to explore and enjoy your surroundings (before and after final examinations) as well as arrange your return flight. An overview of the academic calendar and public holidays can be found at the back of this manual. Please see the Appendices.
Wellness – Health and Safety

The University Health Centre

The University Health Centre (UHC) provides general health care and counseling services for UWI, Mona students, as well as basic dental health care. All UWI, Mona students are covered under the University Health Insurance Plan (UHIP) once they’ve paid miscellaneous fees.

The University Health Insurance Plan (UHIP)

The University Health Insurance Plan (UHIP) is mandatory for all students. It is included in the cost of the student’s miscellaneous fees and the insurance plan provides coverage to all students enrolled at The UWI, Mona Campus.

With your MedeCus Health Card, you are able to access all health services provided by the University Health Centre by simply walking in and presenting the health card, along with your student ID. Your MedeCus Health Card and student ID may also be used at any public hospital throughout Jamaica.

Important to remember: You will receive your MedeCus Health Card only after you’ve paid your miscellaneous fees. The Health card may be collected at the Customer Service section, located on the ground floor, in the Annex Building.

Emergency Plan

In case of an emergency (inclusive of natural disasters), please call the relevant persons at The UWI, Mona Campus for assistance: your Student Services Manager (SSM), the Director of the Office of Student Services and Development (OSSD), the Head of the International Students Office (ISO) or the ISO’s assigned Emergency Warden. See all emergency contact numbers at the back of this manual.

Disability Services

If you require disability-related services, it is important to contact the Office of Special Student Services (OSSS). The OSSS provides support for persons within the Campus community with a disability (whether temporary or otherwise). Some of the provisions in place for disabled persons include: specialized computer facilities, reader-writers, special exam papers produced in Braille and large print, Braille and Speak and Type and Speak Machines as well as Kurzweil Readers. The OSSS is always actively engaged in On-Campus sensitization, lobbying, and advocacy to ensure that the needs of students with disabilities are not only communicated, but are adequately addressed. As a part of the Office of Student Services and Development, the OSSS is partnered with several key departments, such as the Health Centre, Placement and Career Services, the Main Library and the Examinations Section.
Chapel Services and Chaplaincy

There may be times when you need a quiet space to reflect or someone with whom to share your feelings on personal matters or get answers to certain questions you may have. The University Health Centre’s Counseling Unit, The UWI Mona Chapel or the Chaplain’s Office are all available for this purpose.

The University Chapel is interdenominational and currently is served by over six (6) chaplains. You can arrange to see a chaplain by visiting the Chaplain’s Office (located on the Ring Road between the Page’s Café and Jamaica National Building Society).

Visit:
http://www.mona.uwi.edu/healthcentre/counsellingunit/ for more information on the UWI, Mona Counseling Unit (also see Adjusting to the Jamaican Culture – Culture Shock, pg 32).

Campus Security

We have a range of services to keep you safe on campus. The UWI, Mona Campus has uniformed security guards and a regular system of patrols, 24hr security at each Hall of Residence, a security escort (safe walk and transportation) service at nights, a lost and found service and emergency dispatch services. There is a police post on Campus which, along with the Campus Security Unit, ensures compliance with the UWI, Mona’s policy on security issues. Both the Mona Police and Campus Security are responsible for providing a safe environment for all students, staff, and visitors to the Mona Campus.

For further information on security, visit http://myspot.mona.uwi.edu/security/

Postgraduate Support Services

The Office of Graduate Studies & Research, under the Office of the Campus Registrar, offers information and support services to all graduate students, relating to graduate programmes. It also has responsibility for the administration of all processes related to admissions, registration, scholarships and awards, examinations (Thesis, Research Paper/Project) and the award of degrees.

Contact the Graduate Studies & Research Section for more information at (876) 935-8995; email postgrad@uwimona.edu.jm; or visit the website at http://www.mona.uwi.edu/postgrad/about.php.

The Jamaican Language, Culture & Customs

Jamaica’s rich culture has permeated many parts of the world. The Island’s motto, “Out of Many, One People”, reflects its multicultural nature – result of a rich blend of African, Caribbean, English, Spanish and Indian cultures, vignettes of which are generally expressed through art forms and religious practices (for example, those of the Rastafarian movement); folk traditions such as Kumina celebrations (which include aspects of Jamaican and African mythology); lore as it concerns medicinal plants; food, including the national dish, Ackee and Saltfish, and Jamaica’s world-famous native cooking style called Jerk; many forms of song and dance; fashion; and, of course, the Jamaican Dialect or Creole are just a few examples. Major ethnic groups presently in Jamaica include people of African descent as well as Chinese, East Indians and Caucasians.

Adjusting to the Jamaican Culture – Culture Shock

Every culture has its own social customs and conventions – and even some idiosyncrasies. Aspects of Jamaican culture may differ markedly from your own: the food, the
weather, the language, communication styles, approach to gender issues, ways of expressing and appreciating art, types of religion and taboos. You may need some time to negotiate these differences and to get accustomed to them. The term “Culture Shock” is used to describe the process of learning to adjust to a new culture and the feelings of discomfiture, confusion, frustration and nervousness generally associated with the experience of adjusting to this change. Not all students experience culture shock, though for some it may be vivid and overwhelming. Common symptoms include:

- Extreme homesickness
- Feelings of helplessness/dependency
- Disorientation and isolation
- Hyper-irritability (may include inappropriate anger and hostility)
- Sleep and eating disturbances (too little or too much)
- Revulsion towards host culture/stereotyping
- Depression and sadness

### NOTE

A Few Tips to Combat the Effects of Culture Shock:

- **Keep a journal** – Use your journal as your scrapbook. Try to record memorable activities and events. Take photos, glue them inside and write down your thoughts on how you felt at particular moments. This will help you to express your feelings, keep track of the people you’ve met and friends you’ve made and, also, the events you attended while at Mona. Ultimately, it will become an invaluable souvenir of your trip when you return home.

- **Keep active** – Find a positive routine that includes the things you like to do. This could range from sports to becoming a member of a club or society. High-energy activities or a consistent exercise routine can also help to assuage feelings of irritability, keeping you occupied with immediate goal-oriented endeavours. Of course improving your health at the same time is a definite plus.

- **Remember to have fun/Learn the lingo** – Strike a balance between your personal and academic life. Explore and enjoy the Island. Learn the lingo. Be flexible. Have fun. Discover the intricacies of the local etiquette and customs and learn the quickest routes to interesting places close to the Campus.

- **Be open-minded about new experiences** - Try to fully enjoy your time. Make an effort to adapt and get involved in the local culture. Words are the building blocks of communication; so learn the language and try to communicate with others. Keep your sense of humour (Jamaicans love to laugh) If you have time, try to take advantage of the weekends! See the sights and attractions, visit picturesque parishes (like Portland), and participate in Campus-related recreational activities. Above all, when not studying, learn how to “lyme”. (You know: relax). Make friends, make small talk, laugh at silly jokes. Enjoy the nightlife. Explore Kingston’s lively art scene or visit a few cultural events.

- **Watch your health** – It is extremely important to take good care of you: Eat well, and try to keep an active routine and exercise regularly. Do not spend all your money on fast food; get into the habit of preparing your own meals. Try out a few Jamaican recipes and, if you like, carry and use your own spices from home to give the food a more familiar taste.
While at Mona, you should set personal development goals for yourself. Try to keep in mind that you are not only here to learn about the Jamaican culture, but also to share your culture with others as well; we encourage you to do so.

**Important to remember:** Travelling in Jamaica is generally safe; however, as with anywhere else in the world, it is always important to be careful, especially if you are unfamiliar with an area. When you go out, try always to travel with friends; make it a point of duty to arrange transportation, or try not to stay out too late.

### Jamaican (Jamiekan) Language Considerations:

**What are the languages spoken in Jamaica?**

Jamaicans are bilingual. Although the official language is English, most Jamaicans speak a localized dialect known as Patois or Jamaican Creole. The Patois language pulls heavily from English, but is also influenced by a makeup of Spanish and mostly West African Languages. The most notable variation of Patois may be heard in the sub dialect known as Rastafarian Talk, or Dread Talk, practised by Rastafarians.

Rastafarian Talk is identifiable for its replacement of the English pronoun “I” with the more emphatic “I and I” and intricate spins, dicing regular words into more ‘Rastafarian-accordant’ terms; for example, “dreadnut” for “coconut” and “ilaloo” for “callaloo”. Aspects of the Jamaican language are usually introduced at orientation in a special segment called *Introduction to Jamaican (Jamiekan) Talk*. Although not a comprehensive session, students benefit by being able to understand and interact with Jamaicans in the dialect. Below is a sampling of some useful Jamaican words:

<table>
<thead>
<tr>
<th>English</th>
<th>Jamaican</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello</td>
<td>Wha a’ gwaan</td>
</tr>
<tr>
<td>Good Morning</td>
<td>Mawnin</td>
</tr>
<tr>
<td>Later/Goodbye/Take Care</td>
<td>Lata/Likkle More/Tek Kier</td>
</tr>
</tbody>
</table>

**NOTE**

If you experience mild to severe culture shock and are not coping well, please visit the Counseling Unit, located inside the University Health Centre. The unit promotes personal growth and development through the provision of evaluation, counseling, therapy, referrals, and psycho-education in a caring, respectful, non-judgmental and confidential environment. The service is free of cost and is covered under your student health insurance plan. The Counseling Centre also offers the following services: Academic Counseling, Consultation and Outreach, Crisis Intervention, Psychiatric Consultation and Career Counseling.

**TIP**

Students enrolled for full degrees may participate in the First Year Experience (FYE) programme which helps freshmen, Jamaicans and non-Jamaicans alike adjust to the social, cultural and academic challenges during the first year.
While at Mona, you should set personal development goals for yourself. Try to keep in mind that you are not only here to learn about the Jamaican culture, but also to share your culture with others as well; we encourage you to do so.

Important to remember: Travelling in Jamaica is generally safe; however, as with anywhere else in the world, it is always important to be careful, especially if you are unfamiliar with an area. When you go out, try always to travel with friends; make it a point of duty to arrange transportation, or try not to stay out too late.

Section 3

What are the languages spoken in Jamaica?

Jamaicans are bilingual. Although the official language is English, most Jamaicans speak a localized dialect known as Patois or Jamaican Creole. The Patois language pulls heavily from English, but is also influenced by a makeup of Spanish and mostly West African Languages. The most notable variation of Patois may be heard in the sub dialect known as Rastafarian Talk, or Dread Talk, practised by Rastafarians.

Rastafarian Talk is identifiable for its replacement of the English pronoun I with the more emphatic I and I and intricate spins, dicing regular words into more Rastafarian-accordant terms; for example, dreadnut for coconut and ilaloo for callaloo. Aspects of the Jamaican language are usually introduced at orientation in a special segment called Introduction to Jamaican (Jamiekan) Talk.

Although not a comprehensive session, students benefit by being able to understand and interact with Jamaicans in the dialect. Below is a sampling of some useful Jamaican words:

<table>
<thead>
<tr>
<th>English</th>
<th>Jamaican</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello</td>
<td>Wha a gwaan</td>
</tr>
<tr>
<td>Good Morning</td>
<td>Mawnin</td>
</tr>
<tr>
<td>Later/Goodbye/Take Care</td>
<td>Lata/Likkle More/Tek Kier</td>
</tr>
</tbody>
</table>

Jamaican (Jamiekan) Language Considerations:

If your first language is not English, you must provide satisfactory evidence of your competence in English. You should have:

- Scored a minimum total of 6.5 on the University of Cambridge IELTS (International English language Testing System) OR
- Scored a minimum of 500 (paper-based) or 82* (computer-based) on the test of English as a Foreign Language (TOEFL)

*Note: Breakdown –

**MINIMUM SCORE**

<table>
<thead>
<tr>
<th>Writing</th>
<th>22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>20</td>
</tr>
<tr>
<td>Listening</td>
<td>20</td>
</tr>
<tr>
<td>Speaking</td>
<td>20</td>
</tr>
</tbody>
</table>

The ISO English for Speakers of Other Languages (ESOL) Summer Programme

If you are a non-native English speaker, the ISO offers an English for Speakers of Other Languages (ESOL) programme, which runs for approximately six (6) weeks during the summer. The programme is designed to immerse students in the use of English in a variety of contexts, using as one component role play and real-life situations. The aim of the programme is to teach students the structure of English and to develop their competence in the use of the English Language through taught sessions in Target English (using English in impromptu simulations), Grammar and Mechanics and English for Special Purposes. Students will also get an opportunity to engage in English Language conversations and conduct transactions in English outside the classroom, on field trips.

If you need further information about the ESOL summer programme, or would like to enroll, please contact the ISO. (See page 38 for ISO contact information).
Section 4

PRE-DEPARTURE: Returning Home

First Steps:

- Get your travel documents together.
- Make all final outstanding payments.
- Close your bank account.
- Make travel arrangements – check that the visa requirements for the countries you may need to pass through and the baggage allowance for your airline have not changed. Ensure your flight and flight times are confirmed. Arrive at the airport in good time and check whether any departure tax is to be paid.

It is not always easy to return home, especially if you have been having a good time, have made good friends and thoroughly love and enjoy your new environment. Fortunately, you are able to take your new experiences with you.

Going home requires the same attention to detail as did your preparation in coming to Mona. Before going home, it is crucial to finalize school-related business and to tie up any other loose ends. You should settle your bills, retrieve important documents, make your flight arrangements in reasonable time and, finally, say your proper goodbyes.

Requesting Your Transcript

Ensure that you tell us where your transcript is to be sent. For exchange/study abroad students, The UWI, Mona typically does this promptly after your programme has ended and without need for a formal request; however, to avoid any undue delays, make sure you request your transcript before you leave.

Withdrawal from Programme/Early Return

If while at Mona, you are thinking of withdrawing from the Exchange/Study Abroad programme—whether for academic or personal reasons—you must IMMEDIATELY, before making any arrangements to leave, contact the International Students Office at 1(876) 702-3737 OR isomona@uwimona.edu.jm as well as your International Office back home.

Extending Your Study Abroad Period beyond a Semester

Many students opt to extend their study abroad experience at Mona after spending one semester. To do this, both the UWI, Mona and your home university must agree that you can remain in Jamaica, and you must again go through the application process. The International Students Office would be pleased to have you stay. If and/or when you must leave, however, we wish you a safe journey and look forward to welcoming you back to Mona!

Check the student copy of your transcript to ensure that no errors have been made; if there are any errors get these corrected before you leave.
It is not always easy to return home, especially if you have been having a good time, have made good friends and thoroughly love and enjoy your new environment. Fortunately, you are able to take your new experiences with you.

Going home requires the same attention to detail as did your preparation in coming to Mona. Before going home, it is crucial to finalize school-related business and to tie up any other loose ends. You should settle your bills, retrieve important documents, make your flight arrangements in reasonable time and, finally, say your proper goodbyes.

**Requesting Your Transcript**

Ensure that you tell us where your transcript is to be sent. For exchange/study abroad students, The UWI, Mona typically does this promptly after your programme has ended and without need for a formal request; however, to avoid any undue delays, make sure you request your transcript before you leave.

---

**TIP**

Check the student copy of your transcript to ensure that no errors have been made; if there are any errors get these corrected before you leave.

**Withdrawal from Programme/Early Return**

If while at Mona, you are thinking of withdrawing from the Exchange/Study Abroad programme – whether for academic or personal reasons – you must IMMEDIATELY, before making any arrangements to leave, contact the International Students Office at 1(876) 702-3737 OR isomona@uwimona.edu.jm as well as your International Office back home.

**Extending Your Study Abroad Period beyond a Semester**

Many students opt to extend their study abroad experience at Mona after spending one semester. To do this, both the UWI, Mona and your home university must agree that you can remain in Jamaica, and you must again go through the application process. The International Students Office would be pleased to have you stay. If and/or when you must leave, however, we wish you a safe journey and look forward to welcoming you back to Mona!
Appendices

Academic Calendar
General Semester Dates

Semester 1 (Spring Semester)  Jan.  May
Semester 2 (Fall Semester)  Sept.  Dec.

Holidays Celebrated in Jamaica
New Year's Day   January 1
Ash Wednesday   TBA
Good Friday    TBA
Easter Monday    TBA
Labour Day    May 23
Emancipation Day   August 1
Independence Day   August 6
National Heroes' Day   October 18
Christmas    December 25
Boxing Day   December 26

Some Annual Campus Events
Research Day    January
Commemoration Week   February
Valedictory Service   April
Matriculation Ceremony   September
Graduation Ceremony   November
UWI, Mona Carol Service   December

International Students Office Staff
Mrs. Althea Gordon-Clennon
Senior Assistant Registrar/ISO Head
1 (876) 702-3737 ext. 3891

Ms. Hermine Tyrell
Senior Administrative Assistant/Study Abroad Coordinator
1 (876) 702-3737 ext. 3892

Ms. Carol Williams
Administrative Secretary/Medical electives Coordinator
1 (876) 702-3737 ext. 3893

Mr. Lorne Matthews
Administrative Assistant (Publications)
1 (876) 702-3737 ext. 3890

Mailing Address:
International Students Office
The University of the West Indies, Mona
Kingston 7, Jamaica

On Campus:
The Administrative Annex Building
Telephone Number: 702-3737
Fax Number: 977-4178
Email: isomona@uwimona.edu.jm

Office hours: Monday to Friday 8:30 a.m.  4:30 p.m.

UWI Mona Security/Emergency Numbers
 Office of the Director of Security: (876) 512-3700
 University Security (all hours) - Ext. 2748-9
 Administration - Ext. 3527
 Mona Police Post - Tel: (876) 977-6290/977-7418
  Ext. 2310/2331
 University Hospital  - Tel. (876) 927-1620
Important Dates

Academic Calendar

General Semester Dates
Semester 1 (Spring Semester) Jan. – May
Semester 2 (Fall Semester) Sept. – Dec.
Summer Semester Apr. – Jun.

Holidays Celebrated in Jamaica
New Year’s Day January 1
Ash Wednesday TBA
Good Friday TBA
Easter Monday May 23
Labour Day May 23
Emancipation Day August 1
Independence Day August 6
National Heroes' Day October 18
Christmas December 25
Boxing Day December 26

Some Annual Campus Events
Research Day January
Commemoration Week February
Valedictory Service April
Matriculation Ceremony September
Graduation Ceremony November
UWI, Mona Carol Service December

Contact Information

International Students Office Staff

Mrs. Althea Gordon-Clennon
Senior Assistant Registrar/ISO Head
1 (876) 702-3737 ext. 3891

Ms. Hermine Tyrell
Senior Administrative Assistant/Study Abroad Coordinator
1 (876) 702-3737 ext. 3892

Ms. Carol Williams
Administrative Secretary/Medical electives Coordinator
1 (876) 702-3737 ext. 3893

Mr. Lorne Matthews
Administrative Assistant (Publications)
1 (876) 702-3737 ext. 3890

Mailing Address:
International Students Office
The University of the West Indies, Mona
Kingston 7, Jamaica

On Campus:
The Administrative Annex Building

Telephone Number: 702-3737
Fax Number: 977-4178
Email: isomona@uwimona.edu.jm

Office hours: Monday to Friday 8:30 a.m. – 4:30 p.m.

UWI Mona Security/Emergency Numbers
• Office of the Director of Security: (876) 512-3700
• University Security (all hours) - Ext. 2748-9
• Administration - Ext. 3527
• Mona Police Post - Tel: (876) 977-6290/977-7418 Ext. 2310/2331
• University Hospital - Tel. (876) 927-1620