

**SUPPLEMENT TO APPLICATION FOR ADMISSION TO
THE MASTER OF SCIENCE IN COUNSELLING PROGRAMME THROUGH
DISTANCE EDUCATION**

The following should be submitted with your application form:

1. A signed statement from your employer approving
 - a) a weekly day release all day on Thursdays during the semesters
 - b) release for four hours practicum per week during the semesters – please note that this could be one hour per day or any other arrangement that is convenient and
 - c) release for a four week summer programme in July 2006 and another in July 2007.

2. A statement concerning any disability or ongoing medical condition that you might have and that might prevent you from climbing a staircase to access classes or make it difficult to do the required reading needed to submit assignments on time (eg. hearing/visual impairment or problems with mobility). Please ignore this if it is not applicable to you.

3. Applicants with a minimum of five years experience in counselling who do not have a first degree but who have a professional qualification should ask the educational institution granting the professional qualification to send their transcripts to:

The Assistant Registrar
Graduate Studies & Research
The University of the West Indies
Mona Campus
Kingston 7, Jamaica, West Indies.

The applicants will also need to submit a curriculum vitae highlighting their years of counseling related experiences.

4. You may apply for exception from any of the qualifying courses if you meet the following criteria:
 - a) A minimum of a B grade in an undergraduate degree course in Introduction to Individual Counselling, Introduction to Group Counselling, Developmental Psychology or Abnormal Psychology.
 - b) An outline of the course(s) from which exemption is sought.
 - c) Application for exemption from any of the qualifying courses must be made in writing and accompany the application form. Supporting documents should include proof of grades and courses outlines. No exception from any of the courses will be allowed once the semester begins.