



THE UNIVERSITY OF THE WEST INDIES, MONA
OFFICE OF THE CAMPUS REGISTRAR
HUMAN RESOURCE MANAGEMENT DIVISION

DID YOU KNOW ?

The Jamaican law requires **ALL** non-Jamaican Nationals who do not enjoy diplomatic status to have a Work Permit or Work Permit Exemption once they are gainfully employed in the island?

HERE ARE SOME IMPORTANT FACTS THAT YOU NEED TO KNOW:

- 🇯🇲 A work permit is required for a non-Jamaican national whether their employment is of a voluntary, commercial, professional, charitable, entertainment or sport related nature.
- 🇯🇲 All work permit applications are processed by the Ministry of Labour and Social Security and must be submitted to the Work Permit Section of the Ministry through the prospective employer of the person seeking the permit. **The HRMD is the only authorized section of the UWI that facilitates the processing of Work Permits/Work Permit Exemptions**
- 🇯🇲 Application forms for Work Permits / Work Permit Exemption can be obtained from the HRMD or downloaded from the ministry website: www.mlss.gov.jm . Documents required are:
 - Proof of Qualification & Professional licenses (where applicable)
 - A resume outlining professional and business experiences
 - A Police Record – issued by the Ministry of National Security
 - Photographs (2)
 - Copies of salary statements for the last three (3) months (**for renewal of permit**)
 - Certified copies of pages from applicant passport – showing
 - (A) proof of Identification,
 - (B) passport number,
 - (C) date of issue and expiry,
 - (D) landing status,
 - (E) relevant visas
 - Photographs and copies of supporting documents should be certified by a Justice of the Peace or a Notary Public with a valid Commission

LOOK OUT FOR NEXT MONTH'S EDITION OF "DID YOU KNOW"